



Climate Change Reporting – Adaptation Training Event

Requirements of the Climate Change
(Reporting Bodies) Regulations (Northern
Ireland) 2024; and
Draft Adaptation Guidance and Template of
Adaptation Questions

28th November 2025



Department of
Agriculture, Environment
and Rural Affairs
www.daera-ni.gov.uk

An Roinn
Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe

Department of
Fairmin, Environment
an' Kintra Matthers

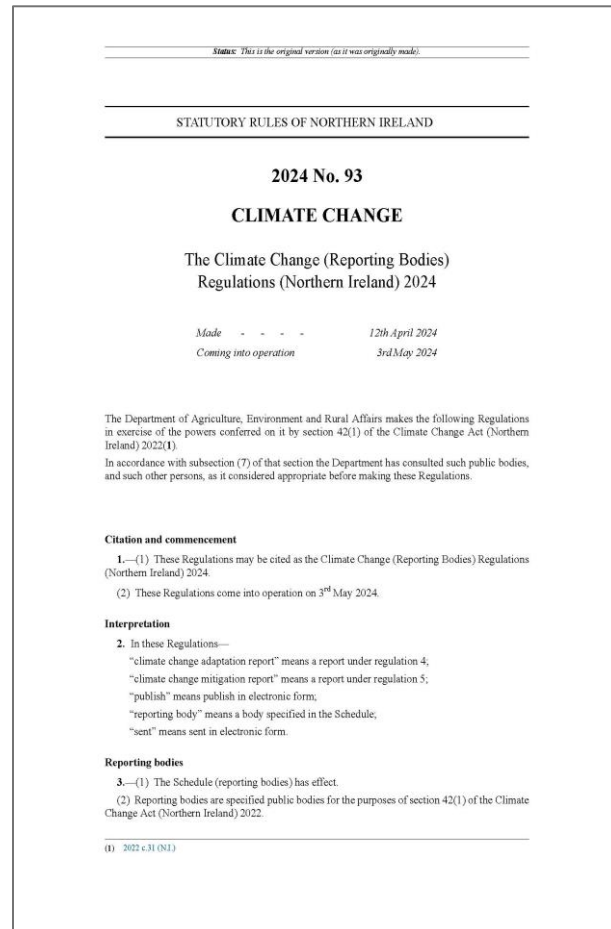
Overview of Session

This session covers:

- ✓ The Climate Change (Reporting Bodies) Regulations (Northern Ireland) 2024 - Requirements
- ✓ Draft co-designed adaption questions and guidance document
- ✓ Next Steps
- ✓ Q&A
- ✓ Close



The Climate Change (Reporting Bodies) Regulations (NI) 2024



➤ The Climate Change (Reporting Bodies) Regulations (NI) 2024 **came into operation on 3rd May 2024.**

➤ The Regulations set climate change **reporting duties on 40 'large-sized' specified public bodies.**

- Most capable to report
- Have strategic Influence
- > 250 staff



Adaptation Reporting (Regulation 4)

Submission Deadlines and Reporting Periods

- **First Reports** - must be submitted to DAERA by **31 March 2026**
[Covers four-year period: 1 January 2026 – 31 December 2029]
- **Second reports** - must be submitted by 31 January 2030
[Covers five-year period: 1 January 2030 - 31 December 2034]
- **Third and subsequent reports** – must be submitted on a five-yearly basis (i.e. 2035, 2040, 2045...)



Adaptation Reporting (Regulation 4) Reporting Cycle

Reporting cycle timings and length:

- ✓ Reflects the strategic nature of adaptation planning and action;
- ✓ Supports long-term resilience; and
- ✓ Aligns with national climate adaptation cycles – the five-yearly UK Climate Change Risk

Assessments and Northern Ireland Adaptation Programmes under the UK Climate Change Act

2008

Adaptation Report (Regulation 4) Content

Must include:

- ✓ An **assessment of the current and predicted climate impacts** in relation to the organisation's functions.
- ✓ The organisations **actions and plans for adapting to climate change** in the exercise of its functions, including timescales for implementing.
- ✓ From second adaptation report onwards - **a progress assessment** between reporting periods on implementing the actions and plans.

Climate Change Impact / Risk Assessments (Regulation 4)

- ✓ **Assessment of the current and predicted climate impacts** in relation to the organisation's functions:
 - ❑ Identifies the nature and extent to which climate change and its impacts may harm an organisation, its functions, assets and services, as a result of the interaction of:
 - vulnerability, exposure and hazard.
 - ❑ Considers any opportunities for the organisation arising from a changing climate.

- ✓ **Recognise that there is variation in capacity, experience, and expertise** across organisations when undertaking impact assessments and reporting - some are more advanced than others.

- ✓ **Several methodologies available** - each organisation decides its own assessment methodology and tools to apply (suited to their needs/functions)

Climate Change Impact / Risk Assessments (Regulation 4)

Current and Predicted Impacts

- **‘Current impacts’** are the tangible consequences of climate change happening now – observed and/or experienced in relation to an organisation’s functions.
- **‘Predicted impacts’** are what an organisation should prepare for in the future in relation to its functions and based on assumptions, scenarios, and/or models, etc.
- **Impacts on an organisation’s functions may include:**
 - Impacts on its service delivery (continuity and capacity) and functional statutory duties and responsibilities.
 - In that regard, reporting on an impact on organisation’s functions can include the organisation’s assets, services, and other operational areas



Climate Change Adaptation Actions (Regulation 4)

☐ Actions include:

- Actions;
- Plans; and
- Policies/strategies... for adapting to climate change in the exercise of the organisation's functions

☐ **Each organisation is responsible for determining which adaptation actions** to put in place, implement and report on – including what timescales for implementing these actions.

☐ Reported actions can be those which are:

- ✓ Started/ongoing (being implemented);
- ✓ Paused, but likely to restart by 31st December 2029;
- ✓ Agreed and planned to be implemented by 31st December 2029; and/or
- ✓ Agreed at the time of reporting to be implemented, but implementation planned in the longer term, after 31st December 2029.



'Regard, where Relevant' (Regulation 7)

Where relevant, the specified public bodies must have regard to the:

- UK Climate Change Risk Assessment (CCRA);
- Northern Ireland Climate Change Adaptation Programme (NICCAP); and
- Desirability of co-ordinating their adaptation actions, including policies and proposals, with corresponding bodies in the UK (including Northern Ireland), Republic of Ireland or elsewhere.

Regard to Latest CCRA for First Reports (Regulation 7)

□ Clarifications on 'having regard to':

- ✓ For this first reporting round, this is in regard to the third UK Climate Change Risk Assessment (**CCRA3**)
- ✓ The CCRA3 endorses the findings of the UK Climate Change Committee's CCRA3 – Summary for Northern Ireland with **61 identified risks and opportunities identified for Northern Ireland**

□ Therefore, regard to, for this first reporting round, relates to the risks and opportunities in the **CCRA3 - Northern Ireland Summary**



Regard to the CCRA3 Northern Ireland Summary (Regulation 7)

‘Having regard to’ means indicating whether a risk or opportunity identified for an organisation aligns with, or is the same as, any identified in the CCRA3 Northern Ireland summary

- Each organisation is responsible for determining which, if any, of the risks and opportunities are relevant to them
- All scenarios are supported **within the online reporting portal**
- Given the diversity of public sector responsibilities, some risks/opportunities will be more directly relevant than others
- Most risks will apply to some extent, but focus should be on those most relevant to locality and organisation type (e.g. marine risks not relevant inland; international risks may not affect local communities)

Relevance of CCRA3 Northern Ireland Summary (Regulation 7)

Use and Relevance of CCRA3 NI Summary:

- Main audience: **Northern Ireland Executive, departments, and agencies**
- Other public bodies can use it to understand potential climate impacts on their **functions, operations, assets/infrastructure, and services**
- Reporting organisations are recommended to **consider and shortlist** risks and opportunities relevant to their type, services, functions, and location to inform their climate change impact assessments.
- Provides **important context but it should not be regarded as the only source** of considerations for impact assessments –
*Organisations will likely need to identify **additional, specific risks and impacts** pertinent to their own functions, services, local circumstances, and service needs*



Regard to Latest NICCAP (Regulation 7)

Where relevant, specified public bodies must have regard to the latest Northern Ireland Climate Change Adaptation Programme (NICCAP):

- For the **first adaptation reporting round**, this may include:
 - ✓ **NICCAP2**
 - ✓ **NICCAP3 (draft)**
 - ✓ **Both NICCAP2 and NICCAP3 (draft)**
- Each organisation determines whether NICCAP(s) are relevant to them, and if so which.
- All scenarios are supported within the **online reporting portal**

Regard to latest NICCAP for First Reports (Regulation 7)

Clarifications on ‘having regard to’ for the first adaptation reporting round:

- ❑ Any adaptation action reported under the Regulations that enhances the climate change adaptability and resilience of a public body will support and help deliver the ‘vision’ of a NICCAP.
- ❑ Therefore, for reporting purposes, ‘having regard to’ means indicating whether, and if so how, a public body’s reported adaptation actions align with
 - NICCAP2’s outcomes and objectives
 - NICCAP3’s key area objectives and thematic areas
- ❑ The obligation to ‘have regard’ **does not equate** to a requirement to ‘contribute to’ the development or update of the NICCAPs themselves

Regard to latest NICCAP for First Reports (Regulation 7)

Clarifications on 'having regard to' for the **first adaptation reporting round**:

- Not all adaptation actions reported by an organisation may be relevant to a NICCAP - it may be some of those actions or, it could be none of the actions.

- In addition, the online portal provides an option for organisations to report whether their adaptation actions:
 - are explicitly listed or named in a NICCAP delivery plan; **or**
 - contribute to, or form part of, a differently titled action within that plan.

- All scenarios are supported within the **online reporting portal**

Desirability of Co-ordinating Actions with Others (Regulation 7)

- **Co-ordinating:** Working with external organisations (e.g. public bodies, companies, institutions) to plan and deliver climate adaptation initiatives. This may involve sharing resources, expertise, and aligning goals.
- **Types of Co-ordination:**
 - Setting shared targets for managing climate risks and opportunities
 - Participating in joint projects, research, or upskilling initiatives
 - Establishing benchmarking and best practices
 - Forming partnerships, programmes, or coalitions to address shared challenges
 - Aligning climate action plans across sectors or organisations
 - Peer-to-peer exchange of climate risk and impact information
 - Aligning actions with external policies or strategies (even without direct collaboration)



Desirability of Co-ordinating Actions with Others (Regulation 7)

➤ **Deciding Whether Co-ordination is Desirable:**

- ✓ Each organisation decides if co-ordination is appropriate for its adaptation action
- ✓ Desirability can change over reporting cycles

➤ **When Co-ordination may not be Desirable:**

- Action is organisation-specific and not relevant to others
- Co-ordination could delay or reduce effectiveness of the action
- Structures not yet in place to support co-ordination
- Effort disproportionate to value or cost
- Co-ordination not yet considered or still under development

Corrections (Regulation 10)

Publications (Regulation 11)

- Corrections can be made** to the reports after they are submitted to DAERA. If corrections are required **contact DAERA's PBR helpdesk**.
- A corrected report must state the reasons** for each correction and is subject to publication requirements.
- Reports must be published** on the DAERA website, and each specified public body is also required to publish its own report.



Climate Change Reporting - Adaptation

Draft Co-designed Climate Change
Adaptation Questions and Guidance

28th November 2025

Adaptation Reporting

- ❑ **Statutory deadline:** Submit Adaptation Reports to DAERA by 31st March 2026.

- ❑ **DAERA's online portal:**
 - Platform for entering data and submitting reports.
 - Portal was launched for mitigation data entry and reporting on 3rd Sept 2025.
 - Updates underway at pace with Digital IT developer providers - to enable adaptation data entry by end of January 2026 (indicative).

- ❑ **Recommendation:**
 - **Start now** - begin collecting and preparing adaptation data ready for entry when the portal launches.
 - This preparation will allow sufficient time to address issues, seek clarification where needed, and manage deadline pressures.

Support: Collecting and Preparing Adaptation Data/Information

DAERA have produced and shared with all public bodies, the following co-designed documents:

❑ **Draft Excel Template of Adaptation Questions:**

- 'blueprint' to inform the online portal.
- the questions may be reformatted or presented differently in the online portal, as they will be adapted to suit the platform and its functionality.

❑ **Draft Adaptation guidance** – with associated annexes:

- updated accordingly to reflect any changes to the questions

Created through a **co-design process** with public bodies via the **Climate Change Reporting Co-design Working Group**

Co-design Working Group

- ❑ Established by DAERA in September 2024.
- ❑ Members include: 32 specified public bodies; and 2 non-specified bodies.
- ❑ Provided input to the mitigation questions and associated guidance.
- ❑ Considered and contributed to DAERA's draft adaptation questions and guidance (September - October 2025)
- ❑ DAERA met with the group on 26 September 2025
- ❑ Feedback received and incorporated where appropriate – into the documents shared to all public bodies.
- ❑ Thank you to the members of the Co-design Working Group for their valuable participation and input!

Draft Adaptation Guidance Content - Note to Public Bodies

REMEMBER TO READ ‘Note to Public Bodies’ - ‘Important Information - Before Proceeding and Collecting Data’

Includes detail on:

Mandatory Questions

- Required under the Regulations.
- Subsidiary questions (additional information required depending on the answers to certain questions).
- Noted in both the guidance document and the draft Excel template.

Character limits

- Comment boxes have limits (from 400 up to 3,000 characters).

PDF uploads

- Portal allows PDF uploads (max 20MB).
- PDFs must be secure: no scripts, forms, audio/video, or external links.

Ensure data is correct before entering it into the portal – this will save you time and burden in the long run!



Draft Adaptation Guidance Content - Introductory Sections

The introductory sections contain key information and guidance on the following topics:

- Climate change, climate projections and importance of adaptation action and reporting.
- UK Climate Risk Assessments, Northern Ireland Adaptation Programmes and Public Bodies.
- Climate Change Impact Assessment – Requirements and Approaches.
- Climate Change Adaptation Action Plan – Requirements and Approaches.
- External Resources – Standards, Tools and Guidance for Impact Assessments and Adaptation Action Planning.

Draft Adaptation Guidance and Excel Template

Draft Adaptation Guidance Document Corresponding Chapters	Excel Template of Draft Adaptation Questions Corresponding Parts
Chapter 1: Report Set Up and Profile	Part 1: Report Set Up and Profile
Chapter 2: Governance, Objectives and Strategies	Part 2: Governance, Objectives and Strategies
Chapter 3: Climate Change Impact Assessment	Part 3: Climate Change Impact Assessment
Chapter 4: Adaptation Actions	Part 4: Adaptation Actions
Chapter 5: Adaptation Case Studies	Part 5: Adaptation Case Studies
Chapter 6: Authorisation and Validation	Part 6: Authorisation and Validation

- Chapters provide guidance to help answer the questions in the associated parts of the portal.
- Chapters 1 to 6 also provide:
 - Recommendations
 - Tips
 - References and links to other relevant sections.



Draft Adaptation Guidance - Supporting Annexes

Annex A: Summary of the Adaptation Reporting Requirements of The Climate Change (Reporting Bodies) Regulations (Northern Ireland) 2024.

Annex B: CCRA3 Northern Ireland Summary - List of Risks and Opportunities.

Annex C: The Key Concepts of Climate Change Risks and Impacts.

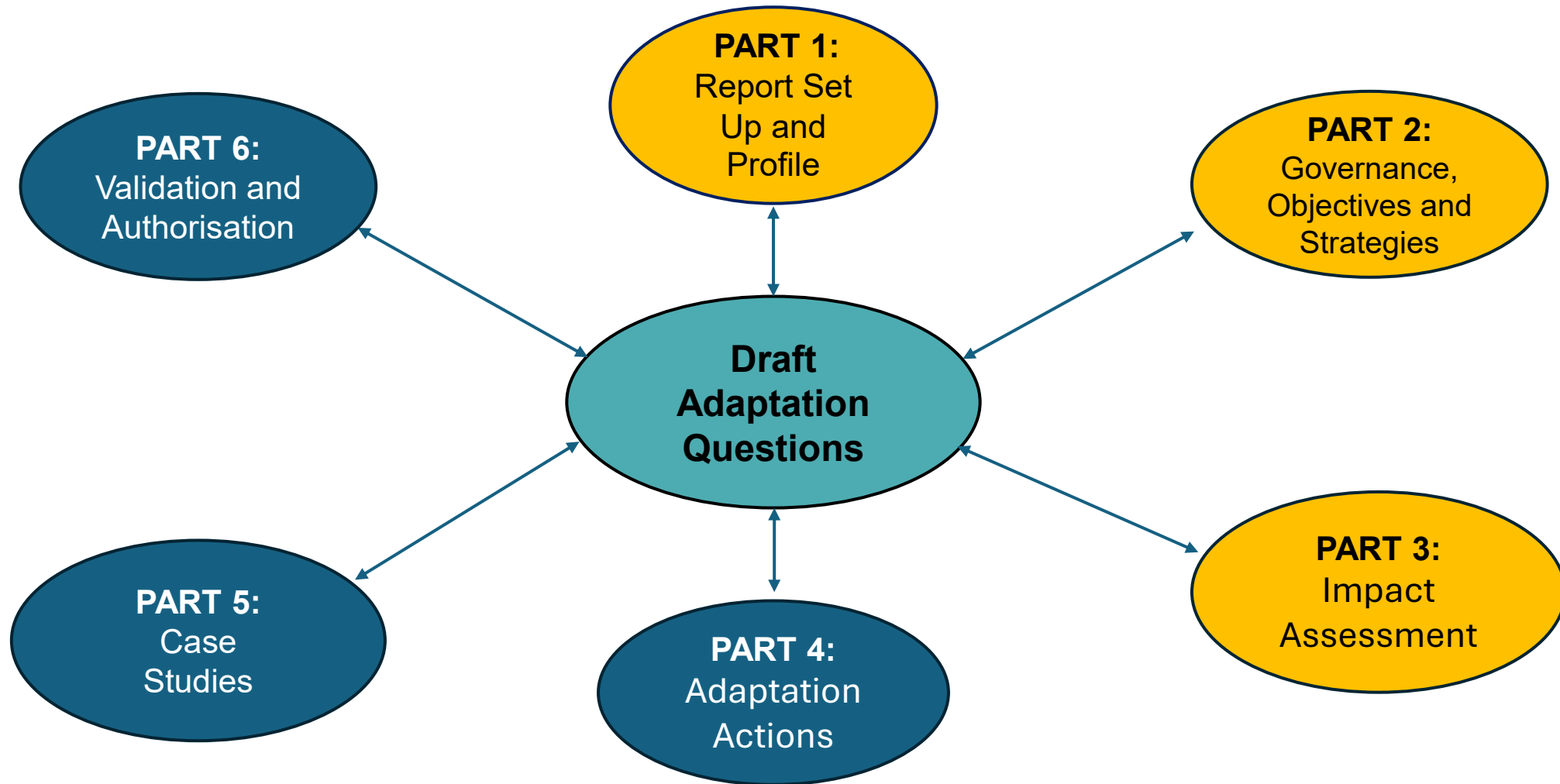
Annex D: Generic Questions which May Help Inform a Climate Change Impact Assessment and Adaptation Actions.

Annex E: Summary of External Adaptation Reporting Standards (ISO and BS)

Annex F: List of Acronyms

Annex G: Glossary

Excel Template Structure - Draft Adaptation Questions



Draft Adaptation Questions –

Part 1: Report Set Up and Profile

Part 2: Governance, Objectives and Strategies

Draft Adaptation Guidance Document Corresponding Chapters	↔	Excel Template of Draft Adaptation Questions Corresponding Parts
Chapter 1: Report Set Up and Profile		Part 1: Report Set Up and Profile
Chapter 2: Governance, Objectives and Strategies		Part 2: Governance, Objectives and Strategies



Draft Adaptation Questions - Part 1: Report Set Up and Profile

1.1 REPORT SET UP	
1.1 (a)	<p>Is this a report for a single organisation, or more than one organisation (i.e. a joint report)?</p> <p><DROPDOWN BOX></p> <ul style="list-style-type: none"> • Single organisation • More than one organisation

1.2 PROFILE	
Contact Details (These will not be published)	
1.2 (a)	Contact name: <COMMENT BOX> 400 Characters
	Contact number: <COMMENT BOX> 400 Characters
	Contact email address: <COMMENT BOX> 400 Characters
1.2 (b)	Name of the organisation <COMMENT BOX> 400 Characters
1.2 (c)	<p>Is your organisation required to report under the Regulations, or is the organisation reporting voluntarily?</p> <p><DROPDOWN BOX></p> <ul style="list-style-type: none"> • Required to report under the Regulations • Voluntary reporting

1.2 (d)	<p>Organisation type</p> <p><DROPDOWN BOX - single choice></p> <ul style="list-style-type: none"> • Agriculture • Arts / Culture • Education • Health / Emergency Services / Social Care • Housing • Local Government (Council) • Transport / Infrastructure • Other (Please describe the organisation's type)
1.2 (e)	<p>Average number of full-time equivalent staff employed (in Northern Ireland) (Specify the average number of staff for the most recently completed financial year - 1st April to 31st March).</p> <p>[User enters data - figure]</p>
1.2 (f)	<p>For education organisations only - Number of students in the most recent academic year</p> <p>[User enters data - figure]</p>



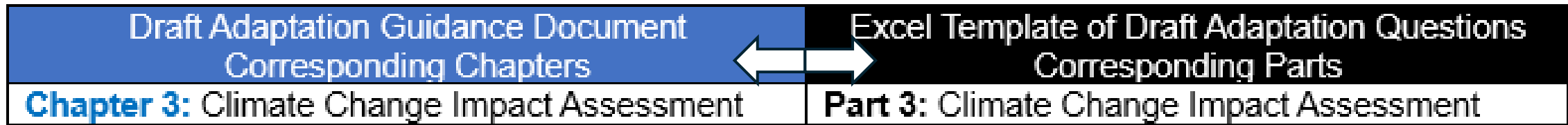
Draft Adaptation Questions – Part 2: Governance, Objectives and Strategies

2.1 CLIMATE CHANGE GOVERNANCE STRUCTURES		
2.1(a)	Does the organisation currently have any climate change adaptation governance structures in place?	<DROPDOWN BOX> • Yes • No
2.1(b)	<Only provided if 'Yes' is selected at 2.1(a)> How is climate change adaptation governed within the organisation?	<COMMENT BOX> max 3000 characters
2.1(c)	<Only provided if 'Yes' is selected at 2.1(a)> Provide a summary of how the organisation monitors, reports on and manages its climate change adaptation decision-making at a senior staff level e.g. the responsibilities for the organisation's senior managers, departmental heads, etc.	<COMMENT BOX> max 3000 characters
2.1(d)	<Only provided if 'Yes' is selected at 2.1(a)> If available, provide a PDF document of a diagram/chart outlining the climate change adaptation governance and senior responsibility structures within the organisation, including senior management, departmental heads, etc. (Please do not provide names of individuals)	<PDF UPLOAD>
2.1(e)	<Only provided if 'No' is selected at 2.1(a)> If available and relevant, provide any comments or plans the organisation may have for putting in place climate change adaptation governance structures	<COMMENT BOX> max 3000 characters

2.2 CLIMATE CHANGE OBJECTIVES AND STRATEGIES				
2.2(a)	Does the organisation currently have any high-level, strategic objectives (goals) for climate change adaptation?	<DROPDOWN BOX> • Yes • No		
2.2(b)	<Only provided if 'Yes' is selected at 2.2(a)> Provide the objective(s) title, description and where the objective is documented and can be sourced (the relevant PDF document can be provided, if available)			
	Title of the climate change adaptation objective [MANDATORY]	Description of the climate change adaptation objective [MANDATORY]	Name of document and page number where the objective is located	Provide the PDF document
	<COMMENT BOX - Objective 1> max 400 characters	<COMMENT BOX> max 3000 characters	<COMMENT BOX - Name of document & page no.> max 400 characters	<PDF UPLOAD>
	<COMMENT BOX - Objective 2> max 400 characters	<COMMENT BOX> max 3000 characters	<COMMENT BOX - Name of document & page no.> max 400 characters	<PDF UPLOAD>



Climate Change Impact Assessment



- **Guidance document** – Chapter 3 provides information and guidance to help answer the questions in Part 3 of the Excel Template.
- **Excel template** - Part 3 provides questions on your organisation’s risks and opportunities from climate change and seeks information on each of the following areas:
 - Section 3.1 - Functions considered.
 - Section 3.2 - Methodology
 - Section 3.3 - Findings
 - Section 3.4 - Information Gaps.
 - Section 3.5 - Supporting the Next UK Climate Change Risk Assessment

Recap: Requirements of the Regulations for Impact Assessments

The Regulations require for the first reporting cycle:

Regulation 4

- Assessment of **current and predicted climate change impacts** in relation to an organisation's **functions** (i.e. climate change impact assessment).

Regulation 7

- Regard to the risks and opportunities identified in the **CCRA3 – Northern Ireland Summary - so far as relevant.**

Recognition of the Need for a Flexible Approach – Impact Assessment Methodologies

- **Climate Change Impact Assessment methodologies** used by organisations will **vary** in their:
 - approaches;
 - degrees of complexity; and
 - detail.
- No prescriptive set of rules and processes to follow on the type of methodology to be applied.
- An organisation **can use**:
 - ✓ **its existing risk assessment methodology** (either a methodology specifically for climate change or adapted to cover climate change); **or**
 - ✓ **a specific climate change risk assessment methodology or tool developed by another organisation; or**
 - ✓ **develop its own specific climate change risk assessment methodology.**



Climate Change Impact Assessments Methodologies

➤ **Typical Core Considerations are:**

- ✓ Map organisational functions, operations and services covered by the assessment.
- ✓ Understand current/future climate conditions and hazards (e.g. flooding, storms, heat, drought, sea level rise, etc.).
- ✓ Screen and evaluate risks/impacts on services, assets, people, and finances.
- ✓ Assess vulnerability, opportunities, and interdependencies (including cascading risks).
- ✓ Analyse, prioritise, and review how actions reduce risks over time.



Part 3: Climate Change Impact Assessment

Functions Considered and Methodology

3.1 FUNCTIONS CONSIDERED	
3.1(a)	<p>Provide a list or table of the organisation's functions, assets, and services considered by its climate change impact assessment</p> <p><PDF UPLOAD></p>
3.2 METHODOLOGY	
3.2(a)	<p>Describe the methodology used to identify and assess the organisation's current and predicted climate change impacts (risks and opportunities) in relation to its functions</p> <p><COMMENT BOX> max 3000 characters</p>
3.2(b)	<p>Upload a PDF document describing the methodology used to identify and assess the organisation's current and predicted climate change impacts (risks and opportunities) in relation to its functions</p> <p><PDF UPLOAD></p>



Part 3: Climate Change Impact Assessment Findings

Assessment of Climate Change Impacts (Risks and opportunities)

3.3 FINDINGS													
3.3(a) Enter findings from the applied climate change impact assessment methodology covering current and future risks and opportunities in relation to the organisation's functions													
Risk/opportunity title [MANDATORY]	If applicable, state the theme or category assigned to the risk/opportunity	Is it a risk, an opportunity, or both? [MANDATORY]	Does the risk or opportunity align with, or is it the same as, any identified in the most recent UK Climate Change Risk Assessment - Summary for Northern Ireland? [MANDATORY]	[Only provided if 'Yes' is selected in previous question (column F)]		Is the impact of the risk or opportunity current, predicted, or both in relation to the organisation's functions? [MANDATORY]	Describe the potential current and/or predicted impacts of the risk or opportunity on the organisation's functions [MANDATORY]	Has the organisation considered if the risk or opportunity may change in the future in relation to impacts on the organisation's functions? [MANDATORY]	[Only provided if 'Yes' is selected in previous question (column K)] Describe how the risk or opportunity may change in the future in relation to impacts on the organisation's functions? [MANDATORY]	If the organisation has assigned a priority level to the risk or opportunity in relation to impacts on its functions, describe the level and explain why it was assigned	Is the management of the risk or opportunity fully within the organisation's control?	[Only provided if 'No' is answered to previous question (column N)] State the organisation's which the management of the risk or opportunity depends on, and briefly describe the nature of the dependency	Additional comments
				Risk and opportunity categories [MANDATORY] (Select as many as applicable)	Risks and opportunity titles <i>R = Risk, O = Opportunity, RO = Risk and Opportunity</i> [MANDATORY] (Select as many as applicable)								
<COMMENT BOX> max 500 characters	<COMMENT BOX> max 500 characters	<DROPDOWN BOX> [Only one option can be selected] • Risk • Opportunity • Risk and opportunity	<DROPDOWN BOX> • Yes • No	<DROPDOWN BOX - Multiple choice> • Natural Environment and Assets • Infrastructure • Health, Communities and the Built Environment • Business and Industry • International Dimensions	<DROPDOWN BOX - Multiple choice> <i>[Example of options that portal will provide if 'Natural Environment and Assets' is selected in column G]</i> • N1. Terrestrial species and habitats (risks - changing climatic conditions and extreme weather events) • N2. Terrestrial species and habitats (risks - pests, pathogens and invasive species) • N3. Terrestrial species and habitats (opportunities - new species colonisations) • N4. Soils (risks - changing climatic conditions, including seasonal aridity and wetness) • N5. Natural carbon stores, carbon sequestration and GHG emissions (risks and opportunities - changing climatic conditions) • N6. Agricultural and forestry productivity (risks and opportunities - extreme events and changing climatic conditions) • N7. Agriculture (risks - pests, pathogens and invasive species) • N8. Forestry (risks - pests, pathogens and invasive species) etc.	<DROPDOWN BOX> [Only one option can be selected] • Current • Predicted • Current and predicted	<COMMENT BOX> max 3000 characters	<DROPDOWN BOX> • Yes • No	<COMMENT BOX> max 3000 characters	<COMMENT BOX> max 3000 characters	<DROPDOWN BOX> • Yes • No	<COMMENT BOX> max 3000 characters	<COMMENT BOX> max 3000 characters

Part 3: Climate Change Impact Assessment Findings

3.3 FINDINGS

3.3(a) Enter findings from the applied climate change impact assessment methodology covering current and future risks and opportunities in relation to the organisation's functions

Risk/opportunity title [MANDATORY]	If applicable, state the theme or category assigned to the risk/opportunity	Is it a risk, an opportunity, or both? [MANDATORY]	Does the risk or opportunity align with, or is it the same as, any identified in the most recent UK Climate Change Risk Assessment – Summary for Northern Ireland? [MANDATORY]	[Only provided if 'Yes' is selected in previous question (column F)]	
				Risk and opportunity categories [MANDATORY] (Select as many as applicable)	Risks and opportunity titles <i>R = Risk; O = Opportunity; R&O = Risk and Opportunity</i> [MANDATORY] (Select as many as applicable)
<COMMENT BOX> max 500 characters	<COMMENT BOX> max 500 characters	<DROPDOWN BOX> [Only one option can be selected] • Risk • Opportunity • Risk and opportunity	<DROPDOWN BOX> • Yes • No	<DROPDOWN BOX - Multiple choice> • Natural Environment and Assets • Infrastructure • Health, Communities and the Built Environment • Business and Industry • International Dimensions	<DROPDOWN BOX - Multiple choice> [Example of options that portal will provide if 'Natural Environment and Assets' is selected in column G] • N1. Terrestrial species and habitats (risks - changing climatic conditions and extreme weather events) • N2. Terrestrial species and habitats (risks - pests, pathogens and invasive species) • N3. Terrestrial species and habitats (opportunities - new species colonisations) • N4. Soils (risks - changing climatic conditions, including seasonal aridity and wetness) • N5. Natural carbon stores, carbon sequestration and GHG emissions (risks and opportunities - changing climatic conditions) • N6. Agricultural and forestry productivity (risks and opportunities - extreme events and changing climatic conditions) • N7. Agriculture (risks - pests, pathogens and invasive species) • N8. Forestry (risks - pests, pathogens and invasive species) etc.



Part 3: Climate Change Impact Assessment Findings

3.3 FINDINGS

3.3(a) Enter findings from the applied climate change impact assessment methodology covering current and future risks and opportunities in relation to the organisation's functions

Is the impact of the risk or opportunity current, predicted, or both in relation to the organisation's functions? [MANDATORY]	Describe the potential current and/or predicted impacts of the risk or opportunity on the organisation's functions [MANDATORY]	Has the organisation considered if the risk or opportunity may change in the future in relation to impacts on the organisation's functions?	[Only provided if 'Yes' is selected in previous question (column K)] Describe how the risk or opportunity may change in the future in relation to impacts on the organisation's functions? [MANDATORY]	If the organisation has assigned a priority level to the risk or opportunity in relation to impacts on its functions, describe the level and explain why it was assigned	Is the management of the risk or opportunity fully within the organisation's control?	[Only provided if 'No' is answered to previous question (column N)] State the organisation(s) which the management of the risk or opportunity depends on, and briefly describe the nature of the dependency	Additional comments
<DROPDOWN BOX> [Only one option can be selected] <ul style="list-style-type: none"> • Current • Predicted • Current and predicted 	<COMMENT BOX> max 3000 characters	<DROPDOWN BOX> <ul style="list-style-type: none"> • Yes • No 	<COMMENT BOX> max 3000 characters	<COMMENT BOX> max 3000 characters	<DROPDOWN BOX> <ul style="list-style-type: none"> • Yes • No 	<COMMENT BOX> max 3000 characters	<COMMENT BOX> max 3000 characters



Part 3: Climate Change Impact Assessment

Findings and Information Gaps

3.3 FINDINGS

3.3(b)

Full findings from the applied climate change impact assessment methodology can be uploaded here as a PDF document

<PDF UPLOAD>

3.4 INFORMATION GAPS

3.4(a)

Comments may be provided here on any information gaps related to the climate change impact assessment

<COMMENT BOX>

max 3000 characters

Information gaps -
examples include:

- the type of information which is excluded/unavailable;
- why the information was excluded/unavailable;
- any plans to obtain the information for future reporting rounds;
- when the information might become available



Part 3: Climate Change Impact Assessment

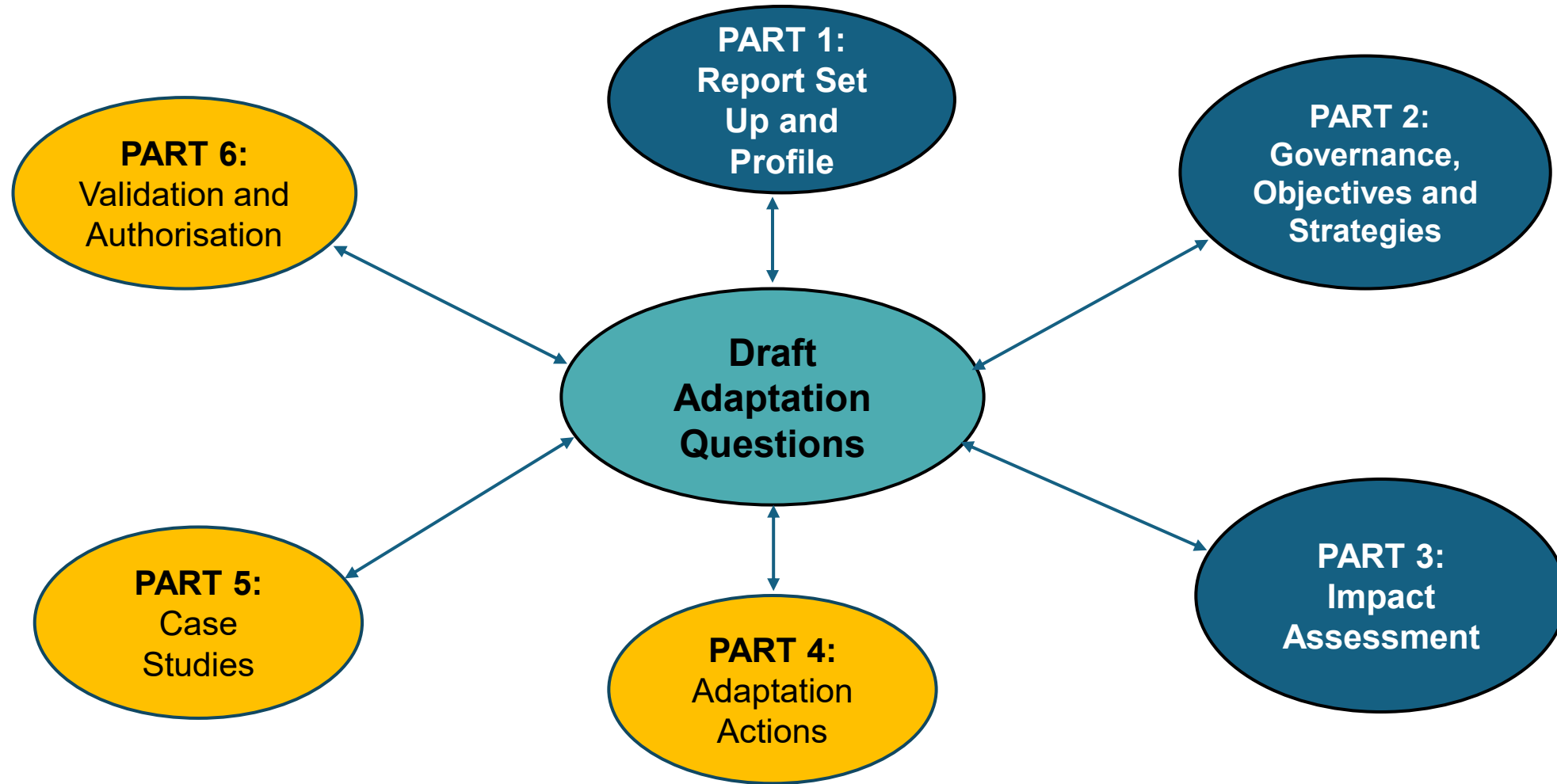
Supporting the Next UK Climate Change Risk Assessment

3.5	Supporting the Next UK Climate Change Risk Assessment	
3.5(a)	Are there any risks or opportunities not covered in the current UK Climate Change Risk Assessment - Summary for Northern Ireland which could be considered for inclusion in the next assessment?	<DROPDOWN BOX> • Yes • No
3.5(b)	<Only provided if 'Yes' is selected at 3.5(a) > Describe the risks or opportunities identified, including why they are relevant and should be considered for inclusion in the development of the next UK Climate Change Risk Assessment	<COMMENT BOX> max 3000 characters

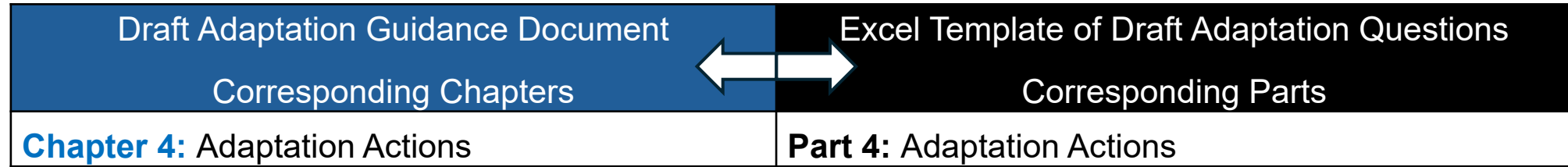
- Supplementary and optional questions.
- For DAERA's information only – answers will not be published.



Excel Template Structure - Draft Adaptation Questions



Climate Change Adaptation Actions



Guidance document – Chapter 4 provides information and guidance on how to answer the questions in Part 4 of the Adaptation Template.

Excel template - Part 4 asks for detail on an organisation's actions to address/manage its climate change risks/opportunities, and contains the following areas:

- Section 4.1 - Targets.
- Section 4.2 - Actions.
- Section 4.3 - Regard to the Northern Ireland Climate Change Adaptation Programme ('NICCAP').
- Section 4.4 - Co-ordination of Actions.

Requirements of the Regulations for Adaptation Actions

Part 4 is in relation to delivering the following reporting requirements:

Regulation 4

- a statement of the body's **proposals and policies for adapting to climate change in the exercise of its functions** (i.e. adaptation action plan);
- a statement of the **time-scales for implementing** those proposals and policies; and

Regulation 7

- regard to the latest **NICCAP, so far as relevant.**
- the **desirability of co-ordinating, so far as relevant,** with corresponding proposals and policies in other parts of the United Kingdom, in the Republic of Ireland or elsewhere;



Adaptation Actions

- ❑ Climate change risks, impacts, and adaptation actions vary between organisations (due to differing organisational types, sizes, functions, etc.)
- ❑ Some organisations may have informed some, or all, of their current adaptation actions using impact assessments – others, may have not done this yet.
- ❑ Adaptation action and planning is an iterative process, which will update, change and improve over reporting cycles
- ❑ **Flexibility in Part 4 questions and guidance:** accommodates these organisational differences and planning stages and ensures statutory compliance while allowing bespoke approaches.

Part 4: Climate Change Adaptation Actions

Targets

4.1 TARGETS

4.1(a) Does the organisation have any adaptation targets?

<DROPDOWN BOX>

- Yes
- No - under consideration or development
- No - not applicable or relevant at this time

4.1(b)

<Only provided if 'Yes' is selected at 4.1(a) >

Provide details of the adaptation targets the organisation aims to achieve

Target title [MANDATORY]	Target description [MANDATORY]
<COMMENT BOX> max 500 characters	<COMMENT BOX> max 2000 characters
[As many rows will be provided as required]	

4.1(c)

<If 'Yes' or 'No' is selected at 4.1(a)>

Additional comments

<COMMENT BOX>

max 3000 characters

If an organisation does have relevant targets, they can provide the:

- Target title; and
- Target description.

Additional supporting comments can be provided, as appropriate.



Part 4: Climate Change Adaptation Actions

Actions

4.2 ACTIONS

4.2(a) Describe the actions the organisation is undertaking to adapt to climate change in regard to its functions?

Action title [MANDATORY]	Action description [MANDATORY]	Action status [MANDATORY]	Implementation start date, if available	Indicative completion date, if available	Provide details of any performance indicators for the action	Risk/opportunity addressed [MANDATORY] (Select as many as applicable)	Does the action relate to the Northern Ireland Climate Change Adaptation Programme (NICCAP)? [MANDATORY]	Select appropriate option relating to desirability of co-ordinating the action with corresponding proposals, policies, or actions by others in Northern Ireland, other parts of the UK, Republic of Ireland, or elsewhere [MANDATORY]	Additional comments
<COMMENT BOX> max 500 characters	<COMMENT BOX> max 3000 characters	<Dropdown list of options> [Only one option can be selected] • Started/ongoing • Planned/under development • Paused, likely to restart before next reporting period	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 2000 characters	<Dropdown list of options> Options are each of the impacts (risks and opportunities) reported by the organisation at question 3.3(a) (column C): • [Risk/opportunity title]; • [Risk/opportunity title];[etc.] • Action not yet clearly linked to a risk/opportunity	<Dropdown list of options> [Only one option can be selected] • Yes - Relates to NICCAP2 only • Yes - Relates to NICCAP3 only • Yes - Relates to NICCAP2 and NICAPP3 • No - Does not relate	<Dropdown list of options> • Yes - desirable and co-ordinated • Yes - desirable but not yet co-ordinated / co-ordination under development • Unknown - desirability currently under review • No - not desirable and not co-ordinated • Other	<COMMENT BOX> max 3000 characters
[As many rows will be provided as required]									



Part 4: Climate Change Adaptation Actions

Actions

4.2 ACTIONS		
4.2(a) Describe the actions the organisation is undertaking to adapt to climate change in regard to its functions?		
Risk/opportunity addressed [MANDATORY] (Select as many as applicable)	Does the action relate to the Northern Ireland Climate Change Adaptation Programme (NICCAP)? [MANDATORY]	Select appropriate option relating to desirability of co-ordinating the action with corresponding proposals, policies, or actions by others in Northern Ireland, other parts of the UK, Republic of Ireland, or elsewhere [MANDATORY]
<p><Dropdown list of options></p> <p>Options are each of the impacts (risks and opportunities) reported by the organisation at question 3.3(a) (column C):</p> <ul style="list-style-type: none"> • [Risk/opportunity title]; • [Risk/opportunity title];[etc.] • Action not yet clearly linked to a risk/opportunity 	<p><Dropdown list of options> [Only one option can be selected]</p> <ul style="list-style-type: none"> • Yes - Relates to NICCAP2 only • Yes - Relates to NICCAP3 only • Yes - Relates to NICCAP2 and NICAPP3 • No - Does not relate 	<p><Dropdown list of options></p> <ul style="list-style-type: none"> • Yes - desirable and co-ordinated • Yes - desirable but not yet co-ordinated / co-ordination under development • Unknown - desirability currently under review • No - not desirable and not co-ordinated • Other
[As many rows will be provided as required]		



Part 4: Climate Change Adaptation Actions

Regard to NICCAP2

4.3 REGARD TO THE NORTHERN IRELAND CLIMATE CHANGE ADAPTATION PROGRAMME				
4.3(a) Provide details on how the organisation's adaptation actions relate to NICCAP2				
<This list will be presented to all organisations>	<This question will be provided to all organisations>	<This question is provided only if 'Yes' is selected to previous question (column D)>	<This question will be provided to all reporting organisations>	<This question is provided only if 'Yes' is selected to previous question (column H)>
Action title [MANDATORY]	Does the action align with any of NICCAP2's outcomes and objectives? [MANDATORY]	Select the relevant NICCAP2 outcome and objective [MANDATORY] (Select as many as applicable)	Does this action relate to any of NICCAP2's delivery plan actions? [MANDATORY]	How is the action related? [MANDATORY]
<AUTO-FILLED - only auto filled with the Action title reported in Question 4.2(a) where the following options are selected against that action within column J: '• Yes - Relates to NICAPP2 only' and '• Yes - Relates to NICAPP2 and NICAPP3'> [Action title 1]	<DROPDOWN BOX> • Yes • No	<Dropdown list of options> • NC1: We will have species, habitats and water bodies that are resilient to the impacts of climate change • NC2: We have coastal communities, habitats, landforms and infrastructure that are resilient to impacts of climate change • NC3: We have soils and woodland that are resilient to the impacts of climate change • IF1: We have transport and network services that are resilient to the impacts of flooding and extreme weather • P1: We have people, homes, buildings and communities that are resilient to the impacts of flooding and extreme of weather • B1: We have businesses that can adapt to impacts of climate change and extreme weather • I1: We have a food system that is resilient to impacts of climate change	<DROPDOWN BOX> • Yes • No	<COMMENT BOX> max 3000 characters
[Action title 2] Etc.	[As above]	[As above]	[As above]	[As above]
[As many rows will be provided as required]				



Part 4: Climate Change Adaptation Actions

Regard to NICCAP3

4.3(b)

Provide details on how the organisation's adaptation actions relate to NICCAP3					
<This list will be presented to all organisations>	<This question will be provided to all reporting organisations>	<This question is provided only if 'Yes' is selected to previous question (column D)>	<This question is provided only if 'Yes' is selected in column D>	<This question will be provided to all reporting organisations>	<This question is provided only if 'Yes' is selected to previous question (column H)>
Action title [MANDATORY]	Does the action align with any of NICCAP3's key area objectives? [MANDATORY]	Select the relevant NICCAP3 key area objective [MANDATORY] (Select as many as applicable)	Select the NICCAP3 thematic area related to the action [MANDATORY] (Select as many as applicable)	Does this action relate to any of the NICCAP3's delivery plan actions? [MANDATORY]	How is the action related? [MANDATORY]
<AUTO-FILLED -only auto filled with the Action title reported in Question 4.2(a) where the following options are selected against that action within column J: '• Yes - Relates to NICAPP3 only' and '• Yes - Relates to NICAPP2 and NICAPP3'> [Action title 1]	<DROPDOWN BOX> • Yes • No	<Dropdown list of options> • Natural Capital • Food Security • Infrastructure Services • People and Built Environment • Disruption to Business and Supply Chains	<Dropdown list of options> [Options displayed will be the thematic areas related to the choice in column E/F]	<DROPDOWN BOX> • Yes • No	<COMMENT BOX> max 3000 characters
[Action title 2] etc.	[As above]	[As above]	[As above]	[As above]	[As above]
[As many rows will be provided as required]					



Part 4: Climate Change Adaptation Actions

Co-ordination of Actions

4.4 CO-ORDINATION OF ACTIONS

4.4(a) For each action, describe the co-ordination with corresponding proposals, policies, or actions by others in Northern Ireland, other parts of the UK, Republic of Ireland, or elsewhere

Action title [MANDATORY]	List the relevant external parties regarding the co-ordinated action [MANDATORY]	Geographic region of the relevant external parties, regarding the co-ordinated action [MANDATORY]	Detail how the action is co-ordinated [MANDATORY]	Additional comments
<AUTO-FILLED - only auto filled with each Action title reported in Question 4.2(a) and each selection from column K at Q 4.2(a) * Yes - desirable and co-ordinated*>	<COMMENT BOX> < 2000 characters	<COMMENT BOX> <2000 characters	<COMMENT BOX> max 3000 characters	<COMMENT BOX> max 3000 characters
[Action title 1]				
[Action title 2] etc.				
[As many rows will be provided as required]				



Part 5 and Part 6

Draft Adaptation Guidance Document Corresponding Chapters	Excel Template of Draft Adaptation Questions Corresponding Parts
Chapter 5: Adaptation Case Studies	Part 5: Adaptation Case Studies
Chapter 6: Authorisation and Validation	Part 6: Authorisation and Validation



Part 5: Case Studies

5.1 CASE STUDIES																															
5.1 (a)	<p>Does the reporting organisation wish to provide any case studies which illustrate its best practice that it is undertaking / has undertaken in relation to adaptation actions?</p> <p><DROPDOWN BOX></p> <ul style="list-style-type: none"> • Yes • No <p><i>[[If <Yes> is selected, question 5.1(b) will be provided.]</i> <i>[[If <No> is selected, Part 5 is completed]</i></p>																														
5.1 (b)	<p><i><If 'Yes' is selected at question 5.1 (a)></i></p> <p>Provide details of the reporting organisation's case studies, up to a maximum of five, which illustrate its best practice that it is undertaking / has undertaken in relation to adaptation actions</p> <table border="1"> <thead> <tr> <th></th> <th>Title of case study</th> <th>Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)</th> <th>Provide a PDF document for any other detail considered relevant</th> <th>Provide the organisation's generic contact details for the case study</th> </tr> </thead> <tbody> <tr> <td>Case Study 1</td> <td><COMMENT BOX> max 400 characters</td> <td><COMMENT BOX> max 3000 characters</td> <td><UPLOAD></td> <td><COMMENT BOX> max 400 characters</td> </tr> <tr> <td>Case Study 2</td> <td><COMMENT BOX> max 400 characters</td> <td><COMMENT BOX> max 3000 characters</td> <td><UPLOAD></td> <td><COMMENT BOX> max 400 characters</td> </tr> <tr> <td>Case Study 3</td> <td><COMMENT BOX> max 400 characters</td> <td><COMMENT BOX> max 3000 characters</td> <td><UPLOAD></td> <td><COMMENT BOX> max 400 characters</td> </tr> <tr> <td>Case Study 4</td> <td><COMMENT BOX> max 400 characters</td> <td><COMMENT BOX> max 3000 characters</td> <td><UPLOAD></td> <td><COMMENT BOX> max 400 characters</td> </tr> <tr> <td>Case Study 5</td> <td><COMMENT BOX> max 400 characters</td> <td><COMMENT BOX> max 3000 characters</td> <td><UPLOAD></td> <td><COMMENT BOX> max 400 characters</td> </tr> </tbody> </table>		Title of case study	Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)	Provide a PDF document for any other detail considered relevant	Provide the organisation's generic contact details for the case study	Case Study 1	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters	Case Study 2	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters	Case Study 3	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters	Case Study 4	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters	Case Study 5	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters
	Title of case study	Description of case study (e.g. aim / objective, timescale, location, key lessons learned, etc.)	Provide a PDF document for any other detail considered relevant	Provide the organisation's generic contact details for the case study																											
Case Study 1	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters																											
Case Study 2	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters																											
Case Study 3	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters																											
Case Study 4	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters																											
Case Study 5	<COMMENT BOX> max 400 characters	<COMMENT BOX> max 3000 characters	<UPLOAD>	<COMMENT BOX> max 400 characters																											



Part 6: Validation and Authorisation

6.1 VALIDATION OF DATA	
6.1 (a)	<p>Has the organisation applied any validation process to the contents of this report?</p> <p><DROPDOWN BOX></p> <ul style="list-style-type: none"> • Yes • No <p><i>[If <Yes> is selected, questions 6.1(b), 6.1(c) and 6.1(d) will be provided.]</i> <i>[If <No> is selected, question 6.1(d) only will be provided]</i></p>
6.1 (b)	<p><i>[This question will be provided if <Yes> is selected for 6.1 (a)]</i></p> <p>What was the type, or source of the validation?</p> <p><DROPDOWN BOX></p> <ul style="list-style-type: none"> • Internal validation • Peer review (impartial evaluation by another organisation within the same cohort) • External expert (i.e. independent third party such as a consultant or auditor) • Other / mixture of types
6.1(b.1)	<p><i>[This question will be provided if <Other / mixture of types> is selected under question 6.1(b)]</i></p> <p><COMMENT BOX></p> <p>max 3000 Characters</p> <p>Please state the type, or source of the validation</p>
6.1 (c)	<p><i>[This question will be provided if <Yes> is selected for 6.1(a)]</i></p> <p><COMMENT BOX></p> <p>max 3000 characters</p> <p>Provide details of the validation which the organisation thinks is relevant, this could be for example which information was validated, etc.</p>
6.1 (d)	<p><COMMENT BOX></p> <p>max 3000 characters</p> <p>If the organisation has any further comments which it considers important or relevant to its selected option under question 6.1(a), they can be provided here.</p>

6.2 AUTHORISATION FOR SUBMITTING THE REPORT	
6.2 (a)	<p>Is the organisation, at the time of this submission, providing confirmation that they have obtained their own appropriate internal approval of the content of this report and the authorisation for it to be analysed and published by DAERA?</p> <p><DROPDOWN BOX></p> <ul style="list-style-type: none"> • Yes • No <p><i>[If <Yes> is selected, questions 6.2(b) and 6.2(c) are provided.]</i> <i>[If <No> is selected, the notification in the yellow box below will be]</i></p>
6.2 (b)	<p><i>[This question will only be provided if 'Yes' is selected for 6.2 (a)]</i></p> <p><COMMENT BOX></p> <p>max 2000 characters</p> <p>Briefly describe the organisation's internal process for approving the content of this report and authorising it to be analysed and published by DAERA</p>
6.2 (c)	<p><i>[This question will only be provided if <Yes> is selected for 6.2 (a)]</i></p> <p><UPLOAD></p> <p>Upload a PDF document which shows evidence or declaration that the organisation has obtained appropriate internal approval of the content of this report and the authorisation for it to be analysed and published by DAERA</p>

Excel Template – Question 6.2: Authorisation for Submitting the Report

[If <No> is selected for 6.2 (a) - this notification will be provided]

Please contact DAERA at ClimatePBR@daera-ni.gov.uk **within 3 working days** stating why confirmation is currently not being provided regarding the organisation's appropriate internal approval in relation to:

- the content of the report; and
- the authorisation for it to be analysed and published by DAERA.

Also, to agree an alternative date to submit the following:

- (i) a brief description of the organisation's internal process for approving the content of the report and authorising it to be analysed and published by DAERA; and
- (ii) a document providing evidence or declaration that the organisation has obtained this appropriate internal approval.





Climate Change Reporting – Adaptation Training Event

Next Steps

28th November 2025



Department of
Agriculture, Environment
and Rural Affairs
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Department of
Fairmin, Environment
an' Kintra Matthers

Next Steps – DAERA SUPPORT

- ✓ **Expansion and update of DAERA's online portal:**
 - **Expansion and update progressing** at pace
 - Portal data entry readiness – aiming end of January 2026
- ✓ Guidance document finalised – aiming end of January 2026
- ✓ **Draft Excel adaptation questions and guidance now shared**
 - Information requested will not change
 - However, format of online portal questions may change to suit a digital format.
- ✓ **Deliver further training – how to use the online portal (navigation of the portal)**
 - Beginning of February 2026 (or as soon as possible after portal is live for adaptation data entry)



TRAINING



Other Support for Public Bodies

- **DAERA helpdesk - the PBR team can be contacted via:**

Tel: +44 (0)28 9081 6611

Email: ClimatePBR@daera-ni.gov.uk

- **Climate NI – Peer Support Network**

Email: info@climatenorthernireland.org.uk



Next Steps for Public Bodies: Prepare Data now and Progress over Reporting Cycles

- ❑ Begin **collecting and preparing data as early as possible**
- ❑ **It is not about getting everything perfect** in the first reporting round
- ❑ Focus on **collecting available and appropriate data - that your organisation is content to report on**, before entering and saving it in the portal
- ❑ Getting data ready and approved for reporting early will **lower burden** and help **manage pressures** towards the statutory deadline
- ❑ Adaptation understanding, planning, action, risk and impact assessing, and data quality **will improve over time** - it's a journey of improvement and progress!





Questions?



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Department o'
**Fairmin, Environment
an' Kintra Matthers**

Thank You

from
DAERA's Public Body Reporting Team

Contact the PBR Team via:

Tel: +44 (0)28 9081 6611

Email: ClimatePBR@daera-ni.gov.uk



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