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Executive Committee for the
Multilateral Fund under
the Montreal Protocol

Third Meeting
Montreal, 15-19 April 1991

Start-up Activities

The Chief Officer arrived in Montreal on 10 February 1991 and assumed his responsibilities on 11 February 1991. Mr. M. Subramanian was delegated from the Basel Convention Secretariat to the Multilateral Fund Secretariat to help with operational matters. He reported to the Fund Secretariat on 11 February 1991.

Immediate tasks

1. The first task has been to bring the office into operational status. In this respect contacts have been established with the International Civil Aviation Organization (ICAO) to render immediate assistance to the Fund Secretariat. This assistance was focused on recruitment of temporary general service staff and the provision of a list of suppliers for office equipment and communication system.
2. Job descriptions were developed and advertised for the following positions:

- Deputy Chief Officer (Economist)	P5
- Fund Management/Administrative Officer	P4
- Programme Officer (Engineer)	P3
- Administrative Assistant	GS9

A Senior Secretary was seconded from ICAO for a period of two years.
3. Purchase orders for a telephone and Fax system have been issued by UNEP for immediate procurement. The Fund Secretariat was loaned, on a temporary basis, a telephone line from CANAM MANAC; also the Secretariat has access to CANAM MANAC fax facility.
4. The Secretariat has organized and hosted the meeting of the Sub-Committee of the Executive Committee on 4-6 March 1991. The draft report of this meeting was printed and distributed by the Secretariat. The Ozone Secretariat in UNEP helped with preparation of documentations for the Meeting.
5. The Secretariat has organized the third Meeting of the Executive Committee (15-19 April 1991), and has issued invitation letters and meeting documents to members of the Executive Committee and implementing Agencies.