

What's New

1 July 2025

This document outlines the changes in the guidelines, guidance, and templates in the Humanitarian Operations Manual.

For feedback, please write to humanitarian.feedback@actalliance.org or to any of the ACT secretariat humanitarian staff.

Appeal guidance

- A criterion has been set before an appeal can be published focusing on clarity, quality, and feasibility
- Guidance on [appeal budget](#) and [results framework](#) is available
- Appeals need to be revised within three months after the launch with clarity on the response plans based on realistic targets.
- Task groups need to be created at the [inception meeting](#) to ensure coordination in the response. Task groups are also responsible for making decisions regarding appeal implementation.
- The appeal proposal [narrative](#) and [financial](#), and [results framework](#) templates have been updated.
- Revision and extension criteria and requirements are clarified.

Rapid Response Fund Guidance

- Approval and allocation decisions are clarified.
- Narrative and budget considerations are listed in the guidelines.

Financial management

- [Financial management guidance](#) provides requirements and guidelines on response fund management including eligible costs,

EPRP

- The EPRP platform has been discontinued instead templates for organizational EPRP and Forum EPRP can be downloaded on the website.
- [Members](#) need to complete the EPRP to be able to participate in the appeal or access funding from the Rapid Response Fund.
- [Forum EPRPs](#) supports coordination and collaboration during responses especially large-scale emergencies.

Alert

- A funding survey has been added in the [Alert note template](#) for funding members to fill out within 24 hours of publication. This survey informs the Emergency Steering Committee of the funding environment for a specific appeal.

Assessment

- Rapid Needs Assessment [guidance](#) and [template](#) have been developed for members. This assessment should complement the members EPRP to support their analysis for the emergency response plan.

Inception meeting

- A [Guidance note for inception meetings](#) outlines what needs to be discussed during this meeting which should be held within two weeks after the launch of an appeal or approval of a response funded by the RRF.

MEAL

- [Humanitarian Monitoring and Evaluation Guidance](#) has been developed.
- A [learning review](#) is required for all responses which should be held before the end of the project period. Please refer to the Guidance Note provided.
- Monitoring reporting templates for ACT secretariat humanitarian staff have been updated reflecting both progress and quality standards using CHS commitments.
- Tools for [focus group discussions](#), [indicator tracking](#), and [stakeholder analysis](#) are provided

Reporting

- [Guidance note for project reporting](#) provides guidance on the reporting requirements for members including financial reporting

Extensions and revisions

- [Guidance note for no cost extensions \(NCE\)](#) provides criteria for NCEs
- NCE templates have also been updated

Exit and close out

- A project completion report is required to be filled out by the ACT secretariat staff responsible for the specific appeal or RRF response. The report summarizes the response achievements and lessons.