



COMCEC

COVID Response



COVID Response

PROJECT MANAGEMENT TRAINING PROGRAM

Critical Issues for Successful Implementation

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Program Coordinator

April, 20th 2021

Outline

1. Following the Rules
2. Efficient Communication
3. Logistical Issues and Deadlines
4. National Ownership

Outline

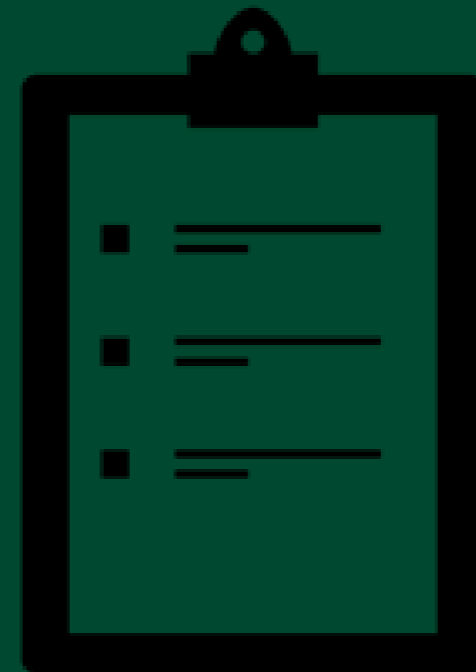
1. Following the Rules
2. Efficient Communication
3. Logistical Issues and Deadlines
4. National Ownership

1. Following the Rules

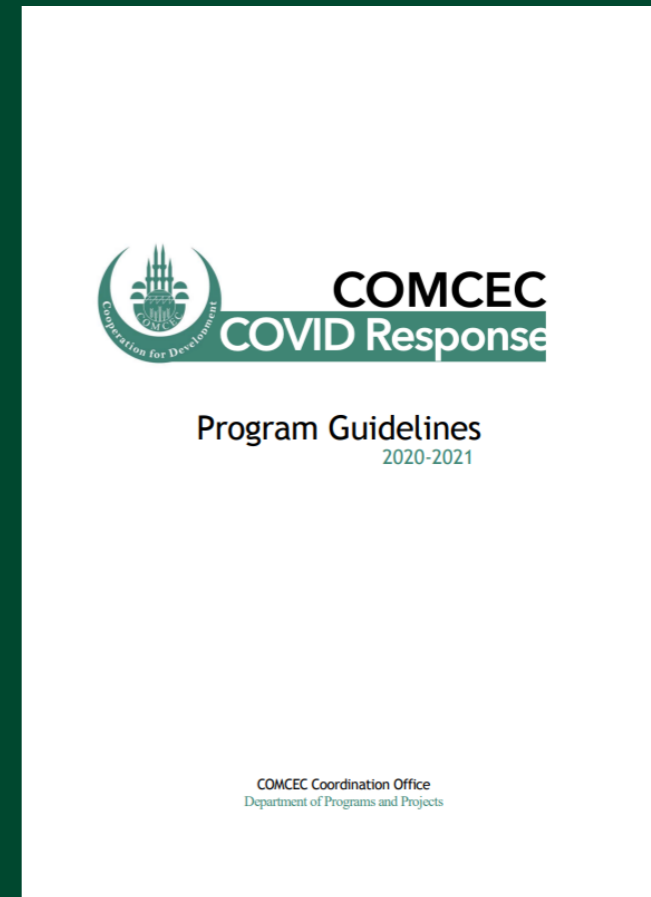
Program Guidelines

Visibility Manual

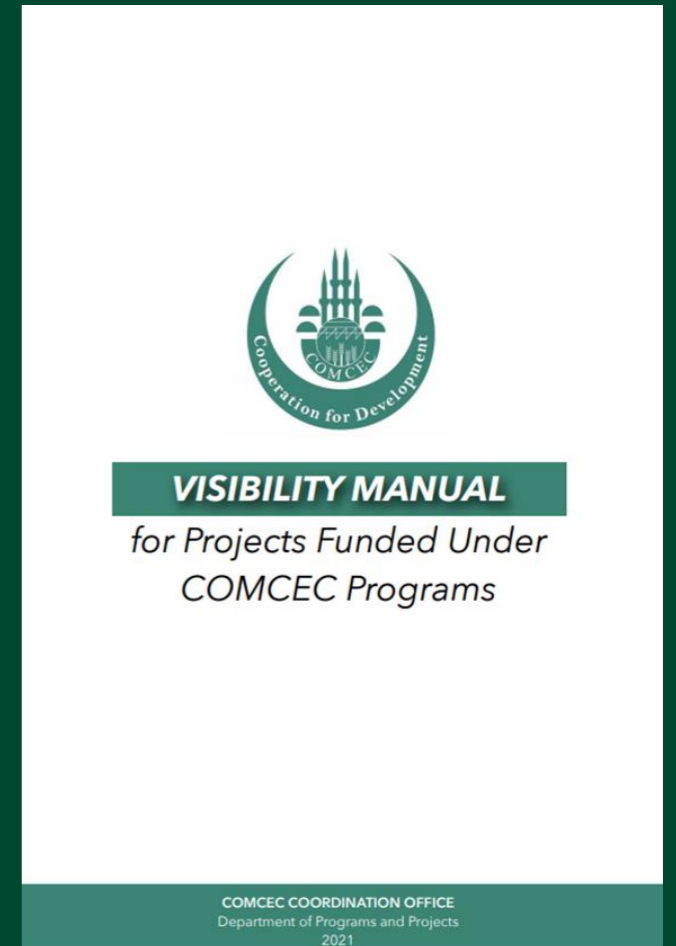
Project Management Information System



- Rules and procedures of the COMCEC Covid Response Program
- Responsibilities of actors and project personnel, implementation, financing and monitoring procedures
- Project activities, work plan and payments, technical and financial reportings



- The written and visual identity of the COMCEC
- Awareness of specific or general audience about the COMCEC and COMCEC funded projects
- Requirements and guidelines for written materials, presentations, flyers, flags, invitations etc.
- The COMCEC Logo
- All visibility materials must be in English
- Visibility material on equipment purchased under the project (if available)



- Username and Password
- Report templates
- Submission of signed and scanned documents
- System e-mails for all responsible actors

The screenshot shows the login interface for the 'PROGRAM MANAGEMENT INFORMATION SYSTEM'. At the top, the title 'PROGRAM MANAGEMENT INFORMATION SYSTEM' is displayed in blue. Below it is the COMCEC logo, which includes a circular emblem with a building and the text 'Cooperation for Development' and 'COMCEC'. To the right of the logo, the text 'COMCEC COVID Response' is written in a green and white font. The main heading 'LOG IN' is centered in a large, bold, blue font. Below the heading are two input fields: 'Username' with a person icon and placeholder text 'Your username', and 'Password' with a key icon and placeholder text 'Your password'. A blue 'LOGIN' button is positioned to the right of the password field. At the bottom right, there is a link labeled 'Forgot Password ?'.



Projects

Log Out

Messages From COMCEC

Project Implementation Period

9.4.2021

COMCEC Coordination Office wishes Project Owners all the success in implementing their projects in 2021 under the COMCEC COVID Response.

Welcome

User : Azerbaijan-State Tourism Agency
Cooperation Area : Tourism

Projects

Project Title	Project Code	REPORT
Supporting the accommodation business in implementing hygiene standards	CCR-2020-AZETO-15	

Documents for Project Implementation

Files
Annex 3 - Declaration Template.pdf
Annex 16- Field Report Template.docx

1.3. Implementation and Reporting				
1.3.1. Reports				
1.3.1.01. Project Coordinator Timesheet				
Files				
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1.3.1.02. Researcher(s) Timesheet				
Files				
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1.3.1.03. Monthly Progress Reports				
Files				
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1.3.1.04. Trainer(s) Timesheets				
Files				
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1.3.1.05. Other Project Personnel Timesheets

Files				
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1.3.1.06. Financial Progress Report(s) (with invoices)

Files				
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1.3.1.07. Disbursement Request Forms (with invoices)

Files				
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1.3.1.08. Addendum Forms

Files				
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1.3.1.09. Notification Forms

Files				
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1.3.1.10. Irregularity Reports

Files				
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1.3.1.11. Project Completion Report

Files				
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1.3.1.12. Activity Reports

Files				
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1.3.2.3. Visiting Expert Materials

Files				
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1.3.2.4. Project Training Material(s)

Files				
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1.3.2.5. Project Workshop Material(s)

Files				
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1.3.2.6. Pictures of Delivery

Files				
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1.3.2.7. Visibility Materials

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1.3.3. Official Letters

Files				
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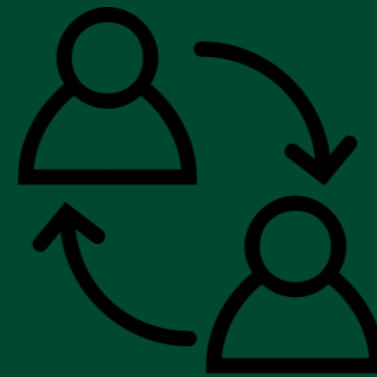
1.4. Coordination Committee Decisions

Files				
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Outline

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2. Efficient Communication
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2. Efficient Communication

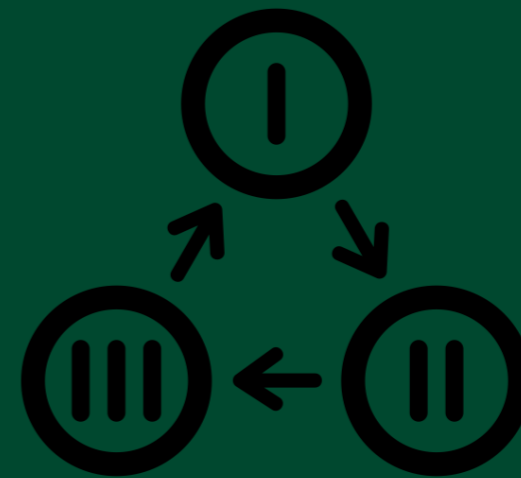


- Communication with partner countries
- Official letters and bilateral talks
- Benefits of prior notification
- Informing CCO and putting ccr@comcec.org to CC in your communication with partner countries

Outline

1. Following the Rules
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3. Logistical Issues and Deadlines



- Sending the invitation letters at least two months before project activities
- Addressing passport and visa issues in a timely manner
- Reserving flight tickets and accommodation beforehand
- Arrangement of local transfers in advance

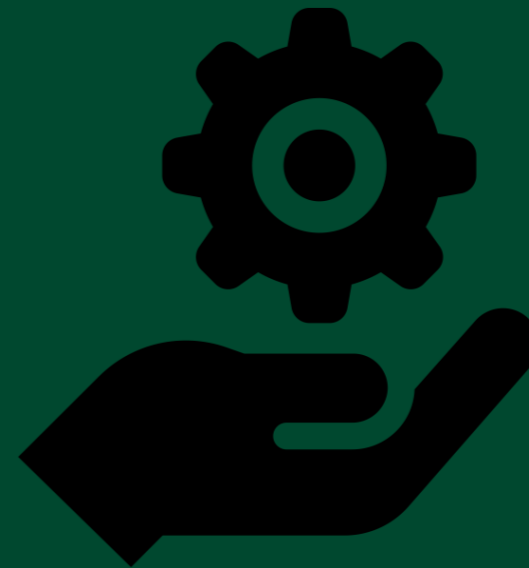
Deadlines are determined in

- Project Implementation Guidelines
- Contract
- Detailed Work Plan

Outline

1. Following the Rules
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4. National Ownership



- Ownership of Project Owner Countries
- Working in Harmony (PO Actors)
- Swift completion of reporting and signing procedures
- Opportunity to cooperate with the Islamic world

THANK YOU

COMCEC COORDINATION OFFICE
ccr@comcec.org