COMCEC ProjectFunding

Critical Issues for Successful Implementation

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What is Critical?

1. Following the Rules
2. Efficient Communication
3. Good Logistics
4. Keeping Up With the Deadlines
5. National Ownership

1 Following the Rules

Project Implementation Guidelines

Visibility Manual

Project Implementation Guidelines

Following the Rules

- Project Implementation Guidelines is the main document detailing the rules and procedures of the COMCEC Project Funding
- Includes information about responsibilities of actors and project personnel, program structure, implementation and financing procedures, monitoring etc.
- Please read the Project Implementation Guidelines whenever needed during the project implementation.

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 Santcions - 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

- Visibility Manual aims to raise the awareness of specific or general audience about the COMCEC and COMCEC funded projects.
- The Manual mainly covers the written and visual identity of the COMCEC.
- Setting out requirements and guidelines for briefings, written materials, press conferences, presentations, flyers, flags, invitations, signs, commemorative plaques and all other tools used to highlight COMCEC support.

Visibility Manual

Following the Rules

- The COMCEC Logo must be used in all COMCEC- funded activities in line with the rules cited in this manual.
- All visibility materials must be in English. POs can use the local language, Arabic and French in addition to English.
- Graphics and wording of the visibility material must be visible, legible and clear at all times.
- The visibility materials must be in compliant with the samples demonstrated in this manual.

Visibility Manual

Following the Rules

- Progress Reports sent by the POs must include photographs and videos demonstrating visibility materials used during project activities. Photographs and videos must also show visibility material on equipment purchased under the project (if available).
- Documents (analytical studies, brochures, flyers, CD, DVD, press release etc.) 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).*

Visibility Manual

Following the Rules

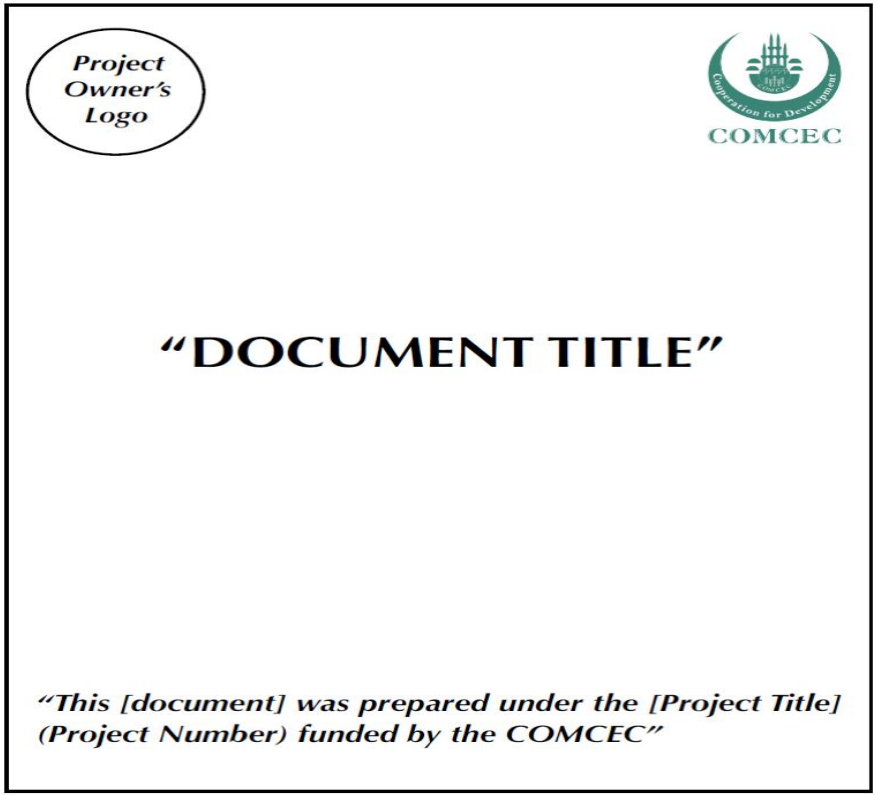
- Every analytical study (research, reports, situation analyses, policy recommendations, etc.) and web site prepared under a COMCEC funded project must include the following statement;

> *"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

Banner Samples

Document Samples



"DOCUMENT TITLE"

DISCLAIMER: *Any views or opinions presented in this document are solely those of the author(s) and do not reflect the views of COMCEC Coordination Office.*

Video

Project Owner's Logo
COMCEC
[VIDEO TITLE]
This [video] was prepared under [the name of the COMCEC Program].

Project Report (Bad Example)

No PO Logo

Wrong COMCEC Logo

CHALLENGES OF ELECTRONIC PAYMENTS SYSTEMS IN CENTRAL AND WEST AFRICA REGION

Incomplete statement
Format Issues
Wrong Coloring

This report was prepared under the "Challenges of Electronic Payment Systems in Central and West Africa Region" funded by the COMCEC.

Project Report (Good Example)

MEASUREMENT OF POVERTY IN OIC MEMBER COUNTRIES: ENHANCING NATIONAL STATISTICAL CAPACITIES

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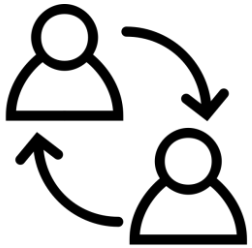
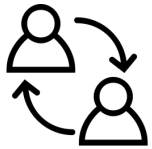
This report is funded by COMCEC under Project # 2013-SESRIC-028 titled "Enhancing National Capacities of OIC Member Countries in Poverty Statistics".

2 Efficient Communication



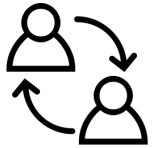


Efficient Communication

- Selection and communication with partner countries
  - ✓ *Success of the Project Implementation*
  - ✓ *Realization of Expected Outcomes*

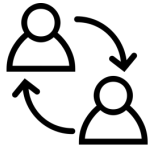
- Right after your project starts;
  - ✓ *Inform your partner (official letters and bilateral talks)*
  - ✓ *Share the details of the activities and tell your expectations from your partners*

- Prior notification has benefits:
  - ✓ *Duration of internal procedures of partner countries*
  - ✓ *Participation of right people*
  - ✓ *Institutions to be visited and persons to be interviewed*



Efficient Communication

- Inform 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

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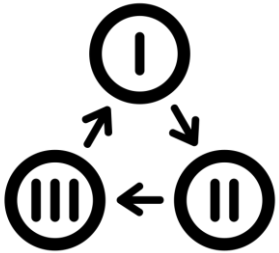
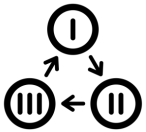
3 Logistical Issues and Deadlines



Logistical Issues

- Preparing and sending the invitation letters to prospective participants at least two months 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

Of critical importance for planning and executing the project activities on time and properly

- **Deadlines are determined in**
  - ✓ *Program 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

Program Implementation Guidelines

- Progress Reports: Every Month Except First Month
- Timesheets: Every Month
- Official Invitation Letters: At least two months before the event
- First Draft of Training Materials: At least two months before the date of the training program
- Final Version of Training Materials: At least one month before the date of the training program.
- Addendum Request: At least one month before the respective activity

Keeping Up With the Deadlines

Contract:

- Detailed Work Plan: First Month
- Timesheets: Every Month
- Progress Reports: Every Month Except First Month
- Project Completion Report: Last Month of Project Duration
- Photos & videos: Once the respective project activity is finalized
- Addendum Request : At least a month before the respective activity
- Bank Account Number: Within 30 days after the signature of the Contract

4 National Ownership

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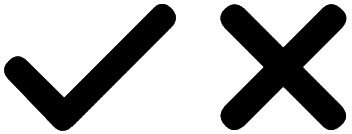
National Ownership

- Ownership by the Ministries and Other Institutions of Project Owner Countries
- Effects of national ownership to the success of the project activities

  ✓ *Swift completion of reporting and signing procedures*
- Working in Harmony (responsible authority, contact person, project personnel and institutions of project owner countries)
- Advantages of applying COMCEC policy recommendations
- Opportunity to cooperate with the Islamic world

5 Good and Bad Practices



A Project on the Electronic Payment Systems

Bad Practice

- Weak national ownership
- Lack of communication among partners
- Lack of communication among project personnel
- Not contacting CCO on time
- Result:
  - ✓ *Delays in project activities*
  - ✓ *Missing Deadlines*
  - ✓ *Partners did not provide information for the final report*
  - ✓ *Partners did not attend the main activity (workshop)*
  - ✓ *Low quality project outputs*

A Project on the Islamic Capital Markets

Good Practice

- Strong National Ownership
- Constant communication among the partner countries
- Timely communication with CCO about problems
  - ✓ *Project Coordinator's valuable efforts*
- Following deadlines
- CCO's action over official invitation letters
- Result:
  - ✓ Timely project activities
  - ✓ Sufficient collection of information and data
  - ✓ High level of attendance to the main activities
  - ✓ Satisfactory project outputs

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THANKYOU

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