CONTENT

STEP 4: DOUBLE-CHECK WHAT GOES WHERE

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What goes where?

- In principle, if there is a readiness activity or stock under any given sector, then there should be at least one 'early action' activity.
- As much as possible, ensure that activities are included in the appropriate sector under the planned operation. For example, if there is a general training which will cover Shelter, Health and PGI – rather than including a lump sum under 'National Society Strengthening', pro rata the costs under the relevant sectors – 33 per cent allocated to shelter, 33 per cent allocated to health, and 34 per cent allocated to PGI.
- Any costs related to the IFRC, should be included under 'Secretariat Services'.
- Any costs related to the National Society which cannot be attributed to a sector, or are related to National Society admin costs, lessons learned workshop and salaries, should be included under '*National Society Strengthening*'.
- Volunteer insurance should be budgeted under '*National Society Strengthening*'.
- Early warning and evacuation should go under '*Risk Reduction*'.
- Household items (mattresses, blankets, kitchen sets, etc.) should be planned and budgeted under 'Shelter, Settlement and Housing'.
- The lessons learned workshop should normally be included under 'National Society Strengthening', always as an early action (ACTIV_01 for a simplified EAP or for a full EA Protocol ACTIV_01 for the first activation and ACTIV_02 for the second activation).
- At the time of initial submission Pre Pos Stock 1 = Pre Pos Stock 2 and EARLY Action 1 = Early Action 2. That is, the budget should be the same for both rounds of stock and both rounds of early action.
- Any coordination with stakeholders whether the Met Service or Government departments, whether readiness, stock or early action should be included under 'Coordination and Partnerships'.
- PDM related to health should be included under the health sector, however general CEA such as a community feedback mechanism should be included under '*Community Engagement and Accountability*'.
- The IFRC indirect costs, or PSSR, are automatically calculated as part of the budget template.