



**United Nations
Environment
Programme**



Distr.
Limited

UNEP/OzL.Pro/ExCom/32/2
9 November 2000

ORIGINAL: ENGLISH

EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Thirty-second Meeting
Ouagadougou, 6-8 December 2000

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 31st Meeting of the Executive Committee.

Notification of the Decisions of the 31st Meeting of the Executive Committee

Article 5 countries

2. Decisions taken by the Executive Committee at its 31st 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 31st Meeting were transferred to the implementing agencies; approved bilateral activities were credited, as pertinent, to the contributions of the countries concerned.

Review of submissions to the 32nd Meeting

Draft 2001 business plans

4. The Fund Secretariat prepared the draft consolidated business plan of the Multilateral Fund for the year 2001 on the basis of the submissions of the implementing agencies. In addition it also reviewed and commented on the draft 2001 business plans of bilateral agencies, UNDP, UNEP, UNIDO and the World Bank.

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.

UNEP 2001 Work Programmes and project preparation advances for UNDP, UNIDO and the World Bank

7. The Fund Secretariat reviewed and commented on activities included in the UNEP 2001 Work programme, as well as on requests for project preparation advances pertaining to the year 2001 work programmes of UNDP, UNIDO and the World Bank.

Investment projects

8. Investment project 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.

Country programmes

9. The Fund Secretariat reviewed and commented on four country programmes and country programme updates.

Implementation delays and completed projects with balances

10. The Secretariat identified all projects experiencing delays and computed balances from completed projects..

Closure of project preparation accounts

11. Pursuant to decision 31/4 (f), the Secretariat in cooperation with the implementing agencies proposed draft guidelines for the completion of project preparation and the financial closure of accounts. It also investigated ways of dealing with balances from recurring activities and the implementing agencies developed a format for the presentation of reports on completed projects with balances. The Secretariat then reviewed the implementing agencies' reports for consistency.

Additional status report on project implementation for UNDP and UNEP

12. Pursuant to decisions 31/6 (c) and 31/7 (e) and (f), the Secretariat reviewed and commented on the status report on project implementation submitted by UNDP and UNEP.

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

13. Pursuant to decision 31/11, the Secretariat prepared the evaluation of the implementation of 1999 business plans, compiled comments from Executive Committee members on the performance indicators and the reports of UNDP and UNEP on their performance against indicators that were not addressed at the 31st Meeting.

Proposed budget of the Fund Secretariat for the year 2001.

14. The proposed budget of the Fund Secretariat and the Executive Committee for the year 2001 was prepared.

Institutional strengthening projects

15. Pursuant to sub-paragraphs (c) of Decision 30/7, the Secretariat consolidated inputs from members of the Executive Committee and the implementing agencies on general principles for agreements between governments and implementing agencies on new and renewed institutional strengthening projects.

Monitoring and Evaluation

16. The Secretariat prepared a desk study on recovery and recycling projects and as a follow-up to decision 31/15, draft questionnaire concerning the status quo of R&R projects; reviewed the formats for terminal reports and extension requests relating to institutional strengthening in order to take into account comments received from members of the Executive Committee (follow-up to decision 31/16); consolidated project completion reports submitted by bilateral and implementing agencies; prepared final recommendations on evaluation of training projects (follow-up to decision 31/17), a status report on the evaluation of foam projects, and completed a desk study on the evaluation of solvents projects. The draft monitoring and evaluation work programme for the year 2001 was prepared and submitted to the 32nd Meeting of the Executive Committee.

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

17. The Secretariat prepared a document consisting of 3 parts, Part I: status of Article 5 countries in achieving compliance with the initial control measures of the Montreal Protocol; Part II: implementation of the Montreal Protocol through Government policy measures; and Part III: a draft three-year business plan for the Multilateral Fund.

Documents and Policy Papers prepared by the Fund Secretariat

18. Of the documents submitted for consideration at the 32nd Meeting, the following were prepared by the Fund Secretariat:

- Secretariat activities (UNEP/OzL.Pro/ExCom/32/2)
- Completed projects with balances (UNEP/OzL.Pro/ExCom/32/6)
- Implementation delays (UNEP/OzL.Pro/ExCom/32/7)
- Closure of project preparation accounts: follow-up to decision 31/4 (f) (UNEP/OzL.Pro/ExCom/32/8)
- Additional status report on project implementation required by decisions 31/6 (c) and 31/7 (e) and (f) (UNEP/OzL.Pro/ExCom/32/9)
- Report on the evaluation of the implementation of the 1999 business plans: follow-up to decision 31/11 (UNEP/OzL.Pro/ExCom/32/10)
- Consolidated draft business plan of the Multilateral Fund for the year 2001 (UNEP/OzL.Pro/ExCom/32/11)
- Comments and recommendations on draft business plans for the year 2001, for the bilateral agencies and implementing agencies (UNEP/OzL.Pro/ExCom/32/12-16).

- Proposed budget of the Fund Secretariat for the year 2001 (UNEP/OzL.Pro/ExCom/32/17)
- General principles for agreements between governments and implementing agencies on new and renewed institutional strengthening projects (UNEP/OzL.Pro/ExCom/32/18)
- Implementation of the monitoring and evaluation work programme for the year 2000 (UNEP/OzL.Pro/ExCom/32/19)
- Draft monitoring and evaluation work programme for the year 2001 (UNEP/OzL.Pro/ExCom/32/20)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/32/22)
- Comments and recommendations on bilateral cooperation (UNEP/OzL.Pro/ExCom/32/23)
- Comments and recommendations on 2000 work programme amendments of UNEP, UNDP, UNIDO and the World Bank (UNEP/OzL.Pro/ExCom/32/24 - 27)
- Comments and recommendations on 2001 work programme of UNEP and project preparation advances pertaining to the year 2001 work programmes of UNDP, UNIDO and the World Bank (UNEP/OzL.Pro/ExCom/32/28-29)
- Comments and recommendations on investment projects and project evaluation sheets (UNEP/OzL.Pro/ExCom/32/30)
- Draft guidelines for preparation of country programme updates (UNEP/OzL.Pro/ExCom/32/31)
- Draft agreement on the phase-out strategy for the tobacco sector in China: follow-up to decision 30/54 (UNEP/OzL.Pro/ExCom/32/32) (Jointly with UNIDO)
- Draft guidelines and standard format for verification of ODS production phase-out (UNEP/OzL.Pro/ExCom/32/33) (Jointly with the World Bank)
- Revised data for China's country programme update (UNEP/OzL.Pro/ExCom/32/37)
- Strategic planning and the draft three-year business plan for the Multilateral Fund (UNEP/OzL.Pro/ExCom/32/38)
- Revised guidelines for methyl bromide projects (UNEP/OzL.Pro/ExCom/32/40)
- Status report on the study on alternatives to CFC in rigid foam applications (UNEP/OzL.Pro/ExCom/32/41)
- Report of the Subgroup on the Production Sector (UNEP/OzL.Pro/ExCom/32/39) (Part II)
- Draft report of the Executive Committee to the Twelfth Meeting of the Parties (UNEP/OzL.Pro/ExCom/32/42).

Planning for the 32nd Meeting of the Executive Committee

19. 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 31st Meeting of the Executive Committee as well as actions outstanding from reports of earlier meetings of the Committee.

Missions undertaken

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

- Joint network meeting of Ozone Officers from the Africa region (27 August - 2 September 2000).
- Meeting with Government of Burkina Faso officials to discuss logistical arrangements for the 32nd Meeting of the Executive Committee (9-20 September 2000).
- Meeting with the United Nations Office (Nairobi) regarding logistical arrangements for the 32nd Meeting of the Executive Committee (9-20 September 2000).
- International symposium on chemical and non-chemical soil and substrate disinfection (9-16 September 2000) (Italy).
- Technical conference on polyurethane (8-12 October 2000) (USA).
- UNEP's meeting on Enhancing synergies and mutual supportiveness of Environmental Conventions and WTO Secretariats (21-24 October 2000) (Switzerland).

21. The Chairman, Vice Chairman and the Chief Officer held official meetings with senior government officials from Central America (Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua and Panama) in San José, Costa Rica (28-29 August 2000), in La Havana, Cuba (30-31 August), and in Kampala, Uganda (24-25 October 2000) with senior officials from Nairobi, Kenya, Tanzania and Uganda. (the Chairman of the Executive Committee was unable to participate in the meeting held in Kampala). The purpose of these meetings was to discuss progress in the implementation of the Montreal Protocol during the compliance period, as well as the additional assistance that the Multilateral Fund could potentially extend to the countries to assist in their compliance with future Montreal Protocol obligations. These visits also provided the leadership of the Executive Committee with an increased appreciation of the problems faced by countries and their industries in implementing the Montreal Protocol.

22. The Fund Secretariat convened a coordination meeting with the implementing agencies (6-8 September 2000) and discussed, among others, preparation of the 2001 business plans of the implementing agencies, for the compliance period annual closure of project preparation accounts; reconciliation of sectoral and Article 7 data; agreements between Article 5 countries and implementing agencies on institutional strengthening projects; project duration and physical completion; guidelines for country programme updates; guidelines for destruction of ODS-based equipment; production sector; revising proposed projects on a country-by-country basis; monitoring and evaluation; and chemical prices. The coordination meeting was preceded by a meeting/workshop with the Manager and Coordinators of the Regional Networks to discuss draft reports on the evaluation of networks.

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 2000.
- Policies, Procedures, Guidelines and Criteria as at July 2000.
- Country Programmes Summary Sheets as at July 2000.
- 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

24. 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 32nd Meeting of the Executive Committee to be held in Ouagadougou, Burkina Faso. 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 Burkina Faso, represented by the Ministry of Environment for the assistance rendered to the Secretariat in making the arrangements and preparations for holding the 32nd Meeting of the Executive Committee in Ouagadougou, Burkina Faso.