



**United Nations
Environment
Programme**



Distr.
LIMITED

UNEP/OzL.Pro/ExCom/26/2
10 October 1998

ORIGINAL: ENGLISH

Executive Committee of
the Multilateral Fund for the
Implementation of the Montreal Protocol
Twenty-sixth Meeting
Cairo, 11-13 November 1998

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 25th Meeting of the Executive Committee.

Notification of the Decisions of the Twenty-fifth Meeting of the Executive Committee

Article 5 countries

2. Decisions taken by the Executive Committee at its 25th Meeting regarding project approvals and other relevant decisions were communicated to the governments of the Article 5 countries concerned.

Transfer of resources from the Multilateral Fund

3. The Fund Secretariat requested the Treasurer to transfer to the implementing agencies the funds approved for each of them by the Executive Committee, and to credit approved bilateral requests from the Governments of Canada and Finland against their 1998 contributions to the Multilateral Fund, and US\$ 40,000 to Germany's 1998 contributions to the Fund for the preparation of two methyl bromide alternative demonstration projects that were originally approved by the Executive Committee under UNDP work programme.

Recruitment of Monitoring and Evaluation Officer

4. The Secretariat's recommendations on the selection of the Senior Monitoring and Evaluation Officer were communicated to UNON in September. UNON's action is still pending.

Host Country Agreement

5. The host country agreement between the Government of Canada and the Executive Committee was signed by the Chairman of the Executive Committee. The signature of the Government of Canada is still pending.

Amendments to the agreements between the Executive Committee and UNDP and UNIDO

6. Pursuant to Decision 25/2, the amendments to the agreements between the Executive Committee and UNDP and UNIDO were duly signed by the Chairman of the Executive Committee and the representatives of the two implementing agencies.

Administrative costs of the Implementing Agencies

7. The consulting firm, Pricewaterhouse Coopers, submitted a draft report which was subsequently commented on by the implementing agencies. The final report is being submitted to the 26th Meeting of the Executive Committee for its consideration.

Production Sector

8. The consulting firm selected for the technical audits of production plants in China and India conducted their field work. The Secretariat participated in the first meeting of the audit team with the Government of China. A progress report is being submitted to the 26th Meeting of the Executive Committee.

Coordination with the Implementing Agencies (Investment projects)

9. The Secretariat held a Coordination meeting on investment projects with UNDP, UNIDO and the World Bank on 8-10 October 1998

Review of Project Proposals, Country Programmes, Business Plans and Work Programmes

Bilateral cooperation

10. The Secretariat processed seven requests from Canada, seven requests from France and 25 requests from Germany. The total value of the requests was US\$ 6,502,488.

Investment projects

11. Investment projects submitted by UNDP, UNIDO and the World Bank were evaluated by the Secretariat according to the established guidelines and criteria. Project evaluation sheets and recommendations, as appropriate, are submitted for consideration of the Executive Committee.

Country programmes

12. The Secretariat reviewed and commented on the country programmes of Antigua and Barbuda, Brunei Darussalam, Burundi, Dominica and Nepal.

Work programmes

13. The Secretariat reviewed and commented on the 1999 Work programme of UNEP and Work programme amendments of UNDP and UNEP.

Draft 1999 business plans

14. The Secretariat reviewed and consolidated the draft 1999 business plans of UNDP, UNEP, UNIDO and the World Bank

Project completion reports

15. A consultant was recruited to review the project completion reports submitted by the implementing agencies and bilateral donors. The report prepared by the consultant includes consolidation of the investment and non-investment project completion reports, as well as his findings and recommendations.

Documents and Policy Papers prepared by the Fund Secretariat

16. Of the documents submitted for consideration at the 26th Meeting (UNEP/OzL.Pro/ExCom/26/Inf.1), the following were prepared by the Secretariat:

- Provisional agenda (UNEP/OzL.Pro/ExCom/26/1)
- Secretariat activities (UNEP/OzL.Pro/ExCom/26/2)
- Project implementation delays (UNEP/OzL.Pro/ExCom/26/5)
- Performance indicators for the evaluation of business plans (UNEP/OzL.Pro/ExCom/26/6)
- Summary table on the status of ODS phase-out in Article 5 countries (UNEP/OzL.Pro/ExCom/26/7)
- Consolidated draft 1999 business plans (UNEP/OzL.Pro/ExCom/26/8)
- Status of implementation of the monitoring and evaluation work programme (UNEP/OzL.Pro/ExCom/26/13)
- Proposed Budget of the Fund Secretariat for 1999 (UNEP/OzL.Pro/ExCom/26/15)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/26/17)
- Comments and recommendations on bilateral cooperation (UNEP/OzL.Pro/ExCom/26/18)
- Comments and recommendations on 1998 work programme amendments of UNDP and UNEP (UNEP/OzL.Pro/ExCom/26/19 and 26/20)
- Comments and recommendations on UNEP 1999 work programme (UNEP/OzL.Pro/ExCom/26/21)
- Comments on UNDP, UNIDO, World Bank: advances for 1999 work programmes (UNEP/OzL.Pro/ExCom/26/22)
- Comments and recommendations on investment and demonstration projects and project evaluation sheets (UNEP/OzL.Pro/ExCom/26/23 to 26/57)
- Incremental operating costs for compressors (UNEP/OzL.Pro/ExCom/26/58)
- Baseline equipment (UNEP/OzL.Pro/ExCom/26/59)
- Retrofit of commercial refrigeration equipment (UNEP/OzL.Pro/ExCom/26/60)
- Comments and recommendations on country programmes (UNEP/OzL.Pro/ExCom/26/61 to 26/65)
- Draft report of the Executive Committee to the Tenth Meeting of the Parties to the Montreal Protocol (UNEP/OzL.Pro/ExCom/26/68)

Workshop on Progress Reports and Business Plans

17. Pursuant to Decision 25/8, the Secretariat held the Workshop on Progress Reports and Business Plans for implementing agencies on 27-28 August 1998 in Montreal. Revised operational guidelines for progress and financial reporting and revised operational guidelines for annual business plans were sent to the implementing agencies.

Establishment of web-site

18. The Secretariat has established its own web-site and the documents for the 26th Meeting of the Executive Committee and its Sub-Committees are available from the site. The Secretariat will further develop the web-site to incorporate relevant documents on the Multilateral Fund for general consultation. Web-site address is <http://www.unmfs.org/>.

Review and Update of Databases, Documents and Operational Guidelines by the Fund Secretariat

19. The Secretariat reviewed and updated the following databases, documents and operational guidelines:

Inventory of Approved Projects as at July 1998

Operational Guidelines for Progress and Financial Report as at September 1998

Operational Guidelines for Business Planning as at September 1998

Meetings

20. The Fund Secretariat's programme officers participated in the Tour of Canadian institutions in the private and public sectors dealing with alternatives to Methyl Bromide, ODSNET/SEAP (Southeast and the Pacific) 1998 Meeting, a fact finding mission on the MAC sector in China, China's International Workshop on Country Programme Updating, the Domestic Refrigeration CFC Phase-out and Energy Saving Workshop, and a Seminar on sector plan for CFC production phaseout in China. The programme officers visited projects in Guangzhou, Xian, and Beijing, China. The Fund Secretariat was represented at the 12th GEF Council Meeting.

Preparation for the Twenty-sixth Meeting of the Executive Committee and its Sub-Committees

21. The Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee, the Subgroup on the Production Sector, and the 26th Meeting of the Executive Committee to be held in Cairo, Egypt. 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.