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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Forty-first Meeting  
Montreal, 17 -19 December 2003

**SECRETARIAT ACTIVITIES**

## **Notification of the Decisions of the 40th Meeting of the Executive Committee**

1. The report of the 40th Meeting, containing the decisions of the Executive Committee, was communicated to all Executive Committee members and other participants of the 40th Meeting. Additionally, decisions related to project approvals were communicated to the relevant Article 5 countries, and to bilateral and implementing agencies. A post-meeting document summarizing decisions made at the 40th meeting was sent to all meeting participants and Regional Network Officers of UNEP's Compliance Assistance Programme (CAP), and placed on the Secretariat's web site. A press release was also issued.
2. Decisions requesting certain action by the Secretariat and/or implementing agencies were addressed or communicated as directed by the Committee.
3. Resources covering all funding requests approved at the 40th meeting were transferred to the implementing agencies, and/or credited as bilateral contributions of the relevant non-Article 5 Parties.

## **Meeting of the Parties to the Montreal Protocol**

4. The terms of reference of the Executive Committee (UNEP/OzL.Pro.9/12, Annex V) require the Executive Committee to report annually to the Meeting of the Parties. The Secretariat prepared a report summarizing the decisions of the 39th and 40th Meetings of the Executive Committee, which had been held since the 14<sup>th</sup> Meeting of the Parties. The report was distributed to the Parties prior to the 15th Meeting and electronically to members of the Executive Committee.

## **Review of submissions to the 41st Meeting**

5. The Secretariat has undertaken the following tasks in preparation for the 41<sup>st</sup> Meeting:

### Fund Treasurer

6. In response to Decision 40/3 (e,f), the Secretariat prepared a revised draft agreement for treasury services. The revised draft agreement was sent to ICAO, UNEP, UNIDO, and the World Bank with a request to provide comments and any additional information of importance to the exercise, including costing. Responses were received from the four agencies and are presented to the Executive Committee in UNEP/OzL.Pro/ExCom/41/4.

### 2002 Accounts of the Multilateral Fund (Decision 40/8 and 40/14)

7. The Executive Committee requested that a full reconciliation of the Accounts of the Fund with the data in the implementing agencies' progress reports be presented to the third meeting of the Executive Committee each year (Decision 38/9). The Secretariat examined the revised Accounts of the Fund and prepared a reconciliation of the Accounts with the implementing agencies' revised progress report financial data (Decision (Decision 40/8 (b)) and the Fund Secretariat's Inventory of Approved Projects.

### Administrative Support Costs

8. At its 38<sup>th</sup> Meeting, the Executive Committee approved a new administrative cost regime for the 2003-2005 triennium that included US \$1.5 million budget per year per agency for UNDP, UNIDO and the World Bank plus agency fees for projects (Decision 38/68) according to the project cost. As a follow-up to this decision, implementing agencies were requested to provide information on administrative costs during the year 2002 and expenditures against the core budgets for 2003 approved at the 38th Meeting, and a proposed budget for 2004. The Secretariat prepared a review of these costs and expenditures for the 41<sup>st</sup> Meeting of the Executive Committee

### Project Review

9. The Secretariat reviewed 192 projects and activities from 73 countries to phase out a total of 23,674 ODP tonnes of controlled substances in the consumption sector and 6,657 ODP tonnes of CTC and 4,700 ODP tonnes of CFC in the production sector. In addition, five country programmes (Cambodia, Liberia, Rwanda, Sierra Leone, and Suriname) and five country programme updates (Colombia, Iran, Mexico, Morocco, and Pakistan) were also reviewed.

### Production Sector

10. Following the contract award earlier in 2003 for the techno-economic audit of carbon tetrachloride (CTC) and methyl chloroform (MCF) plants in China, the consultant carried out a mission to China in September 2003 to visit production plants. The CTC technical audit was completed and the report submitted to the Sub-Group on the Production Sector. The audit report will facilitate implementation of the CTC phase-out sector plan in China by the Government of China and the World Bank.

11. The techno-economic audit report of the CFC production sector in Venezuela was reviewed and commented on by the Government of Venezuela. The consultant who conducted the audit responded to the comments from the Government of Venezuela and both the report and comments are being submitted to the Sub-Group on the Production Sector.

### Monitoring and Evaluation

12. The Senior Monitoring and Evaluation Officer prepared a consolidated overview of project completion reports submitted by bilateral and implementing agencies for the period since the 38<sup>th</sup> meeting. He also finalized the report on the evaluation of the implementation of RMPs and prepared a draft monitoring and evaluation work programme for 2004. These documents are being submitted to the 41st Meeting of the Executive Committee

### Implementation delays and completed projects with balances

13. The Secretariat requested the implementing agencies to provide updated information on projects experiencing delays. The Secretariat compiled and analysed the submissions of the

implementing and bilateral agencies on completed and cancelled projects with balances, as well as other adjustments, and assessed the status of project implementation.

### **Documents and policy papers prepared by the Fund Secretariat**

14. Of the documents submitted for consideration at the 41st Meeting, the following were prepared by the Fund Secretariat:

- (i) Provisional agenda of the Executive Committee
- (ii) Secretariat activities
- (iii) Service of the Treasurer (Decision 40/3)
- (iv) Final report on the evaluation of the implementation of RMPs
- (v) 2003 consolidated project completion report
- (vi) Draft Monitoring and Evaluation work programme for the year 2004
- (vii) Project implementation delays
- (viii) Project balances
- (ix) 2002 Accounts of the Multilateral Fund (Decisions 40/8 and 40/14)
- (x) Revised 2003 and proposed 2004 budgets of the Fund Secretariat.
- (xi) Overview of issues identified during project review
- (xii) Bilateral cooperation
- (xiii) Comments and recommendations on the amendments to the 2003 work programmes of UNDP, UNEP, UNIDO and the World Bank
- (xiv) Comments and recommendations on the work programme of UNEP for the year 2004
- (xv) Project evaluation sheets and comments and recommendations on all the projects and activities submitted to the 41st Meeting
- (xvi) Liquid carbon dioxide (LCD) technology and guidelines for LCD projects: follow up to Decisions 39/52 (b) and 40/17 (g)
- (xvii) An update of the report on the study on alternatives to CFCs in rigid foam applications (Decision 35/56 (b))
- (xviii) A system for monitoring the implementation of the agreement on the

phase-out of CTC and process agents in China (Decisions 39/46 (c) and 40/50)

- (xix) Comments on the country programmes of Cambodia, Liberia, Rwanda, Sierra Leone, and Suriname and the country programme updates of Colombia, Iran, Mexico, Morocco and Pakistan
- (xx) Work of the Sub-Committees on Monitoring, Evaluation and Finance and Project Review (Decision 40/52).
- (xxi) Performance indicators (Decision 40/15 (c))
- (xxii) Review of the administrative cost regime and its core unit funding budget (Decision 38/68)
- (xxiii) Report of the technical audits of Venezuela CFC production closure and China CTC
- (xxiv) Concessional Lending (Decision 39/57(a))
- (xxv) Clarification of issues related to the monitoring and evaluation function of the Multilateral Fund Secretariat (Decision 39/12 (b)).
- (xxvi) Consideration of the rate of US \$12.10 per ODP kilogramme used in allocating phase-out to non-investment projects (Decision 36/7).

### **Meetings attended and missions undertaken**

#### Chief Officer's missions

##### *Macedonia (4-5 August 2003)*

15. In response to an official invitation from its Government, the Chief Officer visited Macedonia and met with the Minister of the Environment and Physical Planning and others. Discussions were also held with the managers of an aerosol project, a methyl bromide project, an RMP and with the Ozone Unit staff. The Minister was appreciative of the Fund's assistance, which in combination with his Government's concerted efforts and regulatory measures, has resulted in the successful phase-out of 90% of CFC consumption, a substantial reduction in methyl bromide consumption and promising results from the implementation of the RMP project. The Rector of the National University, in which the Faculty of Agriculture is implementing the methyl bromide project, stated that the phase-out is progressing on schedule, but perhaps equally important is the transfer of technology to other horticultural activities, thus avoiding further need for methyl bromide.

*Kenya (18-22 August 2003)*

16. At UNEP headquarters, the Chief Officer held discussions on administrative matters relating to the Fund Secretariat with the Deputy Executive Director. He also met with the Fund Treasurer to discuss the implementation of Executive Committee Decision 40/3. At the Ozone Secretariat, the Chief Officer and Executive Secretary discussed the topic of the cooperation of the two Secretariats concerning the Study on the Management of the Financial Mechanism. The Chief Officer also had the opportunity to meet with a representative of the Russian Ministry of Foreign Affairs to discuss Russia's contribution to the Multilateral Fund.

*France (9-12 August 2003)*

17. The Chief Officer participated in the Training Workshop for Regional Network Coordinators and Policy and Enforcement Officers, the annual CAP Advisory meeting and in an informal discussion/brain storming session regarding the non-compliance procedure under the Montreal Protocol.

Missions of other staff

18. The Deputy Chief Officer (Technical Cooperation) in his capacity as Officer-in-Charge attended the following meetings held in Nairobi in early November: the 31st Meeting of the Implementation Committee, and the 15th Meeting of the Parties. He was accompanied by a senior project management officer. He paid a courtesy visit to the Deputy Executive Director of UNEP, and held discussions with UNEP headquarters staff on administrative matters, and with the interim Treasurer of the Fund on treasury services. During that period the Secretariat also provided support to the Chairman of the Executive Committee concerning finalization of the selection and appointment of a new Chief Officer.

19. The Secretariat was represented at the following network meetings:

- Joint Follow up Meeting of the English- and French-speaking African Networks of ODS Officers (Port Louis, Mauritius, 29 Sept - 2 Oct);
- First Network Meeting of the Europe/Central Asia Network of ODS Officers (Ohrid, Macedonia, 6-9 October);
- Main Meeting of the South Asia Network and the SEAP Network of ODS Officers (Phuket, Thailand, 8-11 October).

20. Secretariat officers presented and explained key decisions of the 40th and other recent meetings of the Executive Committee, participated in the different working group discussions, including discussions concerning the RMP evaluation, and held bilateral discussions with members of networks as relevant. Presentations by Secretariat staff focussed on the compliance period and the challenges ahead. Participation of Secretariat staff in network meetings continues to be very well received by National Ozone Officers.

21. Due to preparations for the 41st meeting, Secretariat staff were unable to attend the Follow-up Meeting of the Caribbean Network of ODS Officers in Suriname (20-22 Oct) or the Follow-up Meeting of the West Asia Network of ODS Officers in Syria (7-11 Dec).

22. In addition to a visit to the Europe/Central Asia and African network meetings, where he was able to discuss the evaluation of RMPs, the Senior Monitoring and Evaluation Officer visited RMP projects in Senegal and used the case study of Senegal as input to the RMP evaluation for the 41st meeting.

23. In the context of the follow-up study on LCD technology, the Senior Programme Management Officer responsible for the foam sector, went on a fact-finding mission to a number of Moroccan enterprises with LCD projects (8-13 September). Following this mission, he visited foam enterprises in Argentina producing foam successfully with LCD technology (16-22 September). A report describing the findings of the follow-up LCD study has been submitted to the 41<sup>st</sup> Meeting.

24. The Deputy Chief Officer (Economic Cooperation) attended the International Workshop on Strategy for CFC phase out in the refrigeration service sector in China (30-31 October).

### **Secretariat Staff**

25. Dr. Omar El-Arini retired as Chief Officer on 30 September 2003. Ms. Maria Nolan has been designated as Chief Officer and is expected to take up her duties in early 2004.

26. A post of Senior Project Management Officer was advertised on the UN web site with a closing date of 20 December 2003.

27. Following an upgrade of the Secretariat's workstations to Windows XP and Office XP, Secretariat staff were provided with training on the migration to Office XP, in particular Word, Excel and Access.

28. During September a therapist from the *Clinique Medical Physergo du Sud-Ouest* came to Secretariat to give a presentation on "*Ergonomics and you: and how to help yourself work better*". The therapist also visited the work-stations of all staff and made recommendations on workspace ergonomics. Selected equipment and furniture has been installed in line with high priority ergonomic recommendations.

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

29. Logistical arrangements were made for the meetings of the Executive Committee and its Sub-Committees, to be held at the International Civil Aviation Organization (ICAO) from 15 to 19 December 2003. Letters of invitation and meeting documentation were dispatched to members of the Executive Committee, the President of the Bureau of the 15th Meeting of the Parties, the President and Vice President of the Implementation Committee, the Executive Director of UNEP, the Executive Secretary of the Ozone Secretariat, the Implementing Agencies, the Treasurer and NGOs.

**Review and update of information resources and operational guidelines by the Fund Secretariat**

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

- Inventory of Approved Projects as of July 2003
- Policies, Procedures, Guidelines and Criteria as of July 2003
- Country Programme Summary Sheets as of July 2003
- Project Completion Reports Summary Sheets as of November 2003

31. As a response to Decision 40/53, the development of the Multilateral Fund web site and intranet started in October 2003. Work is underway and the Secretariat will present the results during the 41st Meeting of the Executive Committee.

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