

Step 4: Double-check what goes where

What goes where?

- As much as possible, ensure that activities are included in the appropriate sector under the planned operation. For example, if there is a general training which will cover Shelter, Health and PGI – rather than including a lump sum under ‘National Society Strengthening’, pro rata the costs under the relevant sectors – 33% allocated to shelter, 33% allocated to health, and 34% allocated to PGI.
- Any costs related to the IFRC, should be included under ‘Secretariat Services’.
- Any costs related to the National Society which cannot be attributed to a sector, include under ‘National Society Strengthening’.
- Early warning and evacuation should go under ‘Risk Reduction’.
- Household items should be planned and budgeted under ‘Shelter, Settlement and Housing’.
- The lessons learned workshop should normally be included under ‘National Society Strengthening’, always as an early action (YEAR EA).
- Any coordination with stakeholders whether the Met Service or Government departments, whether readiness, stock or early action should be included under ‘Coordination and Partnerships’.
- PDM related to health should be included under the health sector, however general CEA such as a community feedback mechanism should be included under ‘Community Engagement and Accountability’.
- The IFRC indirect costs, or PSSR, is automatically calculated as part of the budget template.