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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Thirty-third Meeting
Montreal, 28-30 March 2001

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 32nd Meeting of the Executive Committee.

Notification of the Decisions of the 32nd Meeting of the Executive Committee

Article 5 countries

2. Decisions taken by the Executive Committee at its 32nd Meeting regarding project approvals and other relevant decisions were communicated to the governments of Article 5 Parties concerned, including a communication to Governments of Article 5 countries (with a copy to the heads of the implementing agencies) on the results of the evaluation of the 1999 Business plans of the implementing agencies.

Transfer of resources from the Multilateral Fund

3. Resources covering all funding requests approved at the 32nd Meeting were transferred to the implementing agencies; approved bilateral activities were credited to the contributions of the countries concerned as pertinent.

Review of submissions to the 33rd Meeting

2001 business plans

4. The Fund Secretariat prepared the 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 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.

2001 Work programme and amendments

6. The Fund Secretariat reviewed and commented on the requests submitted by UNEP in its work programme amendment, and by UNDP, UNIDO and the World Bank in their 2001 work programmes.

Investment projects

7. Investment project proposals submitted by UNDP, UNIDO and the World Bank as part of their 2000 business plans were reviewed 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.

Implementation delays and completed projects with balances

8. The Secretariat identified all projects experiencing delays and completed projects with balances, and compiled and analysed the submissions of the implementing and bilateral agencies.

Monitoring and Evaluation

9. The Senior Monitoring and Evaluation Officer prepared final reports on the evaluation of foam projects and regional networks, based on case studies elaborated by several consultants who had participated in network meetings in 2000 and 2001, and other consultants who had visited 66 foam manufacturing enterprises in nine Article 5 countries.

Strategic planning of the Multilateral Fund in the compliance period

10. Pursuant to decision 32/75, the Secretariat prepared an issue-paper which identifies issues related to the strategic planning of the Multilateral Fund in the compliance period. The paper took into consideration the views and proposals from members of the Executive Committee.

CFC Production Sector

11. As per Decision 32/77, the Secretariat continued its communication with the DPR Korea regarding the implementation of the technical audit of the ODS production plant in the country. The Government communicated to the Secretariat the official focal point for the audit.

12. The Secretariat is working with the Government to complete the questionnaire designed by the consultant for collecting data of the plant prior to the field visit and assisting the consultant to obtain a visa to enter the country.

13. The Secretariat reviewed and commented on the 2001 annual work plans and the verification reports on the implementation of the 2000 annual work plans of the China and India CFC production phase out programmes.

Documents and Policy Papers prepared by the Fund Secretariat

14. Of the documents submitted for consideration at the 33rd Meeting, the following were prepared by the Fund Secretariat:

- Provisional agenda of the Executive Committee
- Provisional and annotated agendas of both Sub-Committees
- Secretariat activities
- Final report on the evaluation of foam projects
- Final report on the evaluation of regional networks
- Consolidated 2001 business plan of the Multilateral Fund
- Comments on 2001 business plans for bilateral cooperation
- Comments on 2001 business plans of UNDP, UNEP, UNIDO, and the World Bank

- Project implementation delays
- Completed projects with balances
- General principles for agreements between governments and implementing agencies on new and renewed institutional strengthening projects, follow-up to decision 32/15
- Overview of issues identified during project review
- Comments and recommendations on bilateral cooperation
- Comments and recommendations on 2001 work programmes amendments of UNEP and 2001 work programmes of UNDP, UNIDO and the World Bank
- Comments and recommendations on investment projects and project evaluation sheets
- Issues related to the strategic planning of the Multilateral Fund during the compliance period
- Pre-requisites for terminal phase-out projects in the refrigeration sector
- Revised draft guidelines for the preparation of country programmes update.
- Comments on strategy plan of ODS phase-out from production of extruded polyethylene and polystyrene foams sub-sector in China.

Missions undertaken

15. During the reporting period, the Secretariat participated in the following:
 - 25th Meeting of the Implementation Committee, 5th Meeting of the Bureau of the Conference of the Parties to the Vienna Convention, 2nd Meeting of the Bureau of the 11th Meeting of the Parties, and XII Meeting of the Parties to the Montreal Protocol in Burkina Faso (11- 14 December 2000).
 - Contract signing for the construction of a HFC-134a production plant in Xian, China (13 - 14 January 2001).
 - Evaluation missions of completed projects in the foam sector in Argentina and Nigeria (December 2000), Syria and Turkey (January 2001), and in the solvent sector in India, the Philippines and Thailand (January 2001).
 - Meeting of the West Asia regional network, Yemen (January 2001).
 - Workshop on the importance of the military organizations in stratospheric ozone and climate protection in Brussels (5-8 February 2001).
 - 21st session of the UNEP Governing Council (5-9 February 2001) and the 9th Meeting of Co-ordination of Environment Convention Secretariats (11-12 February 2001), in UNEP Headquarters, Nairobi.
 - Meeting with officials from the United Nations Office in Nairobi concerning adjustments to the Fund Secretariat accounts (16-24 February 2001).
16. During the 21st session of UNEP's Governing Council, the Chief Officer held bilateral meetings with senior government officials including Environment Ministers from 16 countries, the Directors of UNEP Regional Offices for Africa, Asia and the Pacific, Latin America and the Caribbean and West Asia.

17. The Chief Officer participated in the panel constituted by the Executive Director of UNEP for the selection of the Executive Secretary of the Ozone Secretariat (Geneva, 19 February 2001).

Planning for the 33rd Meeting of the Executive Committee

18. 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 32nd Meeting of the Executive Committee as well as actions outstanding from reports of earlier meetings of the Committee.

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

20. The Fund Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee and the 33rd 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 NGOs.