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

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

Repayment of tickets to IHB 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