

## Step 6: Report results

At the close of the field mission, it is advised to present preliminary findings back to the National Society and other relevant stakeholders to gain initial feedback and make plans for next steps. The following outline for the final report can be used for guidance.

### Suggested Reporting Outline

#### 1. Introduction

1. About this report (authors, parties involved)
2. Background (FbF concept, country context)
3. Enabling environment for FbF activities in [country] to date

#### 2. Risk analysis per hazard

1. Institutions interviewed
2. Past impact per hazard
3. Vulnerability factors and exposed elements
4. Available data and sources

#### 3. Analysis of available forecasts in country

1. Institutions interviewed
2. Suitability of available forecasts for FbF per hazard

#### 4. Capacity assessments

1. National Society capacity
  - General
  - Financial
  - Ability to implement actions in FbF lead times
  - MEAL
2. Technical services (hydro, met)
  - Forecasting capacities
  - Institutional buy-in
3. Institutional services, DRM and social protection actors
  - Enabling environment of policies, strategies and plans
  - Complementarity to FbF
  - Institutional buy-in
4. FbF community of practice/Technical Working Groups
  - Recommendations on relevant stakeholders to lead/ engage in FbF working groups
  - Recommendations on areas for capacity building for stakeholders

#### 5. Actions analysis

1. Existing evidence for actions
2. Institutional capacity for actions of specific sectors
3. Possible early actions per hazard(s)

## 6. Next steps on program design / EAP development