



United Nations Environment Programme

Distr.
LIMITED



UNEP/OzL.Pro/ExCom/13/2
23 June 1994

ORIGINAL: ENGLISH

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

Thirteenth Meeting
Montreal, 25-27 July 1994

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the Twelfth Meeting of the Executive Committee during the period April through July 1994.

Report of the Sub-Committee for the Report on the Review under Paragraph 8 of Article 5

2. Pursuant to the decision of the Executive Committee at its Twelfth Meeting, the Fund Secretariat in coordination with the Chair of the Sub-Committee on the Review under Paragraph 8 of Article 5, dispatched seventeen letters of invitation to bid to potential bidders for the review. Upon receipt of eight proposals, the Fund Secretariat prepared evaluation criteria, an overview of each proposal, and a recommendation for Sub-Committee consideration. Upon receipt of the Sub-Committee's decision, the Secretariat coordinated with the Treasurer (UNEP) to obtain contract clearance from UNEP's Contracts Committee and following contract signature, transfer of funds according to the agreed payment schedule. The Secretariat hosted a two-day meeting of the Sub-Committee and the study team in May and prepared necessary documents for the meeting. Letters of introduction were subsequently prepared by the Secretariat for use of the study team.

Review of Administrative Support Costs

3. Following the request of the Twelfth Executive Committee, the Secretariat hired a consultant to prepare a report on defining admissible administrative costs, calculate the total costs charged to the Multilateral Fund and provide a brief background information on practices in other comparable institutions for the purpose of enabling the Executive Committee to evolve appropriate norms in this respect. The terms of reference for the study were approved by the Sub-Committee on Financial Matters. The report of the study will be submitted to the Fourteenth Meeting of the Executive Committee.

Documents received by the Secretariat:

4. The Secretariat has received the following documents for consideration by the Executive Committee:

- Biennium 1992-1993 Accounts (UNEP/OzL.Pro/ExCom/13/5)
- Requests for Bilateral Assistance (UNEP/OzL.Pro/ExCom/13/6)
- Financial Reports of the Implementing Agencies (UNEP/OzL.Pro/ExCom/13/7)
- Modification in the Indicative List of Categories of Incremental Costs under the Montreal Protocol (UNEP/OzL.Pro/ExCom/13/45)

Agencies Progress Reports

- UNDP (UNEP/OzL.Pro/ExCom/13/9)
- UNEP (UNEP/OzL.Pro/ExCom/13/10)
- UNIDO (UNEP/OzL.Pro/ExCom/13/11)
- World Bank (UNEP/OzL.Pro/ExCom/13/12)

Agencies Work Programme Amendments

- UNDP (UNEP/OzL.Pro/ExCom/13/13)
- UNEP (UNEP/OzL.Pro/ExCom/13/14)
- UNIDO (UNEP/OzL.Pro/ExCom/13/15)
- World Bank (UNEP/OzL.Pro/ExCom/13/16)

Country Programmes

- Argentina (UNEP/OzL.Pro/ExCom/13/17)
- Botswana (UNEP/OzL.Pro/ExCom/13/18)
- Brazil (UNEP/OzL.Pro/ExCom/13/19)
- Kenya (UNEP/OzL.Pro/ExCom/13/20)

- Seychelles (UNEP/OzL.Pro/ExCom/13/21)
- Slovenia (UNEP/OzL.Pro/ExCom/13/22)
- Uganda (UNEP/OzL.Pro/ExCom/13/23)
- Zimbabwe (UNEP/OzL.Pro/ExCom/13/24)

Project proposals

- Argentina (UNEP/OzL.Pro/ExCom/13/25)
- Cameroon (UNEP/OzL.Pro/ExCom/13/26)
- China (UNEP/OzL.Pro/ExCom/13/27)
- Colombia (UNEP/OzL.Pro/ExCom/13/28)
- Egypt (UNEP/OzL.Pro/ExCom/13/29)
- India (UNEP/OzL.Pro/ExCom/13/30)
- Jordan (UNEP/OzL.Pro/ExCom/13/31)
- Malaysia (UNEP/OzL.Pro/ExCom/13/32)
- Philippines (UNEP/OzL.Pro/ExCom/13/33)
- Syria (UNEP/OzL.Pro/ExCom/13/35)
- Thailand (UNEP/OzL.Pro/ExCom/13/36)
- Uruguay (UNEP/OzL.Pro/ExCom/13/37)
- Venezuela (UNEP/OzL.Pro/ExCom/13/38)

5. The Secretariat provided comments regarding bilateral assistance, progress reports, work programme amendments, country programmes and project proposals to Article 5 countries, donor countries and Implementing Agencies, as appropriate. The results of these activities are reflected in the Secretariat's comments and recommendations submitted to this meeting.

6. The Secretariat prepared a Draft Format for Presentation of Information on Progress of Implementation of Country Programme and circulated it to members of the Executive Committee for comments. When approved, the format will be used by countries for reporting on the implementation of their Country Programmes in accordance with the Executive Committee's decision for Article 5 Parties to present information annually on progress being made in the implementation of their Country Programmes.

Documents prepared by the Secretariat for the Thirteenth Meeting of the Executive Committee:

7. The Secretariat prepared the following documents:

- Report of the Secretariat Activities (UNEP/OzL.Pro/ExCom/13/2)
- Overview of Issues Identified During Project Review (UNEP/OzL.Pro/ExCom/13/3)
- Consolidated Progress Report (UNEP/OzL.Pro/ExCom/13/8)

- Report of the Sub-Committee for the Report on the Review under Paragraph 8 of Article 5 (UNEP/OzL.Pro/ExCom/13/39)
- Impact on the Fund of Various Operational Costs Duration in the Domestic Refrigeration Sector - Draft (UNEP/OzL.Pro/ExCom/13/40)
- Cost Effectiveness of ODS Phase-out Projects - Draft (UNEP/OzL.Pro/ExCom/13/41)
- Projects that Might Realize Net Incremental Savings - Draft (UNEP/OzL.Pro/ExCom/13/42)
- Data Collection and Data Reporting - Draft (UNEP/OzL.Pro/ExCom/13/43)
- Draft Report of the Executive Committee to the Sixth Meeting of the Parties (UNEP/OzL.Pro/ExCom/13/44)

Other documents prepared by the Fund Secretariat:

- Update of the Inventory of Approved Projects as of March 1994;
- Country Programme Summary Sheets; and
- Draft Terms of Reference for the Meeting of Implementing Agencies' Consultants.

Meetings:

8. The Secretariat participated in the following meeting:

- Technical Conference on New Applications of Natural Working Fluids in Refrigeration and Air Conditioning and an exhibition, held by the International Institute of Refrigeration, in Hannover, Germany 10-13 May 1994.

9. The Secretariat convened and will make preparations for the following meetings:

- Meeting of the Sub-Committee for the Report on the Review under Paragraph 8 of Article 5 of the Montreal Protocol, Montreal 23 May 1994.
- Meeting of the Sub-Committee for the Report on the Review under Paragraph 8 of Article 5 of the Montreal Protocol, Montreal 24 July 1994.
- Sub-Committee for Project Review, Montreal 24 July 1994.

Parties operating under Article 5 paragraph 1

Outcome of the Twelfth Meeting of the Executive Committee:

10. The Secretariat notified Article 5 countries of projects and other relevant activities, approved at the Twelfth Meeting of the Executive Committee .

Parties not operating under Article 5 paragraph 1

11. Decisions taken by the Executive Committee at its Twelfth Meeting regarding requests for bilateral contributions submitted by the governments of Australia and the United States of America were communicated to the respective governments.

12. The Secretariat requested non Article 5 countries with approved bilateral activities under the Fund, to submit bilateral progress report.

13. Pursuant to the decision taken by the Executive Committee at its Tenth Meeting regarding in-kind contributions, the Fund Secretariat wrote to eight countries, with economies in transition, requesting information on actions taken by them for the payment of their in-kind contributions.

Preparation for the Thirteenth Meeting of the Executive Committee:

14. The Secretariat has prepared all the arrangements for the Thirteenth Meeting of the Executive Committee, including translation of documentation, hiring of conference staff (interpreters, translators, etc.), and provision of logistics. Letters of invitation and meeting documentation have been dispatched to members of the Executive Committee, President of the Bureau, Implementing Agencies, and NGOs.