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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Twenty-fourth Meeting
Montreal, 25-27 March 1998

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 23rd Meeting of the Executive Committee.

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

Article 5 countries:

2. Decisions taken by the Executive Committee at its 23rd Meeting regarding project approvals and other relevant decisions were communicated to the governments of the Article 5 countries concerned.

Non-Article 5 countries:

3. The Secretariat notified the Governments of Canada, Finland, France, Germany, Switzerland and the United States of America of the approval of their bilateral requests by the Executive Committee at its 23rd Meeting.

Transfer of resources from the Multilateral Fund

4. Owing to the fact that the approvals of projects and activities at the 23rd Meeting exceeded the resources available in the Fund, and pursuant to Decision 23/35 the Treasurer was requested to transfer to the implementing agencies proportions of the funds approved for each of them by the Executive Committee in the amounts calculated by the Fund Secretariat. The Treasurer was also requested to credit approved bilateral requests referred to in paragraph 3 above.

Administrative costs of the Implementing Agencies

5. The consulting firm Coopers & Lybrand are continuing their work on the preparation of the study on the administrative costs of the Implementing Agencies. A status report on the progress of this work has been submitted to the 24th Meeting of the Executive Committee.

Production Sector

6. Arrangements were made for an informal meeting of the Subgroup on the Production Sector, which was held on 17-19 February 1998, in the US Environmental Protection Agency Headquarters in Washington D.C., to recapitulate on the Subgroups discussions to date and options for moving forward. The Government of Canada acted as facilitator of the Meeting. A

report of the informal meeting has been submitted to the 24th Meeting of the Executive Committee.

7. The Secretariat wishes to extend its appreciation to the Government of the United States of America for hosting the informal meeting.

Methyl bromide

8. Pursuant to Decision 23/44 by which the Executive Committee requested the Secretariat to convene a meeting of implementing agencies and interested bilateral donors, with the participation of the Methyl Bromide Technical Options Committee and some interested non-governmental organizations, for the purpose of developing a strategy and guidelines for investment projects in the methyl bromide sector, the Secretariat convened the meeting on 3-4 February 1998 in Montreal.

9. The Meeting concluded its deliberation with a draft strategy and guidelines for projects in the methyl bromide sector which has been submitted for the consideration by the Executive Committee at its 24th Meeting (UNEP/OzL.Pro/ExCom/24/18).

Coordination with the Implementing Agencies

10. Pursuant to the decision of the Executive Committee at its 16th Meeting (UNEP/OzL.Pro/ExCom/16/20, Annex III), the Secretariat held a Coordination Meeting with the implementing agencies on 5-6 February 1998. Issues discussed with the implementing agencies focused on, inter alia, status of the Multilateral Fund, 1998 business planning; outstanding policy issues regarding hydrocarbon safety costs, guidelines for retrofitting in the commercial refrigeration sector, guidelines for liquid carbon dioxide technology; draft strategy and guidelines for preparation of projects in the methyl bromide sector; operationalising Decision 22/26 on compressor conversion operating costs; analysis of the use of HCFC technologies; prices of chemicals; database on major capital equipment items; SME completion reports; and value of projects to be submitted to the 24th Meeting, and logistic arrangements for the receipt of documents.

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

11. The Secretariat reviewed the 1998 business plans and work programmes of the implementing agencies; investment and non-investment projects including bilateral requests; and country programmes submitted for the consideration by the Executive Committee at its 24th Meeting.

12. The Secretariat provided comments on these submissions to bilateral agencies, Article 5 countries and implementing agencies, as appropriate. The Secretariat's comments and recommendations on these submissions have been submitted to the 24th Meeting of the Executive Committee.

Documents and Policy Papers prepared by the Fund Secretariat

13. Of the documents listed for consideration at the 24th Meeting (UNEP/OzL.Pro/ExCom/24/Inf.2), the following were prepared by the Secretariat:

- Provisional agenda (UNEP/OzL.Pro/ExCom/24/1)
- Secretariat activities (UNEP/OzL.Pro/ExCom/24/2)
- Report of the Sub-Committee on Monitoring, Evaluation and Finance (UNEP/OzL.Pro/ExCom/24/4)
- Status report on the implementation of 1997 business plans (UNEP/OzL.Pro/ExCom/24/5)
- Consolidated 1998 business plan of the Multilateral Fund (UNEP/OzL.Pro/ExCom/24/6)
- Project implementation delays (UNEP/OzL.Pro/ExCom/24/11)
- Non-investment project milestones (UNEP/OzL.Pro/ExCom/24/12)
- Format for project completion report: non-investment project (Revised Draft) (UNEP/OzL.Pro/ExCom/24/13)
- Status of preparation of investment project completion reports (UNEP/OzL.Pro/ExCom/24/14)
- Co-financing (UNEP/OzL.Pro/ExCom/24/15)
- Status of recruitment of Monitoring and Evaluation Officer (UNEP/OzL.Pro/ExCom/24/16)
- Report of the Sub-Committee on Project Review (UNEP/OzL.Pro/ExCom/24/17)
- Strategy and guidelines for investment projects in the methyl bromide sector (UNEP/OzL.Pro/ExCom/24/18)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/24/19)
- Comments and recommendations on bilateral co-operation (UNEP/OzL.Pro/ExCom/24/20)
- Comments and recommendations on work programme of the implementing agencies (UNEP/OzL.Pro/ExCom/24/21 to 24/24)
- Comments and recommendations on investment and demonstration projects and preparation of project evaluation sheets (UNEP/OzL.Pro/ExCom/24/25 to 24/37)
- Safety related costs of hydrocarbon technology (UNEP/OzL.Pro/ExCom/24/38)
- Incremental operating costs for compressors (UNEP/OzL.Pro/ExCom/24/40)
- Report on database of major equipment costs (UNEP/OzL.Pro/ExCom/24/41)
- Comments and recommendations on Mali country programme (UNEP/OzL.Pro/ExCom/24/42)

- Report of the Executive Committee's Subgroup on the Production Sector (UNEP/OzL.Pro/ExCom/24/43)
- Analysis of use of HCFC technologies in Fund-assisted projects (UNEP/OzL.Pro/ExCom/24/44)
- Administrative costs of the implementing agencies (status report) (UNEP/OzL.Pro/ExCom/24/45)

Review and Update of Database and Documents

14. The Secretariat reviewed and updated the following documents:

- Inventory of Approved Projects as at November 1997.
- Policies, Procedures Guidelines and Criteria as at November 1997.
- Country Programme Summary Sheets as at November 1997.
- The Financial Mechanism Chapter of the Montreal Protocol Handbook.

Meetings

15. The Fund Secretariat was represented at the meeting of the Executive Committee group convened by the Chairperson on actions and priorities, and the UNEP Advisory Group Meeting (Paris, January 1998). The Chief Officer attended a meeting with Mr. Kofi Annan, UN Secretary General and with the heads of the UN agencies in Canada (Ottawa, December 1997). The Fund Secretariat's programme officers attended the West Asia Network Meeting (Damascus, December 1997) and visited the Multilateral Fund supported conversion project sites in Iran; and foam companies in the United States (December 1997). The Fund Secretariat was also represented at the informal meeting of the Subgroup on the Production Sector (Washington, February 1998). The Fund Secretariat held discussions with the Government of Egypt regarding the venue of 26th Meeting of the Executive Committee which will be held back to back with the 10th Meeting of the Parties.

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

16. The Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee and the 24th Meeting of the Executive Committee, to be held in Montreal, Canada. 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.