



**COMCEC**  
**ProjectFunding**

# **Briefing on Project Preparation and Submission Training**

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**COMCEC Coordination Office**  
*July 16th, 2019*

# Agenda

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(10:45 - 11:30) Presentations by previous Project Owners

(11:30 - 12:30) Training on Project Preparation and Submission

*(12:30 - 14:00) Lunch*

(14:00 - 16:00) Training on Project Preparation and Submission (con't)

*(16:00 - 16:15) Coffee Break*

(16:15 - 17:15) Feedback by the Trainers

# Logistics

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- Agriculture: Room M30
- Financial Cooperation: Room M31
- Transport and Communications & Poverty Alleviation: Junior A
- Trade & Tourism : Junior B

# Presentations by Previous Project Owners

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- The presentations will include;
  - Content and outcomes of the implemented project
  - Advice for project preparation and submission processes
  - Q & A Session
- A good opportunity to
  - Benefit from experiences of others who actually did this before
  - Discuss project ideas
  - Find project partners interested in similar topics

# Training on Project Preparation and Submission

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- Trainers will explain;
  - How to login and use the Online Project Management Information System
  - What is expected in each section of the Project Fiche
- Each focal point will fill out a simplified version of the Project Fiche on paper as an exercise
- Feedback will be provided at the end of the training

# Expected Outcomes of the Training

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- Understanding the rules and procedures of project preparation and submission
- Getting familiar with the Online Project Management Information System
- Thinking about potential projects for the next call
- Understanding what type of information should be provided in the project fiche and how should it be presented

# Logistics

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- Agriculture: Room M30
- Financial Cooperation: Room M31
- Transport and Communications & Poverty Alleviation: Junior A
- Trade & Tourism : Junior B
- National Focal Points are welcome to attend any group they prefer

***Note: We will be back in this room after the training at about 17:15***