

# GUIDANCE FOR IFRC STAFF IN A NUTSHELL

## Step 1: EAP development

At this stage, IFRC does not have resources to support a national society to develop an Early Action Protocol (EAP). However, it is important that IFRC provides technical input as part of the development of an EAP as this is the crucial time to influence the content of the EAP, including the selection of early actions.

## Step 2: Validation process



The validation process should take the IFRC 30 days from submission to delegation closest to the national society, through technical review, to approval by the Validation Committee. This excludes the time the national society takes to consolidate feedback from the Validation Committee.

Once technical review has been completed by IFRC and the Validation Committee, a call will be arranged with the national society, its partner/s, IFRC and the Validation Committee to discuss the feedback from the technical review. This gives the national society to get clarity or respond to any of the issues highlighted as part of the technical review.

### Who is the Validation Committee?

*The Validation Committee is made up of representatives from IFRC, The Red Cross Red Crescent Climate Centre, and national societies with experience or interest in Forecast based Finance (these currently include German Red Cross, French Red Cross, Danish Red Cross, Malawi Red Cross, Netherlands Red Cross and British Red Cross).*

## Step 3: Technical review



The technical review is done by IFRC at the Country or Cluster level, the regional level and at the global level. Technical review is done using the predefined 'quality criteria' and technical review is captured using the

Validation Committee Feedback Form (rather than on the EAP document). The Feedback Form captures input from IFRC and the Validation Committee so that the national society receives all the comments in one go, which avoids going back and forth between the various levels.



## Step 4: EAP approval

Once the national society has addressed the comments in the Validation Committee Feedback Form, it resubmits the EAP for approval. Upon approval, an IFRC project manager is appointed who is responsible for completing the following documentation:



- ✓ Acceptance and approval sheet – signed by the Regional Head of DCC
- ✓ Request for allocation – stating the MAA code and specific P code
- ✓ EAP summary – Project Manager is responsible for ensuring the summary of the EAP is drafted and posted on the IFRC website
- ✓ Project agreement – drafted using FbA templates and launched through e Contracts
- ✓ Annual Plan and Budget – is revised to include prepositioning and readiness activities

### Step 5: EAP management



Once approved the IFRC delegation closest to the national society is responsible for managing the EAP for the duration of its lifespan, up to 5 years. The delegation makes the first transfer 10 days after the project agreement is signed for the prepositioned stock and the year 1 readiness activities. The funds for readiness activities years 2 to 5 are held by the delegation in a designated P code. Activities are outlined in the annual plan and reported in the annual report. It is important that the delegation is aware of its roles and responsibilities in terms of EAP management and activation.

### Step 6: EAP activation



The EAP has a lifespan of five years, unless the EAP is activated and early actions are triggered. The IFRC project manager is responsible for submitting the request for allocation along with supporting documentation (EAP and budget, project agreement and sign off sheet and the notification) and is responsible for ensuring that the notification is posted on the IFRC website.

Once activated there is the possibility to scale up either the early actions or a response operation, based on the magnitude of the predicted hazard or the scope of the disaster.

Once the early actions have been implemented, then a lessons learned exercise should be facilitated and the final report drafted and published on the IFRC website.

### Step 7: EAP revalidation



The revalidation of a EAP after activation follows a similar process to the initial approval. After the National Society has completed the implementation of early actions and based on the results of a lessons learned workshop (and/or evaluations) done within the operational timeframe, it should review the EAP to determine what adjustments need to be made.

Once the national society identifies the changes that it wishes to make, the national society should update these changes in the EAP using tracked changes and submits the revised EAP to the IFRC delegation closest to the national society.

For additional information or support please visit the [IFRC website](#) or the [Forecast based Finance website](#)

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