

April 8th, 2026



COMCEC
ProjectFunding

Program Management and Information System
(Online Monitoring)

Kadir ALTINTOP
Expert



COMCEC
COORDINATION
OFFICE

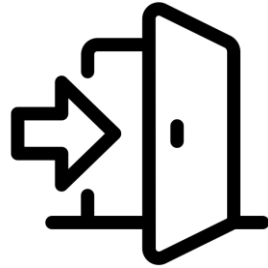


**DEVELOPMENT
INVESTMENT**
BANK OF TÜRKİYE

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



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

Table with 7 columns: Project Title, Project Code, Project Stage, Approve Status, Fiche, Files, EDIT. Row 1: Preliminary Stage, Rejected, 1. Row 2: Preliminary Stage, Rejected, 1. Row 3: Third Stage, Pending, 1 2, [Icons], [Edit icon].

Your project will appear here

Documents for Project Application

Table with 2 columns: Files. Rows include: 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

Table with 2 columns: Files. Rows include: 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**

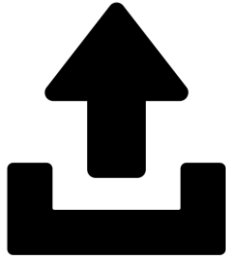


IMPORTANT: PO cannot upload any documents before project's Detailed Work Plan is approved by the CCO.

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:

Save Close

File Type		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				
1.1.2. Detailed Workplan				
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				

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





COMCEC
COORDINATION
OFFICE





DEVELOPMENT
INVESTMENT
BANK OF TÜRKİYE

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



COMCEC
COORDINATION
OFFICE



**DEVELOPMENT
INVESTMENT**
BANK OF TÜRKİYE