

April 3<sup>rd</sup>, 2024



**COMCEC**  
**ProjectFunding**

**Program Management and Information System**  
*(Online Monitoring)*

Eda AKÇA  
*Program Coordinator*



**COMCEC**  
COORDINATION  
OFFICE



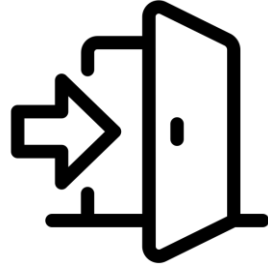
**DEVELOPMENT  
INVESTMENT**  
BANK OF TURKEY

[programs.comcec.org](http://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  
ProjectFunding  
Project Management Information System

LOGIN

User Name:\*

Must be required.

Password:\*

Must be required.

I'm not a robot

reCAPTCHA  
Privacy - Terms

LOGIN

Forgot Password?  
Please contact CCO : cpf@comcec.org




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
<b>Your project will appear here</b>		Preliminary Stage	Rejected	1		
		Preliminary Stage	Rejected	1		
		Third Stage	Pending	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.			
<b>Files</b>				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
<b>Files</b>				
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)				
<b>Files</b>				
#	Filename	Status Message	File Message	Status
No data to display				

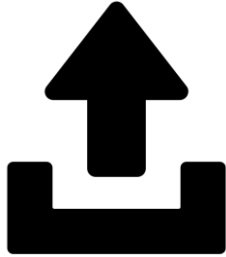
**You may click to  
Open/close each sub file tree**

**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.			
<b>Files</b>				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
<b>Files</b>				
<a href="#">+ New</a>	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)				
<b>Files</b>				
#	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.*

File Type	Submitted Count	Rejected Count	Approved Count
	0 Files Submitted.	0 Files Rejected.	0 Files Approved.

#	Filename	File Message	Status

#	Filename	File Message	Status

#	Filename	Status Message	File Message	Status
No data to display				

Setting Popup



File:  Browse...

Uploaded File:

File Message:

Save Close

## Project Files

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

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

**RED: Rejected for Revision**

## Project Files

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

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

**GREEN: Approved**

# Online Monitoring



Projects

Tutorial 1

Tutorial 2

Tutorial 3

Log Out

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
<b>1. Project Documents</b>		0 Files Submitted.	1 Files Rejected.	0 Files Approved.
<b>1.1. Administrative</b>				
<b>1.1.1. Contract and Annexes</b>	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](http://programs.comcec.org)

[cpf@comcec.org](mailto:cpf@comcec.org)



**COMCEC**  
COORDINATION  
OFFICE



**DEVELOPMENT  
INVESTMENT**  
BANK OF TURKEY