

Step 2: Post activation reporting

Following an activation, the National Society should do post-distribution monitoring and facilitate a lessons-learned workshop (see guidance in the toolbox). Each of these activities will help identify the changes that must be made to the s/EAP and to the budget before they are resubmitted to the IFRC-DREF. These activities need to be done within the operational timeframe. If this might not be possible, we recommend that the National Society considers requesting a no cost extension via an operations update. This request should come before the end of the current operational timeframe. You will find more information on evaluations and lessons learned in [chapter 9](#).

The National Society also needs to complete the DREF/EAP Activation Report and submit it to the IFRC according to the revised timeframe mentioned above. If you have any questions about the reporting deadline, please consult the IFRC Project Manager or your Regional IFRC-DREF Focal Point. Delays in submitting the DREF/EAP Activation Report may affect the National Society's ability to access IFRC-DREF funding, so a National Society is recommended to complete the narrative and financial report as soon as possible.



What happens if I don't activate my EAP?

If during the EAP lifespan there is no activation (five years for the full EAP or two for the sEAP), the National Society should prepare a DREF/EAP Final Report (narrative and financial) and submit it to the IFRC Delegation as per the project funding agreement. The IFRC Project Manager can support the approval of the report and will liaise with the IFRC PMER focal point to publish the report on the [IFRC website](#). The National Society can then work on making any updates to the s/EAP and/or budget before resubmitting to the IFRC-DREF for revalidation.

