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

Nineteenth Meeting
Montreal, 8-10 May 1996

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the Eighteenth Meeting of the Executive Committee during the period December 1995 to April 1996.

Documents received/prepared by the Fund Secretariat:

2. From the documents included in the List of Documents (UNEP/OzL.Pro/ExCom/19/Inf.1), the Secretariat prepared the following documents:

- Secretariat Activities
(UNEP/OzL.Pro/ExCom/19/2).
- Revised Format for Financial and Progress Reporting
(UNEP/OzL.Pro/ExCom/19/4).
- Overview of Policy Issues including Issues Identified during Project Review
(UNEP/OzL.Pro/ExCom/19/6).
- Consolidated Progress Report
(UNEP/OzL.Pro/ExCom/19/39).
- Progress of Implementation of Country Programmes
(UNEP/OzL.Pro/ExCom/19/51).
- Guidelines for Renewal of Institutional Strengthening Projects
(UNEP/OzL.Pro/ExCom/19/52).
- The Role of Cost-Effectiveness Thresholds in Sectoral Phase-out Proposals and Guidelines for Umbrella Projects
(UNEP/OzL.Pro/ExCom/19/55).
- Re-examination of Guidelines for Halon Fire Extinguisher Conversion Projects
(UNEP/OzL.Pro/ExCom/19/56).
- Duration of Transitional Periods for Incremental Operating Costs and Savings
(UNEP/OzL.Pro/ExCom/19/57).
- Three-year Rolling Business Plan
(UNEP/OzL.Pro/ExCom/19/58).
- Report of the Second Meeting of the Expert Group on the Production of Substitutes for Ozone Depleting Substances
(UNEP/OzL.Pro/ExCom/19/59).
- Terms of Reference for the Study on Technology Transfer
(UNEP/OzL.Pro/ExCom/19/60).

3. The Secretariat provided comments regarding bilateral cooperation, work programme amendments, discussion papers prepared by the Implementing Agencies, country programmes and project proposals to Article 5 countries, donor countries and Implementing Agencies, as appropriate.

Bilateral cooperation:

4. The Secretariat received eleven project proposals for bilateral cooperation from the governments of Canada, France, Switzerland, and the United States of America. Eight requests (UNEP/OzL.Pro/ExCom/19/IS/1) were reviewed and processed by the Secretariat and were approved intersessionally. The remaining requests are being submitted to the Nineteenth Meeting of the Executive Committee.

Work programmes:

5. The 1996 UNEP work programme includes request to fund 31 activities, 7 other activities submitted with the respective country programmes (e.g., institutional strengthening), if approved, will be added to UNEP's work programme. The other agencies submitted amendments to their 1996 work programmes which were approved and funded at the Eighteenth Meeting.

Investment projects:

6. The Implementing Agencies submitted 67 investment project proposals. The proposals were evaluated according to established guidelines and criteria.

7. The Secretariat prepared two lists of projects. The first consists of projects approved as eligible for funding by the Eighteenth Meeting. These projects, as decided by the Executive Committee, would be funded ahead of the projects submitted to the Nineteenth Meeting. The second consists of the new projects submitted to the Nineteenth Meeting. The two lists will be sent to the members of the Sub-Committee on Project Review.

Country programmes:

8. Eight country programmes were sent to the Secretariat, of which seven are being submitted to the Nineteenth Meeting.

Other documents prepared by the Fund Secretariat:

- Update of the Inventory of Approved Projects as at November 1995.
- Update of Policies, Procedures Guidelines and Criteria as at December 1995.

Meetings:

9. The Fund Secretariat was represented at the following meetings:

- Montreal Protocol Implementation Committee, Preparatory Meeting of the Parties, and the Seventh Meeting of the Parties to the Montreal Protocol, Vienna, Austria, 27 November-6 December, 1995.
- World Resources Institute Panel Discussion on Ozone Layer Protection, Washington, D.C., 4 January 1996.
- Workshop of Ozone Depleting Substances Headed by Environment Canada and the Conference of Indian Industry, New Delhi, India, 13-17 February 1996.
- Coordination Meeting with the Implementing Agencies; Training Strategy Advisory Group Meeting; and Fifth Informal Advisory Group Meeting, Paris, France 14-15 February 1996.
- Thirteenth Meeting of the Implementation Committee, Geneva, Switzerland, 18-19 March 1996.
- Meeting with the Chair and Vice-Chair of the Executive Committee, Geneva, Switzerland, 20 March 1996.
- Technology Evaluation in the Foam Sector, The Hague, Netherlands, 29-30 March 1996.
- Global Environment Facility Council Meeting, Washington, D.C., 2-4 April 1996.
- Third Workshop of the South American ODS Officers Network, Bogota, Colombia, 22-26 April, 1996.

10. The Secretariat convened the following meetings:

- Second Meeting of the Expert Group on Production Sector, Montreal, 4-5 March 1996. The meeting was attended by experts officially nominated from Article 5 and non-Article 5 Parties, a number of independent experts as well as representatives from the World Bank. The Report of the Meeting of the Expert Group is being submitted to the Nineteenth Meeting of the Executive Committee.
- Coordination Meeting between the Fund Secretariat and Implementing Agencies, Montreal, 18-19 April 1996.
- Meeting with members of the TEAP for a discussion on the report on the Replenishment of the Multilateral Fund, Montreal, 18-19 March 1996.

Parties operating under Article 5 paragraph 1:

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

Parties not operating under Article 5 paragraph 1:

12. Decisions taken by the Executive Committee at its Eighteenth Meeting regarding requests for bilateral contributions submitted by the Governments of Australia, Canada, Denmark, France, and the United States of America were communicated to the governments concerned.

Preparation for the Nineteenth Meeting of the Executive Committee:

13. The Secretariat has arranged for the Meeting of the Sub-Committee on Project Review and for the Nineteenth Meeting of the Executive Committee, to be held in Montreal. 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.

Transmission of documents by electronic mail:

14. The upgrade of the electronic mail system, including improved arrangements for connection to the Internet, has been completed. The Fund Secretariat is now able to distribute by electronic mail all meeting documents it has prepared and all documents from third parties which are received electronically by the Secretariat. Commencing with the 20th Meeting of the Executive Committee, the Fund Secretariat will distribute meeting documentation by electronic mail to those members of the Executive Committee who wish to receive it in this form.