

Step 1: Appoint an FbF focal point and on-board leadership

Before taking this first step, the National Society should have already expressed their interest in FbF and assessed what needs to be done for introducing the approach (see [Chapter 1. Commit to FbF and Assess Feasibility](#)). This interest should now be further defined.

Appoint focal point:

In the initial FbF-set up phase, the appointed FbF focal point, will lead the introduction of FbF in the National Society. Depending on the design of the future engagement in FbF (e.g. via the establishment of a project or integration in existing projects/activities), the focal point can later also lead the overall management of FbF activities. Ideally, this person is a “true FbF champion”, convinced by the FbF approach and well-able to explain and argue for it. Experience shows that it can be helpful if the focal point is someone close to the decision-making level and/or already involved in Disaster Management.

The primary tasks of the FbF focal point are to 1) advocate and onboard NS leadership, 2) lead assessment of and embedment of FbF into existing NS strategies and plans on Capacity Development, Preparedness and Response and 3) strengthen capacity via convening trainings and strategic dialogues with NS leadership, critical staff, volunteers and partners to create understanding of and interest in FbF throughout the organisation.

Recommended orientation steps to on-board FbF focal point:

- Reach out to National Societies/Partner National Societies for an Induction.
- Familiarize yourself with the [FbF Climate Centre Training Kit](#).
- Include senior management participation in [Dialogue Platforms](#).
- Invite core FbF staff to participate in webinars with PNSs.

Advocate and on-board leadership

At the political and strategic level it's important to foster ownership over the FbF approach, starting with the National Society President and Secretary General and board members. NS leadership should support the vision of integrating FbF into the NS DM strategies, and FbF should be formally approved at the board level. At this moment, the link to the NS Development Plan must be clearly understood by all levels of the NS.

This institutionalization of FbF will play a critical role in the NS' advocacy and implementation of an anticipatory approach with national government and key DRM actors.

Making the case for FbF – why the NS should lead this concept:

- Conduct an introductory workshop/meeting.
- Identify how FbF adds value to NS already existing work in EWEA.
- Identify institutional barriers for FbF and ways to overcome them.
- Formalize commitment through including FbF in strategy or plan.