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Executive Committee of
the Multilateral Fund for the
Implementation of the Montreal Protocol

Twenty-second Meeting
Nairobi, 28-30 May 1997

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 21st Meeting of the Executive Committee.

Notification of the Decisions of the Twentieth Meeting of the Executive Committee:

Article 5 countries:

2. Decisions taken by the Executive Committee at its 21st Meeting regarding project approvals and other relevant decisions were communicated to the concerned governments of Article 5 countries.

Non-Article 5 countries:

3. The Secretariat notified the Governments of Australia and France of the approval of their bilateral requests by the Executive Committee at its 21st Meeting.

Transfer of resources from the Multilateral Fund

4. The Fund Secretariat requested the Treasurer of the Multilateral Fund to transfer to the pertinent implementing agencies the funds recommended by the Executive Committee, and to credit approved bilateral requests from Australia and France against their 1996 contributions to the Multilateral Fund.

Administrative costs of the Implementing Agencies:

5. Pursuant to decision 21/2, the Secretariat invited nine international consulting firms and a consultant to tender proposals for the preparation of a report on the identification of options and approaches for reducing the overall level of administrative costs of the implementing agencies. Two proposals were received and are being analyzed.

Sub-Committee on Monitoring, Evaluation and Finance:

6. In consultation with the Chairman of the Sub-Committee, the Secretariat prepared two documents: Draft work programme and work plan for monitoring and evaluation, and Cycle of business planning and the submission of work programmes. The two documents will be discussed during the Meeting of the Sub-Committee.

Coordination with the Implementing Agencies:

7. Pursuant to the decision of the Executive Committee at its 16th Meeting (UNEP/OzL.Pro/ExCom/16/20, Annex III), the Secretariat held a conference call with the implementing agencies on 7 March 1997. Issues discussed with the implementing agencies focused on, inter alia, relevant decisions taken by the Executive Committee at its 21st Meeting, the financial planning of the Multilateral Fund and the 1997 business plans and work programme amendments of the implementing agencies, policy papers requested by the Executive Committee; value of projects to be submitted to the 22nd Meeting, and logistic arrangements for the receipt of documents.

Review of Project Proposals, Country Programmes, Business Plans, Work Programme Amendments and Progress Reports:

8. The Secretariat provided comments regarding bilateral cooperation, business plans and work programme amendments, progress reports, country programmes and project proposals to bilateral agencies, Article 5 countries and implementing agencies, as appropriate.

9. In total, the Secretariat received 173 project proposals, including bilateral requests, work programme amendments and investment project proposals.

Bilateral cooperation:

10. The Secretariat processed 3 requests for bilateral cooperation from the governments of Canada and France, which are being submitted to the 22nd Meeting of the Executive Committee.

1997 Business plans

11. Further to decision 21/5, by which the Executive Committee requested the implementing agencies to revise their 1997 business plans in the light of decisions adopted at the 21st Meeting, the Secretariat is submitting its comments on the revised business plans of the implementing agencies to the Executive Committee at this meeting.

Amendments to the 1997 Work programmes

12. The Secretariat discussed with the implementing agencies amendments to their 1997 work programmes, which include 43 requests for non-investment projects. The Secretariat is submitting its comments on the amendments to the 1997 work programmes to the Executive Committee at this meeting.

Investment projects:

13. UNDP, UNIDO and the World Bank submitted 127 investment project proposals, which were evaluated according to the established guidelines and criteria.

Country programmes:

14. The Secretariat processed five country programmes to be submitted to the Executive Committee at its 22nd Meeting.

Documents and Policy Papers prepared by the Fund Secretariat:

15. Of the documents included in the list of documents (UNEP/OzL.Pro/ExCom/22/Inf.2), the Secretariat has prepared the following documents:

- Provisional agenda (UNEP/OzL.Pro/ExCom/22/1/Rev.1)
- Secretariat activities (UNEP/OzL.Pro/ExCom/22/2)
- Evaluation of 1996 business plans of the implementing agencies (UNEP/OzL.Pro/ExCom/22/6)
- Consolidated revised 1997 business plans of the implementing agencies (UNEP/OzL.Pro/ExCom/22/7)
- Three-year (1997-1999) business plan of the Multilateral Fund (UNEP/OzL.Pro/ExCom/22/12)
- Summary status report on ODS phase-out for Article 5 countries (UNEP/OzL.Pro/ExCom/22/13)
- Indicators for the evaluation of the performance of the implementing agencies (UNEP/OzL.Pro/ExCom/22/14)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/22/16)
- Bilateral Co-operation (UNEP/OzL.Pro/ExCom/22/17)
- Project evaluation sheets, comments and recommendations on investment projects (UNEP/OzL.Pro/ExCom/22/22 to 22/56)
- Consolidated progress report (UNEP/OzL.Pro/ExCom/22/57)
- Country programmes' comments and recommendations (UNEP/OzL.Pro/ExCom/22/63 to 67)
- Report on options to advance phase-out in the SME sector (UNEP/OzL.Pro/ExCom/22/69)
- Progress of implementation of country programmes: Implications of using different baseline years (UNEP/OzL.Pro/ExCom/22/70).
- Discrepancy between data reported to the Ozone and Fund Secretariats: Reconciliation and harmonization of the two parallel streams of data reporting (UNEP/OzL.Pro/ExCom/22/71).
- Draft guidelines for proposals to change technology in approved projects (UNEP/OzL.Pro/ExCom/22/72).

- Incremental operating costs for domestic refrigeration compressors (UNEP/OzL.Pro/ExCom/22/73)
- Actions to improve the functioning of the Financial Mechanism (Decision VIII/5) (UNEP/OzL.Pro/ExCom/22/76)

Review and Update of Database and Documents:

16. The Secretariat reviewed and updated the following documents:

- Inventory of Approved Projects as at February 1997.
- Policies, Procedures Guidelines and Criteria as at February 1997.
- Country Programme Summary Sheets as at February 1997.

Meetings:

17. The Fund Secretariat was represented at meetings, training workshops and Ozone Units network meetings organized by UNEP; attended a Fund Officer's Meeting organized by UNEP Headquarters, revised project document and closed the 1996 accounts of the Multilateral Fund Secretariat; participated in a meeting organized by the Ozone Secretariat regarding data reporting by Article 5 Parties for the purposes of compliance with the Montreal Protocol and the requirements of the Multilateral Fund; and attended the Seventeenth Meeting of the Implementation Committee.

Recruitment of the Associate Information Officer of the Multilateral Fund Secretariat:

18. Following the United Nations procedures, the Secretariat reviewed 20 applications that were submitted for the post of Information Officer. The Secretariat provided its recommendation to UNEP Headquarters.

Preparation for the Twenty-second Meeting of the Executive Committee:

19. The Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation, and Finance Sub-Committee and for the 22nd Meeting of the Executive Committee, to be held in Nairobi, Kenya. Letters of invitation, and meeting documentation have been dispatched to members of the Executive Committee, the President of the Bureau, the implementing agencies, and to NGOs.