

Step 2: Develop a plan to set up a FbF system

While the scoping study can guide on what hazards would be viable for an FbF system and what FbF-relevant capacities the national society already has, the national society needs to decide how to set up their FbF system, e.g. how many EAPs do they want to develop in which time, what capacities need to be built and what people can set up the system. Hence, developing an FbF system requires planning and a budget as well as the ownership and interest of the national society to build such a system. The development of the first EAP usually requires time. The national society's strategies and plans and discussions after the onboarding of the leadership should guide the development of a plan of action for setting up an FbF program. Key considerations include the number and type of hazards to be addressed, which financing mechanisms to use (e.g. DREF for imminent crises, simplified or full early action protocol), how to engage stakeholders and what capacities still need to be developed to allow early action. In many cases, the national society has a dedicated FbF project that includes a proposal and logframe. These can help to plan the process!



Note that experiences from the past years have shown that it can take between 18 and 24 months for a National Society to develop a full EAP and be activation-ready. However, Kazakhstan RC and Ghana RC are good examples of how to develop a simplified EAP in a short time and without a full fledged project.

Review scoping study and select hazard

In case you have done a scoping study (see [chapter 1](#)), you should review the roadmap and the recommendations. This should already give you indications of:

- Priority hazards
- Operational and institutional capacity building needs
- Strategic collaborations with stakeholders
- Potential early actions

- Data availability and gaps

It is recommended to select one or two hazards to start developing an EAP. Experience shows that once the first EAP is developed, the development of additional EAPs is faster.

Develop a plan of action and a budget (if required)

Depending on how your FbF system development is funded, you are required to develop a logframe and budgets. In any case, it is beneficial to develop a plan of action to understand milestones and timelines of the development of your FbF system. For example, you can organize your workplan around the following work packages:

- *Development of EAP*

A key step is the development of the anticipatory action plan or EAP itself. A detailed outline of what is needed can be found in the EAP template and quality criteria (see [chapter 4](#)). For example, it includes the definition of the trigger, the selection of actions, but also a budget. [Here](#) and in the [toolbox](#) below, you find a template with the different milestones to develop an EAP

- *Set-up, testing and integration of EAP in national society structures*

To ensure that the EAP is not only a document but operational, we recommend you test the EAP in simulations and integrate triggers in the operations centre or early warning mechanisms of the national society. Furthermore, it is important that all agreements—with IFRC but also with other partners that play an active role in the EAP—are signed.

- *Capacity and process strengthening of national society staff and partners for anticipatory action planning and implementation*

Effective capacities, e.g. staff, procedures, volunteer management, logistics, procurement, prepositioning/warehousing and processes need to be in place to ensure the development of new EAPs, the implementation and updating of existing EAPs and to be ready for an activation. Hence, national society staff from the branch to the national level, as well as from partner organizations, such as the national disaster management authority or the ministry of agriculture needs to be trained on anticipatory action in general as well as on the implementation of existing EAPs. The national society further needs to know how to update existing EAPs after activation and perhaps develop additional EAPs. Hence, in order for a national society to have the capacity to successfully develop, implement, and sustain an FbF program, the program will need to be integrated into/with existing tools and processes.

- *Policy and advocacy around anticipatory action*

It is important that regional and national organisations and government institutions understand the key elements of anticipatory action so that an enabling policy environment can be established. Hence, raising awareness through meetings, advocacy material, and invitations to regional or the global dialogue platform can be considered. See [chapter 2](#) for additional ideas on how to engage stakeholders.

Design different work packages depending on your budget and the structures that already exist in-country. Please find examples of logframes for FbF projects below

- [Model logframe for FbF project logframe for national societies with a partner](#)
- [FbF logframe \(empty\)](#)
- [FbF lograme example \(filled\)](#)

Who should be involved in the planning and implementation?

- All relevant departments from national society that will set up and develop and implement FbF including technical sectors such as health, WASH, logistics and support services such as finances.
- Experience shows that it is useful to have a FbF coordinator within the national society, who is responsible for all work related to FbF set-up and EAP development and implementation.
- In case the FbF project is implemented in collaboration with a partner national society, the partner should also be involved in the planning, as they can often share examples and experiences from other countries.