# FY19 BFS HQ Country Narrative Template *(only IMs under the BFS OU do this)*

* This is \*\*only\*\* for IMs under the BFS HQ Operating Unit (OU). Other IMs do \*\*not\*\* need to complete this. This narrative requirement is in addition to the requirement to write an IM Performance Narrative (see separate template for this on the FTFMS Resources webpage: <https://www.agrilinks.org/ftfms>).
* The information entered here is what builds the content of the ‘Country Program Summary (CPS) reports’ that BFS HQ sends out to Missions to inform them of the centrally-funded IMs working in their country.
* First choose the country where your IM is working from the dropdown menu. Then, fill in the three tabs of info (see instructions on each tab), and click ‘save’. Repeat this for each country where your IM is working.

**BFS HQ Country Narrative sections *(appear as tabs in FTFMS)*:**

* Country Narrative (tab 1*): After you’ve chosen the country where your IM is working from the dropdown above, then write a short blurb (few sentences) here that describes the work your IM is doing in the selected country.*
* In-Country Contact Info (tab 2): *Enter the names and emails of the people/organizations you are working with in the selected country. Separate contacts by a semicolon (;).*
* In-Country Partner Org(s) (tab 3): *Enter the names the local (i.e. in that country) organizations you are working with in the selected country. Separate organization names by a semicolon (;).*

**Here’s what the FTFMS screen looks like with tabs on side:**

