

April 8<sup>th</sup>, 2025



**COMCEC**  
**ProjectFunding**

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

Kadir ALTINTOP  
*Expert*



**COMCEC**  
COORDINATION  
OFFICE

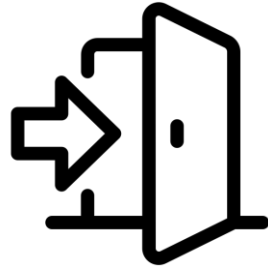


**DEVELOPMENT  
INVESTMENT**  
BANK OF TÜRKİYE

[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



**LOGGING IN**

# project.comcec.org

*Login the system  
with your  
username  
and password*

 **COMCEC**  
ProjectFunding  
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 |
|--------------------------------------|--------------|-------------------|----------------|-------|-------|------|
| <b>Your project will appear here</b> |              | 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_Inv.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                            |                                               |                    |                   |                   |
| #                                | 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**

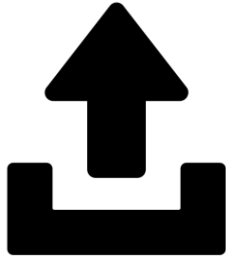


**IMPORTANT: PO cannot upload any documents before project's Detailed Work Plan is approved by the CCO.**

## 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. |                    |                   |                   |
| <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.*





Setting Popup

File:  Browse...

Uploaded File:

File Message:

## 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





COMCEC  
COORDINATION  
OFFICE



DEVELOPMENT  
INVESTMENT  
BANK OF TÜRKİYE

## 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            |
|                                          | <b>2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</b> | 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**  
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