



COMCEC
ProjectFunding

Critical Issues for Successful Implementation

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What is Critical?

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

1 Following the Rules

Project Implementation Guidelines

Visibility Manual





Project Implementation Guidelines

Following the Rules

- The rules and procedures of the COMCEC Project Funding
- Responsibilities of actors and project personnel, institutional structure, implementation and financing procedures



Project Implementation Guidelines

Following the Rules

Sections to consider;

- About the payments (*see article 10. Payments - page 16*)
- About irregularities and noncompliance (*see article 9. Noncompliance and Related Sanctions - page 15*)
- About the monitoring and evaluation (*see article 8. Reporting and Monitoring - page 12*)
- About the transfers between budget items (*see article 8.5. Addendum Form - page 14*)



Visibility Manual

Following the Rules

- Raising awareness of specific or general audience
- Written and visual identity of the COMCEC
- Setting out visibility requirements and guidelines to highlight COMCEC support



Visibility Manual

Following the Rules

- The COMCEC Logo
- All visibility materials must be in English. (local languages can also be used)
- Graphics and wording of the visibility material



Visibility Manual

Following the Rules

- Progress Reports must include photographs and videos demonstrating visibility materials
- Any document published under a COMCEC-funded project must include the following statement
- *"This [material] was prepared under the [the name of the COMCEC Program]" on their cover (Section VI).*



- Every analytical study and web site prepared under a COMCEC funded project must include the following statement;

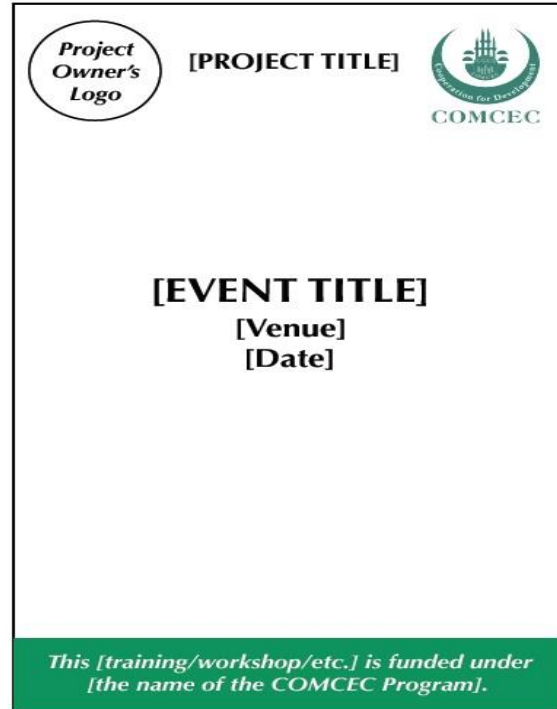
“Views and opinions expressed in the report are solely those of the author(s) and do not represent the official views of the COMCEC Coordination Office or the Member States of the Organization of Islamic Cooperation.[...] (Section I, article k).

COMCEC Logo



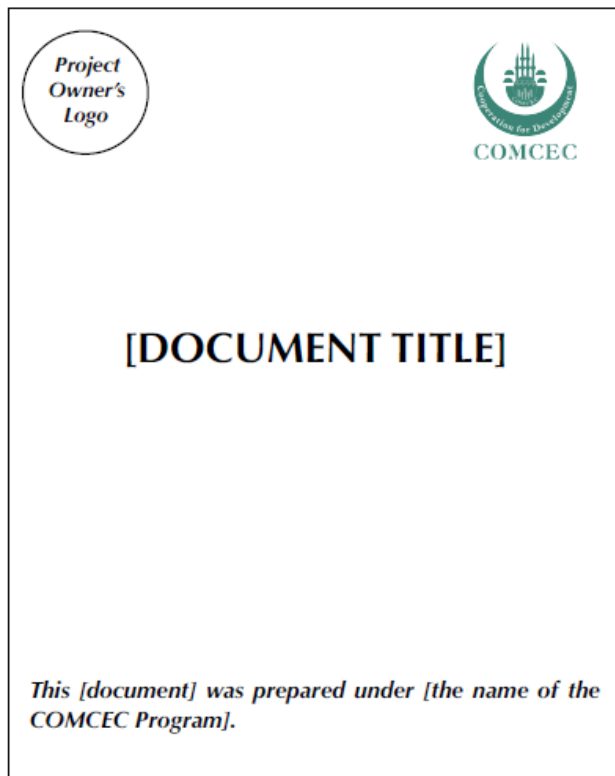
<https://www.comcec.org/comcec-logo/>

Banner Samples

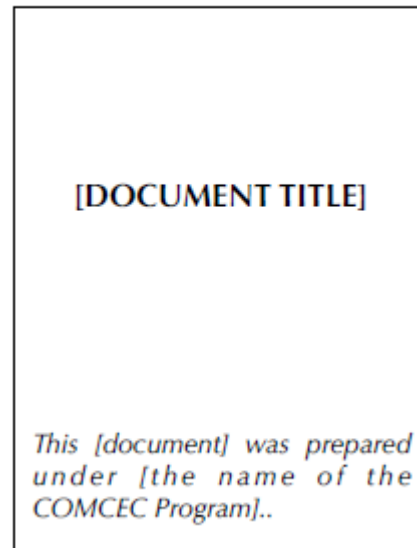


Document Samples

Cover



First Page



Video

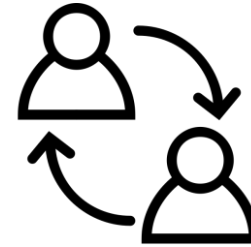


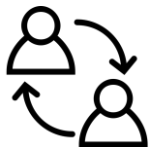
[VIDEO TITLE]

This [video] was prepared under [the name of the COMCEC Program].

<http://cpf.comcec.org/selected-outputs/>

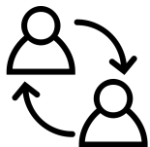
2 Efficient Communication





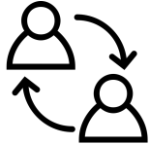
Efficient Communication

- Selection and communication with partner countries
 - ✓ *Realization of Expected Outcomes*
- Right after your project starts;
 - ✓ *Inform your partner (official letters and bilateral talks)*
 - ✓ *Share the details of the activities and tell your expectations from your partners*
- Prior notification has benefits:
 - ✓ *Duration of internal procedures of partner countries*
 - ✓ *Participation of right people*



Efficient Communication

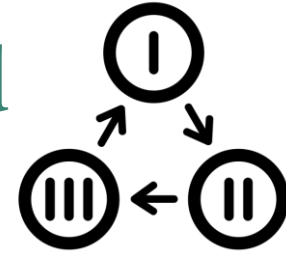
- Informing CCO with related to the preparations of project activities
- Simply CC cpf@comcec.org in your communication with partner countries
- Convey soft copies of official letters to CCO via e-mail

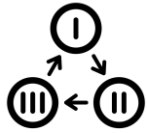


Efficient Communication

When informed on time, CCO can facilitate communication among partner countries and hence avoid potential problems beforehand

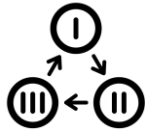
3 Logistical Issues and Deadlines





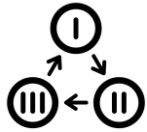
Logistical Issues

- Preparing and sending the invitation letters to prospective participants at least one month before project activities
- Addressing passport and visa issues in a timely manner
- Reserving flight tickets and accommodation beforehand
- Arrangement of local transfers in advance



Keeping Up With the Deadlines

- **Deadlines are determined in**
 - ✓ *Project Implementation Guidelines*
 - ✓ *Contract*
 - ✓ *Detailed Work Plan*
- **Deadlines in the Detailed Work Plan :**
 - ✓ *Start and end dates of the main activities*
 - ✓ *Start and end dates of the related works for the main activities*
- **Any delay in an activity or reporting may cause:**
 - ✓ *delay of payments*
 - ✓ *delay of project completion (extension of project duration)*



Keeping Up With the Deadlines

Project Implementation Guidelines

- Detailed Work Plan: First Month
- Progress Reports: Every Month Except First Month
- Official Invitation Letters: At least one month before the event
- Final Version of Training/Workshop Materials: At least two weeks before the date of the training/workshop program.

4 National Ownership



National Ownership

- Ownership by the Ministries and Other Institutions of Project Owner Countries
- Working in Harmony (responsible authority, contact person, project personnel and institutions of project owner countries)
- Swift completion of reporting and signing procedures
- Opportunity to cooperate with the Islamic world



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THANK YOU
AND CONGRATS TO YOU ALL!!



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