

April 5th, 2023



COMCEC ProjectFunding

Program Management and Information System (*Online Monitoring*)

Kadir ALTINTOP
Program Coordinator



COMCEC
COORDINATION
OFFICE



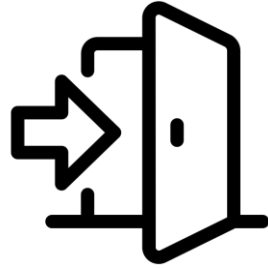
**DEVELOPMENT
INVESTMENT**
BANK OF TURKEY

programs.comcec.org

Purpose of the Presentation

- The basic working principles of the PMIS
- And how to work with it efficiently
 - Logging in the PMIS
 - Accessing sections and subsections
 - Uploading and downloading documents

Online Monitoring



LOGGING IN

project.comcec.org

*Login the system
with your
username
and password*

 **COMCEC**
Project Funding
Project Management Information System

LOG IN

Username

Password

LOGIN

[Forgot Password ?](#)

Messages From COMCEC

Final-list of successful projects under the 4th Call of COMCEC Project Funding has been announced
 8.2.2017
 The COMCEC Coordination Office has completed the project evaluations submitted under the 4th Project Call and announced the final-list of the successful projects to receive COMCEC Project Funding in 2017 period.

Welcome

User :
 Cooperation Area : Tourism

Projects

Project Title	Project Code	Project Stage	Approve Status	Fiche	Files	EDIT
Your project will appear here		Preliminary Stage	Rejected	1		
		Preliminary Stage	Rejected	1		
		Third Stage	Pending	1 2	1 2	

Documents for Project Application

Files
Program Implementation Guidelines 2016 .pdf
Sample Proj. Fiche_Activity-Based Projects.docx
Sample Proj. Fiche_Research-Based Projects.docx
CV Sample.doc
ToR_Template_2016.docx
Visibility Manual 2016.pdf

Click here to begin editing


Documents for Project Implementation

Files
Annex2.docx
Annex3_Mont.Prog.Rep.Temp.docx
Annex4_Ireg.Rep.Temp.docx
Annex5_Financ.Prog.Rep.Temp.xlsx
Annex6_Timesheet Templ.docx
Annex7_Detailed.WorkP.Temp.xlsx
Annex8_NotifForm.docx
Annex9_Adden Form.docx
Annex10_Service Cont Temp.docx
Annex11_Temp.fpr.Proj Comp Rep.docx
Annex12_Act.Rep.Temp.docx

Online Monitoring

Projects Tutorial 1 Tutorial 2 Log Out

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
 1. Project Documents		0 Files Submitted.	1 Files Rejected.	9 Files Approved.

Click here to enlarge the file tree.

Project Files

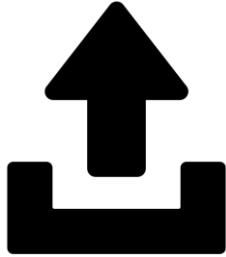
File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	0 Files Rejected.	0 Files Approved.
1.1 Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
New	Filename	Status Message	File Message	Status
No data to display				
1.2 Implementation and Reporting				
1.2.1. Monitoring Documents				
1.2.1.1. PO Reports				
1.2.2. Project Outputs				
1.2.3. Official Letter(s)				
Files				
#	Filename	Status Message	File Message	Status
No data to display				

**You may click to
Open/close each sub file tree**

IMPORTANT: PO cannot upload any documents before project's Detailed Work Plan is approved by the CCO.

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	0 Files Rejected.	0 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
+ New	Filename	Status Message	File Message	Status
No data to display				
1.2. Implementation and Reporting				
1.2.1. Monitoring Documents				
1.2.1.1. PO Reports				
1.2.2. Project Outputs				
1.2.3. Official Letter(s)				
Files				
#	Filename	Status Message	File Message	Status
No data to display				



UPLOADING A DOCUMENT

Project Files

To add a new document, simply click 'New' button and add the document with your explanation, then click save.



Setting Popup

File: Browse...

Uploaded File:

File Message:

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	0 Files Rejected.	0 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
#	Filename	Status Message	File Message	Status
	2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx		Detailed Working Plan	Submitted
1.2. Implementation and Reporting				

YELLOW: Submitted

Possible Actions by the CCO or Bank

1. Rejection (to be revised by the PO)
2. Approval



1.REJECTION

Automated E-Mail Message

2017-NGAFINAN-393-1_1_2_DetI_WorkP__21.3.2018_15-58-5.xlsx



pcm@comcec.org <pcm@comcec.org>

Wednesday, 21 March 2018 at 16:06

To: **Deniz GÖLE_comcec**

Cc: **Ali ORUÇ_comcec**; aysegul cerci.

To whom it may concern,



The "2017-NGAFINAN-393-1_1_2_DetI_WorkP__21.3.2018_15-58-5.xlsx" has been Rejected for Revision with the following File Message "Thank you."

Please check the system if necessary.

Sincerely,



COMCEC Project Funding

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	1 Files Rejected.	0 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
#	Filename	Status Message	File Message	Status
 Edit  Delete	2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx	Thank you.	Detailed Working Plan	Rejected for Revision
1.2. Implementation and Reporting				

RED: Rejected for Revision

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	1 Files Rejected.	0 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
#	Filename	Status Message	File Message	Status
 Edit  Delete	2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx	Thank you.	Detailed Working Plan	Rejected for Revision
1.2. Implementation and Reporting				

Click Edit to upload the revised document



2. APPROVAL

Automated E-Mail Message

2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-42-6.xlsx



pcm@comcec.org <pcm@comcec.org>

Wednesday, 21 March 2018 at 15:42

To: **Deniz GÖLE_comcec**

Cc: **Ali ORUÇ_comcec**; aysegul cerci.

← You replied to this message on 21/03/2018, 15:41.

Show Reply

To whom it may concern,

The "2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-42-6.xlsx" has been Approved with the following File Message "Approved".

Please check the system if necessary.

Sincerely,

COMCEC Project Funding

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	0 Files Rejected.	1 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
#	Filename	Status Message	File Message	Status
	2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx	Thank you.	Detailed Working Plan	Approved
1.2. Implementation and Reporting				

GREEN: Approved

Online Monitoring



Projects

Tutorial 1

Tutorial 2

Tutorial 3

Log Out

Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	1 Files Rejected.	0 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				

the overall status of the documents can be monitored here.

For Your Reference

1.1. Administrative

- 1.1.1. Contract and Its Annexes
- 1.1.2. Detailed Work Plan

1.2. Implementation and Reporting

- 1.2.1. Monitoring Documents
 - 1.2.1.1. PO Reports
 - Coordinator/Researcher/Trainer Time-sheets*
 - Monthly Progress Reports*
 - Financial Progress Reports/Disbursement Request Forms Addendum*
 - Irregularity Report*
 - Activity Report*
 - Project Completion Report*
- 1.2.2. Project Outputs
 - Project Training Materials*
 - Needs Assessment Report*
 - Field Study Report*
 - Visual Materials (Photo, video etc.)*



COMCEC ProjectFunding

THANKYOU

programs.comcec.org
cpf@comcec.org



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COORDINATION
OFFICE



**DEVELOPMENT
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