28th November 2025

Climate Northern Ireland

Public Body Reporting: Adaptation Training

www.climatenorthernireland.com

Met Office

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

An Roinn Talmhaíochta, Comhshaoil agus Gnóthaí Tuaithe

Depairtment o' Fairmin, Environment an' Kintra Matthers

Training Aims

Climate Northern Ireland

- 1. Support public bodies in gathering information for adaptation reports under the Climate Change (Reporting Bodies) Regulations (NI) 2024.
- 2. Help public bodies understand how they might assess risks and opportunities with regards to their functions.
- 3. Introduce and promote greater understanding of Climate Adaptation to stakeholders with a range of different expertise and experiences, to empower more planning and collaboration.
- 4. Take forward some of the feedback given in the recent PBCAN survey about what would be useful to support Climate Adaptation planning and reporting.
- 5. To better understand what further support would be required over coming months and years

Introduction

Session Overview

About Us

Climate Northern Ireland

Climate NI Programme Vision

> *Climate Northern Ireland is a cross-sectoral partnership devoted to understanding and enabling adaptation and mitigation actions in Northern Ireland that can address the climate emergency.*

Climate NI Programme Aims

- **Support development and implementation of climate policy** by enabling the exchange of expertise and advice between Government Departments, public bodies, and civil society.
- **Engage the research community** to help define and address evidence needs for climate policy and action.
- **Increase co-ordination and awareness on climate change** through partnership and clear communication.
- **Enable delivery of climate action in NI** by addressing barriers and building capacity at local, regional and national levels.

Northern Ireland environment link

Department of Agriculture, Environment and Rural Affairs

Climate Northern Ireland is funded by DAERA to raise awareness of and support climate change policy development through stakeholder engagement.

Climate Change & Northern Ireland

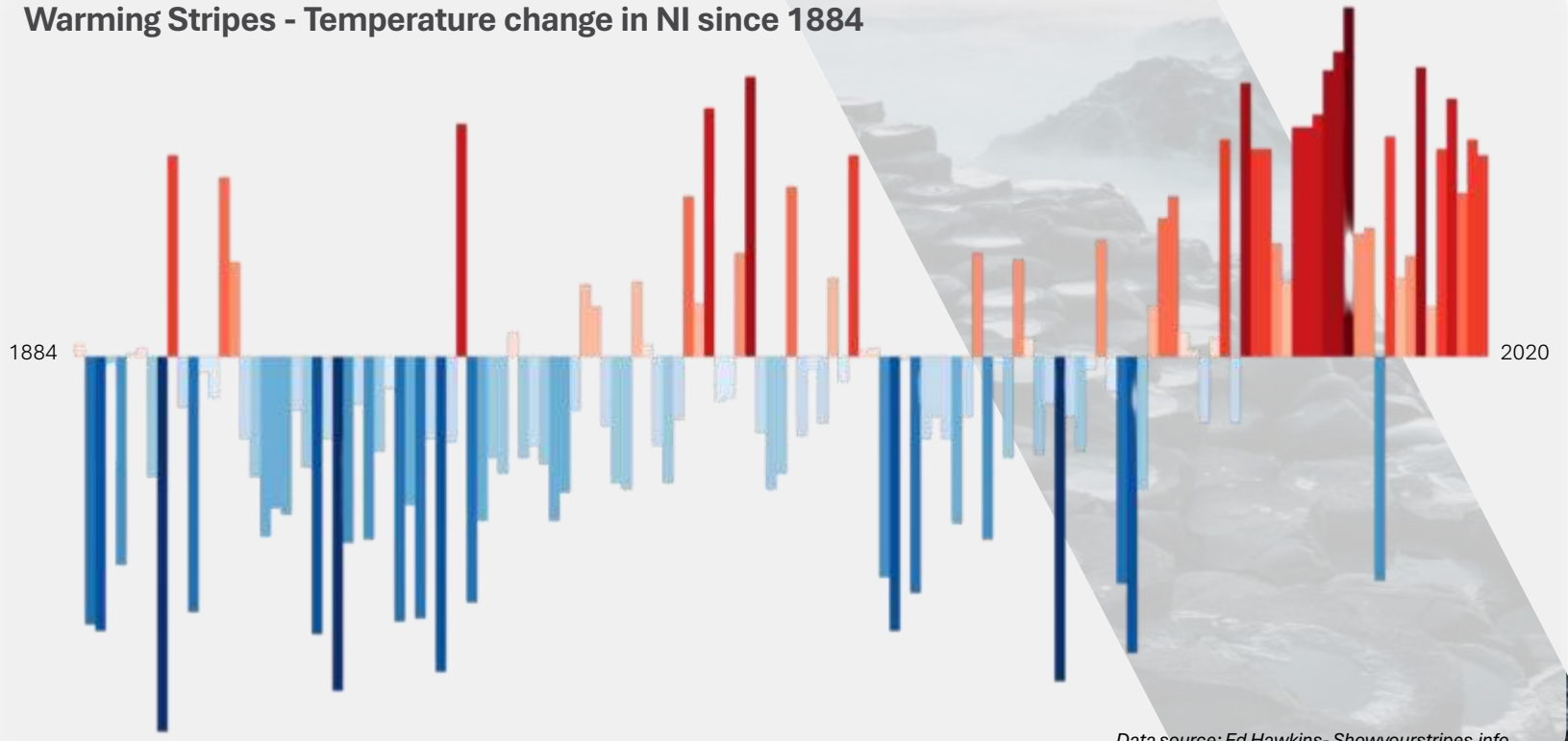
Climate Northern Ireland

Changes in average temperatures

NI's climate is changing in line with the global average temperature.

> *An increased chance of* ***warmer, wetter winters*** *and* ***hotter, drier summers*** *along with an increase in* ***frequency and intensity of extremes****.*
>
> — Met Office

Northern Ireland is **locked in to at least 11cm of sea-level rise by 2100**, but unless global emissions decline, that number could be as much as 94cm.



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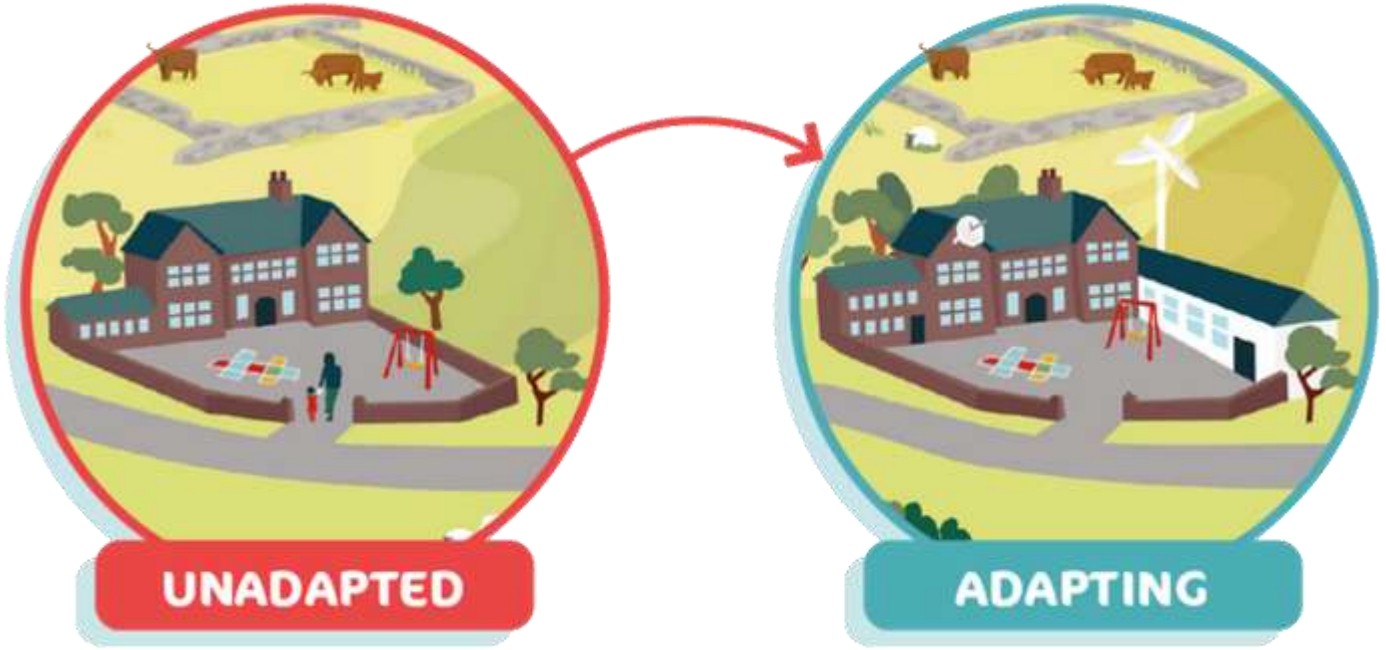
Climate Change Adaptation



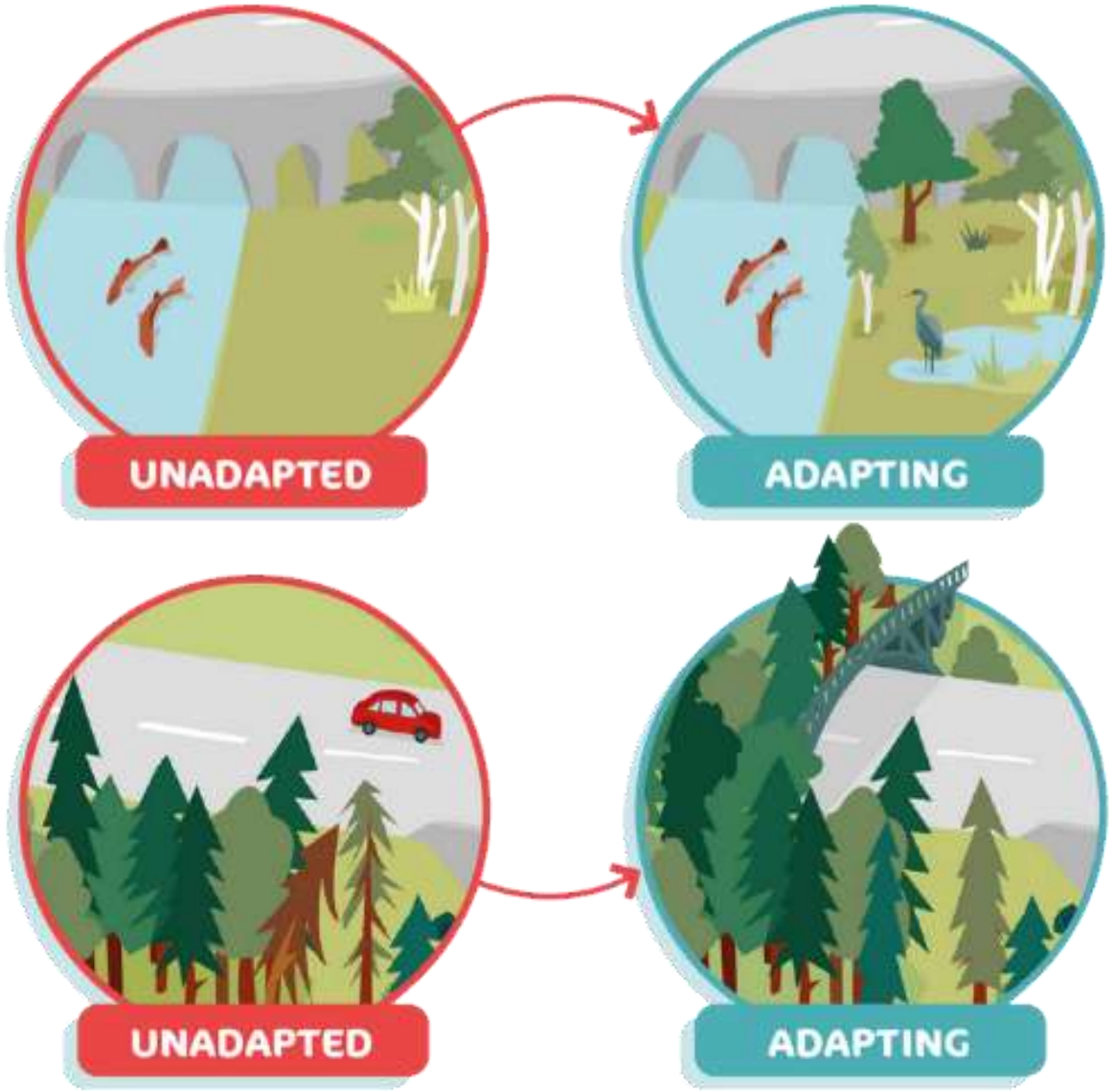
- Protect schools, hospitals, fire and police stations from flooding and extreme heat, so that they can keep working during emergencies.

Climate Change Adaptation

Climate Northern Ireland

Other ways we can adapt

- Design our buildings to maximise shading
- Change our habits to eat more locally grown food
- Manage natural floodplains and landscapes to better cope with flooding and provide better habitats for wildlife
- Manage our infrastructure to allow for space for wildlife and biodiversity



PBR Requirements

Reporting under the Climate Change Act (NI) 2022

The Regulations delivered on the first legislative requirement under section 42 of the Climate Change Act (Northern Ireland) 2022 and require public bodies to report on their climate change actions through two key reports – mitigation and adaptation.

Adaptation Reporting – Deadline 31st March 2026

4.1 Every reporting body must prepare reports which include:

a) an assessment of the current and predicted impact of climate change in relation to its functions;

b) a statement of the body's proposals and policies for adapting to climate change in the exercise of its functions;

c) a statement of the time-scales for implementing those proposals and policies; and

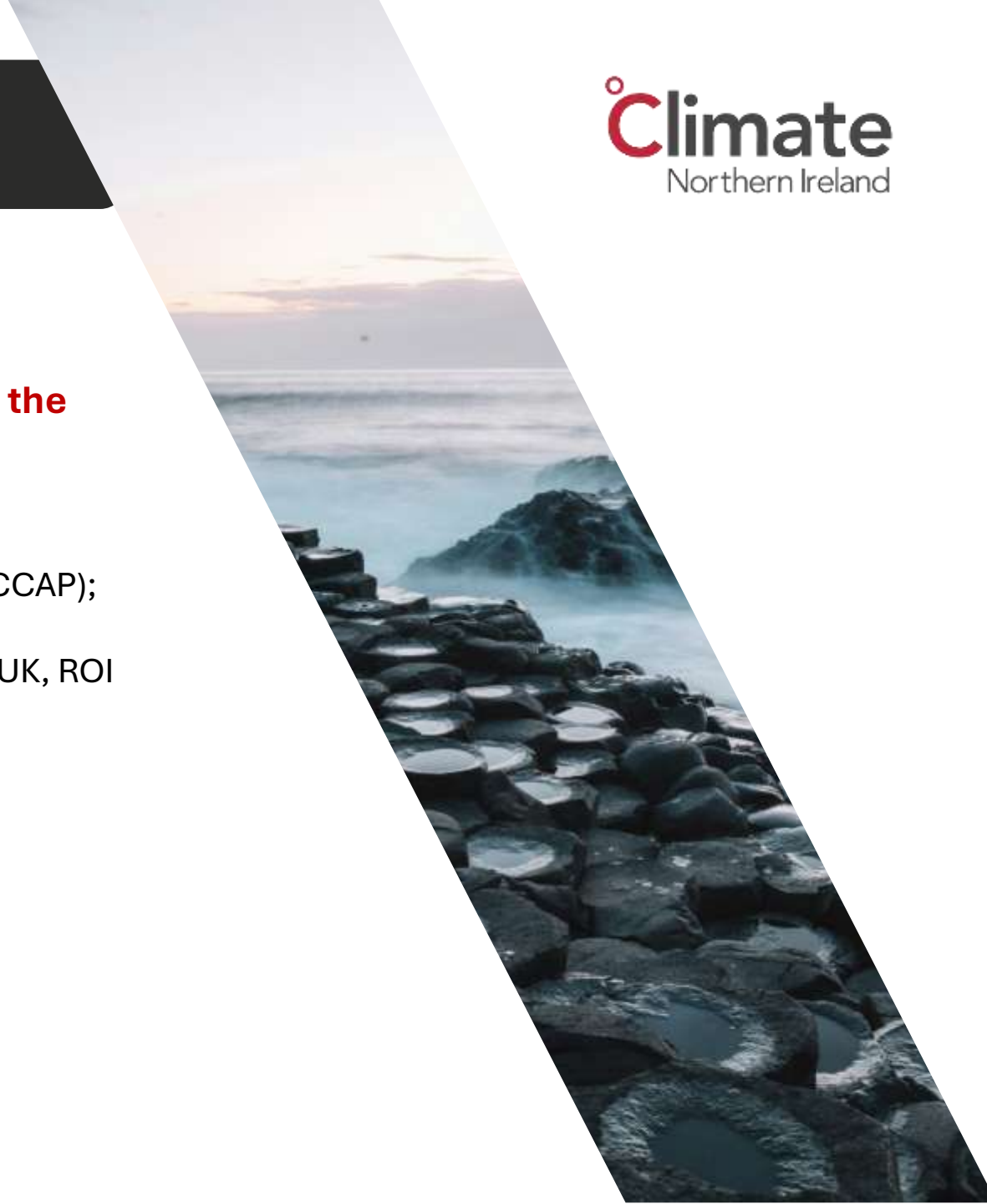
d) an assessment of the progress made towards implementing the proposals and policies set out in any previous climate change adaptation report.

4.2 The first report must relate to the period of four years beginning with 1st January 2026

4.3 Subsequent reports must relate to the period of five years beginning immediately after the end of the period to which the previous report relates. (1st Jan 2030)

4.4 Reports must be prepared and sent to the Department not later than one month after the end of the period to which the previous report relates. (31st Jan 2030, 2035, etc)

PBR Requirements (cont'd)



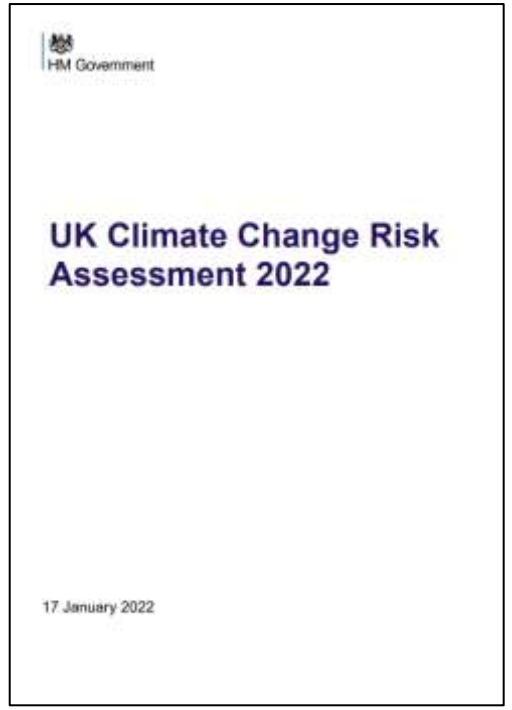
Regulation 7
Reporting bodies must have regard to (among other things) the following, so far as relevant—

a) The most recent UK Climate Change Risk Assessment (CCRA)
b) The Northern Ireland Climate Change Adaptation Programme (NICCAP); and
c) Desirability of co-ordinating adaptation actions with others in NI, UK, ROI and/or elsewhere.

The UK Climate Change Risk Assessment

The CCRA3 Technical report provides extensive analysis **for 61 climate change risks and opportunities for the UK.**

Published in tandem with the Technical Report in June 2021, the Advice Report summarises the evidence and **provides statutory advice to government**.



The UK government published their **official policy report in January 2022**, endorsing the CCC's advice, and setting the course for the next five years.

PBR Submissions

Reporting using the DAERA template of questions requires you to answer the following sections:

- **Part 1 – Profile:** Basic information about your organisation.
- **Part 2 – Governance:** Which governance structures exist in your organisation to manage adaptation, which strategies or plans integrate adaptation planning, and which objectives relate to it.
- **Part 3 – Impacts:** This is where you share your climate risk assessment, describing methodology and findings.
- **Part 4 – Actions:** Your adaptation targets and priority actions. Describe how this relates to the NICCAP
- **Part 5 – Case Studies:** Provide a maximum of 5 case studies that illustrate best practice you have taken/are taking.
- **Part 6 – Validation and Authorisation:** Have you validated your findings (i.e. through peer review or external experts). Have you authorised the plan with the relevant decision makers in your organisation.

This will be covered in more detail later, by DAERA

Climate Northern Ireland

What is Adaptation Planning?

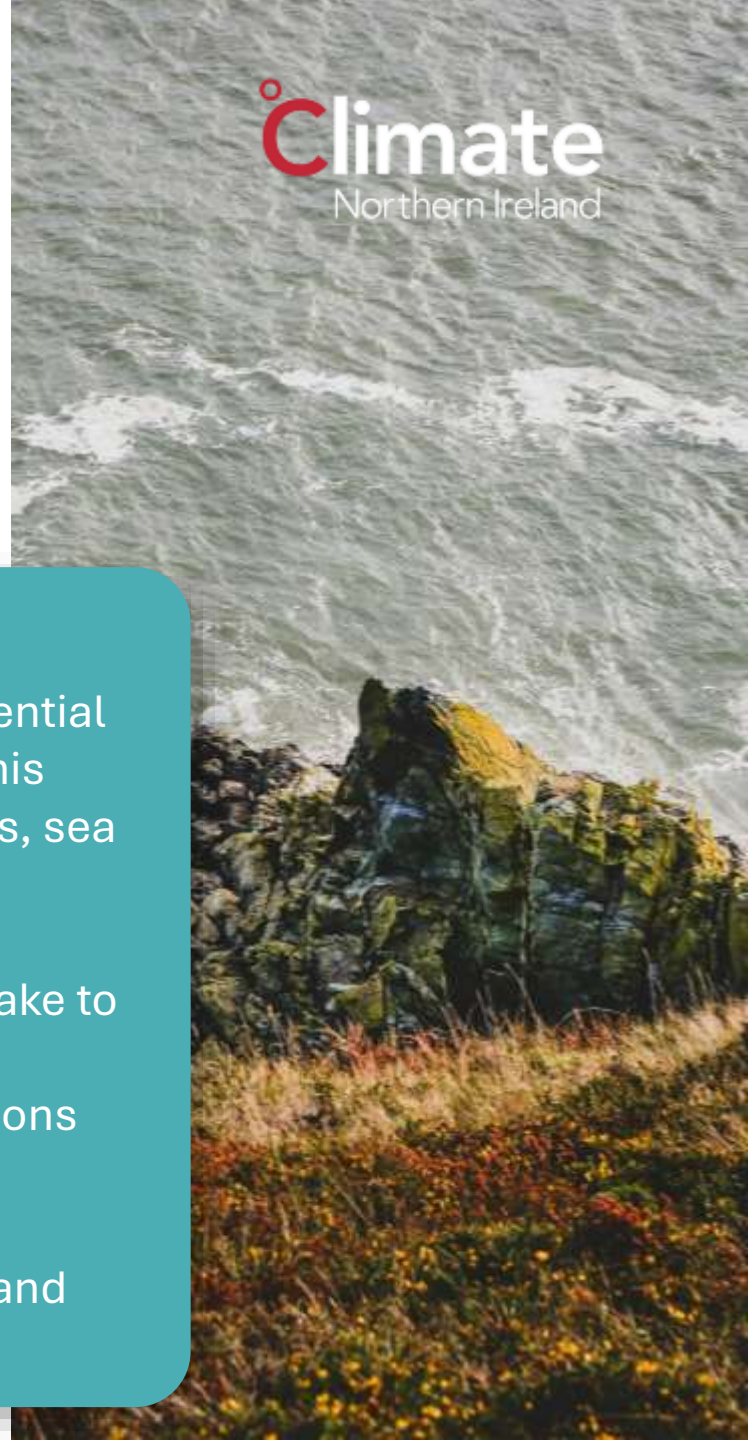
Adaptation planning focuses on assessing climate vulnerabilities and resilience efforts, enabling organisations to develop strategies and adapt to the impacts of climate change and strengthen their ability to cope with future climate-related risks.

Generally, adaptation planning asks organisations to:

- **Conduct a climate change impact/risk assessment** – which identifies the potential impacts of climate change on the organisation's operations, assets, and staff. This assessment evaluates exposure to climate risks such as extreme weather events, sea level rise, and changes in temperatures.

- **Develop an Adaptation Plan** – which outlines the actions the organisation will take to enhance its resilience against identified climate risks. This plan should include measures to protect infrastructure and staff and ensure the continuity of operations under changing climate conditions.

- **Provide progress updates** – To track the effectiveness of adaptation measures and adjustments made in response to changing climate conditions.

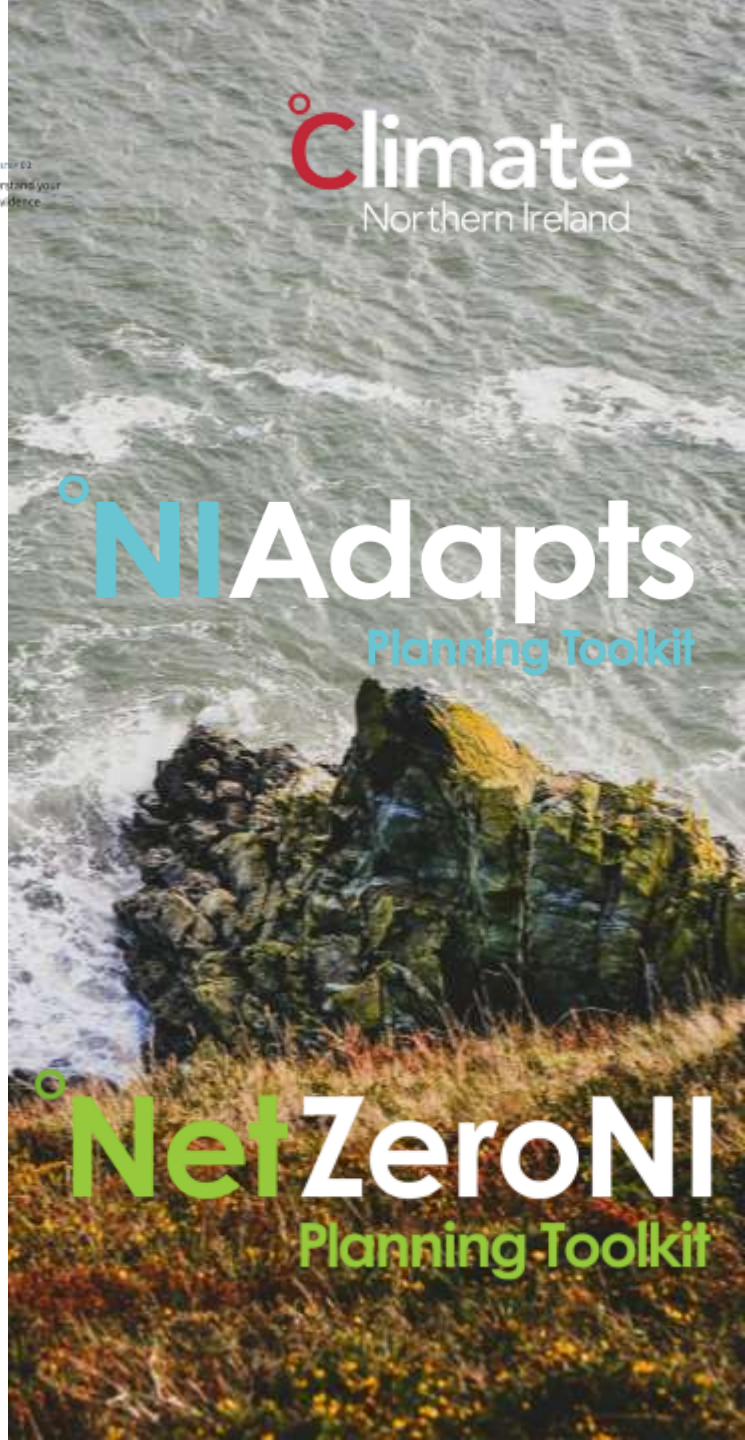


Adaptation Planning

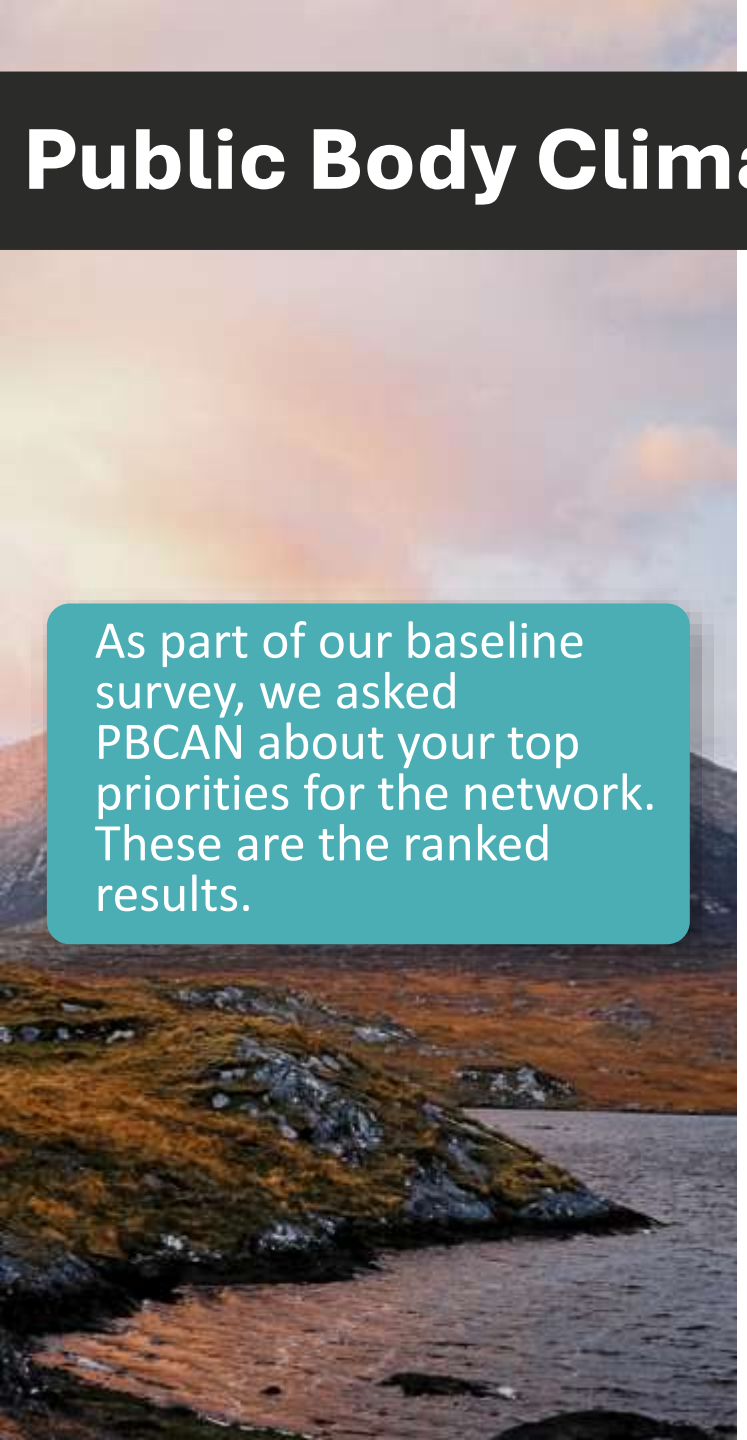
- **The first two sessions of this training will introduce you to the adaptation planning cycle.** We will discuss the processes and methodologies that you can employ to ensure your organisation is prepared and proactively responding to the current and future impacts of climate change, while also maximising any potential benefits that may emerge either from changing climatic conditions, or from the planning process itself.

Climate NI Toolkits

To facilitate the development of a climate plan which incorporates the two main forms of climate action – Mitigation and Adaptation – Climate NI has developed a pair of planning toolkits, Net Zero NI and NI Adapts respectively.
Both toolkits share the same cyclical structure, and many of the same principles and approaches to engagement, governance, and plan development apply to both.



Public Body Climate Action Network



As part of our baseline survey, we asked PBCAN about your top priorities for the network. These are the ranked results.

The peer support network aims to facilitate partnerships between public bodies to access support, data and training necessary for climate adaptation and mitigation reporting, and develop collaborative climate action with other relevant public, private and third sector organisations.

Baseline Survey:

Functions of the network

1. Access to Resources and Expertise
2. Knowledge Sharing and Learning
3. Collaboration and Networking

Top topics to Explore

1. Funding Opportunities
2. Understanding reporting guidelines
3. Best practice case studies
4. Technical advice for emissions data gathering
5. Climate risk analysis

Most vital resources

1. Sustained, ring-fenced, and sufficient financial resources(both capital & revenue)
2. Staffing, capacity, and expertise.
3. Capacity-building training at all levels, including leadership and staff-wide behavioural change.

PBCAN Baseline Survey Results

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Adaptation Planning: Climate Risk Knowledge

Adaptation Planning How much is known about the climate risks that are likely to impact your organisation?

32%	26%	26%	16%
Detailed information about climate risks and opportunities is available – e.g. a climate risk assessment	High-level information about our changing climate and possible..	Limited initial discussions or data gathering has taken place with affected services.	Little/nothing

Adaptation Planning Cycle

Climate Northern Ireland

Climate
Northern Ireland

Session 1

Introduction to the Climate Adaptation Planning Cycle

Step 1 – Understand Your Context

Step 1 gain a better understanding of adaptation planning and the actions you are about to undertake in the following steps.

Aim

- Understand the context of climate adaptation, and the challenges and opportunities for your organisation.

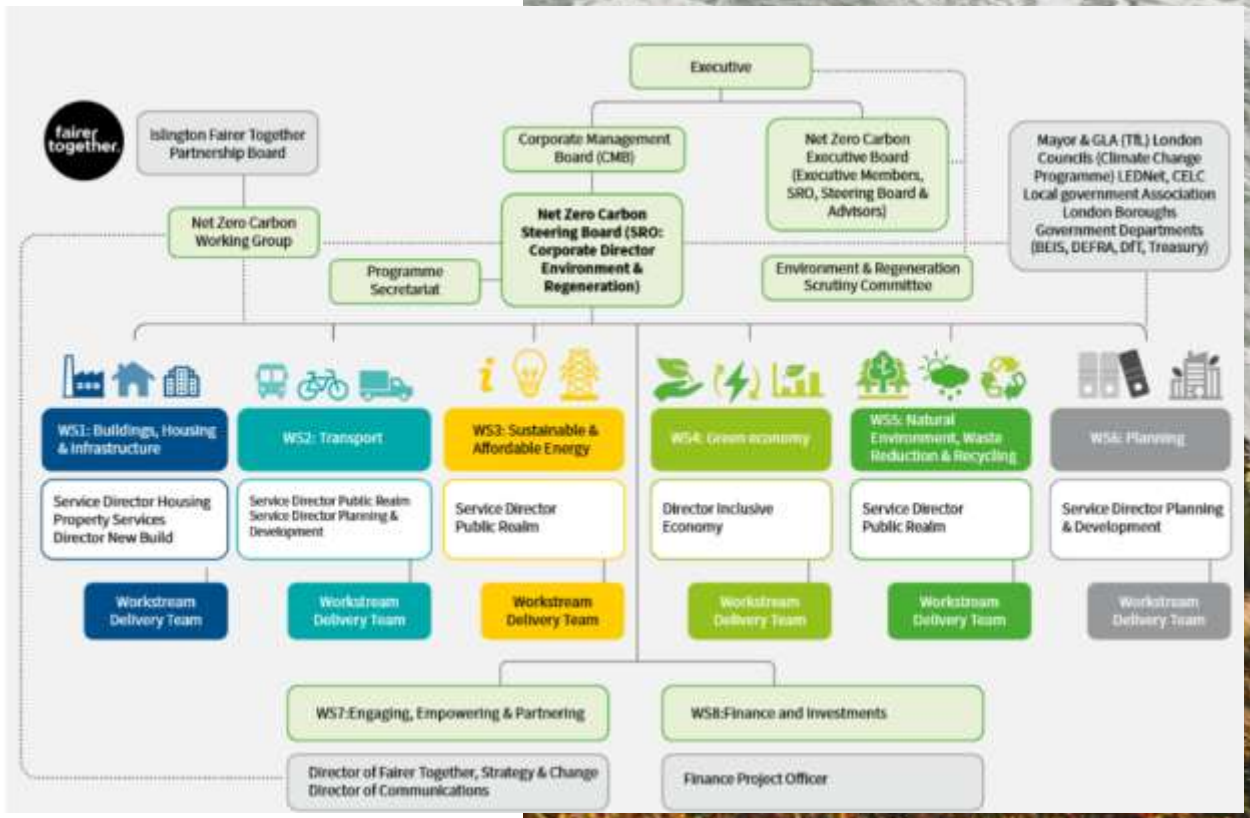
Objectives

- Understand the policy context and reporting requirements in Northern Ireland,
- Understand the challenge of climate change and how it impacts NI both directly and indirectly,
- Define impacts, challenges, opportunities and priorities for your organisation,
- Gain buy-in from senior leaders to resource and develop an adaptation plan for the organisation.

Governance for Adaptation

Having strong, integrated governance structures in place early on in your adaptation planning will act as a powerful enabler of action and, while requiring more upfront work to get these structures in place, will ultimately make this process easier and more efficient.

- **Consider your current structure:** What senior groups, committees, processes, etc. could you leverage for this purpose?
- **Bring others on board:** who else do you need to engage so that you're capturing all of the key risk owners and decision makers? Think 'heads of service'.
- **Current policies and plans:** Think about the current strategic direction of your organisation. Do you already have a climate action strategy? Is adaptation already integrated in other plans? If not, how could you do so?
- **Map it out:** As shown in the example from Islington here, map out your organisations structure and how they relate to the key themes in your plan.



Islington Council Vision 2030

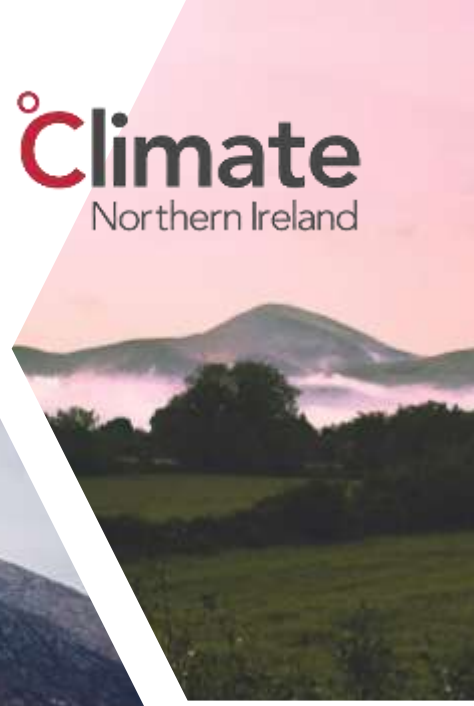
Steps 1 & 2 – Group Workshop

Activity 1. Setting the Scene – Scoping Exercise

(10mins in pairs)

Discuss

1. What resources, processes, or structures already exist in your organisation to facilitate adaptation planning? (e.g. strategies, working groups, reporting systems, data collected)
2. What are the main barriers for your organisation to adequately plan for and adapt to the impacts of climate change?



Step 2 – Understand Your Evidence

Step 2 will bring you through development of a climate risk assessment for your organisation. This will provide you with a preliminary assessment of current climate impacts which have had implications for the operations of your organisation. You will also begin to consider how these may change in the future and where new impacts might emerge.

Aim

- Assess your risk to past and future climate impacts

Objectives

- Define the scope of your risk assessment
- Assess past and future climate risks and the consequences for your organisation.
- Define existing policies and systems which address the risks
- Develop an organisational climate risk register and validate with colleagues
- Align risk register with latest UK Climate Change Risk Assessment

Climate Risk Assessments

Your climate action plan will need to include some assessment of how your organisation is at risk from the impacts of climate change. This involves both looking at the past and then thinking about the future climate as well.

Past Impacts

Part A - Create a list of previous climate hazards which affected your organisation. This is known as a Local Climate Impacts Profile (LCLIP)
Part B – Consider the chain of impacts from different types of severe weather that may affect your organisation and its operations, and what procedures are already in place when an event occurs.

Future Impacts

Part C - Think ahead to how these impacts might change by undertaking scenario planning to better understand future impacts

Part A - Local Climate Impact Profile (LCLIP)

What is the purpose of preparing an LCLIP?

The purpose of preparing a Local Climate Impacts Profile (LCLIP) is to understand existing vulnerability to weather events.

STEP 1 – Research

- Look into weather events that have had an impact on your organisation in the last 10 years (e.g. heavy rainfall, snow, storms, flooding).
- You can use the Climate NI Extreme Weather Timeline as a starting point

STEP 2 – Short Interviews

- Identify relevant colleagues to interview.
- These will help to verify and expand your information, collect records, and survey staff attitudes.

STEP 3 - Report

- Bring together your findings to include a list of weather events and how these impacted your organisation

Part B - Current Impacts

Current Vulnerability

For each of the Hazards listed in the worksheet table, identify one or two examples from the LCLIP, and define the impacts in greater detail (see a worked example below):

Exercise 1 – Current Vulnerability					
Hazard	**Examples of Hazard**	**Consequence of Event** (Detail what was affected and how)			**What data is available?** (Financial cost, overtime etc…)
		Function and Services	**Buildings and Staff**	**Businesses and Communities**	
River Flooding/High Precipitation (Example)	*Heavy Summer rainfall event, Drumahoe, August 2017*	*Emergency response required. Waste collection badly disrupted for one week, leisure centres closed, staff unable to get to work affecting key functions, parks damaged…*	*Leisure centres badly damaged, staff unable to get to work, staff overtime required, fleet vehicles swept away, hundreds of additional environmental health inspections*	*100s of businesses and homes damaged, oil tanks washed into rivers, emergency shelter required*	*Overtime and business losses were not calculated. Losses of £360,000, and additional insurance payments*

Climate Change Risk Assessment

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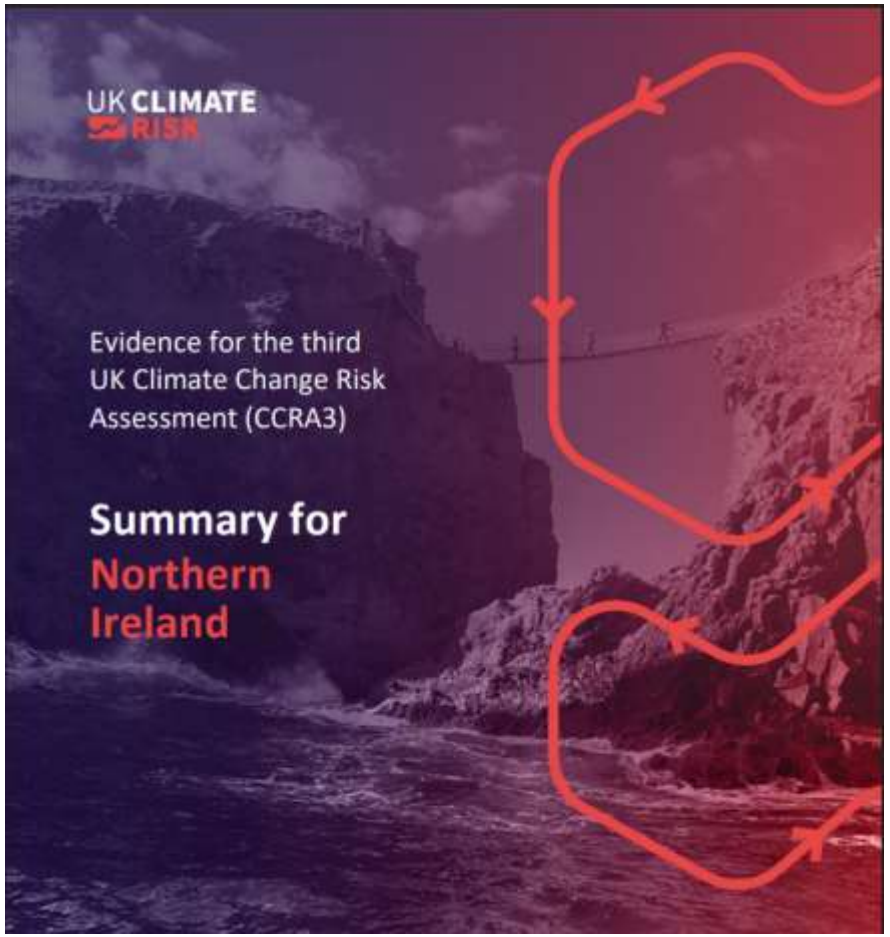
Urgency score for Climate Change Risk Assessment

Category	Description
More action needed	New, stronger or different Government action, whether policies, implementation activities or enabling environment for adaptation – over and above those already planned – are beneficial in the next five years to reduce climate risks or take advantage of opportunities. This will include different responses according to the nature of the risks and the type of adaptation: Addressing current and near-term risks or opportunities with low and no-regret options (implementing activities or building capacity). Integrating climate change in near-term decisions with a long life-time or lock-in. Early adaptation for decisions with long lead-times or where early planning is needed as part of adaptive management.
Further investigation	On the basis of available information, it is not known if more action is needed or not. More evidence is urgently needed to fill significant gaps or reduce the uncertainty in the current level of understanding in order to assess the need for additional action. *Note the category of 'Research Priority' in CCRA2 has been replaced with 'Further investigation' in CCRA3. This is because of some confusion following CCRA2 that 'research priority' only denoted that more research was needed, when in fact the urgency is to establish the extent to which further adaptation is required.*
Sustain current action	Current or planned levels of activity are appropriate, but continued implementation of these policies or plans is needed to ensure that the risk or opportunity continues to be managed in the future.
Watching brief	The evidence in these areas should be kept under review, with continuous monitoring of risk levels and adaptation activity (or the potential for opportunities and adaptation) so that further action can be taken if necessary.

CCRA – NI Summary

Of the 61 risks and opportunities identified for Northern Ireland, the CCC scores these as follows:

- 31 require more action now to address them
- 19 require further investigation
- 5 where sustaining current action is deemed appropriate; and
- 6 have been classified as watching brief.



Natural Environment and Assets

Key

More Action Needed
Further Investigation
Sustain Current Action
Watching Brief

Risk/Opportunity	Urgency
N1: Risks to terrestrial species and habitats from changing climatic conditions and extreme events, including temperature change, water scarcity, wildfire, flooding, wind, and altered hydrology	
N2: Risk to terrestrial species and habitats from pests, pathogens and invasive species	
N3: Opportunities for terrestrial species and habitats of new species colonialisation	
N4: Risks to soils from changing climatic conditions, including seasonal aridity and wetness	
N5: Risks and opportunities to natural carbon stores, carbon sequestration and GHG emissions from changing climatic conditions, including temperature change and water scarcity	
N6: Risks and opportunities to agricultural and forestry productivity from extreme events and changing climatic conditions	
N7: Risks to agriculture from pests, pathogens and invasive species	
N8: Risks of forestry from pests, pathogens and invasive species	
N9: Opportunities for agricultural and forestry productivity as new/alternative species becoming suitable	

Risk/Opportunity	Urgency
N10: Risks to aquifers and agricultural land from sea level rise, saltwater intrusion	
N11: Risks to freshwater species and habitats from changing climatic conditions and extreme events, including higher water temperatures, flooding, water scarcity and phenological shifts	
N12: Risks to freshwater species and habitats from pests, pathogens and invasive species	
N13: Opportunities for freshwater species and habitats from new species colonisations	
N14: Risks to marine species, habitat and fishers from changing climatic conditions, including ocean acidification and higher water temperatures	
N15: Opportunities for marine species, habitats and fisheries from changing climatic conditions	
N16: Risk to marine species and habitats from pests, pathogens and invasive species	
N17: Risk and opportunity of coastal flooding, erosion and climate factors affecting coastal species and habitats	
N18: Risk and opportunity to landscape character from climate change	

Infrastructure

Key

- More Action Needed
- Further Investigation
- Sustain Current Action
- Watching Brief

Risk/Opportunity	Urgency Score
I1: Risks to infrastructure networks from cascading failures	
I2: Risks to infrastructure services from river, surface water and groundwater flooding	
I3: Risks to infrastructure services from coastal flooding and erosion	
I4: Risks to bridges and pipelines from flooding and erosion	
I5: Risks to transport networks from slope and embankment failure	
I6: Risks to hydroelectric generation from low or high river flows	
I7: Risks to subterranean ad surface infrastructure from subsidence	
I8: Risks to public water supplies from reduced water availability	
I9: Risks to energy generation from reduced water availability	
I10: Risks to energy from high and low temperatures, high winds, lightning	
I11: Risks to offshore infrastructure from storms and high waves	
I12: Risks to transport from high and low temperatures, high winds, lightning	
I13: Risks to digital infrastructure from high and low temperature, high winds, lightning	

Health, communities and Built Environment

Key

- More Action Needed
- Further Investigation
- Sustain Current Action
- Watching Brief

Risk/Opportunity	Urgency Score
H1: Risks to health and wellbeing from high temperatures	
H2: Opportunities for health and wellbeing from higher temperatures	
H3: Risks to people, communities and buildings from flooding	
H4: Risks to viability of coastal communities from sea level rise	
H5: Risks to building fabric from moisture, wind and driving rain	
H6: Risk and opportunity to household energy demand from summer and winter temperature changes	
H7: Risks to health and wellbeing from changes in indoor and outdoor air quality	
H8: Risks to health from vector-borne disease	
H9: Risks to food safety and food security from UK climate impacts	
H10: Risk to water quality and household water supply	
H11: Risks to cultural heritage from changes in temperature, precipitation, groundwater, land, ocean and coastal change	
H12: Risks to health and social care delivery from extreme weather	
H13: Risk to delivery of education and prison services from extreme weather	

Business and Industry

Key

More Action Needed
Further Investigation
Sustain Current Action
Watching Brief

Risk/Opportunity	Urgency Score
B1: Risks to business sites from flooding	
B2: Risks to business locations and infrastructure from coastal change from erosion, flooding and extreme weather events	
B3: Risks to businesses from water scarcity	
B4: Risks to finance, investment and insurance including access to capital for businesses	
B5: Risks to business from reduced employee productivity due to infrastructure disruption and higher temperatures in working environments	
B6: Risks to business from disruption to supply chains and distribution networks	
B7: Opportunities for business from changes in demand for goods and services	

International Dimensions

Key

- More Action Needed
- Further Investigation
- Sustain Current Action
- Watching Brief

Risk/Opportunity	Urgency Score
ID1: Risks to food availability and quality from decreasing yields from rising temperatures, water scarcity and ocean changes globally	
ID2: Opportunities for UK food availability and exports from increases in productivity and areas suitable from agriculture overseas	
ID3: Risk and opportunity from migration to the UK and effects on the UK's interests overseas from climate-related international human mobility	
ID4: Risks to the UK's international interests and responsibilities from violent conflict resulting from climate change overseas	
ID5: Risks from changes to international governance affecting the UK from reduces international collective governance due to climate change and responses to it	
ID6: Opportunities for Increased trade for the UK from arctic ice melt opening up new trading routes	
ID7: Risks to international trade routes from climate hazards affecting supply chains	
ID8: Risks from economic loss to the UK from climate driven resource governance pressures and financial exposure	
ID9: Risks to UK public health from increase in vector borne diseases due to climate change	
ID10: Risk multiplication to the UK from interactions and cascades of named risks across systems and geographies	

What ongoing work addresses these climate risks?

For the same hazards as in exercise one, fill in the worksheet table to understand what existing work is already in place (see a worked example below). Do not worry if there is some overlap in policies that are relevant for all hazards:

Exercise 2 - What ongoing work addresses these climate risks?				
Hazard	**Policies and Procedures** (What current policies and procedures are in place to address these impacts? E.g. key strategies, insurance, operations plan, emergency plans etc...)	**External Organisations** (What statutory or community bodies do you need collaborate with to address these impacts?)	**What level of priority is this risk?** (Consider your LCLIP and the impacts from exercise one. Are there any particularly vulnerable groups or assets being impacted?)	**What data do we need to gather?** (Suggest what new or existing data should be in place to provide a clearer picture.)
River Flooding/High Precipitation	*Emergency plan, business continuity plan, corporate risk assessment, health and safety...*	*Housing Executive, DfI, DAERA, PHA...*	*High – Significant impact and damaged key assets, homes and businesses...*	*Staff overtime cost, local business losses, number of homes affected, future flood projections, repair costs, disruption, insurance...*

Part C - Future Impacts

Assessment of Future Risk and Scenario Planning

1. *Using LACS, write the relevant indicators into the table*
2. *In the final column, make an initial list of which assets and services would be affected. You will then move on to explore this in more detail in the second stage of Part C.*

Future Projections for *X Organisation*						Impacts
Hazard	**Baseline Year 1981-2000**	**2°C World**		**4°C World**		**Make a list of which assets and services might be impacted by these future changes** (Explore this in more detail in the second stage below this table.)
	Median	**Median**	**High**	**Median**	**High**	
•River Flooding •High Precipitation •Sea Level Rise						

Now you have a list of potential changes in the future climate. Considering the information listed in Part B and C of this worksheet above, and any examples of impacts gathered from Part A, answer the following:

Future Risks	
Question	**Comment**
1. How might the following be impacted in your organisation in a 2°C and 4°C world:	
a. Assets	
b. Services and operations	
c. Supply chain, and other transboundary risks	
d. Finance and insurance.	
2. Are there any thresholds where you know capacity will be breached? E.g. water levels, heat thresholds, financial thresholds.	
3. Are there any priority data gaps?	

Future action: Now you have assessed how your organisation may be affected in a 2°C and 4°C world, discuss how you would plan to mitigate these risks.

Future Actions	
Question	**Comment**
1.How might your governance, finance or procurement procedures need to change between a 2°C and 4°C world?	
2.How might your risk management processes need to change between a 2°C and 4°C world? Think about how these risks interact with each other and other events.	
3.What metrics and data are you already gathering which could help inform these decisions? (E.g. weather-related losses, supply disruption).	
4.Is there anything beyond this risk assessment for your immediate organisation that you need to start considering. For example, do you have vulnerable people who access your assets or services?	

Steps 1 & 2 – Group Workshop

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Activity 2. Risks & Opportunities

(10mins in groups)

In pairs, discuss:

1. How your organisation has already been impacted by climate change, and;

2. The biggest risks to your organisation and its functions. We have provided the CCRA3 list of risks to facilitate this.

Drafting a Risk Register

- **Risk Statements** provide greater context and clarity on exactly what the impacts and consequences are for the organisation. There may be some repetition between hazards, and that is fine. The key question will be how place- or asset-specific you want to be.

- With your draft risk statements are developed, it is time to complete the **Risk Register template**. This will be your first draft of the risk register which you can then validate with colleagues, particularly those with risk management or response roles.

Risk Statements

PHYSICAL CLIMATE HAZARD: FLOODING
(increased precipitation and sea level rise)

RISK STATEMENT (Hazard, Impact and Consequence) **AND RISK CODE (F)**

E.g. (F1) **Increasing frequency and intensity of precipitation** resulting in **greater flood risk**, leading to **damage to property, equipment and infrastructure**. This will result in **reduced accessibility to premises for staff and increased financial costs for repairs**. Damage to equipment may result in **loss of business continuity, impacting reputation and finances**. There is also a risk posed to personnel who are in the office at the time of flooding.

Reason for the hazard

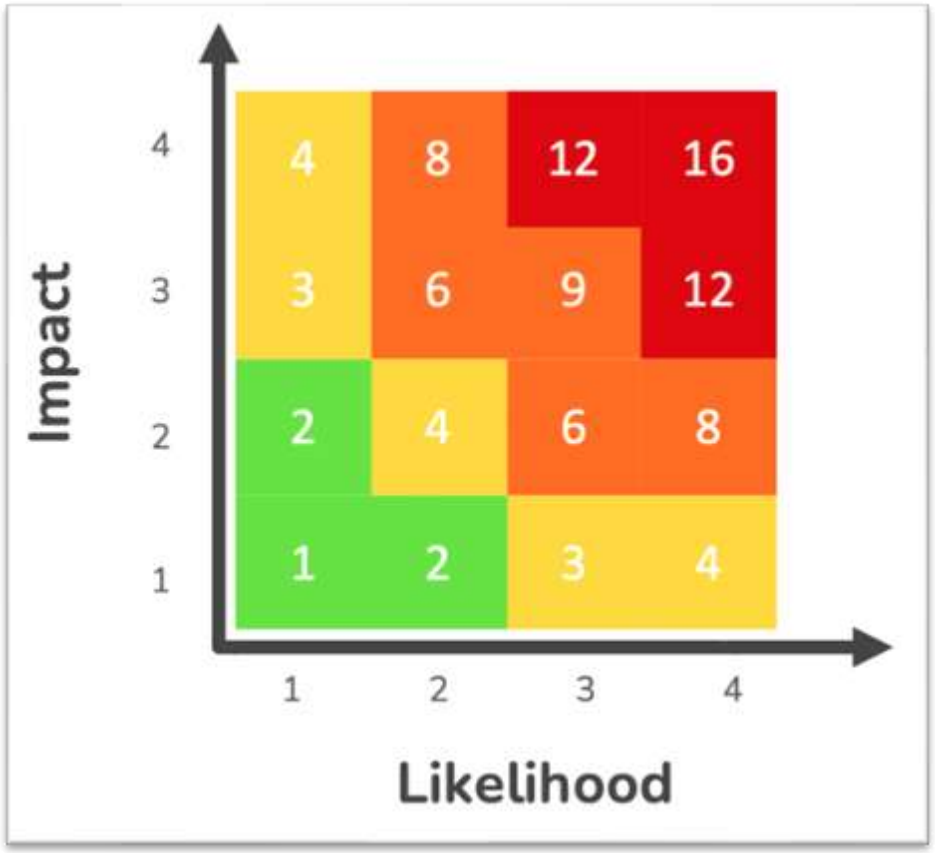
Direct result of the hazard

Direct impacts

Indirect impacts

Inherent vs Residual Risk

- **Inherent risk** refers to the level of risk that exists before any efforts are made to mitigate or control it.
- Using a scoring matrix, we can assess the impact and likelihood of each risk
- This method will result in a traffic light system of ranking risks
  - **Likelihood** = the probability of a risk event occurring
  - **Impact** = the potential consequences of the risk
- **Residual risk** works in the same way, but refers to the level of risk that remains after current policies and procedures have been implemented



Inherent/residual risk = likelihood x impact

Risk Matrix

Impact	**5 - High**	Property destroyed or not safe for use/fatality or multiple injuries; Financial loss >£500,000; Failure of key objectives; National media coverage;	**Medium 5**	**High 10**	**Critical 15**	**Critical 20**	**Critical 25**
	4 - Medium/High	Serious damage to property/ Serious Injury; Financial loss £100,000 to £500,000; Failure of key service; NI Media coverage;	**Low 4**	**Medium 8**	**High 12**	**Critical 16**	**Critical 20**
	3 - Medium	Moderate damage requiring repair/ Injury requiring medical treatment; Financial loss of £10,000 to £100,000; Medium impact on achievement of objectives; Significant localised press coverage;	**Low 3**	**Medium 6**	**Medium 9**	**High 12**	**Critical 15**
	2- Low/Medium	Minor damage/injury; Financial loss £1,000 to £10,000: Minor impact on achievement of objectives; Some Localised press coverage;	**Very Low 2**	**Low 4**	**Medium 6**	**Medium 8**	**High 10**
	1 - Low	No damage/injury; Financial loss <£1,000; No impact on achievement of objectives; Minimal damage to reputation	**Very Low 1**	**Very Low 2**	**Low 3**	**Low 4**	**Medium 5**
		Risk Matrix	May occur only in exceptional circumstances	Might conceivably occur at the some time	Could occur at same time	Will probably occur in most circumstances	Is expected to occur in most circumstances
			1 Low	**2 Low - Medium**	**3 Medium**	**4 Medium - High**	**5 High**
			Likelihood				

Risk Register Template Example

Climate Hazard: Flooding (Increased Precipitation and Sea Level Rise)

Projected Change: Wetter Winters and, despite an overall trend towards drier summers, a greater risk of localised, intense summer flooding when it does rain heavily.

Title of each risk in the form of: **- Risk Statement** (Impact and Consequences for functions, services, assets and investments) **- Risk Code (F)**	**Lead Internal Risk Owner** (including job title if possible) **and relevant supporting departments**	**Inherent Risk** (current likelihood and impact of flood risk)			**Current Policies and Procedures**	**Residual Risk** (after considering impact of current policies and procedures)			**Timeframe before risk requires action:** **Current (<5yr)** **Medium (5-10yr)** **Long (10-25yr)** **Longer (25yr+) term**	**Considering your future scenarios, how will this risk change in a 2C world?**	**Considering your future scenarios, how will this risk change in a 4C world?**	**Title of relevant similar risks identified in the most recent:** UK Government's Climate Change Risk Assessment (CCRA)	**Is management fully within the control of your organisation? If dependent on other organisation(s), state which organisation(s) and describe the linkages.**
		Likeli-hood	**Impact**	**Risk Score**		**Likeli-hood**	**Impact**	**Risk Score**					
(F1) Damages to new and existing community assets from river flooding, leading to financial costs, losses, increased insurance costs and additional resource, including third party contractors.	*e.g.* ***Community Services*** *- Waste/Fleet/ Management/Cleansing/Parks, Capital Programmes, Emergency Management, Communications, Finance*	*4*	*4*	*16*	*Emergency Plan, Departmental and Service policies and operational procedures, relevant multi agency plans.*	*4*	*4*	*16*	*Current*	*Winter rainfall maximum will increase by 2.5 mm leading to even greater flood risk*	*Winter rainfall maximum will increase by 4mm leading to even greater flood risk, and requiring some movement of services.*		*1. DFI - Flood risk management impacting X area/asset* *2. Insurance provider - premiums are not under our control, but may be impacted by risk planning* *3. Contractors - must ensure appropriate management of site*

Risks and Opportunities

In addition to considering the risks that are likely to affect your organisation, it is also important to consider any potential opportunities that could arise. It should be caveated however that many of these opportunities entail significant trade-offs.

Opportunity examples (from CCRA3 NI Summary):

- Warmer winters mean that future heating demand in households may reduce in Northern Ireland. This offers potential economic benefit, especially for fuel-poor households – H6.
- As climate warming changes conditions, new crops, varieties or tree species may become viable in Northern Ireland (e.g., legumes, fruits, non-traditional crops) – N9.
- Climate-driven changes in sea temperature, currents and chemistry may alter marine species distributions. This could open opportunities for new or expanded fisheries, aquaculture species, and marine ecosystem services – N15.
- Long-term climate change will shift demand and production costs across sectors — creating opportunities for new goods/services (e.g., adaptation services, green retrofit, climate-resilient products, new agricultural products, sustainable tourism) – B7.

Steps 1 & 2 – Group Workshop

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Activity 3. Risk Register Template

(10mins in pairs)

Discuss

1. Using the ‘Resource B’ template for reference, draft a risk statement for one of the CCRA3 risks that you picked out in the last activity. You can write this on the flipchart paper we have provided.

2. Consider what your organisation has already developed. Where would the gaps be in filling out this risk register template?

Climate Northern Ireland

Session 2

Developing Your Plan

Step 3 – Set Your Ambition

Step 3 is where the formulation of the plan takes place, through development of a draft structure, action plan and monitoring framework. Building on the risk register, these provide the adaptation element of your climate action plan.

Aim

- Analyse priority risks and opportunities, and develop a draft action plan with targets and indicators

Objectives

- Co-design Vision, Aims and Themes for your adaptation plan
- Draft priority actions which can address priority risks
- Draft indicators, targets (where possible) and a monitoring framework which will define success
- Consider how all of the above aligns with your net zero plan

Writing Your Plan

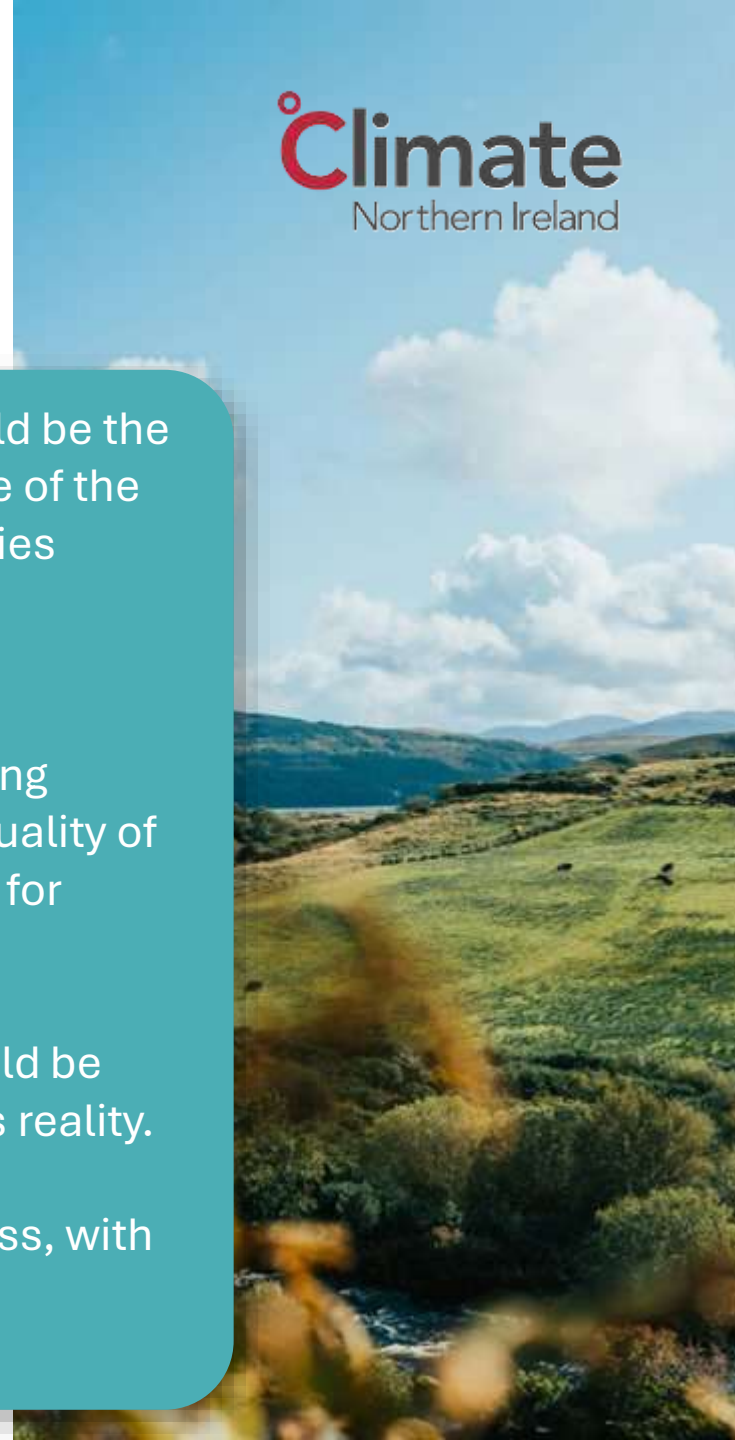
Below are some key things to keep in mind as you go about developing your plan.

Peer learning - one of your greatest assets when you are developing your plan should be the experience and learnings, successes and shortcomings, of your peers. Make full use of the PBCAN, especially where there may be space for co-ordination between public bodies whose impacts and actions are shared or interconnected.

Co-design - this is a term that is often taken to merely mean a collaborative process. However, there is more to the concept than that. Co-design is not just getting people around the table but is also an ethos and a mode of practice that centres equality of voice, care and relationships, and the distribution of power. See our planning toolkit for integrating co-design principles.

Scope - Be realistic about what your organisation can and cannot do. The plan should be ambitious; however, it is important to recognise those places where ambition meets reality.

Monitoring - Incorporate a robust framework for monitoring and reporting on progress, with regular communications to build trust and transparency.



Vision, Aims and Themes

Climate action is a long-term strategic challenge that you will need to align with your organisation's core aims and objectives. You should develop a vision, aims and themes which allow you to strategically plan an effective response.

1. **Vision** - Provide a clear vision for your organisation that considers where you want to be both in terms of emissions reduction and preparation for climate impacts. Communicate the ultimate ambition for what you want to achieve by taking action on climate change, in wording that fits your organisation and level of influence.

2. **High-level Aims** - For the aims, be ambitious and consider exactly what it is you want to change as a result of developing your first climate action plan. These are strategic aims that will allow you to achieve the vision. It may also be useful to mirror the headings of major policy documents in your organisation, to help the understanding and alignment for senior leaders and other colleagues.

3. **Themes**- These thematic areas are the 'pillars' or 'work packages' around which your climate action plan will be structured. As with the vision and aims, these themes will be specific to your individual organisation, although it might be useful to look at similar plans produced by different organisations within your sector.

Action Planning

Remember the scope and vision of your climate action plan. This should guide the nature and ambition of your actions while the themes provide the structure of the action plan. Your work from Steps 1 and 2, particularly your climate risk register, will provide some of the priorities for action.

Developing Your Action Plan:

Activity 1 – Develop first batch of actions

Set out approximately 3-5 draft actions below each theme. Develop actions to address priority risks from your risk register and allocate them under the relevant theme

Some of these actions may be existing work; others may be new. Define the specific climate change risk(s) which each action is intended to address and detail how each action will address the associated risk(s).

Activity 2 – Review and add to actions

Now that you have considered actions which directly address your priority risks, it is important to move on and add other draft actions which aim to build capacity and flexibility in your organisation for the long-term.

Action Planning Cont'd

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Developing Your Action Plan:

Activity 3 – Check and prioritise actions

Now you have a longlist of potential ideas, this is the stage to check your actions with relevant colleagues to understand if they have any existing work you should know about, and whether the wording of the actions is accurate and feasible. This can be done at a workshop with colleagues, or one-to-one. Then you must begin to set out what you think are the priorities for each theme; a process that continues through Step 4 of this cycle. This is often what you will spend most time discussing with senior staff.

Activity 4 – Develop a Draft Monitoring Framework

The final step of developing your draft action plan is to consider how you will monitor progress and success. Although you can hold this separately outside of your climate action report (for example, to keep a live version on your website), it is best practice to develop this framework at the same time as you are developing your action plan.

The overall message is to take special care to properly develop key performance indicators (KPIs) which are SMART and will hold the organisation to a high level of ambition.

Monitoring: Principles and Indicators

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Adaptation monitoring principles developed by NILGA:

1. Periodically review organisational risks and impacts to enhance understanding of both physical and non-physical climate challenges.
2. Aim to set SMART actions, with clear ownership, which link to the priority risks as identified for council, and account for wider Northern Ireland risks where possible.
3. Measure a range of indicators (Process, Output and Outcome) and consider a range of future scenarios where possible (e.g. a 2°C and 4°C world).
4. Improve capacity, communications and education to promote behavioural change in officers, elected members and citizens.
5. Encourage and actively enable collaboration inside and outside council.
6. Integrate adaptation into business processes across council, including financial planning.

Types of Adaptation Indicator:

- **Process (Governance):** The delivery of a governance action
- **Threshold (Target)** Level at which further action will be taken
- **Output (Delivery)** Direct results from the delivery of an action
- **Outcome (Impact)** A measure of the change that occurs as a result of the action

Case Studies

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- Develop case studies to show where you have delivered best practice adaptation, not only highlighting your good work, but offering a blueprint for other organisations.

Examples:

NICCAP3

Climate ADAPT
SHARING ADAPTATION KNOWLEDGE FOR A CLIMATE-RESILIENT EUROPE

Climate-ADAPT
Case Study Explorer

sustainability west midlands
Environment Agency

Regional partnership bodies

MACC Hub

weADAPT

weADAPT/MACC HUB

Action Planning – Group Workshop

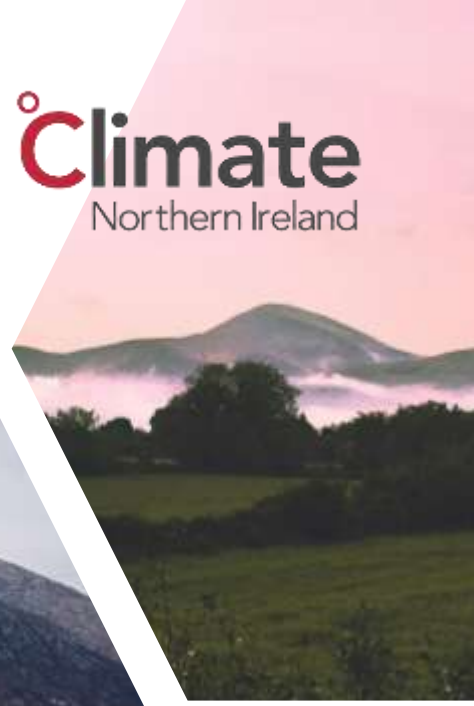
Activity 4. Creating and Prioritising Actions

(20mins in groups/10mins feedback)

1. On the 'Activity 4. Worksheet', pick out 2-3 key themes that will be central to your organisation's adaptation plan. Think about the risks you scoped in activity 2.

2. Under each theme, list 2-3 priority actions that will be key to meeting the risks in that area.

We have provided examples of themes and actions in Resource C



Step 4 – Agree Actions & Finalise Plan

Step 4 is where you seek agreement on the different aspects of your plan, and sign-off from your working groups and senior executives.

Aim

- Agree Actions which reduce vulnerability to climate impacts and finalise plan

Objectives

- Agree ownership and resource for each action
- Agree your ambition, indicators and monitoring framework
- Finalise the text of the plan
- Sign off your Adaptation Plan as necessary (e.g. working groups, senior staff, committee, public consultation)

Step 5 – Deliver, Evaluate and Report

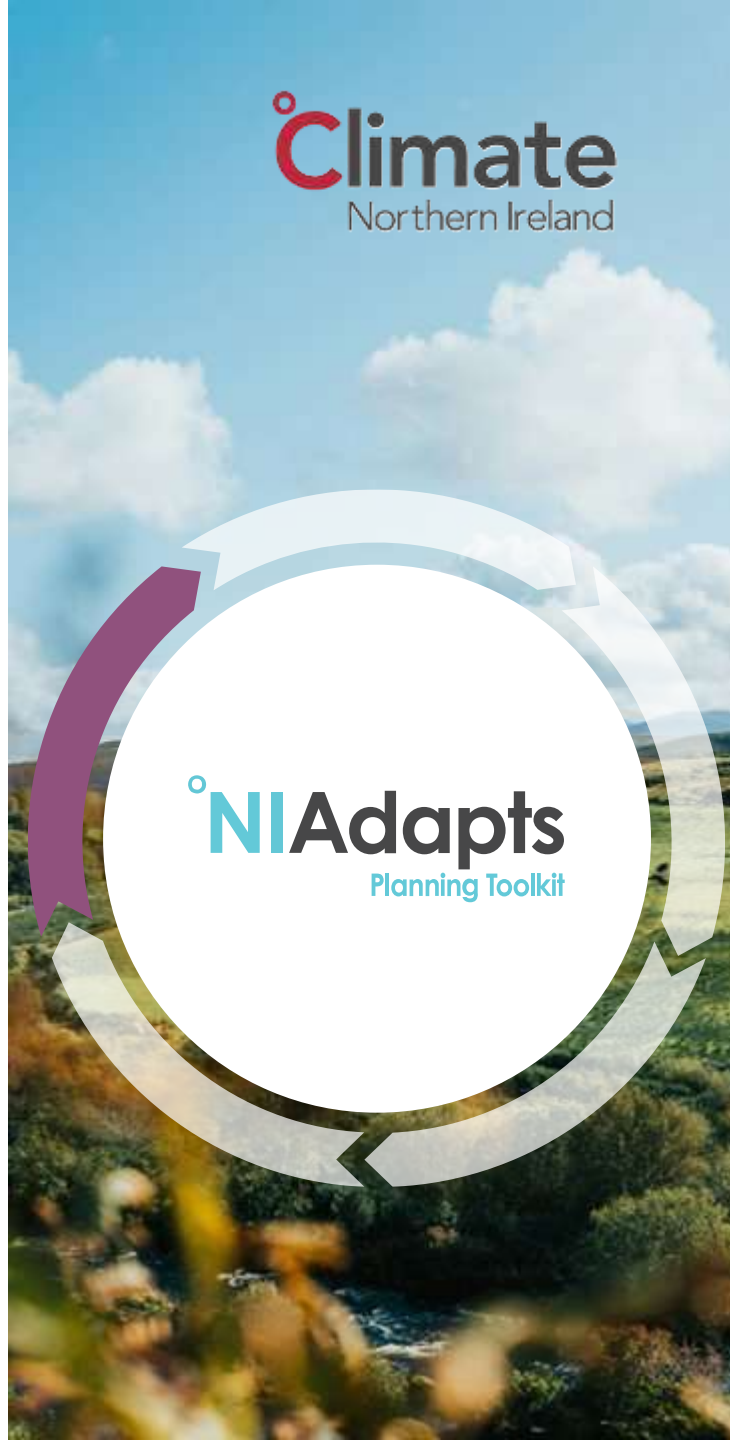
Step 5 is where you begin to take action and implement your new strategy. Seek collaboration and dialogue within and beyond your organisation. Following implementation, regular monitoring and review are essential to gauge efficacy and ensure the plan's vitality and impact. Define the metrics of success and assess progress towards those benchmarks.

Aim

- Publish and implement your adaptation plan. Evaluate and report on progress.

Objectives

- Publish and publicise your plan and raise awareness with stakeholders
- Deliver adaptation and risk reduction action
- Review progress with owners of actions
- Evaluate progress of actions against ongoing climate impacts
- Begin to scope any additional detailed projects or data requirements to enable next round of adaptation planning
- Review reporting process and identify improvements for next reporting period
- Submit reports where required under Climate Change Act (NI) 2022



Q&A – Steps 3, 4 and 5

Climate Northern Ireland

Plenary Discussion
(30mins)

Do you have any questions on:

1. Carrying out your climate action planning
2. Support for public body reporting

Climate NI - Climate Adaptation Support

Feedback

If you have comments on this training, or suggestions for additional support please use the QR Code and fill out our feedback form.

Thank you!

https://forms.office.com/e/e6C7cvmVss

Climate Northern Ireland

Thank you!

Keep in touch

www.climatenorthernireland.com

Funded via the Carrier Bag Levy by:

Met Office

Department of Agriculture, Environment and Rural Affairs
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An Roinn Talmhaíochta, Comhshaoil agus Gnóthaí Tuaithe

Depairtment o' Fairmin, Environment an' Kintra Matthers