



**United Nations  
Environment  
Programme**



Distr.  
Limited

UNEP/OzL.Pro/ExCom/29/2  
25 October 1999

ORIGINAL: ENGLISH

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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Twenty-ninth Meeting  
Beijing, 24-26 November 1999

**SECRETARIAT ACTIVITIES**

1. This document reports on the activities undertaken by the Fund Secretariat since the 28<sup>th</sup> Meeting of the Executive Committee.

### **Notification of the Decisions of the 28<sup>th</sup> Meeting of the Executive Committee**

#### Article 5 countries

2. Decisions taken by the Executive Committee at its 28<sup>th</sup> 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. Resources covering all funding requests approved at the 28<sup>th</sup> 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 halon production facilities in India**

4. Upon the request of the Government of India, the Fund Secretariat proceeded with the technical audit of the halon production facilities in India. The consulting firm which had conducted the CFC production audit in India was contracted again and visited the country on 26-30 July 1999. The technical audit report was circulated to the members of the Executive Committee's Subgroup on Production Sector.

### **Intersessional clearance of the disbursement for the China Production Sector Plan**

5. To implement Decision 28/51(a), the Secretariat reviewed and provided comments on the China Inspection Report on the closure of 14 CFC plants which was submitted by the World Bank on 15 September 1999 together with the request for the release of the remaining US \$10 million for the year 1999. Subsequently the Secretariat circulated the World Bank Inspection Report as well as the Secretariat's comments on the Report to members of the Executive Committee for clearance on a non-objectional basis. By close of the deadline, no objection was received and the request of the World Bank was considered as cleared. Accordingly, the Secretariat requested the Treasurer to release to the World Bank the US \$10 million and the related support cost( US\$900,000).

### **Review of submissions to the 29<sup>th</sup> Meeting**

#### Bilateral co-operation

6. The Fund Secretariat processed 47 requests, including investment projects, under bilateral co-operation and provided comments and recommendations where necessary.

#### Investment projects

7. 184 investment projects (including investment components in refrigerant management plan projects) submitted by UNDP, UNIDO and the World Bank were evaluated 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.

Country programme

8. The Fund Secretariat reviewed and commented on 3 country programmes.

Draft 2000 business plans

9. The Fund Secretariat prepared the draft consolidated business plan of the Multilateral Fund for the year 2000 on the basis of the submissions of the implementing agencies. In addition it also reviewed and commented on the draft 2000 business plans of UNEP, UNDP, UNIDO and the World Bank .

1999 Work programme amendments

10. The Fund Secretariat reviewed and commented on the 35 activities submitted by UNDP, UNEP and UNIDO as amendments to their 1999 Work programmes.

UNEP 2000 Work Programmes and project preparation advances for UNDP, UNIDO and the World Bank

11. The Fund Secretariat reviewed and commented on the 15 activities included in the UNEP 2000 Work programme, as well as on requests for project preparation advances pertaining to the year 2000 work programmes of UNDP, UNIDO and the World Bank.

Report on the implementation of the 1999 monitoring and evaluation work programme

12. The Fund Secretariat concluded the evaluation of 28 projects in the refrigeration sector in 11 Article 5 countries and 17 institutional strengthening projects. The evaluation was conducted in accordance with the 1999 monitoring and evaluation work programme by three teams of external consultants, one each for Latin American and the Caribbean, Asia and Africa. The final reports are being submitted to the 29<sup>th</sup> Meeting.

13. A desk evaluation study on foam projects was prepared. It identified the main evaluation issues and described the methodological approach for the main phase for the evaluation.

Project completion reports

14. The Fund Secretariat reviewed and summarised project completion reports submitted by the implementing agencies and bilateral donors since the 28<sup>th</sup> Meeting of the Executive Committee, and prepared a consolidated report which is being submitted to the 29<sup>th</sup> Meeting as part of the report of the implementation of the 1999 monitoring and evaluation work programme.

Draft work programme for monitoring and evaluation for the year 2000

15. The Fund Secretariat prepared and is submitting to the 29<sup>th</sup> Meeting the draft work programme on monitoring and evaluation for the year 2000.

Status report on ODS phase out by Article 5 countries (1999 update)

16. As a follow-up on Decision 28/25 regarding the 1999 status report on the phaseout of ODSs by Article 5 countries, the Secretariat communicated with and sought clarification from those countries for which perceived data anomalies were observed in the status report either because of low fund disbursement or incompatibility between CFC phaseout approvals by the Multilateral Fund and baseline consumption. The Secretariat reviewed and summed up the responses received from these countries for submission to the 29<sup>th</sup> Meeting.

Proposed budget of the Fund Secretariat for the year 2000.

17. The proposed budget of the Fund Secretariat for the year 2000 was prepared and submitted to the 29<sup>th</sup> Meeting of the Executive Committee.

**Documents and Policy Papers prepared by the Fund Secretariat**

18. Of the documents submitted for consideration at the 29<sup>th</sup> Meeting, the following were prepared by the Fund Secretariat:

- Provisional Agenda
- Secretariat activities
- Report on the implementation of the 1999 monitoring and evaluation work programme
- Case studies on the refrigeration sector and institutional strengthening projects (upon request)
- Draft work programme for monitoring and evaluation for the year 2000
- Consequences of project cancellations
- Completed projects with balances
- Consolidated draft business plan of the Multilateral Fund for the year 2000
- Comments on draft business plans for the year 2000 of the implementing agencies
- Proposed budget of the Fund Secretariat for the year 2000
- Overview of issues identified during project review
- Status report on ODS phase out in Article 5 countries: implementation of Decision 28/25
- Report on project cancellations
- Comments and recommendations on bilateral cooperation
- Comments on UNEP 2000 work programme
- Comments and recommendations on 1999 work programme amendments of the implementing agencies
- Comments and recommendations on investment and demonstration projects and project evaluation sheets

- Comments on strategy plan of ODS phase-out from production of extruded polyethylene and polystyrene foams sub-sector of China
- Comments on tobacco sector plan for CFC-11 phase-out in China
- Comments on the Phase-out Plan for the Solvent Sector in China
- Synthesis of comments received on the strategy and guidelines on methyl bromide projects
- Concessional lending
- Report on implementation of the new administrative cost regime
- Export to non-Article 5 countries, Report on project eligibility
- Comments and recommendations on country programmes
- Draft report of the Executive Committee to the 11<sup>th</sup> Meeting of the Parties to the Montreal Protocol
- The reports of the Meetings of the Sub-Committees will be prepared by the Secretariat after the conclusion of the meetings of the Sub-Committees.

### **Coordination with the Implementing Agencies**

19. At the conclusion of the 28<sup>th</sup> Meeting, the Fund Secretariat held a two-day retreat for representatives of the Secretariat and the implementing agencies. The retreat was organized to provide an open forum for the exchange of views and ideas on the planning of activities for the remainder of the 1999 business year and the 29<sup>th</sup> Meeting in particular. Useful discussions took place on the role of technical reviews of investment projects, the level of funding remaining for 1999, the development of a contingency list of projects to fully commit the 1997-1999 budget and implementation of the 1999 work programme on monitoring and evaluation.

20. The Fund Secretariat also held teleconferences with the implementing agencies involved in investment projects on 8 and 9 October 1999 and had face-to-face discussions with the same individual agencies during the week of 18-23 October 1999 concerning investment projects for submission to the 29<sup>th</sup> Meeting.

### **Missions undertaken**

21. The Fund Secretariat participated in the following meetings and events during this reporting period: Monitoring and Evaluation missions to African, Asian and Latin American countries to visit Ozone Units and selected completed refrigeration projects; workshop on the development of a strategic framework to control methyl bromide in China, Beijing; regional workshop on methyl bromide alternatives for Eastern and Southern Africa, Lilongwe, Malawi; International Day for the Preservation of the Ozone Layer celebrations, Ushuai, Argentina; technical conference on polyurethane foams, Orlando; the Ad hoc Group on the Replenishment, the meeting on the solvent sector strategy for China, the Subgroup on the Production Sector, the OORG meeting and the Earth Technology Forum Conference on Climate Change and Ozone Protection, in Washington.

22. The Chief Officer undertook a mission with the Chairman and Vice-Chairman of the Executive Committee to Vietnam preceded by a mission to China with the Chairman.

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

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

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

## **Preparation for the 29<sup>th</sup> Meeting of the Executive Committee and its Sub-Committees**

24. The Fund Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee, Production Sector Subgroup, Concessional lending, Contact Group on refrigerant management plans, Working group on the solvent sector in China, Working group on the methyl bromide sector and the 29<sup>th</sup> Meeting of the Executive Committee to be held in Beijing, China. Letters of invitation and meeting documentation have been dispatched to members of the Executive Committee, the President of the Bureau, the implementing agencies and NGOs.

25. The Secretariat wishes to express its thanks to the Government of China, represented by the State Environment Protection Agency (SEPA) for the assistance rendered to the Secretariat in making the arrangements and preparations for holding the 29<sup>th</sup> Meeting of the Executive Committee in Beijing, China.