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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Twenty-fifth Meeting
Montreal, 29-31 July 1998

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 24th Meeting of the Executive Committee.

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

Article 5 countries:

2. Decisions taken by the Executive Committee at its 24th 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 the United States of America against their 1998 contributions to the Multilateral Fund, and those from France and Germany against their 1997 contributions.

Recruitment of Monitoring and Evaluation Officer

4. In accordance with the UNEP regulations, the posting of vacancy announcement of Monitoring and Evaluation Officer was closed as of June 11 1998. The Secretariat is in the process of evaluating the applications received from UNON.

Promissory Notes

5. The Secretariat in collaboration with the Treasurer prepared a paper on promissory notes for consideration by the Executive Committee at its 25th Meeting.

Administrative costs of the Implementing Agencies

6. The Consulting firm Cooper & Lybrand is continuing its work on the preparation of the study on the administrative costs of the implementing agencies and has sent questionnaires to the implementing agencies. An interim report is expected to be submitted to the 25th Meeting.

Technical audit

7. The Secretariat prepared the Terms of Reference to carry out technical audits in the production sector in Article 5 countries (Decision 24/61). Subsequently, an international competitive bidding was conducted by the Secretariat and the recommendation of the contract was submitted to UNEP's Contract Committee, according to the UN financial rules. The Secretariat will update the Executive Committee on the development of this matter at the 25th Meeting.

Concessional lending

8. Pursuant to Decision 24/62, the Secretariat received comments on the issue of concessional loans from Belgium, Burkina Faso, China, India, Italy, Japan, Jordan, Switzerland and the United States of America. Subsequently, the Secretariat circulated those comments to all members of the Executive Committee.

SMEs

9. The Secretariat received a report on SME from Switzerland/Sweden. This report, together with a document submitted by the United States prior to the 23rd Meeting of the Executive Committee, were sent to members of the Contact Group (Decision 24/63)

Prices of chemicals

10. Based on the process and methodology for determining prices of chemicals approved by the Executive Committee at its 23rd Meeting (Decision 23/52), the Secretariat, through a consultant, conducted a study on this matter. UNEP provided market price data which were collected through its networks. The consultant's report has been forwarded to the implementing agencies for their review.

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

Bilateral cooperation

11. The Secretariat processed requests for bilateral cooperation from the governments of Canada and Finland. Two bilateral cooperation requests from the governments of France and Germany (UNEP/OzL.Pro/ExCom/25/IS/1) were approved intersessionally prior to the 25th Meeting. The Secretariat notified the two governments of the approval on a non-objection basis as of 31 May

Investment projects

12. 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.

Work programme amendments

13. Work programme amendments submitted by the implementing agencies were reviewed. Comments and recommendations by the Secretariat are submitted for consideration by the Executive Committee.

Country programmes

14. The Secretariat reviewed and commented on the country programmes of Chad, Moldova, Nigeria, Saint Vincent and the Grenadines, Yemen and Yugoslavia which have been submitted to the Executive Committee at its 25th Meeting.

Project completion reports

15. The Secretariat reviewed 67 project completion reports submitted by the implementing agencies and the governments of France and the United States of America. A consolidated report has been submitted to the Executive Committee.

Documents and Policy Papers prepared by the Fund Secretariat

16. Of the documents listed for consideration at the 25th Meeting (UNEP/OzL.Pro/ExCom/25/Inf. 1), the following were prepared by the Secretariat:

- Provisional agenda (UNEP/OzL.Pro/ExCom/25/1)
- Secretariat activities (UNEP/OzL.Pro/ExCom/25/2)
- Promissory notes (UNEP/OzL.Pro/ExCom/25/6)
- Project implementation delays: Bankruptcy (UNEP/OzL.Pro/ExCom/25/7)
- Evaluation of 1997 business plans (UNEP/OzL.Pro/ExCom/25/8)
- Consolidated progress report (UNEP/OzL.Pro/ExCom/25/9)
- Progress report on bilateral cooperation (UNEP/OzL.Pro/ExCom/25/10)
- Comments on progress reports of implementing agencies (UNEP/OzL.Pro/ExCom/25/11 to 25/14)
- Consolidated project completion report (UNEP/OzL.Pro/ExCom/25/15)
- Summary status report on ODS phase-out in Article 5 countries (UNEP/OzL.Pro/ExCom/25/16)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/25/18)
- Comments and recommendations on bilateral cooperation (UNEP/OzL.Pro/ExCom/25/19)
- Comments and recommendations on work programme amendments of the implementing agencies (UNEP/OzL.Pro/ExCom/25/20 to 25/23)
- Comments and recommendations on investment and demonstration projects and project evaluation sheets (UNEP/OzL.Pro/ExCom/25/24 to 25/53)
- Hydrocarbon safety (UNEP/OzL.Pro/ExCom/25/54)
- Baseline equipment (UNEP/OzL.Pro/ExCom/25/55)
- Incremental operating costs for compressors (UNEP/OzL.Pro/ExCom/25/56)
- Terminal umbrella projects (UNEP/OzL.Pro/ExCom/25/57)
- Comments and recommendations on country programmes (UNEP/OzL.Pro/ExCom/25/59 to 25/64)
- Note on concessional lending (UNEP/OzL.Pro/ExCom/25/65)

- Administrative costs of the implementing agencies (UNEP/OzL.Pro/ExCom/25/66)

Establishment of web-site

17. The Secretariat contacted three well-established companies providing Internet connections and web-sites for setting up the Multilateral Fund web-page as a means of providing information, including access to meeting documents and reports. At the time of writing, the Secretariat was in the process of selecting a provider from the proposals received.

Review and Update of Databases and Documents by the Fund Secretariat

18. The Secretariat reviewed and updated the following databases and documents:

- Inventory of Approved Projects as at March 1998.
- Policies, Procedures, Guidelines and Criteria as at March 1998.
- Country Programme Summary Sheets as at March 1998.
- Database of Major Equipment as at March 1998.

Meetings

19. The Fund Secretariat was represented at Meetings of the GEF Council and the GEF Assembly; regional workshops on methyl bromide for Africa, the Central America, Mexico and Spanish-speaking Caribbean ODS Office Network and a workshop on control and monitoring of ODS consumption for Latin America; chaired an Interagency Meeting on Foam Projects and the Safety Costs of Hydrocarbon Refrigeration Projects; the OORG Meeting including a MACs Working Group Meeting; and the Special Session of the Governing Council of UNEP. The Chief Officer met with government officials in Bahrain, India, Italy, Kenya, Malaysia and Thailand.

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

20. The Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee, Meeting of the Subgroup on Production Sector, and the 25th 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.

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

21. The Fund Secretariat held discussions with the Government of Egypt regarding the preparation for the 26th Meeting of the Executive Committee which will be held back to back with the 10th Meeting of the Parties.