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

Twenty-first Meeting
Montreal, 18-20 February 1997

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the Twentieth Meeting of the Executive Committee during the period mid-October 1996 to mid-January 1997.

Notification of the Decisions of the Twentieth Meeting of the Executive Committee:

Article 5 countries:

2. Decisions taken by the Executive Committee at its 20th Meeting regarding project approvals and other relevant decisions were communicated to the concerned governments of Article 5 countries.

Non-Article 5 countries:

3. The Secretariat notified the Governments of Australia, Finland and France of the approval of their bilateral requests by the Executive Committee at its 20th Meeting.

New members of the Executive Committee

4. The Secretariat informed the new members of the Executive Committee of all pertinent decisions taken by the Committee regarding policy matters and project presentation, review and approvals. The information was provided to them in the form of documents approved by the Executive Committee in past meetings.

Transfer of resources from the Multilateral Fund

5. The Fund Secretariat requested the Treasurer of the Multilateral Fund to transfer to the pertinent implementing agencies the funds recommended by the Executive Committee.

Coordination with the Implementing Agencies:

6. Pursuant to the decision of the Executive Committee at its 16th Meeting (UNEP/OzL.Pro/ExCom/16/20, Annex III), the Secretariat held two coordination meetings with the implementing agencies. Issues discussed with the implementing agencies focused on, inter alia, relevant decisions taken by the Executive Committee at its 20th Meeting, the evaluation of the 1996 business plans of the implementing agencies, the development of the 1997 business plans in light of the 1997-1999 replenishment of the Multilateral Fund, project proposals related to methyl bromide, allocation of resources among the implementing agencies and administrative costs, monitoring and evaluation system for the Fund, and UNEP's training strategy.

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

7. The Secretariat provided comments regarding bilateral cooperation, business plans and work programmes, country programmes and project proposals to Article 5 countries, donor countries and implementing agencies, as appropriate.

8. In total, the Secretariat received 151 project proposals, including bilateral requests, work programmes and investment project proposals.

Bilateral cooperation:

9. The Secretariat received 2 requests for bilateral cooperation from the governments of Australia and France. One request (UNEP/OzL.Pro/ExCom/21/IS/1) was reviewed and processed by the Secretariat and was approved intersessionally. The remaining request is being submitted to the 21st Meeting of the Executive Committee.

1997 Business plans

10. The Secretariat is submitting its comments on the business plans of the implementing agencies to the Executive Committee at this meeting.

1997 Work programmes

11. The Secretariat discussed with the implementing agencies their 1997 work programmes, which include 126 requests for non-investment projects. The Secretariat is submitting its comments on the 1997 work programmes to the Executive Committee at this meeting.

Investment projects:

12. UNIDO and the World Bank submitted 23 investment project proposals, which were evaluated according to the established guidelines and criteria.

Country programmes:

13. The Secretariat processed four country programmes to be submitted to the Executive Committee at its 21st Meeting.

Documents and Policy Papers prepared by the Fund Secretariat:

14. Of the documents included in the list of documents (UNEP/OzL.Pro/ExCom/21/Inf.1), the Secretariat has prepared the following documents:

- Secretariat activities (UNEP/OzL.Pro/ExCom/21/2).
- Administrative costs of the implementing agencies (UNEP/OzL.Pro/ExCom/21/4).
- Financial planning and projections of cash flow for the triennium 1997-1999 (UNEP/OzL.Pro/ExCom/21/5).
- Three-year (1997-1999) business plan of the Multilateral Fund (UNEP/OzL.Pro/ExCom/21/6).
- Overview of the 1997 business plans of the implementing agencies (UNEP/OzL.Pro/ExCom/21/7).
- Overview of policy issues identified during project review (UNEP/OzL.Pro/ExCom/21/14).
- Bilateral cooperation (UNEP/OzL.Pro/ExCom/21/15).
- Report of the Executive Committee's Sub-Group on the Production Sector (UNEP/OzL.Pro/ExCom/21/29) (pending clearance by the Subgroup).
- Monitoring and Evaluation System for the Multilateral Fund (revised draft report) (UNEP/OzL.Pro/ExCom/21/30). (This document was prepared by a consultant engaged by the Secretariat).
- Retroactive funding (UNEP/OzL.Pro/ExCom/21/31).
- Technology transfer (UNEP/OzL.Pro/ExCom/21/32).
- Report on actions to improve the functioning of the Financial Mechanism (Decision VIII/5) (UNEP/OzL.Pro/ExCom/21/33).
- Concessional lending (UNEP/OzL.Pro/ExCom/21/34).

Review and Update of Database and Documents:

15. The Secretariat reviewed and updated the following documents:

- Inventory of Approved Projects as at October 1996.
- Policies, Procedures Guidelines and Criteria as at November 1996.
- Country Programme Summary Sheets as at October 1996.

Meetings:

16. The Fund Secretariat was represented at technical conferences, workshops and Ozone Units network meetings organized by UNEP; visited manufacturers of production equipment for aerosol, foam and refrigeration applications and enterprises that have converted to non-ODS technologies; and participated in the Fourth Meeting of the Conference of the Parties to the Vienna Convention, and the Eighth Meeting of the Parties to the Montreal Protocol in addition to its participation in the meetings of the Implementation Committee.

17. The Secretariat convened the following meetings:

- Third and Fourth Meetings of the Executive Committee's Production Sector Expert Group, Montreal, Canada., 14-15 November 1996 and 13-15 January 1997.
- Coordination Meetings between the Fund Secretariat and implementing agencies, 21 November 1996 (San Jose, Costa Rica) and 12-13 December 1996 (Montreal, Canada).

Preparation for the Twenty-first Meeting of the Executive Committee:

18. The Secretariat has arranged for the Meeting of the Sub-Committee on Project Review and for the 21st Meeting of the Executive Committee. 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.