

Step 4: Agree on information management system

During the EAP development phase, you will collect all kinds of information: primary data from interviews and focus groups, secondary data from reports and websites, forecasts and risk datasets. In many cases, you will work with people on your EAP who come from different agencies and organisations. Information management is crucial as after an activation the EAP needs to be resubmitted and ideally the FbF coordinator will still be able to access the information that was used for the development of the EAP. Hence, you might find [MS Teams](#) or [Google Drive](#) useful or any other system that is recommended from your national society or a partner that is working with you.