**s**

**s/EAP PROCESSING GUIDANCE**

*Latest update: January 2025*

**I - PROCEDURE FOR NATIONAL SOCIETIES REGARDING OFFICIAL SUBMISSION OF EARLY ACTION PROTOCOLS AND SIMPLIFIED EARLY ACTION PROTOCOLS TO THE IFRC-DREF**

**REGISTRATION**

When a National Society starts working on the development of an s/EAP, they are requested to inform the DREF Global team by sending an email as below.

***Email title***: [s/EAP IN DEVELOPMENT] COUNTRY HAZARD s/EAP

***Email direct recipient***: [DREF.anticipatorypillar@ifrc.org](mailto:DREF.anticipatorypillar@ifrc.org) and IFRC Delegation

***Cc***: IFRC Regional AA focal point

IFRC Regional DREF focal point

IFRC-DREF AA global team

IFRC Regional Head of DCC

IFRC Global Ops Coordinator

IFRC Regional Ops Manager

Supporting partner main contact (if any)

*(see contact details below)*

***Email text***:

Dear colleagues,

On behalf of NAME OF THE NS, I wish to inform the IFRC-DREF Team that NAME OF THE NS has started to work on the development of an s/EAP.

|  |  |
| --- | --- |
| **Country** |  |
| **Type of EAP** | EAP / simplified EAP |
| **Hazard** |  |
| **Supporting Partner (if applicable)** |  |

Kind regards,

Name and position.

**SUBMISSION OF THE FIRST VERSION OF AN s/EAP FOR TECHNICAL REVIEW**

***Email title***: [DREF s/EAP FOR REVIEW] COUNTRY HAZARD s/EAP TO THE IFRC-DREF

***Email direct recipient***: [DREF.anticipatorypillar@ifrc.org](mailto:DREF.anticipatorypillar@ifrc.org) and IFRC Delegation

***Cc***: IFRC Regional AA focal point

IFRC Regional DREF focal point

IFRC-DREF AA global team

IFRC Regional Head of DCC

IFRC Global Ops Coordinator

IFRC Regional Ops Manager

Supporting partner main contact (if any)

*(see contact details below)*

***Email text***:

Dear colleagues,

On behalf of NAME OF THE NS, I hereby submit the following s/EAP to the IFRC-DREF for technical review and approval:

|  |  |
| --- | --- |
| **Country** |  |
| **Type of EAP** | EAP / simplified EAP |
| **Hazard** |  |
| **People targeted** |  |
| **Total Budget** |  |
| **NS Contact Person** (Name/position/email address) |  |
| **Supporting Partner (if applicable)** |  |

Please proceed by sharing the attached narrative and budget for comments with the IFRC Delegation, Regional Office and with the Validation Committee.

Kind regards,

Name and position.

Attached documents (delete as applicable)

* [EAP Narrative](https://ifrcorg.sharepoint.com/:w:/s/IFRCSharing/EUfWksZpo3pHgkLblhheIb4BuiTyyH2b2DsSA0y85Yj5-A?e=meG4Vf)
* [EAP Budget](https://ifrcorg.sharepoint.com/:x:/s/IFRCSharing/EVaeqL9mQxZDjzcIBbtehWMB_hg7dCIvXI_S5VEZx_T49g?e=0seFxU)
* [sEAP Narrative](https://ifrcorg.sharepoint.com/:w:/s/IFRCSharing/EU_SqPR2VXtBmIJcV96r0rQB3AM_hC021N2Lw3EScwv0Vw?e=8STCOb)
* [sEAP Budget](https://ifrcorg.sharepoint.com/:x:/s/IFRCSharing/EVaeqL9mQxZDjzcIBbtehWMB_hg7dCIvXI_S5VEZx_T49g?e=0seFxU)

**RESUBMISSION OF REVISED s/EAPs FOR APPROVAL**

***Email title***: [DREF s/EAP FOR APPROVAL] COUNTRY HAZARD s/EAP TO THE IFRC-DREF

***Email direct recipient***: [DREF.anticipatorypillar@ifrc.org](mailto:DREF.anticipatorypillar@ifrc.org) and IFRC Delegation

***Cc***: IFRC Regional AA focal point

IFRC Regional DREF focal point

IFRC-DREF AA global team

IFRC Regional Head of DCC

IFRC Global Ops Coordinator

IFRC Regional Ops Manager

Supporting partner main contact (if any)

*(see contact details below)*

***Email text***:

Dear colleague,

On behalf of NAME OF THE NS, I hereby submit the (insert version number – 2nd, 3rd, 4th etc.) version of NAME OF THE NS HAZARD s/EAP to the IFRC-DREF.

|  |  |
| --- | --- |
| **Country** |  |
| **Type of EAP** | EAP / simplified EAP – Delete one |
| **Hazard** |  |
| **People targeted** |  |
| **Budget** |  |
| **NS Contact Person** (Name/position/email address) |  |
| **Supporting Partner (if applicable)** |  |

Our National Society has considered the comments from the technical review, has adjusted the narrative s/EAP using track changes, updated the budget and responded to the comments in the review checklist. Find attached the documents.

*(Please flag here any issue for the attention of the IFRC or the Validation Committee members)*

Kind regards,

Name and position.

Attachments: (Delete as applicable)

* Revised s/EAP narrative with modifications in tracked changes
* Revised s/EAP budget
* Review checklist with National Society response to comments

**CONTACTS DETAILS**

IFRC-DREF AA global team

|  |  |
| --- | --- |
| **DREF Senior Officer AA** | [malika.noisette@ifrc.org](mailto:malika.noisette@ifrc.org) |
| **DREF Capacity Strengthening Senior Officer** | [melanie.ogle@ifrc.org](mailto:melanie.ogle@ifrc.org) |
| **DREF Officer** | [catalina.torres@ifrc.org](mailto:catalina.torres@ifrc.org) |

Global Ops Coordinator

|  |  |
| --- | --- |
| **Africa** | santiago.luengo@ifrc.org |
| **Americas** | antoine.belair@ifrc.org |
| **Asia Pacific** | christina.duschl@ifrc.org |
| **Europe** | antoine.belair@ifrc.org |
| **MENA** | rika.harada@ifrc.org |

IFRC Regional DREF Focal Points

|  |  |
| --- | --- |
| **Africa** | [adrienne.mbarga@ifrc.org](mailto:adrienne.mbarga@ifrc.org); mariette.tchamda@ifrc.org |
| **Americas** | santiago.rodriguez@ifrc.org |
| **Asia Pacific** | sarah.iqbal@ifrc.org |
| **Europe** | dora.veto@ifrc.org |
| **MENA** | [mais.abdelhalim@ifrc.org](mailto:mais.abdelhalim@ifrc.org) |

IFRC Regional AA Focal Points

|  |  |
| --- | --- |
| **Africa** | sadrack.matanda[@ifrc.org](mailto:jurg.wilbrink@ifrc.org) [maharazou.lamine@ifrc.org](mailto:maharazou.lamine@ifrc.org) [emmah.mwangi@ifrc.org](mailto:emmah.mwangi@ifrc.org); osborne.sibande@ifrc.org |
| **Americas** | rebeca.munoz[@ifrc.org](mailto:lilian.ayala@ifrc.org) |
| **Asia Pacific** | [raymond.zingg@ifrc.org](mailto:raymond.zingg@ifrc.org) |
| **Europe** | [eray.atay@ifrc.org](mailto:eray.atay@ifrc.org) paula.haro@ifr.org |
| **MENA** | [charbel.elia@ifrc.org](mailto:charbel.elia@ifrc.org) |

Regional Head of DCC

|  |  |
| --- | --- |
| **Africa** | matthew.croucher@ifrc.org |
| **Americas** | marianna.kuttothara@ifrc.org |
| **Asia Pacific** | joy.singhal@ifrc.org |
| **Europe** | [andreas.weissenberg@ifrc.org](mailto:andreas.weissenberg@ifrc.org) |
| **MENA** | [hosam.faysal@ifrc.org](mailto:hosam.faysal@ifrc.org) |

Regional Ops Manager

|  |  |
| --- | --- |
| **Africa** | rui.oliveira@ifrc.org |
| **Americas** | maria.tuna@ifrc.org |
| **Asia Pacific** | felipe.delcid@ifrc.org |
| **Europe** | jennifer.vibert@ifrc.org |
| **MENA** | nader.binshamlan@ifrc.org |

**II - EAP PROCESSING STEPS**

1. The National Society officially submits its s/EAP to the IFRC using the ‘SUBMISSION OF 1ST VERSION OF AN s/EAP FOR TECHNICAL REVIEW’ proforma submission email to the centralized generic email address ([DREF.anticipatorypillar@ifrc.org](mailto:DREF.anticipatorypillar@ifrc.org)) and the IFRC Delegation. The Global DREF Team is in charge of managing this centralized email address. The IFRC delegation appoints a Project Manager for this s/EAP.
2. The IFRC-DREF Global team sets up a new folder on SharePoint and files the s/EAP narrative, budget, uploads a review checklist and shares the link to the s/EAP folder with the IFRC-DREF Regional Focal Point. The DREF focal point shares the link with the IFRC Delegation (project manager) and regional technical colleagues. Concurrently the IFRC-DREF Global team contacts the Validation Committee members appointed for the technical review and allocates *maximum of 14 days* for the technical review.
3. The IFRC Regional Office, IFRC Delegation and Validation Committee undertake a simultaneous review of the s/EAP and add their comments to the checklist, *within the deadline of 14 days, indicating the reviewer’s name next to each comment*. At the end of the review period, the IFRC-DREF Global Team cleans the checklist (check comments, remove duplications, etc.) and sends it back to the National Society using the generic email address DREF.anticipatorypillar@ifrc.org (as a reply to the submission), copying the Delegation, the IFRC Regional Office and the Regional AA FP. *This email also* *informs the NS of the 3 months deadline to address the comments*.
4. The National Society addresses the comments from the checklist (in the budget, in track change in the s/EAP narrative and provides written responses to the comments in the checklist) – *within 3 months from receiving the feedback.* Beyond the 3 months period, if the National Society hasn’t submitted a revised version of the s/EAP, the first submission will be cancelled, and they will have to restart the submission process afresh.
5. *Optional – the National Society can request a feedback call with the IFRC and Validation Committee, if any of the checklist comments needs to be clarified or if support is required in addressing the comments. This request can be made to* DREF.anticipatorypillar@ifrc.org*. The DREF AA Global Team will then organize the call in coordination with the region and the delegation.*
6. The National Society resubmits to the DREF.anticipatorypillar@ifrc.org and the IFRC Delegation the updated version of the EAP narrative with track changes and updated budget as well as the completed checklist addressing the comments, using the ‘RESUBMISSION OF REVISED s/EAPs FOR VALIDATION’ proforma email message.
7. The IFRC-DREF Global Team shares it with the VC members and the IFRC Regional office and the IFRC Delegation to check if the comments have been properly addressed. IFRC-DREF Global Team allocates a *maximum of 7 days* for this second review*.*
8. The IFRC-DREF Global Team informs the Delegation, the Regional DREF focal point and the Regional AA focal point of the outcome of the Validation Committee members votes: s/EAP is technically validated, s/EAP is conditionally validated\*, or if the Validation Committee members consider all comments haven’t been addressed properly, they may request the National Society to provide more information in advance of technical validation (in that case we repeat from step 4)
9. If the s/EAP has been approved by the Validation Committee, the IFRC-DREF Global Team requests the Project Manager to support the preparation of the final documentation\*\*
10. Once completed, the IFRC Project Manager sends the final documentation to the IFRC-DREF Global Team for approval *within one week*.
11. The IFRC-DREF Global Team reviews the final documentation, prepares the allocation request and the EAP e-signature, gets them signed by all relevant parties and sends it to the DREF Appeal Manager for approval.
12. Once the s/EAP is approved, the IFRC-DREF Global Team requests the operation to be created on ERP by the Global IM team and Global Finance Team to open the project code and the allocation of the entire amount of the s/EAP budget.
13. The appointed IFRC Project Manager leads the preparation of the PFA and the cash request.
14. Immediately after the PFA is signed, Year 1 funds are transferred to the National Society, who starts stocks procurement and year 1 of readiness activities.
15. In case of an activation, the National Society must submit the EAP activation notification to the generic email address, [DREF.anticipatorypillar@ifrc.org](mailto:DREF.anticipatorypillar@ifrc.org), within the shortest time.

Refer to the [Interactive Package](https://ifrcorg.sharepoint.com/:f:/s/IFRCSharing/EnNr4YTvuchDhhF2j7VtrkQBGumFV6RFWwfmsHIr3lQ5BQ?e=KB2gOc&xsdata=MDV8MDJ8fDk3NGUxY2Y0NTE4MTQ2MjkzY2U4MDhkZDA4OGJkMGMwfGEyYjUzYmU1NzM0ZTRlNmNhYjBkZDE4NGY2MGZkOTE3fDB8MHw2Mzg2NzYxMTg3NTIzNzEyNzB8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPbVJqTkdFM1lUTTFOVFF5TkRSaU4yTTROV1l6WWpVMU1ESTVabUUwTW1Nd1FIUm9jbVZoWkM1Mk1pOXRaWE56WVdkbGN5OHhOek15TURFMU1EYzBNakUxfDg4NmE3YTJhYWVjNTQ5YmYzY2U4MDhkZDA4OGJkMGMwfGI4ZWI3ODcxNzg0YjQ5ZWM4MDM4MGJmMmQwMzM0M2I4&sdata=WUxzMlV0MXcvWGVxTXRiUmlqdnFSNi9WQzJDWEFjSWVRZmMwV2VObHJpRT0%3D&ovuser=a2b53be5-734e-4e6c-ab0d-d184f60fd917%2Cmalika.noisette%40ifrc.org) for step-by-step overview of the maintenance and activation of s/EAPs.

\* Conditionally validated s/EAPs require last minor changes to be done, facilitated by the Delegation.

\*\*Final documentation:

1. Narrative final and clean
2. Budget validated by IFRC RO Finance
3. Summary (for a full EAP only, not needed for sEAP)

**III - ROLES AND RESPONSIBILITIES FOR IFRC IN S/EAP PROCESSING**

|  |  |  |
| --- | --- | --- |
| **EAP step** | **Lead** | **With support from** |
| **EAP Development** | Regional AA Focal Point1, partners and IFRC delegation | DREF Focal Point  *(with eligibility and DREF questions)*  *(Ops Co and Technical colleagues are informed)*  Regional preparedness team |
| **EAP Submission** | Global DREF team (AA)  *(generic email address, create the checklist and review folder)* | IFRC EAP Project Manager  Regional AA Focal Point |
| **EAP Review Process** | DREF Focal Point  *(dissemination of review folder for technical review to regional colleagues)*  Global DREF team (AA)  *(dissemination of review folder to VC, review of the EAP and compilation of all comments)* | AA Focal Point, Technical Focal Points, Ops Co  IFRC EAP Project Manager |
| **Review of the second/third draft in the review process** | DREF Focal Point  *(dissemination of review folder for technical review to regional colleagues)*  Global DREF team (AA)  *(dissemination of review folder to VC, review of the EAP and compilation of all comments)* | Regional AA Focal Point, Technical Focal Points, Ops Co  IFRC EAP Project Manager |
| **Supporting the NS to address the checklist comments** | IFRC EAP Project Manager  Regional AA Focal Point2 |  |
| **VC technical validation** | Global DREF team (AA) |  |
| **Submits final documentation to Global DREF AA team** | IFRC EAP Project Manager *(puts the final documentation package together and sends to Global DREF AA team by email)* |  |
| **DREF Appeal Manager approval** | Global DREF team (AA) |  |
| **EAP Publication**  **Code opening** | IFRC RO PMER  IFRC IM Global team |  |
| **EAP – PFA** | IFRC EAP Project Manager | Global DREF Team |
| **EAP Implementation (stock, readiness, trigger monitoring)** | IFRC EAP Project Manager | RO Ops Co and other regional colleagues as relevant |
| **EAP – Reporting** | IFRC EAP Project Manager  RO PMER | Follow up during Monthly Regional Operational Calls / Regional DREF calls |
| **EAP – Activation** | IFRC EAP Project Manager | DREF Focal Point – regional or global  RO Ops Co  Regional AA Focal Point |
| **Submits DREF EAP Activation to the DREF Global team** | IFRC EAP Project Manager  Global DREF team (AA) | Regional AA Focal Point  Regional Ops Co  Regional PMER  DREF Focal Point |
| **EA Implementation** | IFRC EAP Project Manager | Follow up during Monthly Regional Operational Calls / Regional DREF calls  RO Ops Co  Regional AA Focal Point |
| **Lesson learnt workshop** | IFRC EAP Project Manager | Ops Co, AA Focal Point, RO PMER |

1 If the position exists

2 Except in MENA: DREF Focal Point

**For further information please reach out to:**

DREF AA Senior Officer, Malika NOISETTE, [malika.noisette@ifrc.org](mailto:malika.noisette@ifrc.org)

DREF AA Capacity Strengthening Senior Officer, Melanie OGLE, [melanie.ogle@ifrc.org](mailto:melanie.ogle@ifrc.org)