This checklist reinforces a basic level of coherence, consistency, and quality assurance in the IFRC’s international disaster response, and serves as a working tool to support IFRC discussions with NS’s on developing a response strategy and plan. **It must be completed, scanned with signatures, and attached to all EPoAs and EAs, and formal revisions (see footnote below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country/region:**  **Type of disaster/crisis:** | | **Operation lead (Head - Regional D&C):** | **New Emergency Appeal**  **Emergency Appeal revision** | |
|  | | | **Y/N** | **Explain/comments (if needed)** |
| National Society(ies) have requested an EA (new or revised) and agree to the planned operation? | | |  |  |
| IFRC Emergency Response Framework category (Yellow / Orange / Red) | | |  |  |
| DMIS reports issued? | | |  |  |
| Map created and Glide no. attributed? | | |  |  |
| DREF allocated or requested? | | |  |  |
| HEOps, FACT/RDRT or ERU’s (deployed/planned)? | | |  |  |
| Movement Coordination and Cooperation ensured? (i.e. Seville Agreement / Supplementary Measures and SMCC - specify the operational lead and Movt coordination lead (HNS, IFRC, ICRC), and if “One Int’l Appeal” modality) | | |  |  |
| Inter-Agency coordination - operation includes RC/RC coordination with the operational UN agencies, NGO’s and the cluster system? | | |  |  |
| Sphere referenced in the operation and activities aligned? | | |  |  |
| **EA / EPoA Technical validation**  Note: it is assumed that Regions carry-out technical quality assurance, but depending on the capacity at Regional level, HQ review is carried out to provide relevant technical input as appropriate. | | Shelter |  |  |
|  | | Livelihoods and basic needs |  |  |
|  | | Health |  |  |
|  | | WASH |  |  |
|  | | Gender, Protection & Inclusion |  |  |
|  | | Migration |  |  |
|  | | DRR |  |  |
| Is cash transfer programming (CTP) being used and has it been reviewed? | | |  |  |
| Restoring Family Links and guidance considered? | | |  |  |
| Communications or media plan developed? Media activities budgeted? | | |  |  |
| Has logistics reviewed the plan and budget? | | |  |  |
| Has operation safety and security been reviewed? | | |  |  |
| Has PRD reviewed the funding ask? | | |  |  |
| ECHO primary emergency decision? | | |  |  |
| Volunteer insurance included in budget or is already covered? | | |  |  |
| Budget Validated by regional Finance Controller? For NS on Cash Transfer, please add the following statement on the title page summary section**: “Please note that the xx NS is on the direct cash transfer arrangement.”** | | |  | Finance Controller signature: |
| Has a final PMER edit been done for the EA document? | | |  |  |
| **Approver** | **Date, signature, comments (if any)**  **Signature**  **date** | | | |
| **Head, Regional Disaster & Crisis** |  | | | |
| **Director, Disaster & Crisis** |  | | | |
| **Regional Director** |  | | | |
| **USG, P&O** |  | | | |

**Footnote:**

* For Emergency Appeals submitted without corresponding EPoA, the checklist must be re-submitted upon submission of the EPoA (within two weeks of the EA launch). For EPoA approval only, Regional Director and USG approval is not required.
* For appeal budget revisions, any change in excess of 10% of the current total appeal budget (increase or decrease) requires formal approval. Changes below the 10% threshold (increase or decrease) can be conveyed via an Operations Update.
* An EA extension beyond 12 months requires formal approval through email from the Disaster & Crisis department in Geneva. Donors who have contributed support must be duly informed and ‘concur’.