

CONTENT

STEP 3: PUT TOGETHER AND ONBOARD A TEAM FOR ANTICIPATORY ACTION

Step 3: Put together and onboard a team for anticipatory action

Preparing the National Society to engage in anticipatory action requires collaboration across multiple departments and technical areas. Depending on the anticipatory action approach chosen, this may involve a dedicated team, a small(er) coordination group, or simply clearly defined roles across existing units. For example, developing an s/EAP might involve a more structured team (that may or may not be funded through a project), while community-based DRR, imminent DREF activations, or supporting governments may rely more strongly on existing staff, volunteers and coordination mechanisms.

In some contexts, National Societies have established a small internal working group to coordinate anticipatory action efforts. Regardless of the structure chosen, it is useful to identify key focal points and clarify responsibilities early on.

Who needs to be on the team?

Who?	What?	When?
Anticipatory action focal point or project coordinator	Coordinates AA activities across departments, ensures internal alignment and acts as the main contact point for partners	Ideally identified early in the preparation phase. Their role may be more intensive during planning and development phases (e.g., s/EAP development), but they may also support coordination during activations or other anticipatory initiatives. If an s/EAP is developed, the National Society can partially cover the salary costs using the readiness budget of the s/EAP to ensure sustainability.
Technical advisor, (e.g., hydro-met, risk analysis or forecasting expert)	Provides technical guidance on risk analysis, early warning information and risk-informed decision-making. Particularly relevant when developing triggers or working closely with forecasting agencies.	Entire process with heavy engagement during planning and analysis phases. If an s/EAP is developed, you can partially cover the salary costs from the readiness budget of the s/EAP to ensure sustainability
Information Management (IM), GIS	Impact-based mapping and activation map generation; digitalisation of beneficiary selection and warehousing	Ideally, an IM person is already onboarded at the beginning of the process. Particularly for s/EAP development, the collection of impact and risk data is one of the first steps. If possible, this person should stay on throughout the whole development process and perhaps longer to support the monitoring of the trigger and the implementation, if applicable.
Planning, monitoring, evaluation and reporting (PMER)	Development of M&E plan, theory of change for early actions, impact study post activation	A dedicated PMER staff for the AA project can be helpful, for example, when developing the MEAL plan of an s/EAP. In any case, the PMER department should be looped in to also support MEAL after an activation (one to two months). For more information on MEAL and respective support, please refer to the chapter on Monitoring, Evaluation, Accountability, and Learning (MEAL).
Cash expert	Identification of financial service provider, minimum expenditure basket	If cash is considered as an early action, a cash expert should be looped in once this decision is taken. They can help you to design appropriate cash interventions and to ensure that cash delivery systems can accommodate the rapid timelines required for anticipatory action, especially for fast-onset hazards.
Logistics	Ensure that early actions can be delivered in time	A logistics expert or the logistics department should be engaged once first early actions are brainstormed to assess logistical feasibility.
Other experts, e.g. livelihood; veterinary; shelter; Protection, Gender, and Inclusion (PGI); etc.	Early action development	Subject-matter experts in designing specific early actions. In most cases, their services will only be needed temporarily to assist with the development of specific sections or plans.

Job descriptions

You can find various job descriptions for the above-named positions in the [toolbox](#) below. If you have other job descriptions to share from your work, please reach out to us.

Train the team

Once key roles have been identified, it is important to ensure that the relevant staff have a shared understanding of anticipatory action and of the National Society's chosen approach. This may involve introductory trainings, internal briefings or workshops to familiarize team members with anticipatory action concepts, planned activities and coordination mechanisms. For teams working on s/EAP development, more in-depth training may be required on the methodology and validation requirements.