

TERMS OF REFERENCE OF THE FUND SECRETARIAT¹

1. The Fund Secretariat, operating under the Chief Officer shall assist the Executive Committee in the discharge of its functions.

2. The Fund Secretariat shall:

- (a) Respond to enquiries about the Fund and be the liaison with Parties, Implementing Agencies and other bilateral and multilateral institutions;
- (b) Develop the three-year plan and budget for the Fund;
- (c) Develop a system for disbursement of funds to the Implementing Agencies;
- (d) Dispatch to all Parties the proposed budget estimates at least 60 days before the date fixed for the opening of the meeting of the Parties at which they are to be considered;
- (e) Monitor and evaluate expenditures incurred under the Fund for review by the Committee;
- (f) Assess and, where appropriate, offer recommendations to the Committee regarding country programmes and work programmes developed by Implementing Agencies;
- (g) Complete reports for the Committee on project proposals where the agreed incremental costs exceed US \$500,000;
- (h) Prepare reports for the Committee on disagreements for requests for funding where the agreed incremental costs are less than US \$500,000;
- (i) Maintain and circulate periodically a current inventory of projects to avoid duplication of effort between the Implementing Agencies and other institutions;
- (j) Prepare the Committee's annual assessment of whether bilateral contributions comply with criteria set out by the Parties for consideration as part of the contributions to the Fund;
- (k) Prepare performance reports on the implementation of activities under the Fund for review by the Committee;
- (l) Serve as liaison between the Committee, interested governments and Implementing Agencies as necessary to the day-to-day functioning of the Fund;
- (m) Monitor the activities of the Implementing Agencies based on their oral and written reports;
- (n) Encourage the Parties to make prompt payment of their contributions towards the Fund;
- (o) Provide other administrative and support functions for the Committee;
- (p) At the end of each calendar year, the Chief Officer shall submit to the Parties accounts for the year, and shall also (as soon as practicable) submit the audited accounts for each period so as to coincide with the accounting procedure of the Implementing Agencies;

¹ The guidelines and criteria prepared by the Sub-Committee on Implementation Guidelines and Criteria for Project Selection, as amended by the Executive Committee, were approved by the Executive Committee at its third meeting and attached as annex III to the report of the meeting (UNEP/OzL.Pro/ExCom/3/18/Rev.1). Section I.2 of the guidelines and criteria include the Terms of Reference of the Fund Secretariat.

- (q) Make arrangement for meetings of the Committee including the issue of invitations, preparation of documents, and reports of meetings;
- (r) Arrange for necessary interpretation at meetings;
- (s) Receive, and arrange for translation, reproduction, and distribution of the documents of meetings;
- (t) Publish and circulate the official documents of meetings;
- (u) Make and arrange for keeping of sound recordings of meetings;
- (v) Arrange for the custody and preservation of the documents of the meeting in the archives of the international organization designated as secretariat of the Vienna Convention; and
- (w) Perform other functions that the Committee may require.