

## Step 6: Train all stakeholders involved

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### NS Leadership and HQ Staff

It's critical to foster ownership over the FbF approach. NS leadership and all relevant departments should be fully onboard with the vision of integrating FbF into the NS DM strategies and wider programmatic activities to facilitate a successful FbF mechanism. At this moment, the link to other NS plans has to be clearly understood by all levels of the NS. At the same time, leadership will have to sign and validate the EAP before it is submitted to the FbA by the DREF and authorize activities for activation, so they need to have a sufficient understanding of what the EAP contains and why.

Once FbF has been introduced NS leadership and all relevant departments should be closely involved in the establishment and adaption of mechanisms and procedures necessary for the set up of the FbF system. HQ departments such as Finance and Logistics especially will have a crucial role to play in EAP implementation, and should be involved from the start.



#### Key Participants

FbF core team should hold an orientation to FbF and induction workshop with all key staff. These include focal points for DRM, PMER, Operational (e.g. Surge/Communications/Logistics) and Administrative/Finance, Information Management/Knowledge Management, MEAL, and thematic (e.g. Health/Wash, Shelter, Cash, DRR) staff, Regional and Global focal points (e.g. IFRC, RCCC, FbF PNS focal points).

#### Considerations/activities

- **Content:**
  - Induction workshops should include a presentation of FbF Feasibility Study results (and further relevant existing Feasibility Studies e.g. Cash), overview of FbF methodology and global pilot examples, EAP requirements and FbF project and capacity strengthening plan, map of initial external stakeholders and partners
- **Formats:**
  - In person or remote, Training the Trainers, field visits to historically high risk areas, exchange visits with regional FbF projects
- **Material:**
  - Ensure staff has access to key FbF documentation (FbF Manual, EAP criteria of selection, EAP templates, EAP Toolkits, lessons learnt from other projects, briefing sheets, PPT presentations)



## Putting the “Move” in Movement: Combining NS Exchange Visits with FbF Simulations



*Latin American NSs load logistics truck to distribute assistance to El Progreso, Romerillos y San Agustín, Cotopaxi Province. © Luis Guzman, Costa Rica Red Cross.*

The Latin America Regional FbF project EAP capacity strengthening, NSs from Peru, Costa Rica, Argentina, Guatemala and Honduras combined put learning by doing to practice, via a joint FbF simulation in Ecuador’s El Progreso, Romerillos y San Agustín, Cotopaxi Province. Following the drill, the all National Societies convened with the SG of the Ecuador Red Cross to share results, lessons learned.

## Government authorities

It is critical to involve government authorities (at the national and later sub-national levels) as soon as NS staff have an understanding of FbF and the NS objectives, roles and responsibilities, within the program. As an auxiliary to the government, it is crucial FbF not only aligns with ongoing NS development plans, but also national and sub-national level DRM strategies and plans (following [chapter 2. Engaging your](#)

stakeholders). Strong alliances for action need to be built with the NDRM authorities and with the Technical Scientific agencies such as the Hydro-Met office (and/or research institutions).

As many EAPs will count on government involvement or at least authorization, the relevant government agency focal points in high-risk regions should be familiar with the EAP content. Ideally they have been involved in developing the EAP (see [chapter 2: Engaging your stakeholders](#)).



### Key Participants

NS FbF core team and National DRM, National Hydro-Met.

### Considerations/activities

- **Content:**
  - Induction workshops should include a presentation of FbF Feasibility Study results, overview of FbF methodology and global pilot examples, presentation of existing modes of preparedness and response with government authorities, EAP requirements and potential gaps in the NDRM system FbF can address. Include a proposed work plan for EAP development workshops and Technical Working Group meetings. EAP development workshops.
- **Formats:**
  - In person (recommended) or remote, field visits to historically high risk areas, exchange visits with regional FbF projects, Dialogue Platforms
- **Material:**
  - Ensure participants have access to Feasibility Study results, key FbF documentation (FbF Manual, EAP criteria of selection, EAP templates, lessons learnt from other projects, briefing sheets, PPT presentations)

Read more: Vietnam: Launching FbF, [Philippines FbF briefing material](#)



### Vietnam Red Cross: Launching into FbF with all on board



*To exchange global experience and to expand pilot projects in the ASEAN region, the first Regional FbF Dialogue was held from 13-15 June 2017 in Hanoi, Vietnam. This brought all Regional FbF stakeholders together to build capacity via sharing good practices, challenges and lessons learned. © GRC*

## Staff and volunteers in National Society branches and other actors at local level

Red Cross NS chapters, sub-national DRM authorities and committees and volunteers should have an understanding of FbF, and most importantly their role in executing early actions during activation.

A complete EAP submitted to FbA is a comprehensive document. It is recommended to adapt your EAP for specific target groups within your NS's FbF training materials. For example, presenting key information on what will be done when, where and by whom in a simpler and shorter document (see [Peru's pocket EAP](#) as an example) or powerpoint that can be shared with volunteers and staff.



### Key Participants

Red Cross NS chapters, sub-national DRM authorities (for example, Head of DM, representatives

from Health, Livestock, Agriculture, Social Protection/Welfare) and DRM committees, volunteers and relevant partners (humanitarian organizations active in the area).

- **Content:**

- Overview of FbF methodology and EAP (with an emphasis on trigger and early actions)

- **Formats:**

- 2-3 day induction workshops, in person (recommended), field visits to historically high risk areas, simulation

- **Material:**

- Ensure participants have access to a Volunteer Toolkit or Pocket EAP with relevant activation information, PPT presentations, sensitization material for communities)