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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Thirty-first Meeting
Geneva, 5-7 July 2000

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 30th Meeting of the Executive Committee.

Notification of the Decisions of the 30th Meeting of the Executive Committee

Article 5 countries

2. Decisions taken by the Executive Committee at its 30th Meeting regarding project approvals and other relevant decisions were communicated to the governments of Article 5 Parties concerned.

Transfer of resources from the Multilateral Fund

3. Resources covering all funding requests approved at the 30th Meeting were transferred to the implementing agencies; approved bilateral activities were credited to the contributions of the countries concerned as pertinent.

Technical audit of the CFC production facility in Argentina

4. Upon the request of the Government of Argentina and the authorization of the Executive Committee (Decision 30/60), the Fund Secretariat proceeded with the technical audit of the CFC production facility in Argentina, by contracting a consulting firm for this purpose. The audit team visited Argentina on 17-24 May 2000. The technical audit report will be circulated to the members of the Executive Committee's Subgroup on Production Sector in due course.

Review of submissions to the 31st Meeting

Bilateral co-operation

5. The Fund Secretariat processed requests under bilateral co-operation and provided comments and recommendations where necessary.

2000 Work programme amendments

6. The Fund Secretariat reviewed and commented on the requests submitted by UNDP, UNEP, UNIDO and the World Bank as amendments to their 2000 Work programmes.

Investment projects

7. Investment projects proposals submitted by UNDP, UNIDO and the World Bank were revised by the Fund Secretariat according to the established guidelines and criteria. Project Evaluation sheets and recommendations, as appropriate, are submitted for consideration of the Executive Committee.

Progress reports of implementing agencies

8. The Secretariat reviewed and commented on the progress reports submitted by the implementing agencies and bilateral agencies on the status of implementation of the approved projects as at 31 December 1999 and prepared the consolidated progress report for a Fund-wide perspective.

Implementation delays and completed projects with balances

9. The Secretariat identified all projects experiencing delays, computed balances from completed projects and submitted the results to the 31st Meeting.

Evaluation of the implementation of the 1999 business plans of the implementing agencies

10. The Secretariat prepared the evaluation of the implementation of 1999 business plans and submitted the results to the 31st Meeting.

Institutional strengthening projects

11. The Secretariat consolidated inputs from the implementing agencies on the follow-up to sub-paragraphs (f) and (g) of Decision 30/7.

Strategic planning and draft three-year business plan of the Multilateral Fund

12. As follow-up to Decision 30/57, the Secretariat provided a summary of the detailed comments received from Executive Committee members on the strategic planning of the Multilateral Fund as well as the summary from the IAG meeting of UNEP. The summary also included assessments by implementing agencies on those countries which might have difficulty in implementing their freeze obligations for CFC, halon and methyl bromide.

Monitoring and Evaluation

13. The Secretariat prepared desk studies on compressors and on recovery and recycling projects as well as a report on the evaluation of training projects, based on review of documents and field visits by consultants. The draft revised format for terminal reports and extension requests for institutional strengthening projects was presented and discussed in five meetings of regional networks, as requested by Decision 30/8 (e), and the minor changes proposed were integrated in the final version being submitted to the 31st Meeting of the Executive Committee. The evaluation of regional networks is proceeding according to the Terms of Reference presented in document UNEP/OzL.Pro/ExCom/30/8, which was taken note of by the Executive Committee at its 30th Meeting.

Consolidated report on sectoral ODS consumption data

14. As a follow-up on Decisions 28/25 and 29/10 which requested data on sector distribution of ODS baseline consumption of Article 5 countries, the Secretariat consolidated the inputs

submitted by the implementing agencies and is presenting the results to the 31st Meeting of the Executive Committee.

Documents and Policy Papers prepared by the Fund Secretariat

15. Of the documents submitted for consideration at the 30th Meeting, the following were prepared by the Fund Secretariat:

- Provisional Agenda
- Secretariat activities
- Completed projects with balances: follow-up to Decision 30/19
- Implementation delays: follow-up to Decisions 30/10 and 30/11
- Consolidated progress report
- Evaluation of the implementation of the 1999 business plans
- ODS sector consumption data: follow-up on Decision 30/20
- Institutional strengthening projects: follow-up to Decision 30/7 (f) and (g)
- Desk study on compressor projects
- Desk study on recovery and recycling projects
- Draft format for institutional strengthening terminal reports and extension requests: follow-up to Decision 30/8 (e) and (f)
- Report on evaluation of training projects
- Overview of issues identified during project review
- Comments and recommendations on bilateral cooperation
- Comments and recommendations on 2000 work programme amendments of UNEP, UNDP, UNIDO and the World Bank
- Comments and recommendations on investment projects and project evaluation sheets
- Historical data relevant to decisions and methodologies used to establish incremental operating costs or savings arising from the replacement of CFCs by substitute chemicals in projects funded by the Multilateral Fund
- New sub-sector for the assembly, installation and servicing of refrigeration equipment: status report
- Strategic planning and draft three-year business plan for the Multilateral Fund for 2000-2002
- Report of the Subgroup on the Production Sector
- Terms of reference for a study on CFC alternatives in rigid foams

Planning for the 31st Meeting of the Executive Committee

16. The Secretariat communicated to, and discussed with, the implementing agencies the various actions required to be undertaken by them and by the Secretariat as a result of decisions taken at the 30th Meeting of the Executive Committee as well as actions outstanding from reports of earlier meetings of the Committee.

Missions undertaken

17. During the reporting period, the Secretariat participated in the following:

- The Network Officers of the South-East Asia and the Pacific region (20-24 March 2000); French and English-speaking countries in the Africa region (9-15 April 2000) (10-14 April 2000), respectively; West Asia region (6-11 May 2000); Spanish-speaking countries in the Latin America and the Caribbean region (16-19 May 2000)
- Regional policy development workshop to assist methyl bromide phase out in Latin American countries (11-15 April 2000)
- Consultative meeting of CEIT countries (27 April-1 May 2000)
- Field visit to tobacco seedbeds where methyl bromide is applied and discussions with the Ozone Unit on the implementation of the RMP project in Macedonia (1-7 May 2000)
- World Bank's OORG meeting, financial agents workshop and GEF meeting (3-11 May 2000).

18. The Chief Officer participated in the panel selecting the replacement for the Executive Secretary of the Ozone Secretariat (Paris, 9 May 2000).

Review and Update of Databases, Documents and Operational Guidelines by the Fund Secretariat

19. The Fund Secretariat reviewed and updated the following databases, documents and operational guidelines:

- Inventory of Approved Projects as at March 2000.
- Policies, Procedures, Guidelines and Criteria as at March 2000.
- Country Programmes Summary Sheets as at March 2000.
- Consolidated Progress Reports as at December 1999.
- Project Completion Reports Summary Sheets.
- Update of the web site of the Fund Secretariat.

Preparation for the meetings of the Executive Committee and its Sub-Committees

20. The Fund Secretariat has arranged for the Informal Meeting of the Executive Committee, as well as the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee and the 31st Meeting of the Executive Committee to be held in Geneva, Switzerland.