

CONTENT

STEP 3: REVISE AND RESUBMIT

Step 3: Revise and resubmit

Once you have completed any post-distribution monitoring, lessons learned workshops, or other evaluations (see [chapter 9](#) for MEAL guidance), or if your s/EAP finishes without activating, you should review and revise your s/EAP and budget. Any changes should be made in tracked changes in the original approved s/EAP narrative (no need to rewrite the s/EAP), this will help the Validation Committee to quickly spot any changes made. If the activation went as planned, then no changes need to be made to the s/EAP or budget.



Lessons learned workshops

A lessons learned workshop normally runs for 1.5 to 2 days, however we recommend that you add on an extra day or two in the plan and budget to the lessons learned workshop to update the s/EAP directly. If this is not possible, and additional time is required to update the s/EAP with the recommendations, or if other stakeholders need to be consulted, then the National Society can use the additional day or two to develop a plan and timeframe for when the changes will be made.

A National Society doesn't need to make a lot of changes, if the activation went largely according to plan. Remember to take the latest templates from the AA Manual, or the DREF Guidelines, and make any changes to the narrative in tracked changes – this should help to speed up the revalidation process.

The Validation Committee will have access to lessons learned report shared with IFRC and expect to see how the lessons and recommendations have been incorporated. Be sure to adjust the budget as well based on any changes. Once you have revised your s/EAP and budget, resubmit the s/EAP following the process that begins at step 1 of [chapter 12](#). The process will be the same as it was for the initial submission.



If you want more information on the **post activation** process, please read **chapter six of the IFRC interactive guidance package**.