

CONTENT

STEP 4: AGREE ON INFORMATION MANAGEMENT SYSTEM

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During the preparation and implementation of anticipatory action, you will collect all kinds of information: primary data from interviews and focus groups, secondary data from reports and websites, forecasts and risk datasets. In many cases, this information will be used by staff from different departments of the National Society and, depending on the chosen approach to anticipatory action, also by external partners such as government agencies, technical institutions, community organizations or other humanitarian actors. Establishing a clear and accessible information management system early on can therefore help ensure that relevant information and documents remain organized, accessible and usable over time.

For example, when developing an s/EAP, it is important to store data and documentation in a structured and retrievable way, as after an activation the s/EAP needs to be resubmitted and ideally the anticipatory action coordinator will still be able to access the information that was used for the development of the previous version of the s/EAP. When supporting governments, it is important that arrangements ensure government counterparts can access and use the relevant data and documents in accordance with their institutional regulations and potential restrictions. Finally in community-based approaches, it is important to ensure that information systems remain accessible to local actors and do not rely on tools or platforms that are difficult to access, require expensive licenses, or depend on specialized technical capacities.

In practice, this may involve agreeing on a shared platform or system that can safely store relevant files and allow appropriate access to team members and / or partners. Many National Societies use platforms such as [MS Teams](#) or [Google Drive](#) or any other system that is recommended from your National Society or a partner that is working with you. The key consideration is that the chosen system support collaboration, transparency and long-term accessibility of information related to anticipatory action activities.