

## Q&A from December 1, 2011 FTFMS Webinar

### FACTSInfo, PPR, OP

1. **Is the system linked to the F database (PPR, Op Plan)? If so, why do we need to enter data into the FTFMS?**
  - a. *The FTFMS has imported budget data, basic implementing mechanism information, FTF Key Issues narratives, and implementing mechanism planning narratives from the OP. The FTFMS is not linked with the PPR and does not import any indicator data from FACTSInfo.*
2. **Are the 8 required FTF indicators required in the PPR?**
  - a. *Only one of the 8 required FTF indicators is required in the PPR: 4.5-3 (Percent Change in Agricultural GDP). The other required FTF indicators rely on population-based surveys and do not need to be reported in the PPR this year.*
3. **The PPR requires Gross Margins but there are no commodities to select. Are you in close touch with F/State?**
  - a. *You should report on gross margins in the PPR without disaggregation and set targets at the indicator level only (not for each commodity).*
4. **How do you make sure that data from PPR match the FTFMS? Where is the comparison?**
  - a. *We rely on users to let us know when data entered in the FTFMS differs from the PPR. The FTFMS offers two columns for entering FY2011 results and FY2012 targets. The first column is called "PPR" and should match exactly with data entered in the PPR. The second column is called "Updated" and provides users with the opportunity to provide updated data for inclusion in the FTF Annual Report. You might have updated data to add if you had to use estimated data for the PPR but later received the actual figures.*

### ACCESS and APPROVAL

1. **When do we add contact info for IP so that they can access the system and input results?**
  - a. *Please send us a list of contact info for implementing partners as soon as possible (FTFMS\_Support@usaid.gov). We have a list of all FTFMS users, including implementing partners, but we know the list is not complete. We collected this list at the M&E regional workshops and then followed-up with the Missions.*
2. **Whose responsibility is it to enter the data? If data is entered is it automatically submitted to BFS? What quality control checks are embedded in the system?**
  - a. *Each Mission determines data entry responsibilities and approval. Data can be entered by implementing partners, M&E contractors, or Mission staff. Data is only sent to BFS after it has been approved by the Mission. Each Mission-level*

*user has the authority to approve data in the system (but should consult with Mission leadership before submitting data to BFS).*

**3. Who approves the data if mission staff enters data?**

- a. *Each Mission can organize the approval process as appropriate. Once a Mission submits data, the data become visible to the appropriate regional bureau. BFS and regional bureaus have the option to accept or reject Mission-submitted data.*

## **SYSTEM**

**1. What should we enter in the “indicator number” column?**

- a. *Nothing. This column is provided to keep track of the number of indicators that users have applied to each implementing mechanism. You can calculate by clicking the “show numbers” button.*

**2. What button should appear under "show numbers"?**

- a. *The “Start Data Entry” button appears below “show numbers.” The screenshot in the webinar was from an older version of the FTFMS.*

**3. How does the system handle indicators that are not applicable to projects, but remain required (i.e. regional trade programs)?**

- a. *We created an “implementing mechanism” for each FTF Focus Country to report on national-level indicators. For example, Ghana would select “Ghana – National Level Indicators” and then assign the indicators that do not apply to a program. In other words, the “Ghana – National-level indicators” behaves (in the system) as if it were an implementing mechanism.*

**4. Is there going to be a box that allows us to insert notes like IEHA?**

- a. *Yes. Each indicator has the option to add a comment.*

**5. It looks like I can update the 2011 Targets. Is this correct?**

- a. *No. Even though a column may exist to update the 2011 target, it will not be active and you will be unable to enter data.*

**6. What's the difference between the indicator deviation and the indicator comment?**

- a. *The indicator deviation narrative is required only if an indicator is 10% above or below target (and should explain why). The indicator comment can be used to provide any additional information about project performance helps put indicator results in context and will help BFS accurately tell the story in the FTF Annual Report.*

**7. Please clarify the difference between PPR and Updated target columns.**

- a. *The “PPR” column should exactly match the data you entered in the PPR. We provide the “Updated” column in case you receive new or more accurate FY2011 results or FY2012 target information between the PPR deadline and the FTFMS deadline.*

## **DATA ENTRY SCHEDULE**

- 1. What if we don't have FY11 data since the FTF IP is not selected/operating yet? Will the FTFMS re-open to set targets for implementing mechanisms that do not have implementing partners selected?**
  - a. Yes. In this case you will be able to submit targets for 2012 once they are available. We will re-open the system in April or May to collect missing information, including projects that did not have an implementing partner selected).*
- 2. What's the deadline for entering data for FY2011?**
  - a. January 25*
- 3. Is the FTFMS closing Jan. 25 or staying open?**
  - a. The FTFMS will close so that data can be prepared for the FY2011 FTF Annual Report. We will re-open the system in April or May to collect information that was not available before the deadline.*

## **NARRATIVES**

- 1. Project performance narratives are new, not in the PPR, right?**
  - a. Yes.*
- 2. Is there a template for success stories to be reported in the FTFMS?**
  - a. We will provide one as a model, but you are not required to use it.*
- 3. How many key issue narratives are required? Last year there were several narratives in the GFSR database that were different from the PPR key issue narratives.**
  - a. The only required Key Issue narrative is the very same narrative that was entered in the PPR. Just attach it as a Word document to the FTFMS.*

The BFS M&E Team will respond to questions about indicators and population-based survey questions in a separate document.