Simplified

early action protocol

Country | Hazard

Replace this image

Context-specific photo and caption to be inserted above. Insert a photo caption here: the photo should have a caption describing the picture, ie the activities of the National Society and include the National Red Cross Red Crescent Society emblem. Photo Credit: Include the person/national society that took the photograph.

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| --- | --- | --- | --- | --- | --- |
| [sEAP №:](#_sEAP_number:) **EAPYYYYCCXX** | Operation №:  **MDR** | [Total Budget](#_Total_budget:) **CHF XX** | | [Readiness:](#_Prepositioning_activities) **CHF XX** | |
|  | | [Prepositioning:](#_Prepositioning_activities) **CHF XX** | |
|  | | [Early Action:](#_Early_action_activities) **CHF XX** | |
| [People targeted:](#_People_to_be)  **XXXX People** | [sEAP approved:](#_EAP_approved:) **DD/MM/YYYY** | [sEAP timeframe:](#_sEAP_timeframe:) **2 Years** | [sEAP lead time:](#_sEAP_lead_time:) **X (days, weeks or months)** | | [Operational timeframe:](#_Operational_timeframe:)  **x months** |
| Prioritized geographical areas:  Insert here the names of the geographical areas this simplified EAP will target | | | | | |

Risk Analysis AND EARLY ACTION SELECTION

[Prioritized hazard and its historical impact.](#_Prioritized_hazard_and)

Which hazard needs to be addressed by anticipatory actions in the country as a priority? Provide an explanation on the reasons that the selected hazard was chosen for this simplified EAP, why it is a major problem in the country and the humanitarian impacts it has caused in the past. Describe the extent to which this hazard has produced and/or will produce negative impacts on lives, livelihoods, well-being and other developmental aspects.

[Explain which risks have been selected for this protocol and why](#_Explain_which_prioritized)

Recognizing that this simplified EAP will not be able to address all potential risks and based on the analysis of past impacts, what are the main risks that the National Society has decided to focus on for this plan.

[Describe the selected early actions and explain how they will address the risks and lead to the intended outcome](#_Describe_the_selected)

Explain how the early actions were selected and how they will mitigate the prioritized risk and bring about the intended outcome for the most vulnerable, at-risk individuals and communities.

Early Action intervention

|  |  |
| --- | --- |
| [**Overall objective of the intervention**](#_Overall_objective_of) | Provide an objective statement that describes the main goal of the intervention. |
| [**Potential geographical high-risk areas that the simplified EAP would target**](#_Potential_geographical_high-risk) | Which high risk regions have been selected for this intervention and why. |
| [**Who will be assisted through this operation and what criteria will be used for their selection?**](#_Who_will_be) | List who will be targeted by the early actions in this simplified EAP (these should be the groups of people who are most exposed combined with those most vulnerable to the impacts of this hazard) |
| Explain your selection criteria for who will be targeted. |
| [**Trigger(s) statement**](#_Trigger_statement:) | State clear and precise criteria that will have to be met for the simplified EAP to be activated  If multiple triggers are used, indicate which trigger is linked to which early action |
| [**Trigger threshold justification**](#_Trigger_threshold_justification) | Explain how the trigger(s) were set and provide information showing that the level chosen has caused humanitarian impact in the past |
| [**Next steps – For National Societies that intend to develop a full EAP (Optional)**](#_Next_steps_–) | Outline the next steps you will be taking to continue developing this simplified EAP into a full EAP. |

[Planned Operations](#_PLANNED_INTERVENTION)

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| ­­ | [**Shelter, Housing and Settlements**](#_Shelter,_Housing_and) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with shelter, housing and settlement interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­ | [**Livelihoods**](#_Livelihoods) | **Budget** | |  | |
| **No. people targeted** | |  | |
| **Indicator:** | **Number of people reached with livelihoods interventions in advance of a hazard** | | **Target:** | |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | | |
| **Prioritized Early Actions:** | | 1. *Insert more lines as required* | | | |

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| ­­ | [**Multi-purpose Cash**](#_Multipurpose_cash) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with multi-purpose cash in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | 1. *Insert more lines as required* | | |

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| ­­ | [**Health & Care**](#_Health_and_care) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with health and care interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | 1. *Insert more lines as required* | | |

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| ­­ | [**Water, Sanitation and Hygiene**](#_Water,_sanitation,_and) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with WASH interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Pre-positioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | 1. *Insert more lines as required* | | |

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| ­­ | [**Protection, Gender and Inclusion**](#_Protection,_gender_and) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with PGI interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | 1. *Insert more lines as required* | | |

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| ­­ | [**Education**](#_Education) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with education interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­ | [**Migration**](#_Migration_and_displacement) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with migration interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­ | [**Risk Reduction, climate adaptation and Recovery**](#_Risk_reduction,_climate) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with risk reduction and/or climate adaptation interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­Logo  Description automatically generated | [**Community Engagement and Accountability**](#_Community_engagement_and) | **Budget** |  | |
| **People targeted** |  | |
| **Indicator:** | **Number of people reached with community engagement and accountability interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­ | [**Environmental Sustainability**](#_Environmental_sustainability) | **Budget** |  | |
| **No. people targeted** |  | |
| **Indicator:** | **Number of people reached with environmental sustainability interventions in advance of a hazard** | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

[Enabling approaches](#_ENABLING_APPROACHES)

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| ­­ | **Secretariat services** | **Budget** |  | |
| **No. People targeted** |  | |
| **Indicator:** |  | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­ | **National Society Strengthening** | **Budget** |  | |
| **People targeted** |  | |
| **Indicator:** |  | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

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| ­­ | **Partnership and Coordination** | **Budget** |  | |
| **People targeted** |  | |
| **Indicator:** |  | | **Target:** |  |
| **Readiness activities:** | | **1.** *Insert more lines as required* | | |
| **Prepositioning activities:** | | **1.** *Insert more lines as required* | | |
| **Prioritized Early Actions:** | | **1.** *Insert more lines as required* | | |

Conditions to deliver the early Action

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| --- | --- |
| [**Experience and/or capacity to implement the early actions.**](#_Experience_and/or_capacity)  Assumptions or minimum conditions needed to deliver on the early actions (including issues to be resolved) | Explain how the National Society will be able to deliver on the early actions, what experiences and/or capacities they have related to the intervention. Are there issues to be addressed in order for the National Society to deliver on these actions? How will these issues be resolved? |
| [**Red Cross Red Crescent Movement partners, Governmental / other agencies consulted/involved on this simplified EAP**](#_Red_Cross_Red) | Explain who was part of the development of this plan, how were they involved and if they have any role on the implementation of the actions. Add any relevant information on the National Society’s role in the National Disaster Response System. |

[BUDGET](#_BUDGET)

Add here the page from the budget template called “EAP for publication”.

Contact information

**For further information, specifically related to this simplified EAP please contact:**

* **National Society Contact**; Name, email, phone
* **IFRC Project Manager:** Name, title, email, phone
* **IFRC Geneva focal point:** Name, title, email, phone

**Guidance for the simplified Early Action Protocol (EAP)**

# simplified EAP (sEAP) number:

This is a sequential number structured as follows: EAPYYYYCCXX (EAP YEAR COUNTRY CODE NUMBER of EAPs). For example, Niger has a third EAP approved in 2022, the EAP number would be: EAP2022NI03.

# Total budget:

The maximum budget available for a National Society under a simplified EAP is CHF 200,000 over two years. In this field, the National Society should reflect the total amount of the budget (which should match the budget template). The total budget includes 65% maximum for readiness activities and prepositioned stock, with the balance funding the early action activities and needs to be inclusive of the IFRC’s indirect costs (6.5%). Additionally, the IFRC Delegation may add 10% of the total budget to support the simplified EAP implementation bringing the final budget to CHF 220,000 over two years. If a National Society has any questions on the budget, please consult the IFRC’s Country or Country Cluster Delegation.

# Readiness, prepositioning, early action:

These fields should reflect the plan and budget split across the three types of eligible activities and match the total budget.

# Readiness activities

Readiness activities are done year on year to ensure that the National Society is ready to conduct the early actions. These are activities that will happen irrespective of an activation. Readiness activities may include refresher training, coordination meetings with government, readiness meetings, simulations, etc. Under readiness they can include any ongoing costs and services (human resources and logistics) that are deemed indispensable for subsequent trigger-based early action activities. If, during the simplified EAP development process the National Society finds some areas for improvement to deliver on their selected early actions, these could be addressed with activities included under readiness.

# Prepositioning activities

The National Society should preposition the materials needed to undertake the early action, especially those that may require a longer procurement process. For example, prepositioned stocks could include shelter kits (for house reinforcement), sandbags (for protecting infrastructure), or tarpaulins (for protecting water sources), etc. Food, medicine and other items with a shelf life of less than two years are not eligible as pre-positioning, they will have to be procured as part of the early actions. Prepositioning activities are one-off and done in the first year following approval of the simplified EAP.

# Early action activities

Early action activities are implemented once a trigger is reached and before the impact of the hazard. Early actions seek to reduce or mitigate the impact of the hazard. Consider selecting only a few early actions, especially for sudden onset events, as they will have to be implemented within a short timeframe. The early actions will be unique to each hazard and context, but may be activities such as evacuation of at-risk communities and/or livestock, early harvest of crops, cash transfer, shelter strengthening, provision of water treatment, hygiene kits or mosquito nets, etc. For more examples of early action activities, visit the [early action database](https://www.anticipation-hub.org/experience/early-action/early-action-database/ea-list) on the Anticipation Hub.

# People to be assisted:

The National Society should reflect how many people they plan to target with their early action intervention. The simplified EAP should target at least 2,000 people.

# sEAP approved:

Once the simplified EAP is approved, the date has to be added here. IFRC can add this before publishing on the IFRC website.

# sEAP timeframe:

A simplified EAP has a timeframe of two years (unless the early actions are activated).

# sEAP lead time:

This is the time between the trigger being met and the impact of the hazard, this is the period of time when the early actions are undertaken. If the simplified EAP has a short lead time, the National Society may be asked to explain the feasibility of the early actions (funding, capacity etc.).

# Operational timeframe:

The operational timeframe starts from the trigger date and includes the time it takes to implement the early action activities plus the time it takes to finalize the operation, including time to settle the finances, facilitate the lessons learned workshop and prepare the final report. Normally the operational timeframe is the lead time plus 3 months, 2 months to allow the National Society to finalize the reports and 1 month for the IFRC to finalise and publish the final report. (Note that the operational timeframe, expressed in months is not the same as the sEAP timeframe, which is expressed in years).

# Prioritized hazard and its historical impact:

Provide an explanation on the reasons that the selected hazard is chosen for the simplified EAP and describe how the hazard has caused humanitarian impacts in the past and why it is a major problem in the country. Describe the extent to which this hazard has produced and will produce negative impacts on lives, livelihoods, well-being and other developmental aspects.

To fill out this section the National Society might look at past [DREF operations](https://www.ifrc.org/appeals), [Go platform](https://go.ifrc.org/), [reliefweb](https://reliefweb.int/countries), [Desinventar](https://www.desinventar.net/DesInventar/index.jsp), [EM-DAT](https://public.emdat.be/), [Internal Displacement Monitoring Centre](https://www.internal-displacement.org/#:~:text=IDMC&text=Every%20day%2C%20people%20flee%20conflict,implement%20solutions%20to%20internal%20displacement.), government sites, newspapers…etc. The National Society might also add explanations based on their own knowledge about direct and indirect impacts. They might also explain why avoiding and/or reducing disaster impacts due to this hazard is a priority for the Government and the National Society*.*

# Explain which prioritized risk/s have been selected for this protocol and why:

Recognizing that this simplified EAP will not be able to address all potential risks caused by the hazard, based on the analysis of past impacts, who was most exposed and their vulnerability and the National Society’s capacity, indicate which impacts were prioritized.

# Describe the selected early actions and explain how they will address the risks and lead to the intended outcome:

The early actions selected by the National Society has to linked to the hazard’s impact. If ‘loss of key documentation (such as identifications, house deeds, birth certificates)’ is put forward as one of the prioritized impacts of a flood, then select an early action that will mitigate the risk e.g.: ‘distribution of dry bags before a flood’. In this section the National Society can explain the connection between the risk they want to mitigate and the early action they plan to implement. This chain of events is also called the ‘theory of change’. For more information on this process, please consult the [selection of early actions in the FbF Practitioners Manual](https://manual.forecast-based-financing.org/en/chapter/select-early-actions/).

When deciding on the risk the National Society will prioritize, discuss the following:

* Does this risk impact on vulnerable people’s lives?
* Is there something we can do to mitigate this risk in the given lead time?
* Does this prioritized risk align with the priorities of communities and local actors?
* Is it in the National Society mandate to do early actions to mitigate that risk?
* Does the National Society have the capacity and systems to conduct early actions within the lead time for the risk they want to prioritize?

For example, a major impact of a flood may be the destruction of public infrastructure, such as bridges or roads. However, the National Red Cross Red Crescent Societies may not have the mandate, or the capacity to do early actions for that impact in the short lead time from the forecast to the impact of the hazard.

# Overall objective of the intervention:

In a sentence or two, provide an objective statement that describes the main goal of the intervention. For example:

* *The operation aims to mitigate the impact of severe cold wave on vulnerable subsistence herders by providing cash and animal care kits to maintain animal health in advance of freezing temperatures.*
* *The operation aims to mitigate the impact of flooding by providing residents in flood-prone coastal regions with early warning messages, evacuation by boat and water purification material to save lives and prevent the outbreak of waterborne diseases in advance of the peak of flood inundation.*
* *The operation aims to mitigate the impact of cyclone by providing vulnerable people with early warning messages and shelter strengthening kits and will support female and child headed households and elderly to strengthen shelters to save lives and protect homes in advance of a more severe than usual cyclone.*

# Potential geographical high-risk areas that the simplified EAP will target:

Simplified EAPs should be developed with national coverage in mind but because of the nature of certain hazards there might be geographical areas that are more at risk, for example: coastal districts (for cyclones), river areas (for riverine floods), international border areas (for population movement), etc. Provide an overview of the geographical areas targeted by this simplified EAP, and why these specific geographical areas are high risk. The National Society could also include a map of the most at risk geographical locations.

For more guidance on how to select the geographic area of intervention see the [FbF Practitioner’s Manual](https://manual.forecast-based-financing.org/en/chapter/set-the-trigger/) (Chapter 4.1, Step 3: Who and What is exposed?)

# Who will be assisted through this operation and what criteria will be used for their selection:

Please list here the people that will be targeted with early action activities. Based on the prioritized impacts, there might be groups that are more vulnerable to the hazard, for example, people who live close to the shoreline are more vulnerable to floods than people who live a few hundred meters away from the shoreline (exposure). And within the people who live close to the shoreline, low-income households are more vulnerable as they might not have the resources to evacuate themselves. The National Society should use their experience and knowledge of the context to reflect on who is most exposed, most vulnerable, and therefore should be targeted by the early actions.

***Explain how they will be selected:*** List here the selection criteria for the groups/individuals targeted. Considering that the National Society may not know in advance which communities will be targeted by the simplified EAP, there should be clear criteria for selecting the people to be targeted (within the preselected groups, based on exposure) in the lead time. For example, the criteria could include woman or child headed households, low-income families, large families, people targeted through government social protection programming, people with disabilities, elderly etc. The National Society should also reflect on how they will gather the information to verify the criteria.

# Trigger statement:

A trigger statement needs to be clear and precise and should explain in a sentence or two the condition under which the simplified EAP is activated. Here are some examples of a trigger statement:

**Imprecise trigger:**

*The trigger will be met when the forecast indicates a high possibility of heavy rainfall in eastern parts of the country in the next few days*

* Which forecast? There are many different possibilities, from the national hydro met service, or regional or even global providers. The National Society should state which forecast they will use and how they will obtain it.
* Is the terminology (e.g. ‘high possibility’ or ‘heavy rainfall’ used consistently by the forecast provider? If not, they will need to be more precise.
* If the simplified EAP targets a specific geographical area, make sure the location for the trigger is well defined.
* Make sure to clarify a precise window in which the plan can trigger (remember this will be partly determined by how long is needed to take the proposed actions)

**Precise trigger:**

*The trigger will be met when the [National Hydro Met Service Forecast] indicates an [80% chance] of [300mm of rainfall in a day] in [Province(s) name] in [72 hours]*

or

*The trigger will be met when the [National Hydro Met Service] issues a [red weather warning] for [Province(s) name] for [3 days time]*

If the EAP has more than one trigger (i.e., a phased or staggered triggers) then each trigger statement should clearly explain what action will be taken following each trigger and when the funds for the early action are required.

For slow onset, non-weather related or complex hazards, the trigger may be based on a combination of risk factors, forecasts, observation data and expert judgement, especially if the impact is a result of cumulative, or compounding factors. If unconventional triggers are used (e.g., combining multiple indicators, including socio-economic indicators like food prices), clear explanation should be given on which criteria/ conditions was used to assign certain weight to each indicator. If the trigger is based on expert judgement, it should be clear from what source this will come, and that it is an independent, reliable and creditable source. For examples of triggers, visit the [trigger database](https://www.anticipation-hub.org/experience/triggers/trigger-database/trigger-list) on the Anticipation Hub.

# Trigger threshold justification

If there is data on how often the trigger threshold has been reached in the past, please include this here and describe the humanitarian impact caused by the magnitude of disaster on those occasions.

**A Stop Mechanism**

The simplified EAP does not need to have a stop mechanism, however if the simplified EAP has a longer lead time (for example, more than four days), then the National Society may want to consider a deadline to stop doing early action activities if the forecast changes. A stop mechanism may be beneficial as in this situation, i.e. with a longer lead time, may be confusing for local communities if they are no longer at risk but early action activities continue. For example, continuing to evacuate people or animals when the track of the cyclone has changed.

# Next steps – for National Societies that intend to develop a full EAP:

This is optional, for National Societies that plan to develop a full EAP, who can take advantage of the validation process to outline their plans and get feedback and guidance from the Validation Committee.

# PLANNED OPERATIONS

In this section the National Society should reflect the sectors they plan to work on and *delete the sectors that are not needed*. We recommend keeping the plan simple, focus on key deliverables and not on all the steps that need to be taken to reach those deliverables. In the budget template the National Society can be much more specific and list all the activities that the plan to undertake (more details regarding the budget are provided in the ‘Budget’ section.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Water, Sanitation and Hygiene** | **Budget** | *Input the total amount that is needed for the sector, this can be taken from the budget document under the tab ‘EAP summary’.* |
| **People targeted** | *Input the total number of people targeted in this sector. In some cases, this number will match the total number of people targeted by the EAP, however it could also be different if not all people targeted by the EAP are targeted under every sector.* |
| **Indicator:** | *Add one or maximum two indicators that would help the National Society monitor the achievement of the proposed early action in this specific sector. Example: # of people (or households) reached with effective water treatment materials and promotion.* | | |
| **Readiness activities:** | | *List the activities that the National Society would need to complete annually to be ready to deliver the early action activities. Provide as many details as possible. Example:*   * *1 annual refresher training for three branches on the SoPs to activate the simplified EAP (30 participants)* | |
| **Prepositioning activities:** | | *List here what materials/stocks the National Society will preposition in advance to be ready to activate the early actions. Provide details in terms of the amount that is planned per person/per household. Example:*   * *Procure 400 mosquito nets for 200 families (2 per family)* * *Procure materials for safe drinking water for 2000 people for 5 days (2 x 20ltr jerrycans per households and 60 aqua tabs per family per day – based on 15 liters per person per day for a family of 4 people)* | |
| **Prioritized Early Actions:** | | *List the early action activities the National Society will implement. If the simplified EAP has more than one trigger list the activities by trigger. Example:*   * *Distribute safe drinking water materials for 2,000 people in at risk communities 5 days before the peak of the floods.* * *Disseminate early warning messages to at risk communities 3 days before the peak of the floods.* * *Undertake hygiene promotion in at risk communities (2 campaigns for 8 communities) 3 days before the peak of the floods.* | |

When the ‘planned intervention’ section has been completed, make sure to check all planned activities against the budget, this ensures the activities are reflected under the same sector in both documents and that the descriptions match.

# Shelter, Housing and Settlements

Shelter, housing and Settlements include here activities related to shelter, strengthening homes etc. also any household items (such as blankets, mattresses tents, tarpaulins, kitchen sets etc.)

# Livelihoods

Livelihoods include here activities related to protecting livelihoods: including animal health and wellbeing, livelihood production equipment (farming tools, fishing nets etc.), early harvesting of crops or fish stock et. Include here provision of food.

# Multipurpose cash

Multipurpose cash include here activities related to provision of unrestricted multipurpose cash transfers. This could include prepositioning of equipment required for the cash transfer and can include annual readiness activities such as signing/renewing agreement with financial service providers.

# Health and care

Health and care include here activities related to health and care, including first aid, epidemic control, vaccination, mental health and psychosocial support etc.

# Water, sanitation, and hygiene

Water, sanitation and hygiene include here the provision of safe water, sanitation; menstrual hygiene promotion, vector control, including Information; Education and Communication (IEC) material (posters, leaflets etc.), aqua tabs/bleach or chlorine, items such jerry cans; buckets, and mosquito nets.

# Protection, gender and inclusion

Protection, gender and inclusion, include here woman and child friendly space, information; services; support or referral for vulnerable groups (including people with disabilities, hearing or sight challenges, older people, pregnant and nursing people, children and young people or people marginalized by ethnic group, religious minorities, LGBTQIA+,

# Education

Education is a new sector, include here any activities related to education. (Note that early warning messages should be included under Risk Reduction – below, and general key messages related to early action should be included under Community Engagement and Accountability – below).

# Migration and displacement

Migration and displacement, include here activities for people on the move, such as setting up humanitarian service points, provision of information, services or referral.

# Risk reduction, climate change (and recovery)

Risk reduction, climate change, and recovery, include here activities such as early warning and evacuation of at-risk communities. Please consider prepositioning here any PPE that staff or volunteers may need to undertake these evacuations safely.

# Community engagement and accountability

Community Engagement and Accountability (CEA) is a very important sector to anticipatory action plan. Engaging with at-risk communities, government counterparts and the media are crucial for a smooth activation. As a result, key messages for communities, National Society leadership, staff and frontline volunteers are required to articulate why the National Society is acting in advance of the evidence of a hazard/disaster, who will be targeted and why, what support people can expect, when and why early action may be stopped (ie the stop mechanism) if the forecast changes, acting in vain and missed activations. Under CEA, a National Society should be set up when early actions are implemented.

# Environmental sustainability

Environmental Sustainability, include here any actions that the National Society plans to promote environmental sustainability as part of readiness, prepositioning and early action activities.

# ENABLING APPROACHES

In this section you should present the activities that are not sector specific or cross cutting for the operation. For example, work with partners, governments, etc. is usually listed under Enabling Approach 1: Coordination and Partnership. The IFRC support costs to the implementation of the simplified should be reflected under Enabling Action 2: Secretariat Services, while any activities or costs related to the National Society, including volunteer insurance, volunteer visibility, contributions to salaries should be listed here under Enabling Approach 3: National Society Development.

# Experience and/or capacity to implement the early actions:

This is an opportunity for the National Society to describe their experience in dealing with the selected hazard, their capacity in the intervention sectors and early action activities. Where there are gaps in capacity or systemic issues, then these can be addressed through the annual readiness activities. For example, the National Society may have a general response plan, but may use the readiness activities to develop detailed Standard Operating Procedures outlining who will do what when, and then do an annual test simulation of the simplified EAP to ensure that roles and responsibilities are clear in terms of delivering the early actions.

# Red Cross Red Crescent Movement partners, Governmental / other agencies consulted/involved on this simplified EAP:

It is important to establish that the National Society has the **mandate** to act early, in advance of a hazard and it can reduce the time required to agree to activate the early actions activities if partners government and non-government stakeholders are aware and involved in planning the simplified EAP. This mandate may need to be confirmed at the local level, as well as the region and national level.

# The simplified EAP aims to make connections:

With national level partners, including government stakeholders, Met Service, civil society and other national or local experts. Planning for a simplified EAP can be an opportunity to develop these relationships and may be useful to define roles and responsibilities in a Memorandum of Understanding (MoU). This could be defined during the development of the simplified EAP or can be done as part of the kickoff activities, once a simplified EAP has been approved for funding. The Red Cross Red Crescent Climate Centre developed this guide – [Collaborating with national climate and weather agencies: a guide to getting started](https://ifrcorg.sharepoint.com/:b:/s/IFRCSharing/EQn1ca51QIBCgok06lTQUFUBdmFAz3k28QkRMzbxMnRv1A?e=uBzYht). The guide includes some useful information, included under section 4, guiding questions and in annex A, a draft MoU, which could potentially be adapted for other partners.

Other general considerations:

* The simplified EAP should plan to **target events that are forecasted/predicted** to have an **above average impact** and that have caused humanitarian impacts in the past
* The minimum standard for **monitoring and evaluation** is that each simplified EAP includes a lessons learned workshop.
* While not requested as part of the simplified EAP, National Societies should have a draft **plan or SOP** in place to monitor the forecasts/indicators, to activate the simplified EAP and deliver the early action activities within the lead time.
* The **roles and responsibilities** should be clear, who will do what at what time.

# BUDGET

The budget template for the simplified EAP can be found [**here**](https://ifrcorg.sharepoint.com/sites/IFRCSharing/Shared%20Documents/DREF%20Anticipatory%20Pillar/DREF%20Ant%20Pillar%20templates%20package/Draft%20Simplified%20EAP%20with%20guidance/EAP%20budget%20template%20updated%20August%202022.xlsm). Please note that the budget template has a tab with guidelines on how to use it.

* For a National Society, the **maximum budget of a simplified EAP is CHF 200,000** (less IFRC indirect costs of 6.5%). This is around CHF 187,794.
* For the IFRC, the delegation can access a **maximum budget of 10%** of the National Society Simplified EAP budget (less IFRC indirect costs of 6.5%).
* The total budget of the simplified EAP, including National Society and IFRC allocations, cannot exceed CHF 220,000.
* All the activities in the ‘**planned operation**’ and ‘**enabling approaches**’ section need to be reflected in the budget (even if there is no cost related to an activity, a note should be included in the budget to explain that for example, there is no cost for this activity, or costs are combined with another activity (such as training combining two or more topics), or costs are covered by another project or donor. This helps when doing the cross check between the planned intervention matrix and the budget.
* **Readiness activities (column C)** should be done in **YEAR 1** and/or **YEAR 2 (column E)** – ideally done in both years, although there may be some activities that only need to be done once. If the activity happens in both years insert the activity twice and select YEAR 1 for the first line and YEAR 2 for the second line.
* **Prepositioning activities (column C)** are done in **YEAR 1 (column E)** – and should be done as soon as the project agreement is in place and funds are received by the National Society. All stock needs to have a minimum shelf life of two years.
* **Early Action activities** **(column C)** should be budgeted under “year early action” **YEAR EA (column E)**, these activities will be done only when the trigger is reached (which could be in year one, or year two, or may not happen in the duration of the simplified EAP).
* A **maximum of 65% of the budget** can be allocated combined to **readiness and prepositioning** activities. You can check these percentages in the tab called “Summary by Year”, under column B.
* National Societies have **flexibility to move between budget headings up to 10% of the approved simplified EAP budget.**

**Terminology at a glance**

**Anticipatory Action** Anticipatory action is a synonym of early action; A set of actions taken to prevent or mitigate potential disaster impacts prior to a shock or before acute impacts are felt. The actions are carried out in anticipation of a hazard impact and based on a prediction of how the event will unfold. Anticipatory actions should not be a substitute for longer-term investment in risk reduction and aim to strengthen people's capacity to manage risks. (Chapter 4 World Disaster Report, 2020)

**Disaster Response Emergency Fund (DREF)**, the has two pillars, an Anticipatory Pillar, which includes the Early Action Protocol, the simplified Early Action Protocol and the DREF for an imminent event. The Response Pillar includes an allocation for assessment, response (yellow and orange) and a start-up loan for an Emergency Appeal (red). In addition, there is also a DREF for slow onset hazards, which spans both the anticipatory and response pillar. (IFRC)

**Disaster Risk Reduction**Measures to minimize vulnerabilities and disaster risks throughout society to avoid (prevention) or limit (mitigate and preparedness) the adverse impacts of hazards, within the context of sustainable development. (Sendai Framework, 2015)

**Early Warning** The provision of timely and effective information through identified institutions that allows individuals, responders and decision-makers exposed to a hazard to take action to avoid or reduce risks and prepare for effective response. (UNISDR)

**Emergency Response** Actions taken directly before, during or immediately after a disaster to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. (UNISDR)

**Forecast-based Action** Forecast-based actions are a type of early action. Forecast-based actions are actions triggered using climate or other forecasts prior to a shock or before acute impacts are felt to reduce the impact on vulnerable people and their livelihoods, improve the effectiveness of emergency preparedness, response and recovery efforts and reduce the humanitarian burden. (ODI)

**Forecast-based Action by the DREF**: The former IFRC funding mechanism for anticipatory action. FbA by the DREF

has now been merged into the Disaster Response Emergency Fund (DREF), under the anticipatory pillar.

**Forecast-based Financing** Forecast-based Financing (FbF) is a programme that enables access to humanitarian funding for early action based on in-depth forecast information and risk analysis. The goal of FbF is to anticipate disasters, prevent their impact (if possible) and reduce human suffering and losses. (FbF Manual)

**Preparedness** The knowledge and capacities developed by governments response and recovery organizations, communities and individuals to anticipate, respond to and recover from the impacts of disasters. (UNDRR) The primary distinction with early action, is that preparedness activities are taken for as yet an unknown threat that are likely to manifest in future. (ODI, 2019)

**Readiness**Activities undertaken in advance of a specific hazard risk to ensure operational readiness for a humanitarian intervention (early action or response). (IFRC)

**Triggers**A set of conditions or change in a situation that indicates a potential escalation of risk has been reached and action needs to be taken. They serve as thresholds to mark different possible disaster or crisis scenarios. Triggers might be quantitative or qualitive, and they can be set either through a rigorous scientific process or a consultative process with experts. Important for both types of triggers that the explanation and justification of why those established thresholds need to prompt a specific action. In some cases, the justification might come from scientific data that shows how a hazard has caused disastrous impacts once that trigger level has been surpassed, while in other cases the justification might come from combining facts or knowledge about the current context in a country with qualitative and quantitative information from an authoritative source (expert judgement). (IFRC)

For further assistance with the simplified EAP process, you can contact:

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