FY17 FTFMS Reporting

Presentation Audio Transcript

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Presenters

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Moderator

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Julie MacCartee: Good morning, afternoon, or evening everyone, and welcome to your favorite annual event, the webinar or the Feed the Future Monitoring System Reporting, and this year for FY17. My name is Julie MacCartee, and I'm a Knowledge Management Specialist with the USAID Bureau for Food Security, and I will be facilitating the webinar today. And I'm here in our control room in Washington, D.C., with a few of my colleagues from the M&E team or the MEL team at BFS who I will introduce in a few minutes.

But first, I just wanted to quickly go over the polls that we have on our screen. It looks like we've got some good contingents from North America and from Africa. That's really exciting to see 50 percent of our attendees from Africa today. But also some from Asia and the Middle East; which is great. And a pretty even split between various USAID roles, but also a large contingency of implementing partners joining us today.

In terms of fruit and vegetable consumption, I think we could all be doing a little bit better. We have a few zeros in there on how many fruits and vegetables you had yesterday, and only a few getting the recommended amount, which I believe is over five. So, yeah. We all know. It can be challenging to get them in in a day.

And thank you all for sharing which indicators you find most challenging to report on or understand. That's very interesting to us, and we'll take that information into account in terms of helping explain those to you. And then, we've got some votes for how many farmers applied improved practices and technologies. The correct answer, most of you got, is nearly 11 million.

Katie West: Big thing. They looked at the progress report.

Anne Swindale: I would have done that if I were taking it.

Julie MacCartee: Cheating in there. The harder question was how many children under five did Feed the Future efforts reach last year? Very even split of votes there, but the correct answer was right in the middle, over 27 million.

All right. So I'm gonna switch over to our main presentation now … all right … and just go over a few housekeeping issues before we get started. First, to thank you all for introducing yourselves in the chat box. That is your main way of communicating today. So we appreciate you letting us know where you're from. It's great to see everyone's names, organizations, what country you're joining from. Please feel free to type questions into the chat box at any time throughout the webinar. And we will be collecting them in a little sidebar that only we can see for now, collecting and organizing those questions. And then we'll have a Q&A period after the presentation, which will be really the bulk of the webinar, today. So please do enter your questions, and we will get those answered.

Also, this webinar is being recorded, and we will send the recording out to all of you

by email. So if you miss anything or need to send this to your colleagues for them to watch, you'll be able to do so. And lastly, you can download the slides on the left of your screen in that little download slide box. Or, if you want to see the other wealth of FTFMS resources, there are a couple of links to the main resources page on Agrilinks, in the bottom left there, and to the FY17 FTFMS Guidance documents.

All right. I think we're ready to go ahead and get started with the content. So we've got two MEL team presenters in the room, today. First up will be Katie West, who is the FTFMS manager, and who also is a new Colorado resident, living in a tiny house, which we all think is really cool, and we can't wait to all go visit and stay with her in her tiny house. *[Laughter]*

And then another familiar voice or name you might know is Anne Swindale, Senior M&E and Advisor with the Bureau for Food Security, also our indicator queen and gesticulator extraordinaire. Unfortunately, you won't be able to see that on the webinar today. But there will be lots of hand waving.

All right. So I'm gonna pass the mic on over to Katie.

Katie West: All right. Hi, everybody. Thanks again for joining. I know that the FTF reporting season can be a lot of effort and work, but we really appreciate you engaging in it, and making sure you're trying to learn the best way to do it, and all of your work that you are preparing for and you will do over the next couple months.

So, with that, I will make sure my slides work here that moving forward for every one. Okay. So today we're … this is the agenda. We're gonna just talk … give a brief intro. I know some of you are new, and others are quite good veterans of FTFMS. But it's just a good refresher to get on the same page about the system and some of the basics, go over the timeline for this year's data entry, which was sent out in previous emails. I'll also give a brief update on the GFSS indicators, since I know many of you are asking questions about that. I just want to highlight the basic reporting requirements, and then also talk about some of the key changes for this year, which aren't that many compared to last year. So that's good news for most.

Then we will do a quick little FTFMS data entry basics, meaning I'll go into the system and just quickly show what everyone should be doing, so you can at least see the screens and remind yourself of the steps. And then, instead of Anne going over detailed indicators as she did last year and in some previous years for those who joined, we're actually gonna open it up to a more free form Q&A session. So this is where you can bring your questions, whatever you are concerned about or have issues with, and we'll try to answer them. So we'll open up that, that last bullet there, the Q&A, we hope can be really useful for everyone. And we want to hear from you what the issues are, instead of just trying to assume.

Okay. So, just a brief background. As I mentioned before, many of you know this. FTFMS, obviously stands for Feed The Future Monitoring System, and it's all the

IMs at the missions that work on … get money from EG3, and HL9, in general. And this is annual reporting from everyone. It's not a cumulative reporting system. It's just annual snapshot of results achieved in the past fiscal year … a sense of scope, we've got over 2500 mechanisms in the system. Usually about 600 or 700 of those are active every year. We've got over 1000 users. Most of those are from USAID, but we do have our other inter-agency colleagues participating. That's six agencies that report as FTFMS currently. They're all listed there. And with hopes of even more of the 11 partner agencies that work on Feed the Future join us next year in reporting, which is State and otherwise. So I do believe we have a couple of our inter-agency colleagues on the line, so welcome to them, and it's great working with everybody at the inter-agency effort.

And I just want to remind everyone, I know it ends up getting tedious, and it's a lot of data copying and pasting and typing and checking and all these minute things that seem like they're going nowhere. But I do … I promise you that we use the data that you put into FTFMS very extensively. We pull them for lots of reports we enter at Congress. We justify budget requests. We inform front office decisions. We write the progress report that goes out to the public. And so, don't think that everything goes in vain. We use your efforts …

Anne Swindale: Into a void.

Katie West: Into a void. Yeah. We definitely use your work. So we appreciate accuracy and completeness in doing that, both in the indicator data, and in the narrative. So thank you so much in advance for all that effort. We do appreciate it, and it is really useful here in Washington. I've been out in the field before, and I know Washington sometimes just seems like a angry vortex that is always unsatisfied. So, we do use it.

Okay. So this year's timeline was, like I said, sent out in the email before. So it's a very typical timeline. We're gonna open up on October 1, which is Sunday here in D.C., but by the time we open it, that will already be Monday for some of you in Asia. And the data is all due on … after eight weeks, so two months, Sunday, November 26. That's right after the US Thanksgiving holiday weekend. And I just want to clarify that that doesn't mean that the partners need to give it to the missions at that point. That is the date that it needs to be to me, in the approved status in the system. So by November 26, all the active IMs need to be in the data approved by OU status. So missions and AORs, that means you should work with your partners on an earlier deadline with them, according to how much time you need to review things with them before you're submitting it to us here in the BFS MEL team. And we're not gonna dictate that timeline. You can work that out with each of your partners, according to how you're structured.

So after the entry, as you know, the BFS MEL team here in Washington does an extensive review. And we have a slide at the end that shows which of our team members covers all of the countries. So you probably know who your MEL technical

advisor or MEL TA, as we call it, is, although we've had a little bit of some musical chairs this year, with some staff changes. So I'll show that list at the end so the missions can make sure they know who their MEL TA is this year. And that person is there to support you during the whole reporting season, and they will also be the one reviewing your data after you submit it, and working with you on anything they see as anomalies or questions that they have. So, they're a great resource for you, so do reach out to them throughout the process.

After the review, we do give a period in January and into February for some corrections of anything that we find erroneous. And I'll just point out that you see in red under the second and third bullet there, that inter-agency and the Food for Peace projects have slightly different deadlines. And I work with them separately on that. But everyone else in the rest of USAID has to be in by this timeline as posted in bold.

After the corrections, we do a quick little check in late February, and then we need to have everything finalized in that first week of March there. And the reason we need to have everything done and stable is so that we can begin pulling aggregate data for the progress report and other publications that we make. And we can't have the data all moving around at that time.

So it's an iterative process. We do try to line up with the PPR over at F for those at the mission who do that, and that is do in … I don't believe they've released the guidance, yet, but they're planning for a mid-December due date. So ideally we would encourage you to do your FTFMS entries first, since they are at the more granular IM level, and then use the Generate PPR feature … which I'll show you later … in order to roll up your numbers that you would then put into your PPR, which is at the mission level.

All right. So just a quick little update on GFSS. As I mentioned, the most important thing is that they're not implemented this year. So I'm sure many of you have heard lots of bubblings about the GFSS indicators. We do have a final list that is going to Congress in our implementation report due October 1.

Julie MacCartee: Did you say what GFSS was?

Katie West: Global Food Security Strategy, that's true. Sorry.

Anne Swindale: And it's FTS 2.0.

Katie West: FTS 2.0, the second iteration. As many of you know, this came out of the Global Food Security Act that was passed by Congress last July, I believe. And part of the requirements of that act was that we revamp a lot of our monitoring and evaluation systems, hence it triggered re-looking at all of our indicators. So we do have a final list. We haven't published it widely yet because it's due to Congress first on October 1, and we are working on all of the definitions for those indicators over the next few

months with the goal of publishing the handbook in late March of this next spring, late March, 2018. And that will give everyone enough time to review the indicators, and hopefully start incorporating them into their M&E plans with the idea that next reporting season, 2018, we'll be setting targets, and then then the following year be reporting results. So you don't need to worry about the GFSS indicators for this year. They're not in FTFMS. They're not implemented yet. But you can begin looking at them once we release the report to Congress to start planning.

The development of these indicators did come out of a really collaborative, year-long inter-agency process. So that was exciting to have such on-going collaboration with all of our inter-agency partners to make sure that these indicators represented all of our work as a US government. I tried to make them a lot more outcome oriented. So you'll see we reduced the number of output indicators and really tried to focus on the more meaningful results and capturing those there. We understand, of course, that output indicators and other management indicators are important for your own management of your projects, but those are not necessarily things that need to be collected centrally.

One little difference is that we are doing performance and context indicators. And performance indicators are the normal ones you're used to where we are setting targets for them, and we are considering ourselves responsible for achieving outcomes in them. The context indicators we included as a way to have a better understanding of the environment in which we work. So these indicators were just monitoring things or observing things that are going on around us and around our working environment, such as the level of rainfall in an area, for example. But they're not something we're trying to hold ourselves accountable for changing, nor would we set targets for them.

Although we did aim to have a … to reduce the number of indicators, we didn't necessarily reduce the overall number, but because our results framework has been expanded to now include three objectives … as you know, we've elevated the resilience objective up to that level. So even though we've expanded the results framework, we still have the same number of indicators, so ratio, it's a little less. But, there were … we made a big effort to pare it down as much as we could.

And we just want to say that more than half of them are new indicators. You can see from my very basic pie chart over there that there are some … a third are the same, a third are similar but with some tweaks or adjustments that, depending on how much the tweak is, can make it a new indicator. And then a large portion, nearly half, are new indicators. And so, it'll be some big changes for next year, and we'll be sure to go over all of those and do a lot more training.

Do you want to add anything else about GFSS, Anne?

Anne Swindale: No. That was a very good summary.

Katie West: All right. So, main takeaway. Don't worry about it till next year. Okay. This is a summary of the reporting requirements for this year. And also, I know I'm talking quickly. So please chat in the box if I'm too hard to understand, or you need me to slow down. I just want to make sure we have time for your specific questions, so we can answer them.

This little chart is in the guidance that was released earlier this week. What I want to make sure, it's a nice summary chart, to make sure that you're seeing the big picture of all the pieces you have to do. Basically, we're reporting FY17 actuals. Just a reminder, these are results that occurred in the fiscal year of FY17, so this past year that we're finishing. They're not cumulative. They're just an annual snapshot of results that occurred. You will also set three out year targets, so '18, '19, '20. Of course, if your project has ended, this is the last year, then you don't need out year targets. And that would be depending on the AORs guidance for that to the partner. Every single implementing mechanisms, or IM … and for our inter-agency partners, this is … the narratives are little bit different, so I work with them separately on that. But for the USAID Implementing Mechanisms, every IM is required to write a one-page performance narrative. And this is just a brief summary of … a brief recap of what they're doing. In the system, you'll see there are a bunch of tabs, which I'll show you later. But it's basically just getting a project summary, your successes, challenges.

We want to provide some narrative context around the numbers that you're giving us. You don't need to just repeat the numbers you put in the indicators. We want to know what the story was, and more around what those numbers mean.

Anne Swindale: It's also your opportunity to present results on custom indicators that aren't necessarily going to be that easy to see. So that's another really important role of those narratives.

Katie West: That's true. Yeah. Custom indicators are often more representative of the successes in your particular context.

And then, of course, for each mission, we have the Feed the Future key issue narrative. So partners don't need to worry about about this one. This is just one per mission. And we have worked with F to update the instructions for that narrative, and the little components that go into it. So the guidance that you'll see in the PPR guidance will be the same as what we have in our FTFMS guidance. You can use the same narrative for your Feed the Future key issue in both FTFMS and the PPR. FTFMS does have a broader character limit, so you can flesh it out more and write more for our system if you prefer. But you are able to use the same one, just to say, be efficient.

One thing I will talk about later is an update for this year, BFS essentially funded mechanisms. Every year they do a country fact sheet or country summary. Everyone calls it a different thing. It's basically where we tell each mission what all the

centrally funded projects are in their country. "Here's all the things BFS is doing in your country," just so they're aware and we're coordinating properly. And that was done this past year. And in previous years, as a separate, ad hoc data call. And that seemed duplicative. So I worked with our great developers, who we actually have some of them sitting here in the room with us today, to build some of the features of that country summary into the system. So just for BFS centrally funded mechanisms only, they're able to fill out those little narratives that they're supposed to do for each country directly in the system, and we can pull the report directly from the system, and we won't have to do that separate ad hoc data call this year. So that should be a great time saver. And we can go over that more specifically with some of the BFS mechanisms, directly.

And then the last pieces is that, just to remind you, that´s success stories, annual reports, photographs, et cetera, those are not required centrally, but they are required if your AOR, or your activity manager requires them. And they can all be entered into the Other Reporting Docs section of FTFMS, which just a straight upload feature. So again, that's not a central requirement, but each AOR or activity manager may require that from their partner. Okay. So that's just a brief summary. Results, targets, narratives.

All right. So there's a couple changes this year in the system. Like I said, it's not as many as last year. So there's just a few little tweaks that we want to go over. These are each of the changes, so I'll just do one slide on each of these. So first … this is kind of small, a lot of arrows, sorry … but this is the new Feed the Future key issue narrative. And there … you can see where all the pink arrows are on the left. Those are each tabs that you can enter that section under. We do have a template for both this narrative and the IM performance narrative that just has all these sections in a Word document, and that's a lot easier way to collect them. So I recommend you use the Word document, collect all the text. And then, when you're all done, you can copy and paste it into each of these sections.

We just wanted to show this screen because this year the tabs are on the side like that instead of across the top, like they were last year. Because there's a few more sections this year we wanted to separate out your key results by each of the objectives. That, again, is just for the missions.

The next little change this year is that geotagging will now be more granular in the system. We are working hard to really enhance our mapping capacity here in … for Feed the Future. Many of you have ad hoc mapping projects. You've worked, maybe, with … what's that center called? … Geocenter, *[Laughs]* or with the Boyma, Anna, do you know those names … to do some really great mapping of your projects. And we're trying to collect a little bit more of that centrally so we're able to do more of that mapping at an aggregate level. So you'll see … if I can get my arrow here … not really working. Okay. Well, at the bottom there, you can see that there will now be a Lat/Long … oh, is someone else doing this? *[Laughs]* It's like a ghost.

At the bottom you can see there is now a Lat/Long coordinate entry feature. And you can type it either in decimals or degrees, and it will convert it to the other. So it doesn't matter which format you use. And this would be for a point destination, so a hospital, a school, a road. And you can enter multiple points. You can see on the right that the box to the right would show you what points have been entered and saved. And that's one way to enter where your IM is working. And then also, the longer pink arrow is another way that you can add in your geospatial data, by clicking that Add Location button on the right at the end of the arrow there. And when you click that, you will see … this is the same as it was last year, but there are admin boundaries. Admins one through five are now in the system. We just had down to admin two, prior. As you know, admin zero is the country, and then below that is states and provinces, districts and counties, et cetera, getting more and more granular as the admin level number increases.

And we understand that, at this point, it's still not as robust as it could be. This is only identifying where your IM is working. So it's not able to separate out each of these geographic locations per result. It's just the whole IM, where is it working? But even having this is a big step, because we are unable at this point to map everywhere that we're working around the world very easily. And we encourage you that for each IM, you put down to the most granular location that you can. So, if you are truly working in the whole country, you can do that. But I doubt that that's the case for most of them. So please do try to put in either your point locations, or the particular admin boundaries, perhaps the district or county level where you're working. And you can add multiple, 'cause a lot of times you're working across administrative boundaries, of course.

So, I know this feature, at least the location one was in last year, but it's not very well filled out. I think we have a ten percent success rate. So we really encourage everyone this year to please put everything in here. And we will be working over the next couple years to continue to enhance this, where there's an actual dynamic map involved. And as many of you know, we are coordinating with the DIS, the Development Information System I think is the acronym, the USAID corporate-wide system that is being implemented to replace Aid Tracker and other things. We are working with them, as well, to get FTFMS eventually integrated into their system. And so having some mapping capacity can be a foundation for what would be enhanced under there as well. So please enter as granular as you can. Obviously, some policy related IMs and other things might actually be working in not as granular things. They might be across the whole country, whatever, and that's fine.

One last thing I want to point out is that it can be a little confusing 'cause there's benefiting country and there's location. Let's see if my arrow works now. Okay. So there's benefiting country here, and location here. Now this, for most IMs and at the mission, these are the same. Where you're project is working is where it is benefiting. However, a lot of times, the centrally funded BFS mechanisms are a little bit different 'cause perhaps they're doing a field trial in Haiti, but that seed that's

gonna come out of that field trial is actually gonna benefit Malawi. So, in that case, the benefiting country would be Malawi, and the location would be Haiti. So location is physical location, where your project has boots on the ground, whereas the benefiting country could be benefiting even if that project is not physically located there. So, again, that's more confusing for the BFS centrally funded mechanisms. And I'm happy to answer questions on the side for that. But what I want to encourage you to do is please enter your location data to as granular a level as you can for each of your IMs.

Oh, one last thing … sorry … is that in the back end, we are building a way for all of this location data to be pulled out in a .csv file so that our mappers extraordinaire out at the missions and here in Washington are able to quickly upload that into ArcGIS Online, or other mapping platforms. So, when you type things in, I know right now it comes out into just a more human readable format. But we are working to enhance that so that it's able to be used for data analysis and quick machine mapping.

Okay. I'm gonna turn it over to Anne for this one change, because we had some archived indicators last year that she would like to explain.

Anne Swindale: Hello, everybody. Yes. We wanted to just remind you about the indicators that were archived last year as part of a indicator refresh and streamlining process that was conducted by the Office of Foreign Assistance, or F Bureau at State, and USAID. We have two different … two sorts of things could happen to former Feed the Future indicators, or three, as a result of this exercise. There were some that were kept, and continue to be reported on in both the PPR, Performance Plan and Report. Thank you. And into FTFMS. And then the FTF indicators that we were no longer going to keep moving forward were … are categorized in two categories.

One are the indicators that we simply are not going to be reporting on at all anymore, and we dropped them entirely from the system. But what that means is that you can no longer assign these dropped indicators to any new mechanisms. However, if mechanisms are already reporting on these dropped indicators, and the mission and the partner consider that the data that that are being reported are still very useful for management purposes, then the implementing mechanism can continue to report against the indicator and set out year targets until the activity ends. However, if the mission and the implementing partner really don't find the data particularly useful for project management purposes, then you can just go ahead and the operating unit can delete the indicator entirely from the system.

The second set of indicators are those that were archived because they've been replaced by new indicators. In some circumstances, the indicator looks very similar to the previous indicator. A great example is the number of children under five weeks with nutrition interventions by USG programs. But there were enough significant changes to the definitions of the indicators that, looking at results reported under the old indicator, and then comparing them with results reported on

the new indicator would not present a legitimate trend to look at. And so, for those indicators, all of which are listed here on the slide and in the FTFMS guidance, last year we asked any implementing mechanism that had been reporting on this to report the actual result in the old indicator, and to set targets assuming the indicator remained relevant after any changes that had been made to the definition, to set targets for the out years in the new indicators. So now this year, those implementing mechanisms, and for any new mechanisms, we transitioned entirely to this set of new indicators, and no reporting at all will happen under the old indicators.

Okay?

Sorry. I'm trying to answer a question. We have some great questions coming in about the geotagging, so if we don't get to them all in the chat box, we will be sure to address those at the end. Okay.

I just … this screen is sort of bad. It's just to give you a reference point. But I just wanted to go over the commodity indicator. There are several indicators … actually I'll show you on the next screen. All of these indicators in green here … and this is just an image capture from the reporting screen in FTFMS that looks familiar to you … they are all in green on the indicator by data source report. But they are the ones pictured here. For all of these, you must choose a commodity under the Select Indicators and Commodities screen in order for the data cells to appear. So, even if you pick this indicator, if you don't choose at least one commodity, you're unable to type anything on the data screen. So I just want to … it's all of the ones in green. There's just a handful here, but I want to point out that we added two last year, that's the farmers and hectares one. So, on this screen … let me get my arrow here … that's this one here. EG3217 and EG 3218. You may be familiar with some of these other ones requiring commodities, but both farmers and hectares were a new addition last year. So be sure to add your commodity so that you can see the data cells. And again, that's on the Select Indicators and Commodities screen. So, that would be something that the AORs or AM should do before opening up their IM for their partners to enter data. We'll go over that in a sec.

Okay. This is a little screen shot of that country summary narrative that I was talking about that only applies to BFS centrally funded mechanisms. But you can see … let me get my arrow here … that now, in the drop-down, you're all familiar with the IM Performance Narrative choice, this first one here. Missions are doing … they're familiar with this second choice, the Key Issue Narrative. We've now added this third choice of narrative, the Country Narratives right here, the pilot with the pink arrow and where my green one is now. And this is, you can see, has three tabs, the Country Blurb, the In-Country Contact Info, and the In-Country Partner Organization. And these are all things that were required on the Country Summary sheets before. And again, instead of doing that as a separate data call, we're just having you enter that here, directly. And then we can pull those reports very easily on the other end and try to save everyone a lot of time in collecting those separately.

So you'll see there's a drop-down here where you pick the country you're doing this for. I know several centrally funded mechanisms, they're often working in multiple countries, so maybe you have three narratives to write. So you would pick your first country, do your little blurb, your country contact, blah, blah, blah, hit Save, and do your next country, and do the same thing. Again, that's only for BFS centrally funded mechanisms. Just want to point that out. And I will go over that with the BFS AORs as well, just to make sure everyone's on the same page about that.

Okay. So I just want to go over the basics of data entry. I know some of you are more experienced than others, but this is a good refresher for everyone, especially because we often … many of us only use it once a year. If anyone else is in FTFMS as much as I am, they probably have a problem. I dream about this thing.

Okay. So I split the tasks into two sections, because I want to really reiterate, we've had some trouble with the workflow process. But over here on the left, the AORs, Cores, Activity Managers, whatever you … depending on what type of mechanism or award you have, person in charge of that mechanism has to take these actions before the partner can take their actions. So, the AORs and Cores, you are the first step in the workflow process. And there are four things that you need to do. These first two you can do right now. And the next two, you just can do once the season opens on October 1.

So the things that you need to do is first, check that all your IMs are there in the system. As many of you know, our FTFMS that connects directly to Fact Info from the mission's operational plan, which lists all of the IMs. And so, if an IM is missing in our system, you need to first check that it's in your OP. You can work with your program office to make sure that it's there. If you do see it in the system, and it's still not coming to FTFMS, please email me, because we have had a couple of system glitches that we're working on with that automatic connection. And the reason that we do that is so that the IM lists are complete in both systems, and we don't have any discrepancies.

And the same thing for number two here. Once you find that all your IMs are there, we want you to fill in all of the data for those IMs in the system, or just make sure that all the data is showing up properly. And if you see something missing, there are certain data points, such as the title and award number and things that are coming directly from the FACTS Info System. So if you find an error in one of those, you do have to ask your program office to update that in FACTS Info for it to show up in FTFMS. So I know it's a little bit of coordination, but hopefully you can buy your program office some coffee, and they can buy you some coffee, and you can be friends, and just collaborate really well on this. I know you have to collaborate not only for this, but also then later for the PPR. So it's good to be in touch with them for sure. But I do understand that that's not always the easiest way to go about things. But again, that's to make sure that there's no discrepancies in the list of IMs that we're reporting on. So, check that your IMs are there. Make sure all the details are there. And I'll show you this screen in a second.

There's two parts that I want you to look at in particular. One is adding your IM contact. In particular, you, as the AOR for a Activity Manager, please put yourself as the contact in the list. It's not very well done right now. There wasn't an option in old years to label what kind of contact you were, but there was last year and this year. So please check that you're in there, and label yourself as the AOR Activity Manager. This is important when we're looking for lists of AORs, when we're trying to reach out for particular questions, et cetera. You'll see there's other options in there, too, like the Partner Contact, someone else at the mission, et cetera. But the most important one is the AOR AM.

And actually also, the Key Partner POC is really important, too. In case we have particular questions on the data, that's really helpful for reaching out. And then also, be sure to add your location. That's the thing I showed on the previous screen. So adding either your Lat/Long coordinates, or your Admin Boundaries, or both, depending on what kind of project you have. Please make sure you particularly look at these two things when you're filling in your missing data.

Okay. So one and two, you can do these things now. Then, three and four, you need wait till October 1, so that the system is in the correct fiscal year, 'cause it doesn't turn over until we make some changes in the back end, which will open on October 1. Once that does, you need to go into the Select Indicators and Commodities screen, and just make sure that the indicators for your mechanisms are all good. It's gonna be the same list as whatever you put in there last year. But for new projects, obviously you're gonna have to add them. For old projects, maybe there's some indicators that are no longer reporting on, you should delete those. It never deletes any data that you entered in the system. It's just telling the system what's active for this year. So that list under there should be everything they are either setting targets against, or reporting results for. So please go in and check that that list is accurate for this year, and also add those commodities for those green indicators I went over before, so that the data entry cells are available to your partner.

And then it's really important … again, I will show this here in a sec … to click the Start Data Entry button. Your partner cannot enter anything until you click this button. But don't just go in and click the button. We want you to make sure you have all your data, and that your … sorry all your IM details, and your indicators before you click the button. We've set the system up that way so it encourages that everything is accurate and comprehensive before the partners are beginning to enter data.

Okay? So three and four can be done on October 1. And once that happens, now partners, it turns over to you. And you should receive an email in the system that says, "Hey. Your AOR opened your project for you. It's ready to go. You can enter your data." So, these are your steps, which you are familiar with. You need to enter your indicator results and your out year targets where appropriate. You need to enter

your IM performance narrative. And then, after you have entered both of those things, you need to submit it to your mission, or your operating unit, for their review. And that, you can work out that timing with your mission on everything. And there might be some back and forth. Every mission works with their partners a little bit differently. We don't need to dictate that centrally at all. So.

But at some point you need to submit it to your mission for their review. The mission or operating unit will look over it, and if everything looks good, they will go this last step that is submit it to the BFS MEL team. And that is what I was mentioning before, where it goes into the data approved status. And every IM needs to be in this approved status by November 26. So IPs, that means you're gonna have to work with your mission on an earlier deadline, as I said before, so they have time to review before we need it here in the MEL team by the 26th.

Okay. So that's just an overview of the steps. And I put them out here like this so you can reference back. Maybe print off this slide and stick it on your desk or something. I should have made handouts. But we're gonna go over the screens for these. I just want you to have a nice, quick summary list, so it's a little easier to remember or look back to.

Okay. So now I'm gonna go over to the live system. One sec. I'm gonna share my screen here. Hold on. It's doing its think.

Katie West: And I'll … once Kate shares her screen, if you'd like to see it in full screen mode, so you can see the detail a little bit better, there are four little outward pointing arrows at top of this screen. Oh.

Anne Swindale: Did it work?

Katie West: It actually has sent everyone to the website itself.

Anne Swindale: Oh, no.

Katie West: Which we don't necessarily want. So everyone knows how to get to it, now. But if everyone clicks back to …

Anne Swindale: Not just this other tab? I'm sharing my screen.

Katie West: Oh, no.

Anne Swindale: I think it's just my screen.

Katie West: You're right. But you made it full screen. Okay. I see. Here, click around and I'll make sure we can see what you're doing. Yeah. I can see your mouse.

Okay. All right. So this is FTFMS, as you know. Let me just show you one thing. When you are logging on to the system, you'll see this screen here. And your user name … I happen to be on the training website here, so your user name is the same as the regular one, just with trn_ in front of it. For those who have not logged on recently, which I would assume is most of you, you don't need to email me about a new password. Just simply type your user name here and hit Forgot Password right here. And that will create a system generated password. It will email you, and it will be able to get you in. If you do need to change your account or add an account … like let's say you moved to a different organization, or you're working on different projects, you can just email support@ftfms.net and we can get that taken care of. But for just resetting your password, you can do that yourself automatically by clicking that button.

So once you're able to get in … and I will say, please do that today. Don't email me on November 25 asking for you password. So, just check that you and all your partners can get in today, and email us with any issues that you have or just reset your password.

You know when you land you get this very aesthetically struggling landing page? Just gives some announcements and some basic links and stuff. These are just good resources, so you always have them there. For example, here's that help desk email support@ftfms.net, in case you forget. Here's the training website, et cetera. So, all of this is just good, useful information. What I do is go up to this little minus sign and click that, 'cause that … oops … that collapses the screen instructions and opens up the screen, makes a little easier to see. So I'd recommend doing that.

And then, as you know, the menu of the system follows either here at the bottom. And that's the same as this menu using the blue compass buttons at the top. So basically the system is set up so you're navigating through in order here, from top to bottom. Hold on a second. Am I? Oh, no. Okay. So I just want to show you the steps that everyone needs to go to. So we were on the home page. That's where we are now. So we just follow down the line with the system menu. So the next screen is Enter Mechanism Information. And your … can everyone see my arrow? Yeah? Okay. Depending on your user profile, this will probably be pre populated according to the projects you're working on, or the mission that you're in, depending on your role. I just happened to pick BFS, just as an example. But choose … if you have some choices, just choose the operating unit or the project that you're working on and hit Go. And then, what that will do is show all of the projects, all of the implementing mechanisms that belong to this operating unit, or if you picked a particular partner or IM, it will show you all the things that belong to whatever choice you have up here.

And what AORs need to do … this is what I was talking about … they should go to their operating unit, and see, you have all the operating unit stuff here. They should find their mechanism. They can either do it by just scrolling around. It's alphabetical by implementing mechanism. Or they can do control-F and type

banana or something, whatever their project is. You can do control-F and type a word on almost any FTFMS screen. So that's a really good feature to be able to find things quickly. So I recommend using that.

So let's say, here I am, working on this … well, this isn't a good example. Let me look at … we'll pretend I'm working on this project here, this Agriculture Technology Foundation in Nairobi. So you find your mechanism. Each row here on the screen is a mechanism. And every AOR or activity manager needs to go over here and click this very tiny pencil icon. And what this does is bring up the IM Details that you can see here on this screen now. And what you need to do is make sure this top part is all correct and filled in. So see, it's all good. It has a name, it has a partner. Everything's filled in. The award number is there. This is great. Let's say something was missing or had TBD. That's wrong. It needs to be filled out, because it affects the way we pull reports and are able to accurately look at the data that we have. So every AOR or activity manager, depending, go in, check that all this stuff is correct.

If it's not, something's missing. See how this is all gray, I can't click anything here? That's because … and you see this little red asterisk reminds us that it's coming from FACTS Info. And that, again, is to maintain alignment. So if you have a mistake here, or it used to be TBD for your partner, but now it got awarded to AAPF or whatever, in this case. If you have a mistake, just go tell your program office, "Hey. Can you update mechanism 43619 with the partner name?" Or, "Hey. I'm missing my award number. Here it is. Can you update it in the op plan in FACTS Info?" And whoever has access at your mission … generally the program office … to the operational plan, they can update that, and it will come over the next night into FTFMS and be updated and then in alignment. These IM IDs here, the six digit number, is the same between the two systems. So that makes it pretty easy to find the mechanism that you're talking about. Okay? So everybody go in and do that.

Then down here are the things I was talking about before. The locations, and down here is the IM contact. So, Tracy did a great job. She put herself in and labeled herself correctly as what she is, for the contact. All you have to do is hit Add Contact in this list. It's everyone who has an FTFMS account. If they don't have an FTFMS account, you just hit Create Contact and type their name. And that's fine. We just need a contact person. And then you choose what they are. So ideally all of these would be filled out. But, like I mentioned, most important is the AOR Core, and who we can contact as the implementing partner if we have questions about this particular mechanism. So put those in, hit Add, and then it will show up here, like Tracy did.

You can also click on one if you made a mistake and Remove. And that's fine, too. So make sure you go in. And you can fill that out directly. You don't need to work … That's not in the op plan, at all. Anything that's black text on this screen, you can enter and edit directly.

And another thing is the location here. So, you can see that this project is working in a number of different countries. A couple people asked about some regional things. So regional projects might look similar to this, where they're working in a couple different countries. Now, if you are working in one particular district within Burkina, for example, I would encourage you to do something more granular than just the country name. This is only the admin zero level, so I would encourage you to click Add Location, and then go down to an even further granular level where possible. And this is a dynamic list. So the admin level zero is all the countries in the world. Once you pick a country, then the list below it is only the choices for that country. So it makes it pretty easy to pick everything. Orange Walk. That's an interesting state name. So then, once I'm there, same thing. This list … well, it looks like it doesn't get any smaller than that. I guess I picked a small country. But, this list would dynamically show only those admin level twos within Stann Creek, that are within Belize, for example.

Katie West: Yeah. *[Laughter]* Didn't get split up, too much. Okay? So, AORs, AMs, go in, check all this. The last thing to look at here is the life of IM. It's really important that this date is here. So see? That ended in 2013. So now I know that this … when there's no out year targets for project, that that make sense, 'cause this project is over. Normally, blank out year targets would be an error that we would flag. But, if I can see that it's over, that's no longer an error. That's okay, and the project's over. So this end date is really important.

These last ones I wouldn't really worry about. The regional missions know that they have, for certain indicators, need to put their training countries down here. But otherwise, the most important things are Life of IM, IM Contact, Location, and these identifying details at the top. Please make sure they are correct. There is a lot more TBDs and missing data than would imagine in here, and that makes it very difficult to work with anything. So every AOR, go in, find your mechanism, click the pencil, make sure it's right. You can do that today. There's no … that part never locks in the system, so you can always do that at any point in the year.

The next step … remember, we're going down the menu … is the Select Indicators and Commodities screen.

Julie MacCartee: *[Inaudible comment]* _____ *[0:50:49]* if you don't mind if I interrupt for just one second. I think a lot of people might be in full screen, which is great, because they can see what you are doing in high detail. But, if you want to go back to the chat box to be able to ask a question along the way, and you can't because you're in full screen, just wiggle your mouse up in the top right corner of your screen and you should see four little arrows pointing inwards forming a box. And if you click on that, that should bring you back to the regular screen mode. And you can do that again, if you want to go back to full screen mode. And just to call out, specifically for Brian and Alexis, Anne has asked you a couple of clarifying questions about your questions that you might want to check out in the chat box. Okay.

Katie West: And Alexis, I did see your email, and I need to get back to you. So, I will. I was preparing for this webinar.

Okay. So we're following the menu. We're going to this next screen, the Select Indicators and Commodities. Again, this is the role of the AOR and Activity Manager. This is something that they have to wait till October 1, so that the system's in the proper fiscal year. So they go in. They find their … I always like my banana project here … they find their project. They hit Go. And then, you use this little plus button here to expand the list. And it shows you the indicators that are selected for this project. And it will pull forward from the previous year. So, you can just keep them. It's just to confirm, "Okay. That's good." Or, if you need to add some, you hit Add. Let's say, for example, I want to add this one. I say I want to add value of incremental sales. I can just click that … and don't worry, Joe. I'll delete this from your project here. And you'll see here that that's one of the ones that was a commodity indicator. So it gives me an additional plus sign. That means I have to pick commodity for the data cells to show up. So you just click the plus again. You hit Add Commodity. This is our standard list of commodities.

If you are working in something that needs to be added, you can always email. We've added several things in here. There is some really crazy stuff in here. Actually, I like that … I think our KDAD contractors over here hosted a potluck once where everyone had to bring something from this value chain list. I thought that was pretty cool. I wanted to know who brought camel milk, and Birds Eye Chili. Those are very common in other places, but not here.

So you just pick whichever. You can pick several at once. You move them over to the right hand side. To select them you hit Add. And then they go … once the screen loads, you'll see that they show up under that indicator. And that means then the data cells will be open for the partner. So you need to choose your commodities for any of the commodity related indicators for the cells to show up. Okay?

So, now let's say … I should have unlocked this previously … but let's say I made a mistake, or the indicator is done being reported on for this year, you should delete it, 'cause this list should just be active for this year. So, this little Yield looking Do Not Enter sign will actually be a red X, once the season opens. And you just hit red X, and that will delete the indicator. It'll ask you, "Are you sure you want to delete it?" Hit Yes. And that just removes it from this list. Again, it never deletes old data, so don't worry about that. So, I will go back in later and erase Hides and Leather from the Banana project.

Anne Swindale: So that's what you want to do in the case of the indicator I was referencing that were the dropped indicators that we're no longer reporting on. If you've realized that this really we're not using the data at all for our project management, that's what you'd want to do. Just go in and hit that X and delete that indicator from the implementing mechanism. That's at the OU level, needs to do that.

Katie West: Yeah. So all the AORs and Activity Managers should go look for each of their projects and be sure that they have a proper set of indicators for that year. Once that's done, then right here … everyone can see my arrow … right now it says "Data Entry In Progress." And that's because we still haven't turned the system over for the new year. Once we turn it over, this box will say, "Start Data Entry." And it will be a blue link that looks like these links here. All the AORs and Activity Managers need to click that Start Data Entry button in order for the system to open up for the partner. The partner cannot type anything until you hit that. So you checked your data by clicking the pencil. Made sure everything was there. You worked with your program office to correct any errors. You came here and picked your proper indicators, deleted ones you're not using anymore. The you hit Start Data Entry. Then it sends an email to your partner. It says, "Hey. You're mission or operating unit or whatever opened this up, and it's ready to go."

And that's when … we're following the menu, again … that's when the partners can now go to their step, which is Enter Indicator Data. And so they're doing the indicator data, and the narrative data. So, they're in here. They're gonna find their project. Of course, everyone's screen in this part's gonna look a little different, depending on the user profile. So you find the thing you're gonna report on. You hit Go. And then down here will be all of the different indicators that were chosen on the previous screen that we were just looking at. So see, now I can report on my cowhides for banana bacterial resistance.

Okay? And this screen … let's go back to one that has some numbers here. Once the system turns over again … I'm sorry we can't show you it live, but it actually has to fully turn over. Of course, these buttons here will be the 2017 targets and actuals. And then these out year targets will become '18, '19, '20. And so, just like usual, you're putting in your results for that year. You're unable to edit the targets that you set last year, 'cause we don't want you adjusting your targets to make it look like you achieved what you thought. But you can set out year targets. And each year these out year targets have the next year to update. So, even though you're setting '19 and '20 this year, you'll have a chance next year to update that '19 and '20 one, as well.

Anne Swindale: So you can revise the next two year targets, and then you need to set that third year target, because that has not been set, yet.

Katie West: Correct.

Anne Swindale: And we look for that. Based on whether you're achieved or didn't your target this year, if you missed it by a lot or exceeded it by a lot, then we do look at whether there's been any adjustments made to the out year target, to determine whether it seems reasonable that they've changed or have not changed.

Katie West: Yeah. I wanted to show you what it … this is a test site that is gonna look more like what it will look like this year. So … Oh, okay. All right. Anyway, I'll try to find that later.

So normally, as you know, once the system turns over, the cells that are yellow is where you're gonna enter the data. So that, as people familiar, you enter things at the disaggregate level, and FTFMS will add things up for you. So you're just going through, you're entering each of your data points, and then hitting Save. Actually, let me look one sec. Sorry. I just want to show you the Save button. I have my fake mechanism in our fake mission in Komoro, which hey, if anyone starts one, let us know … just so you can see where the cells are.

Okay. So see here, this is what the system will look like this year, where it's 2017 actuals, and then these three out years. So, as you know, you don't type in the total, you type in the disaggregates, the males and females, this happens to be number of people trained. And you can use this cool Calculate Totals feature, and it will show you what the addition is in the top row. So that's a good way. Enter all your disaggregates, hit Calculate Totals, so you can make sure that you have the right thing. I like my narrative down here. *[Laughs]* And then, of course, you're doing all of your indicators and hitting Save after each one. Okay? So that's what the IPs in most cases are gonna do. Enter their data and hit Save.

There's a couple cases where the mission decides to enter stuff for the partners, which is fine. But whoever's doing it, you can see these yellow cells here are where you type the data, and the white ones are where it's system aggregated for you. Okay?

Now, after all the data is typed, I will just point out a couple things here. So the deviation narrative will get triggered in the system. We don't have any targets showing here on this screen, but if you are a plus or minus ten percent of the target you set last year, the system will trigger and say, "Hey. You need to enter a deviation narrative." So you just go over here. You hit Add. You type something like, "Funding was delayed," or whatever thing caused you to be above or below target. It doesn't have to be a huge narrative, just mention a reason why that's happening so we can understand the context.

This one here, the 2017 Comment, is related to this indicator only. So if you have something to say in particular about this indicator, like there are some … let's see if we have one listed here. We don't. But, for example, there are some indicators that we require some additional information about. So, for example, there's the policy indicator. It says number of policies in these certain stages of development. We ask for the name of that policy. So you can enter that here. You just hit Add. Again, it's a free form text field, and you can type "Policy of whatever it is."

Anne Swindale: The policies that reach and effective implementation were X, Y, and Z.

Katie West: Right. That just gives us some more information about that particular indicator. Down here, this narrative … and it even says, "Add a comment about this mechanism, not about an indicator." That's if you want to talk about the test mechanism overall, or whatever project it is overall. Maybe it got delayed. Maybe you had a partner change. Maybe there is massive issue. Whatever thing helps us understand the data that applies to the entire mechanism, you can put that down here. Okay? So those are all features that you can put … and it's really helpful, contextual information for us as we review the data. Make sure to hit Save. Should prompt you if you don't.

After you do all of your indicators, blah, blah, blah, blah, blah,

The next step is you will then enter your narrative here, which I'll show you in one second. Again, we're going down the list here, and that'll be the last thing I show you. Once you've done your indicator data and your narratives, then you're gonna come back to this screen, and you're going to actually submit it to the operating unit. So, actually, let me start. This is … So when you first get in here, this orange row will be in IP Data Entry, 'cause that's the first … well, actually second step in the process. The first step was the AORs prepping everything.

Anne Swindale: Opening it.

Katie West: And opening it. Now it's in IP Data Entry. So they've entered all their data. And now they're ready to submit it to the mission. They have a choice here, in this status button, to Submit To Operating Unit. So they need to do that. And that locks it for the partner, and sends it to the mission for review, or the operating unit for centrally funded mechanisms.

And then, once it's at the mission, they want to look through it and they have the option to go forward or backward in the work flow. Let's say that they find a little error, or they wanted the partner to report on a different indicator, they have the choice to send it back to the partner or, if everything looks good, they can approve it and send it on to me in the BFS MEL team.

This is gonna take a sec.

Katie West: Oh, okay. So anyway, I'll show you that once it loads. Maybe we can go back to here. Okay. All right. While that's loading I'll show you the next screen. And the last thing I'll show you is Enter View Narrative here.

Julie MacCartee: The screen share came undone.

Katie West: Oh.

Julie MacCartee: Someone just accidentally clicked, probably clicked something.

Katie West: Okay.

Julie MacCartee: Screen Unshare. So we'll bring that back up. And please do continue to put your question in the chat box. We're almost to the Q&A open period, and we're collecting them all to be answered.

Katie West: It kicked me out, here. We might start Q&A early. *[Laughs]* It's loading here in a sec.

Anne Swindale: You want to go up to the … want to go down to the indicators …

Katie West: Sure. I can't see anything right now, but you can start.

Anne Swindale: So, Courtney was asking, for centrally funded mechanisms, if a mission is reporting on their buying results through their own FTFMS entry, should this work still be included in the country summary narrative? In other words, should mission funded activities be included in the country summary narrative?

Katie West: No. The country summary narratives are to tell the missions what we're doing there, from a centrally funded perspective. So they don't need to put their own funded things in those narratives. That's only for centrally funded things that are coming out to work in the mission.

Anne Swindale: So if that centrally funded … the activities of that centrally funded project is entirely funded by the mission, it's gonna buy into a centrally funded project, then they do not … the BFS centrally funded project does not have to include those activities in the country summary narratives. Okay, good.

And then a follow up question, still about around the country summary narratives from Alexis is that who is responsible for entering the information for that country summary narrative? Is it the Implementing Partner, or is it USAID, or is it BFS, or is it up to the …

Katie West: So it depends on your AOR. You probably have seen the sheets. I think they're blue and white, their request that they recently, in the last couple months, sent out to you to gather that information. In most cases, the AOR is sending it to the partner to enter that narrative. But there are, I'm sure, are some cases where they've worked out that the AOR will type it themselves. So, please ask your BFS AOR or Activity Manager what the protocol is there. It's probably the partner.

Anne Swindale: Did you get loaded, or shall I …

Katie West: I'm loaded here …

Anne Swindale: Okay. Simon says, "The definition of location is still not clear. Are you referring to the GPS coordinates of the beneficiary villages where the implementing mechanism is being conducted? You go down to that level of admin level of villages?

Katie West: We have that option. If you are working in a whole village, you can put either the coordinates, or choose the admin level five or four, whatever is appropriate for that country. Not all countries go down to five. They have their own protocol …

Anne Swindale: Village may not be an official admin unit definition … right? … in which case they wouldn't be there, either.

Katie West: Right. So you can just go down in the list to as granular as where you're working. You don't need to put every single beneficiary, of course. And that has PII implications, as well. We're just talking about if your project's working in this particular county or district or village, put that in as a location.

Okay. Here we go. I think I can share my screen. Is it working?

Julie MacCartee: And all again, it put everyone in full screen, but you can hover your mouse in the top right area and click on the four little interior arrows, if you want to get back to the chat box.

Katie West: Uh. Okay. Sorry. Just a couple more things in the system. I know this is boring for many of you, but a good refresher, and really helps us. As you can imagine, we get 10,000 questions on process. So if you can just remember a few steps, it's really helpful.

All right. So you remember that IP, we had submitted it to the OU. So now we're back on this status screen, and the OU has the choice, as I mentioned, to send it back to the partner if there's some corrections. Or to send it forward and submit it to us. So they would just hit Go here. And this Data Approved by OU, that is the status that every mechanism should be in by November 26. So that's from the mission or operating unit to the BFS MEL team in approved status by November 26. So partners, you're gonna have to submit it to your missions earlier than that.

And, of course, for our inter-agency partners, there's different wording. You don't call yourselves operating units and partners. We have activities, program manager, and other … or compacts to the headquarters, or whatever. So, you know your own specific terminology here. But there's a workflow process for everyone to submit that final approved stage.

Okay. So once this loads, this will change to Data Approved by OU. I just want to quickly show you the narrative. So, the last thing in the system it's the again Enter View Narrative button here. You're gonna find your project, hit Go, and then the way you add a narrative is you simply hit Add Narrative here. And you can see that we're already on the Performance Narratives tab. This Planning Narratives tab does

sometimes pull over the planning narratives that were written in the operational plan. You can see there is one back in 2011 that you can read if you want, just for reference. So you don't need to take any action, there.

This last tab, the Other Reporting Docs, is where it's a straight upload feature where you can put your success stories, your annual reports, your photos, whatever your AOR requires can be done here. But this first tab, Performance Narratives, every IM needs to do. You hit Add Narrative. You choose the one you want. That's gonna be this first one. Missions are gonna be the one who use this Key Issue, and the BFS Centrally Funded ones are gonna use this last one, as well. But the general IM, everyone's gonna use this top one, IM Performance Narrative. You can see there's these different … again, this will say FY17, or course, when we turn this over. There's these different tabs that you can enter all your data in each of these tabs. And you can use the template that I mentioned before that's on our resources page, and it's in the guidance, the Word template, to gather all this, and then just simply copy and paste it into here when you're done. And you hit Save. Once you hit Save, then it shows up in this list here, like this, and says what it is.

For the Key Issue narrative, the mission would go in and click Key Issue Narrative, and same thing. Again, this year the tabs are gonna be on the side, like I showed you in the screen shot, right here. This is last year's model. But same thing. There's a template. You can copy and paste tabs, no problem. One per mission.

And then the last one, you go in, Add Narrative, the country narrative, the thing that is only required from BFS centrally funded mechanisms. You can see you pick your country that you're gonna talk about. And then you do your little country blurb, your in-country contact, and your in-country partner organization. This is replacing that other ad hoc data call that we do every year to build the country back sheet. So … the country summary sheets. So this is an effort to save you time, and so you don't have to do it again later. Okay?

All right. So we went down through all the screens that are applicable for data entry. Reporting is a whole other webinar, so we don't need to go over that. Just remember that AORs need to take those first steps on the Enter Mechanisms Information screen, finding their IMs, click the pencil, fill in your data, and make sure that's all correct. Work with your program office if it's not. And then, on October 1, select your indicators and commodities and hit Start Data Entry. Then the partner is ready to go in and do their indicator data and their narrative data.

Okay. I think that is all that I have. How can I get back?

Julie MacCartee: Back to the presentation?

Katie West: Yes.

Julie MacCartee: All righty.

Katie West: There. Does that bring …

Julie MacCartee: There we go.

Katie West: All right. Thank you guys. I know that was really long and detailed, but it's very … hopefully it's a good refresher. And for those who were following along, hopefully it'll make sense when you go to enter data.

I just … before we go over to the questions … I just want to … these are just some other screens, in case my think didn't work. This last slide … or second to last slide … has a lot of the links and resources that can use. And we'll post this up at the end. But if you download it, you can click on each of these links, and then again, if you have questions throughout the season, you can always email Mike at our help desk, that's support@ftfms.net. This used to be Leila, for those who remember. And then here is who you should contact, depending on your role. So obviously, partners should just work with their USAID person. USAID should contact their MEL TA, and inter-agency people can all talk to me. And then we have a list, also in the Power Point, for your reference of which MEL TA is covering each of the countries. You can definitely reach out for them during the season, and they will be the ones reviewing, as I said.

All right. So now we'll go over to questions.

Julie MacCartee: All right.

Anne Swindale: I've answered all of the ones that I felt I could answer.

Katie West: Okay. Up in the question chat. Shall I start at the top here?

Julie MacCartee: That sounds good. Yeah. We've got things on your screen organized into questions that haven't been answered yet. And you'll see at the bottom … everyone can see this now … that the answered questions have been moved to the bottom. We'll be cleaning up this list of questions and sending it out to you as well, with the recording of this webinar.

Anne Swindale: We've answered Alexis' question.

Katie West: Okay. And Alexis, I also … did I say I already saw your email? I know there's a couple people. Courtney and Alexis, I know I need to answer you on some of those more complicated ones.

Okay. So. Oh, the only problem is I need to get …

Okay. So many acronyms. Is there a good acronym list and/or glossary that we can keep handy?

Yes, why there is. In the guidance. So, if you can … I don't know if you can see my arrow. Right here is a link to the guidance. And on the second page of the guidance is a bunch of acronyms and all of their definitions. So I would recommend looking at that, and you can print out that one page and keep it handy. I agree, there are a lot. That's government alphabet soup for sure. And it's very USAID focused, I know, so I apologize for inter-agency partners. They've probably, by now, learned all of our acronyms, 'cause we use them so often. So check that out.

Okay. Sometimes IMs are redundant in the system. How to fix it?

You are right. So, if there are redundant, what we want to do is, sometimes there's … either they were put into the op plan twice, which we try to have you correct with your program office, 'cause that should only be listed once. But sometimes there's a version coming from FACTS Info in your op plan, and then there's a version that we maybe created directly while we were waiting for the op plan to get updated, or for some other reasons. So, in that case, you should just let me know if there's a redundant IM. Give me the two IM ID numbers and their title, and we can end up merging them in the system. We have a couple that we have to do this for, anyway. So you can just let me know which they are, and we can get those merged for you so that it's clear which one should be reported on.

What we end up doing is hiding … well, we either delete or deactivate or there's also a hiding feature in FTFMS. Sometimes things like your A&O IM comes over, which is your Administration Oversight, which isn't a program. That's just support funding, right? So that's not an actual IM that would have indicators. But sometimes those come over from your op plan, as well. And there's a hiding feature. It's a green check mark to the left of the IM name. And you can hide those and just indicate this was not one that reports. And that will take it off of that active list. You can do that also … we'll work with you for the duplicates on that, as well. So please send me the numbers and we will get those fixed for you.

Okay. To clarify, Cores will enter IM location information to the extent that they can, and IPs will enter more detailed IM locations. This is a question from Sarah.

It doesn't actually matter who enters is. You can work with your Core to decide whether that should be your role or their role. That feature is open to any user of the system who has access to that IM. So I would just work with them. I think it's probably easiest for the Cores to have you do it, since you have all the more detailed information. But again, that depends on your relationship with them, and how you've worked out your program management. So either person can enter that. Same with the contact information. Any user who has access to that IM is able to do that. But I do want to make sure that the AORs and the IPs are listed. So maybe each person should put themselves in, and that would be best.

Anne Swindale: The next question is from Brian. But I asked for additional details that he didn't provide, 'cause what exact indicator he's talking about, because my response would have depended on what he answered. So Brian, if you're still on, and you can let me know what indicator, specifically, you were talking about, I can work on that response. In the meantime, why don't go on.

Katie West: Okay. The next question is, is FTFMS now integrated with both FACTS Info next gen and FACTS Info legacy systems?

So we were previously receiving feeds from FACTS Info legacy system, up until 2015 mechanisms. And then, when F moved over to next gen, we stopped the legacy feed, and now we only receive the updates from next gen. So, if you go back and correct something in legacy, we do not get that update in FTFMS anymore. I actually don't think it's possible for us to receive both updated, because they sometimes contradict each other, or there's just differing system data. And so we worked with F and decided last year to cut off legacy and only start with the new next gen feed. I know that's not super ideal, but if there's an old project that you have made in update two in legacy, and you'd like it to reflect in FTFMS, you can just let me know, and we can change that in the back end here. We tried to get everybody to make all those updates before they shut legacy off. But, of course, there's always some missing data and stragglers. So, if it's *[Inaudible comment]* _____ *[1:19:30]* something legacy you can let me know, we'll update it. Otherwise, if it's in next gen it'll come over automatically.

Okay?

Anne Swindale: Yeah.

Katie West: Hi, Musan. Are the GFSS countries already defined? If yes, where can we find those listed countries? Anne, would you like to …

Anne Swindale: They absolutely have been … the 12 target countries have been announced. They were announced by Ambassador Green in Ethiopia during his TDY. And Beth Semfert sent out a message to all field, Feed the Future, that announced the 12. And I …

Julie MacCartee: I will paste them here.

Anne Swindale: Good. I was gonna say, "I'm gonna test myself and see if I can name them."

Julie MacCartee: There they are.

Anne Swindale: Are they … Thank you. There they are. Bangladesh, Ethiopia, Ghana, Guatemala, Honduras, Kenya, Mali, Nepal, Nigeria, Niger, Senegal, and Uganda.

Katie West: Those were in F announcements. Okay. All right. Good question. From Fiona, is geotagging a requirement for reporting this year for all mechanisms?

Yes. We understand that sometimes projects, geotagging doesn't make as much sense as in other projects. For example, if you're working on a policy that affects an entire sector, that's not really something we can map in a location. What's most important is that your project has actual boots on the ground in a village or in a couple admin areas, or in a point Lat/Long destination, that you do enter that to as much granularity as you can. We are really trying to enhance our mapping, and it really helps inform some other decisions. So yes, as much as you can. And if applicable, please do that.

All right. From Jan. Is there a limit to the number of accounts to access the FTFMS system by IPs?

No.

Is it best to have only one account?

No. Do not use someone else's account. Every person who's entering data should have their own account. And there's no limit. So just, if you need an account, simply email support@ftfms.net and we will get whoever needs one a proper account. The reason that it's important to use your own account is 'cause that … all the actions are tracked in the system. So if we see an error or a situation, we can see who made that data entry, and who saved it, and who deleted it. And so, if it's not actually that person, that gets really messy, and is also a security violation. So, use your own account, and it's no problem how many people you need. You just let us know. What's really helpful is if you please … if you're a partner, please copy your USAID contact when requesting an account, so that we know you're a legitimate person. By now I know most people and most partners, but just it helps us verify that you're not some crazy person just trying to look at data.

All right. Gail. So for regional projects, we have to enter in country narratives of the activities that we are implementing in that country. What if we are collaborating with bilateral missions? And I'm not sure if there is the rest of the sentence there.

So Gail, for the country narratives, that is only for BFS centrally funded mechanisms. The regional IMs do not need to do those country narratives. That is a feature only for those projects that are centrally funded with the BFS operating unit. So if you're out at a regional mission … I'm not sure exactly what project you're talking about … but you're out at a regional mission, you just do a normal IM performance narrative, like all other implementing mechanisms do. If I didn't answer your question, you can type a clarifying sentence in the chat box and we'll get back to you.

Okay. On the geotagging, I'm thinking for a way to input coordinates of several

villages over 22 states in Nigeria.

Yes. So you can input several coordinates. You can do … so if you're familiar with mapping, you can do the center point of a admin area, as a Lat/Long coordinate. And you could do that for all the different states that you're working in. Or, if it's easier to actually choose the states from the drop down list, if they follow the administrative boundaries, you can do that, as well. Either one is fine. And that would be great to have that. And again, we're working on building the extraction report so that we can pull it out in the back end, and be able to easily pull those into mapping platforms like ArcGIS Online, or other things that the geo center supports.

From John. If your centrally funded project is in many countries, and may have several distinct activities in one country, how do you handle the country narrative? For country X should you describe the work of several different activities in one narrative? In other words, each activity gets its own blurb under one country tab.

So, each IM has … is required to write country narratives. Each centrally funded IM is required to write country narratives. And it's just one blurb per country. So if several things are happening in that country, within that same IM, you can bullet or list all of those in that one blurb for that country. You don't need to do each activity for the same country separately, if that makes sense. And John, I can come down and talk to you, as well, about this specifically. These are … this is not a new requirement. This is just putting it into the system, something that you've already worked on before. Sorry. I said that really in a Pennsylvania Dutch kind of sentence format. *[Laughter]* My Amish roots coming out.

So, these are the things that Bonita and Kristen and Bailey were working on where they asked you to collect all those, from your partners, all of the little narratives about what's going on in each country. And then we make those booklets. And then we send them out to each country to say, "Hey. Here's what we're doing centrally from your country." It's that activity. Some people have called it country summary sheets, country narratives. It's that same activity. So the same instructions. We're just putting it into the system, instead, so it doesn't have to be this ad hoc duplicate process. But it's only one little blurb per country per IM that's centrally funded.

Okay. Steve. Who do I ask to remove a prime partner that is listed on my account but really should not be?

Steve, I'm not sure if you mean prime partner as in the IM details, or just somebody who has an account that should no longer have access to your IM. If it's about an account, you can ask … email support@ftfms.net and just ask that a particular person or entity be removed from access to entering data. If it's actually a prime partner listed in your IM details, you should talk to your AOR, and they can have it updated in the operational plan. Steve, I also … you can email me, too, if there's more complex aspects to this.

Anne Swindale: The next question … do you include the area under improved technology on a commodity other than the one promoted by the project? For example, if one applies mechanization on different crop commodity that is not on the project list.

I would say that had a lot to do with the intentionality of, in this example, the promotion of mechanization. If what the project is doing is working with the producers of particular … this set of crops, and trying to introduce mechanization, and then as a byproduct of that, additional farmers who are not working with your activity start using mechanization on their crops, or the farmer with … that, you would not report, because that is more of a indirect benefit. I think where the tricky piece comes in is if the beneficiary farmer herself uses mechanization not on the promoted value chain crop, but on another crop that she herself is producing.

It's a really good question. I can actually think of good arguments for both including and excluding it. But my initial reaction would be to say if it is the application of an improved technology that you've been promoting with that particular producer, you would count it wherever it is that that producer applies the technology, not just in specific promoted value chain crops. In a way, what you're getting there, at a very mini scale, are system impacts, not just very crop specific impacts. But I would welcome your response to that response, and the response of anybody listening, whether you think that that makes sense in terms of guidance in this particular circumstance. Really a good question.

Katie West: Meeka or Micah is saying that probably Feed the Future Senegal Ag Policy Activity PAPA, has started in 2015, but he's never reported into FTFMS.

It is hard to … the mission is very helpful in making sure that all of the projects are reporting into the system. So I know that there was some shift in staff this year at Senegal. We stole Reneet from you. Sounds like you should be. You can email support@ftfms.net for an account. And then we'll make sure that it's in the system. Who is out at … Walter is out at Senegal? Who's in Senegal? Trying to think who's out there. You can work with someone in your Ag or EG office who's used FTFMS before to make sure that your mechanisms is listed there, and if not, check that it's in your mission's OP to make sure it's coming over properly. But, Meeka, you can email support@ftfms.net and you can copy me, too, and we'll get you set up for reporting this year.

Annie. Is there a limit to the number of word counts for the narrative sections?

It's very … I'm trying to get the actual word count. Do you have it? We're getting it, the character counts. But it's pretty high. I know that it's much less … well, more expensive, less limited, than the PPR. PPR is more restrictive, I should say. So you can write something longer in our system, however we don't … it is helpful to be pithy and succinct. So please try to make them readable, even though we do want you to include as much information as is important, for sure.

Okay. Brian, I think I actually understand your question now. So you're … I'll just read it for the record here. What happens in a case where one partner was reporting on a high level indicator, and the same partner has phased out, and a new partner is taking up the same, in our case, indicator in question talks of percent increments, therefore last year's data is needed for the percentage to be calculated.

My question back to you is, if this is a high level indicator that represents the mission overall, it should actually be stored in the high level indicator's mechanism. There are these placeholder mechanisms for each mission that are labeled, high level indicators – country name. And you can give different partners access to that mechanism in order to report on these types of things. So it shouldn't matter if a partner changed. You can just ask that their user profile has to be changed to allow access for reporting on that. And so, if it's representing that your mission overall, it should all be stored in that high level indicator mechanism. If you're storing it in the partner's mechanism, then what that's saying is that indicating that partner's performance only for their mechanism. So, you can email me if we need to move some things around, or if I'm misunderstanding your question. But it's totally fine to give different partners access to the high level indicators that represent your whole mission.

Okay. So.

Julie MacCartee: All right. Well.

Katie West: Well done.

Julie MacCartee: Indeed. Only five minutes over. All right. So we haven't had any other questions come in, so I think we'll go ahead and wrap up the webinar. Thank you all so much for attending. You, the attendees, are the reason we do this webinar, and we hope it was helpful to you. Thank you very much to Anne and Kate for your excellent guidance. And, of course, thank you to the KDAD's team, to Adam, our AV tech, for helping make sure the webinar goes smoothly. All right. So, be on the lookout for the recording, and for lots of other resources and helpful hints and things coming to you from Katie.

Katie West: And if you forget everything, just go to FTF Resources, right here. It has all the links and documents and templates and everything. There's also really nice screen shot instructions showing how to use the system, step by step. It's all on this one website, since I know there's a lot to remember. So thank you, again, so much for your time and effort that's both already happened and about to happen. We look forward to a good reporting season, and we really appreciate everyone's efforts in making sure we get good performance monitoring data. So thank you.

Anne Swindale: Thanks, everyone.

Julie MacCartee: All right. Signing off. Bye.

Katie West: Bye.

Anne Swindale: Bye-bye.

[End of Audio]