ID

CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 6

Part 1

**PROJECT EXECUTION**



The execution of a CB funded project shall observe the following items:

**1. Timeline**

[ ]  Invitations sent out 4 months in advance

[ ]  Nominations provided within 2 months (mandated authority)

 (No late nominations to be considered)

[ ]  Acceptance letters sent out to participants 2 months prior to event

**2. Selection process**

[ ]  Entry requirements (strict compliance)

* Language
* Education

[ ]  Applicability of qualification (future employment prospects)

[ ]  Previous training received

**3. Funding**

[ ]  Standardized funding and distribution model

[ ]  Consideration for full package training that includes all

(One payment to course provider/ host thereby no individual payouts)

**4. Travel arrangements**

[ ]  Recipients responsibilities (visa)

[ ]  Organizer responsibilities

(IHO tickets arrangement – after provision of proof of visa)

[ ]  Repayment of tickets to IHO by mandated authority on no-show of candidates

**5. Host responsabilities (Guidelines provided)**

5.1. Logistics (four months prior to event)

[ ]  Venue

[ ]  Administrative arrangements

[ ]  Invitation letter to assist with visa arrangements

5.2 Post course

[ ]  Detailed expenditure report

[ ]  Refunding to be completed within one month

[ ]  Post course evaluation (to comply with PROC5)

[ ]  Post the list of participants on a database