

## Step 1: Reach out to the IFRC's Country Office or Country Cluster Office

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Engaging with the IFRC should happen from the beginning of the EAP development phase. The IFRC can provide technical support, including but not limited to coordination with other in-country preparedness and capacity strengthening initiatives, advice from sectoral experts, IFRC standards and guidelines, lessons learned from past FbF activations, emergency response operations, and information on the current Operational Plan for the country.

Furthermore, the IFRC can provide you with the relevant templates and formats applicable to EAPs under the FbA by the DREF. For the EAP to be approved and financed by the Forecast-based Action by the DREF, the Early Action Protocol and its budget will need to follow the IFRC programme and budget structure). Support on the IFRC programming and budgeting structure can be obtained from the IFRC focal point for Forecast-based Financing at country or regional level, typically with the regional disaster manager, Finance unit and/or Planning, Monitoring, Evaluation and Reporting (PMER) unit. It is recommended that the EAP budget be developed using the IFRC budget template to avoid delays when submitting for approval.



Please consider this not as Step 1 of the submission process but as a step that should happen much earlier in the process of setting up an FbF system. If the IFRC has not been involved early on in the EAP development process, this can result in delays in the approval of the Early Action Protocol.