

CONTENT

STEP 2: POST ACTIVATION REPORTING

Step 2: Post activation reporting

Under a full EAP, National Societies can plan for two activations. Following the first activation, the National Society does the post distribution monitoring, the lessons learned workshop (you will find more information on evaluations and lessons learned in [chapter 9](#)), produces an Activation Report. At this stage (or indeed at any stage) a National Society can make changes to the EAP and budget, based on the recommends emerging from the first activation. If everything went as planned, then the National Society does not need to make any changes to the EAP and budget. Once the report is published, the National Society can then request the second allocation for stock and continue with the readiness activities, while monitoring the forecast in case of a second activation.

Following the second activation of an EAP or the first activation of a sEAP, the s/EAP will end after the operational timeframe, normally three months after the activation. The IFRC Project Manager will revise the end of the s/EAP on IFRC's Ready and will create an Activation Report (all future pending reports will be cancelled). National Society follows the same process, conducting post distribution monitoring and facilitate a lessons learned workshop. These activities need to be done within the operational timeframe in order to eligible to be funded by the IFRC-DREF.

If it is not possible to do the post distribution monitoring or lessons learned workshop within the operational timeframe, a National Society should consider requesting a no cost extension via an operations update. This request should come before the end of the current operational timeframe. Please discuss this request with the IFRC Project Manager, who can contact the regional DREF focal point, or reach out to the Global DREF team via DREF.anticipatorypillar@ifrc.org.

The National Society also needs to complete the activation report and submit it to the IFRC according to the revised timeframe mentioned above. If you have any questions about the reporting deadline, please consult the IFRC Project Manager or your Regional IFRC-DREF Focal Point. Delays in submitting the activation report may affect the National Society's ability to access IFRC-DREF funding, so a National Society is recommended to complete the narrative and financial report as soon as possible.



What happens if I don't activate my s/EAP?

If during the s/EAP lifespan there is no activation (five years for the full EAP or two for the sEAP), the National Society should prepare a Final Report (narrative and financial) and submit it to the IFRC Delegation as per the project funding agreement. The IFRC Project Manager can support the approval of the report and will liaise with the IFRC PMER focal point to publish the report on the [IFRC website](#).