

Step 5: Sensitize other key staff of the national society, government focal points and other stakeholders involved

National society staff

Again, it is critical to ensure national society ownership of the FbF approach and program. Not only will national society leadership have to sign and validate the EAP before it is submitted to the DREF (see [chapter 12](#)) and authorize activities for activation, they will need to allocate staff and financial resources to sustain the EAP in the future. For this reason, they need to understand anticipatory action, know what the EAP contains and entails, and understand overall processes. Aside from the leadership, the following departments might need to be involved in the EAP development process as they will have a crucial role to play in the development, implementation, and maintenance of the EAP:

- Disaster risk management
- PMER
- Operational units, such as surge, communications and logistics
- Administrative and finance units
- Information Management/Knowledge Management
- MEAL
- Thematic units, such as health/WASH, shelter, cash, DRR

Staff and volunteers in the national society and other actors at local level

Red Cross Red Crescent branches (or chapters) and volunteers, sub-national DRM authorities and civil society should have an understanding of FbF, and most importantly their role in executing early actions during activation once these are developed. At this point, you can invite some representatives to introductory activities.

One way to sensitize National Society staff and partners is through induction workshop in which you introduce key concepts, present project plans, and confirm next steps in a participatory format. The box below proposes some possible agendas for induction workshops.





Induction workshop

- **Participants:** National society leadership, thematic and administrative units of the national society (see above), disaster management authorities, meteorological service, DRM committees, perhaps staff from national societies branches, other stakeholders such as UN agencies or NGOs
- **Content:** Presentation of the scoping study (if conducted), overview of the project or program including workplan, overview of the FbF methodology, examples from other FbF initiatives, EAP requirements and templates
- **Format:** 3 days, in-person
- **Material:** Induction material (see [chapter 1](#)), FbF Manual, EAP criteria and templates (see [chapter 5](#))

Examples of induction workshop agendas

- [Lebanon](#)
- [Somalia](#)
- [Madagascar](#)

Read more: [Philippine FbF brochure](#), the [global map on the anticipation hub](#)





Train as many people as possible! Experience shows that there can be high staff turnover within National Societies, so it is always best to spread the knowledge as widely as possible.

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Government authorities & external stakeholders

As the national society is an auxiliary to the government, it is important that FbF aligns with national and sub-national level DRM strategies and plans. Government focal points and other external stakeholders should be sensitized about FbF and involved in the process from the beginning to foster alliances. See [chapter 2](#) for information on how and when to engage these stakeholders.