

Step 7: Annual reporting

On an annual basis, a National Society should prepare a narrative and financial report on the activities achieved. Submission of this report is contingent for the next transfer of funds for readiness activities.

Changes to an s/EAP can be made at any stage. We recommend that you reach out to the regional IFRC-DREF Focal Point to discuss the proposed changes. Depending on the size and scope of the changes, the changes could be agreed by the global DREF team, others may need to be agreed by the IFRC-DREF Appeal Manager and others may need to be referred back to the Validation Committee. Once the changes are agreed, they s/EAP and/or budget should be updated, and the changes announced via an operations update.



If you want more information on the **management process**, please read **chapter four of the IFRC interactive guidance package**.