



Climate Change Adaptation

Reporting Guidance for Public Bodies

The Climate Change (Reporting Bodies)
Regulations (Northern Ireland) 2024



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Agriculture, Environment
and Rural Affairs
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- Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and
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- Annex C: Key Concepts of Climate Change Risks and Impacts
- Annex D: Generic Questions to Help Inform a Climate Change Impact Assessment
and Adaptation Actions
- Annex E: Summary of External Adaptation Reporting Standards (ISO and BS)
- Annex F: Guidance on Developing and Setting Adaptation Targets
- Annex G: List of Acronyms
- Annex H: Glossary

Purpose of the Guidance Document and the Online Portal

The purpose of this guidance document is to help public bodies that are required to report on climate change adaptation under The Climate Change (Reporting Bodies) Regulations (Northern Ireland) 2024 ('the Regulations'). It may also be used by public bodies that wish to report voluntarily.

This document relates to the first adaptation reporting cycle under the Regulations and has been developed by the Department of Agriculture, Environment and Rural Affairs ('DAERA') through a co-design process with public bodies. It should be read in conjunction with DAERA's online climate change public body reporting portal ('the online portal'), which is accessible via the department's webpage at: [Public Body Climate Change Adaptation Reporting Portal](#).

Reporting organisations should use the online portal to create and submit their climate change adaptation reports to DAERA.

The guidance document and the questions within the online portal align with, and endorse, the UK Climate Change Committee's¹ ('CCC') ten principles for good adaptation² (see section '[Key Principles for Effective Adaptation](#)' for a summary of these principles in the context of Northern Ireland public bodies).

This first adaptation reporting cycle aims to set a baseline against which progress in later reporting rounds can be assessed. Organisations are not required to report on every aspect of adaptation in this first reporting round. Additional areas may be introduced, and existing areas may be expanded or refined in future cycles, including through continued co-design with public bodies. Notwithstanding this, the guidance

¹ The UK Climate Change Committee is the expert statutory advisory body on climate change to UK government and its devolved government administrations, including Northern Ireland

² The UK Climate Change Committee: [Independent Assessment of UK Climate Risk – Advice to Government for the UK's third Climate Change Risk Assessment \(CCRA3\)](#)

and the online portal set out what public bodies need in order to fulfil their statutory requirements for reporting on climate change adaptation.

It is recognised that organisations will be at different stages in their adaptation journey, reflecting differences in functions, climate risks and impacts, reporting experience and capacity. Nevertheless, the guidance and the online portal set out what is required to meet statutory requirements for reporting on climate change adaptation.

Tips on Portal Navigation

To help public bodies navigate the online reporting portal, DAERA has produced a navigation and tips document, which can be viewed at the following hyperlink: 'DAERA's Adaptation Reporting Portal - Navigation and Tips'. It provides practical guidance that may be helpful when entering information into the portal.

Adaptation Reporting Webpage

DAERA's adaptation reporting webpage provides additional information, including information on reporting requirements, links to supporting guidance and materials, such as how to access and register for the reporting portal and the available training resources, etc.

This webpage can be viewed at the following hyperlink: [Public Body Climate Change Adaptation Reporting](#)

If You Need to Correct a Submitted Report

If it appears that a report requires correction after submission to DAERA via the portal, contact the PBR helpdesk for further advice as soon as practicable, by telephone on 028 9081 6611 or by email at ClimatePBR@daera-ni.gov.uk.

A corrected report must state the reasons for each correction and is subject to publication requirements.

Process of Future Improvement

Climate change reporting is an iterative process. Reporting needs and requirements will evolve over future reporting rounds as datasets mature, reporting experience and skills develop, and understanding of climate change improves. Public bodies are expected, where appropriate, to work towards improving their reporting capabilities and the quality and availability of information across future reporting cycles.

This guidance document and the online portal will therefore be kept under review by DAERA and updated as appropriate over the reporting cycles through a programme of improvement and co-design with public bodies, including technical development to enhance the user functionality of the online portal.

Structure of this Guidance Document and the Online Portal

This guidance document contains introductory sections under the following headings:

- [Legislative Context and Requirements](#)
- [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 - Requirements and Approaches](#)
- [Adaptation Standards, Support and External Tools for Climate Change Impact Assessment and Action Planning](#)

The online portal includes a series of climate change adaptation questions, grouped into themed ‘Parts’. Reporting organisations use these to create and submit their adaptation reports through their responses to these questions.

There are mandatory questions required under the Regulations. Additional subsidiary questions may be generated within the online portal depending on the answers provided to specific questions. **Where further information is required for clarity, the online portal may designate these subsidiary questions as mandatory.** Completion of all mandatory questions is required to progress and submit a report. The portal will flag mandatory requirements at the relevant points if they are not completed by the reporting organisation. This guidance document also highlights these mandatory points.

This guidance document contains six chapters that correspond to the relevant parts of the online portal as follows:

Guidance Document: Chapters	Corresponding Online Portal: 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: Climate Change Adaptation Actions	Part 4: Climate Change Adaptation Actions
Chapter 5: Adaptation Case Studies	Part 5: Adaptation Case Studies
Chapter 6: Validation and Authorisation	Part 6: Validation and Authorisation

Chapters 1 to 6 provide background information and guidance, with some chapters including recommendations and tips. Each chapter can be read independently, although there are connections between them. Cross-references to relevant sections and annexes are included where appropriate.

This guidance document includes the following annexes:

- Annex A: Summary of the Adaptation Requirements of The Climate Change (Reporting Bodies) Regulations (Northern Ireland) 2024
- Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities
- Annex C: Key Concepts of Climate Change Risks and Impacts
- Annex D: Generic Questions to Help Inform a Climate Change Impact Assessment and Adaptation Actions
- Annex E: Summary of External Adaptation Reporting Standards (ISO and BS)
- Annex F: Guidance on Developing and Setting Adaptation Targets
- Annex G: List of Acronyms
- Annex H: Glossary

Legislative Context and Requirements

In 2022, Northern Ireland passed its first climate legislation, the [Climate Change Act \(Northern Ireland\) 2022](#) ('the Act'). The Act, under [section 42](#), required DAERA to bring forward [The Climate Change \(Reporting Bodies\) Regulations \(Northern Ireland\) 2024](#) ('the Regulations'), which came into operation on 3rd May 2024 after agreement by the Northern Ireland Executive.

These Regulations set adaptation reporting duties on 40 large public bodies. The public bodies specified in the Schedule to the Regulations can be viewed at the following hyperlink: [List of Specified Public Bodies](#).

The Regulations focus on these large bodies as they are likely to have the capacity to report, demonstrate climate change leadership, and exercise strategic influence.

The following is required under the Regulations:

The first adaptation reports are required to be prepared and sent to DAERA by: **31st March 2026** covering the four-year period **1st January 2026 - 31st December 2029**.

- **Submission deadlines and reporting periods**
 - The second adaptation reports must be prepared and submitted to DAERA by 31st January 2030, covering the five-year period 1st January 2030 - 31st December 2034.
 - The third and subsequent reports are required on a five-yearly basis thereafter (i.e. 2035, 2040, 2045, etc.). Each subsequent report covers the five-year period preceding the next reporting deadline.

- **Report content**

Adaptation reports must include:

 - an assessment of the current and predicted impact of climate change in relation to a public body's functions;
 - details of actions and plans to manage those risks and impacts, including timescales for implementation; and

- from the second report onwards, an assessment of progress in implementing the actions and plans between reporting periods.

- **Considerations**
Where relevant, specified public bodies must consider the:
 - latest UK Climate Change Risk Assessment (CCRA)³;
 - latest Northern Ireland Climate Change Adaptation Programme (NICCAP)⁴; and
 - desirability of co-ordinating their adaptation actions, including policies and proposals, with corresponding bodies in the UK (including Northern Ireland), the Republic of Ireland, or elsewhere.

- **Publication**
 - Reports must be published on the DAERA website, and each specified public body is also required to publish its own report.

- **Corrections after submission of reports**
 - The Regulations allow for corrections to be made to the reports after they are submitted to DAERA.

 - A corrected report must state the reasons for each correction and is subject to publication requirements.

Further information is provided in ‘Annex A: Summary of the Adaptation Requirements of The Climate Change (Reporting Bodies) Regulations (Northern Ireland) 2024’.

³ The UK Government is required, under the UK Climate Change Act 2008, to publish a Climate Change Risk Assessment (UK CCRA) every five years - which sets out the risks and opportunities facing the UK (including Northern Ireland) from climate change.

⁴ The UK Climate Change Act 2008 requires Northern Ireland government departments to prepare an Adaptation Programme which responds to the climate change risks and opportunities for Northern Ireland (NI) as identified in the most recent UK CCRA.

CLIMATE CHANGE, CLIMATE PROJECTIONS AND IMPORTANCE OF ADAPTATION ACTION AND REPORTING

Introduction

This section provides information and guidance on the following topic areas:

1. [What is Climate Change](#)
2. [The Importance of Considering the Effects of Climate Change](#)
3. [Addressing Climate Change - Adaptation and Mitigation](#)
4. [Climate Change in Northern Ireland](#)
5. [UK Climate Change Projections](#)
6. [Climate Change Projections - Other Useful Resources](#)
7. [Adaptation Action Benefits](#)
8. [Adaptation Reporting Benefits](#)

1. What is Climate Change

Climate change is recognised as one of the most important challenges facing the world today. The United Nations defines climate change as the long-term shifts in temperature and average weather patterns globally.⁵ These shifts can be natural but, since the 1800s, human activities have been the main driver of climate change, primarily due to the burning of fossil fuels (coal, oil and gas) which produce heat-trapping gases called greenhouse gases (GHGs). The impacts, which include changing weather patterns, rising sea levels and more frequent and extreme weather events, are affecting Northern Ireland and countries worldwide.

In recent years, global heat and sea-surface temperature records have been repeatedly broken, with significant impacts on our weather systems, food production and yields, and increased health risks from extreme heat stress.⁶

⁵ [What Is Climate Change? | United Nations](#)

⁶ [From widespread floods to severe heatwaves, ESOTC 2023 puts Europe's climate in focus | Copernicus](#)

2. The Importance of Considering the Effects of Climate Change

Global temperature is already around 1.2°C warmer than pre-industrial levels⁷, with 2024 the warmest year on record, recorded at 1.55 °C above 1850–1900⁸. Some further warming is unavoidable due to past emissions, meaning that even with deep cuts to achieve net zero greenhouse gas emissions, a degree of future change is already locked in.

The extent of future climate change impacts will depend on the level of success in limiting current and future global GHG emissions over the coming decades. Future climate scenarios remain uncertain due to multiple factors, including human behaviour, limitations in climate modelling and natural climate variability.

The Paris Agreement aims to limit global warming to well below 2°C, with an aspiration to keep it below 1.5°C.⁹ This threshold is considered crucial to avoid the most catastrophic impacts of climate change.

While many governments worldwide (including the UK) have agreed to work towards limiting global warming to 1.5°C, evidence from the Intergovernmental Panel on Climate Change (IPCC) shows that global warming could reach 4°C by 2100 if emissions are not reduced drastically.¹⁰

Global warming is currently on track for around 2°C by the 2050s with the possibility of significant further warming by the end of the century.¹¹ Therefore, while we aim to limit warming to 1.5°C, the evidence shows that we must be prepared for warming from 2°C up to 4°C.

⁷ [European Environment Agency - Global and European temperatures](#)

⁸ [WMO confirms 2024 as warmest year on record at about 1.55°C above pre-industrial level](#)

⁹ [The Paris Agreement](#)

¹⁰ [Intergovernmental Panel on Climate Change: Climate Change 2021 - The Physical Science Basis](#)

¹¹ [Climate Change Committee: Progress in adapting to climate change - 2025 report to Parliament](#)

A world warmed by 2°C would still experience significant impacts, but these would likely be less severe than under 4°C of warming. These scenarios provide a framework for understanding potential futures, but there remains inherent uncertainty in climate projections, and actual impacts may vary.

Climate change is already affecting all parts of Northern Ireland and will continue to do so. It can introduce new risks and increase exposure to existing risks. Preparing for the impacts of climate change (adaptation), while also reducing GHG emissions (mitigation), is essential and of equal importance.

3. Addressing Climate Change - Adaptation and Mitigation

Climate change adaptation and mitigation are two distinct yet complementary approaches to addressing the challenges posed by a changing climate.

Adaptation

Adaptation focuses on managing the unavoidable consequences of climate change by:

- **Adjusting to current and future climate impacts through action** - this involves preparing for and responding to changes, like sea-level rise, extreme weather events, and altered precipitation patterns, etc.
- **Building resilience** - this means strengthening our ability to cope with climate change impacts and minimising potential damage.

Essentially, climate change resilience is the desired outcome, and adaptation actions are the process or means to achieve this resilience.

Adaptation actions aim to strengthen the ability to cope with the risks, changes, and impacts that climate change can bring. This includes preparing for the increasing hazards associated with ongoing climatic shifts, as well as identifying new opportunities that a changing climate may present. In doing so, adaptation helps to ensure the resilience of Northern Ireland, including the continued provision of services by public bodies.

Mitigation

Mitigation addresses the causes of climate change, while adaptation addresses the consequences. Mitigation focuses on reducing greenhouse gas emissions, in order to slow the rate at which it occurs.

Dual-benefit climate actions

Dual-benefit (or 'co-benefit') climate actions deliver both mitigation and adaptation outcomes. They can also generate wider positive impacts for society, the economy, public health, and the environment.

Examples include:

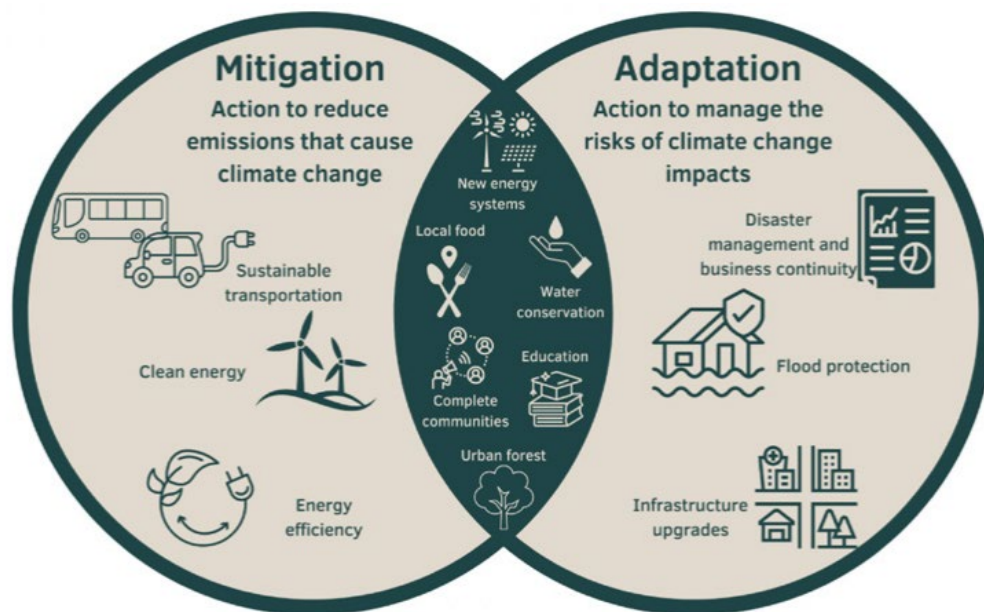
- Urban trees/green space – reduce urban heat and manage stormwater (adaptation), while sequestering carbon (mitigation).
- Building fabric upgrades (insulation/ventilation) – protect occupants from heat/cold (adaptation) and cut energy demand and emissions (mitigation).

By implementing such dual-benefit actions, organisations can maximise the effectiveness of their climate strategies while also supporting broader social and environmental goals.

Adaptation and mitigation action examples

Figure 1 below provides example actions for adaptation and mitigation including where they are overlap and have co-benefits.

Figure 1: Examples of Mitigation and Adaptation Actions and Where They Overlap



4. Climate Change in Northern Ireland

Northern Ireland is already experiencing the effects of climate change, with warmer, wetter winters and hotter, drier summers projected for the future. These changes are expected to continue and intensify.

This includes an increased risk of extreme weather events such as flooding, storm surges, heatwaves and potentially wildfires and droughts. Sea levels are also expected to rise, with increases in both the frequency and magnitude of extreme water levels around the coastline.

5. UK Climate Change Projections

In November 2018, DAERA published the most up-to-date [UK Climate Change Projections](#) (known as 'UKCP18') which illustrate a range of future climate scenarios until 2100. The projections are based on the latest scientific findings and

observations available from the UK Met Office¹² and from global datasets. The high emission scenario within UKCP18 for Northern Ireland shows that by:

- 2070, winters could be up to 3.9°C warmer and summers up to 4.9°C hotter;
- 2070, winters could be 25% wetter and summers 38% drier; and
- 2100, sea levels in Belfast could rise by up to 94 cm.¹³

UKCP18 is also widely accessible via the [Met Office website](#) which includes tools for generating customised climate projections.

6. Climate Change Projections - Other Useful Resources

In addition to UKCP18, the following resources provide information on current and projected climate change relevant to organisations in Northern Ireland:

- **Northern Ireland Environmental Statistics Report**

DAERA publishes the [Northern Ireland Environmental Statistics Report](#) annually which contains detail on a changing climate in Northern Ireland, with the most recent published in [2025](#).

- **Flood Maps NI**

Department for Infrastructure publishes and provides '[Flood Maps \(NI\)](#)' which is an interactive map-viewer that enables users to access the latest flood hazard information available from government.

- **Met Office Services**

The [Met Office Local Authority Climate Service \(LACS\)](#) provides free, user-friendly tools and resources which all Northern Ireland public bodies (and others) can use to help them identify and understand climate change trends and projections in

¹² [The Met Office](#) is the UK's national meteorological service who provide weather and climate-related services to the government, businesses, emergency responders and the public.

¹³ [UK Climate Change Projections](#) (DAERA)

their 'local authority' (council) area. Each area experiences its own unique challenges from climate change. For example, urban areas are affected by the urban heat island effect resulting in higher urban temperatures compared with rural surroundings, whereas low-lying coastal areas may be at greater risk of flooding from rising sea levels. Users can generate a climate report that includes information on national and local climate changes. The report provides insights into the weather and climate hazards that may affect their area, and it uses scientific research to provide robust climate information to help decision makers plan for the future.

Figure 2 below illustrates an example of a Met Office LACS-generated climate report.

Please note: When downloaded for authorities in Northern Ireland, LACS reports currently reference the UK Government's National Adaptation Programme ('NAP3'). While these reports are useful, NAP3 is not applicable to Northern Ireland. **In practice, references to NAP3 within Northern Ireland authority LACS reports should be read and understood as referring to the third (draft) Northern Ireland Climate Change Adaptation Programme (NICCAP3).** Further information on NICCAP3 is provided in the section below titled '[The Northern Ireland Climate Change Adaptation Programme \(NICCAP\)](#)'.

Figure 2: An example of a climate report generated by Met Office LACS*



**Source: Department for Environment, Food and Rural Affairs 'Connecting climate science to local action: introducing the new Local Authority Climate Service website'.*

7. Adaptation Action Benefits

Adaptation is necessary and is a process of ongoing adjustments, plans and actions in response to observed and projected climate change impacts.

Public bodies are often leaders within communities, delivering a wide range of essential services such as protecting public health, preparing for floods, providing open spaces, and educating citizens. For these organisations, climate change adaptation is not only an environmental imperative but also a practical necessity. It ensures the continuity of vital services, safeguards public assets, and contributes to building a more resilient and sustainable future for Northern Ireland.

By proactively adapting to climate change impacts, public bodies can minimise disruptions, reduce risks, and also take advantage of new opportunities that a changing climate may present. The benefits of undertaking adaptation actions are illustrated in the following non-exhaustive list: 'Adaptation Action Benefits'.

Adaptation Action Benefits

Examples of adaptation action benefits are as follows:

(i) *Maintaining Continuity of Service Delivery and Quality*

Climate change impacts, such as extreme weather events, can disrupt essential services like transportation, energy, water, and healthcare. Adaptation actions for example, building flood defences or improving drainage, help ensure these services continue functioning even under adverse conditions. This is particularly important for vulnerable populations who rely heavily on these services.

(ii) *Protecting Infrastructure and Assets*

Public bodies own, operate, and manage significant infrastructure, including buildings and utilities. Climate change can damage or destroy this infrastructure, leading to costly repairs and service disruptions. Adaptation actions, such as designing infrastructure to withstand extreme weather, reduce these risks and safeguard public assets.

(iii) ***Reducing Costs and Saving Money – improved efficiency***

While adaptation requires upfront investment, it can save money in the long term by avoiding or reducing costs associated with climate-related damage and disasters. For example, investing in flood defences can prevent costly damage to buildings and infrastructure during future floods. Effective adaptation measures can also reduce the need for expensive emergency response and recovery efforts.

(iv) ***Enhancing Community Resilience***

Public bodies play a vital role in strengthening community resilience to climate change. This includes implementing measures to protect vulnerable populations, such as providing safe havens during extreme weather events, and promoting public awareness and education about climate change - including adaptation action.

(v) ***Capitalising on Opportunities***

For public bodies in Northern Ireland, proactive adaptation can drive resilience, innovation, and economic growth. By embedding adaptation into strategic planning and investment, organisations can promote resilient infrastructure, harness nature-based solutions, stimulate innovation, and strengthen community resilience. In doing so, they help safeguard communities and attract investment.

(vi) ***Partnership and Collaboration***

Delivering adaptation actions often involves working with partners. Collaboration makes shared outcomes more achievable and helps ensure communities can continue to access the public services they need.

8. Adaptation Reporting Benefits

Adaptation reporting offers numerous benefits that support climate action. These include increased awareness of climate risks, which can lead to improved risk management, enhanced resilience, and better-informed decision-making. Reporting also supports more effective adaptation strategies and actions by strengthening

internal planning and enabling information-sharing and collaboration across the public sector and beyond.

In addition, it helps organisations make climate risk management a leadership priority and integrate it into governance, strategy, and operations. The benefits of reporting on adaptation are illustrated in the following non-exhaustive list:

Adaptation Reporting Benefits

Examples of adaptation reporting benefits include:

- **Increased awareness and understanding of climate risks**
 - *Greater visibility:* Reporting increases visibility of climate risks and impacts across all organisational levels, including from organisational boards to public awareness.
 - *Enhanced understanding:* It helps organisations and the public to recognise potential impacts and the need for adaptation action.
 - *Reduced risk of surprise:* Identifying and assessing risks through reporting can prevent unexpected impacts and disruptions to public services.

- **Improved risk management and resilience**
 - *Integration into risk management:* Reporting encourages organisations to embed climate risk management into existing processes.
 - *Improved organisational resilience:* It can lead to adaptive measures being implemented that might not otherwise be identified.
 - *Early action:* Reporting enables and supports proactive measures to reduce vulnerability and enhance resilience.
 - *Long-term cost savings:* Early adaptation, enabled and informed reporting, is often more cost-effective than reacting to damage after it occurs.

- **Informed decision-making**
 - *Strategic planning:* Reports provide valuable information for developing long-term adaptation strategies and policies.
 - *Prioritisation of actions:* They help organisations prioritise adaptation measures based on identified risks and vulnerabilities.

- *Targeted interventions*: Reporting can inform the design of future targeted adaptation interventions for the public sector or region.

- **Fostering collaboration and action**
 - *Stakeholder engagement*: Reporting increases transparency, builds trust, and facilitates engagement with stakeholders, including the public.
 - *Interconnected resilience*: It encourages collaboration across sectors on which public bodies depend, addressing gaps and barriers to resilience.
 - *Policy development*: Reports provide government with crucial information that can help shape and inform policies and interventions.
 - *Innovation and opportunities*: Reporting highlights opportunities for innovation, adoption of new research, technologies, and sharing of best practices.

- **Supporting broader climate goals**
 - Adaptation reporting is a key element in assessing how well Northern Ireland is adapting to climate change. It will contribute to the national evidence base by supporting the assessment of risks and impacts, and by tracking how effectively Northern Ireland as a whole is delivering on its climate change ambitions.

- **Co-benefits of information sharing**
 - Reporting raises the profile of climate resilience work within organisations and beyond by demonstrating leadership, showing progress, raising awareness, building capacity, and making examples of good practice publicly available.

UK CLIMATE RISK ASSESSMENTS, NORTHERN IRELAND ADAPTATION PROGRAMMES AND PUBLIC BODIES

Introduction

This section provides key information and guidance on UK Climate Change Risk Assessments and the Northern Ireland Climate Change Adaptation Programmes, including the context of public bodies and their requirements to report under the Regulations.

The detail provided in this section aims to support a reporting organisation's understanding of the following chapters and associated parts of the online portal:

- [‘Chapter 3: Climate Change Impact Assessment’](#) and part 3 of the online portal; and
- [‘Chapter 4: Climate Change Adaptation Actions’](#) and part 4 of the online portal.

Recommendation:

It is recommended that reporting organisations familiarise themselves with this section before proceeding to later sections and chapters of this guidance document.

This section provides information and guidance for the following topic areas:

1. [UK Climate Change Risk Assessment \(CCRA\)](#)
2. [Most Recent CCRA - CCRA3](#)
3. [CCRA3 Northern Ireland Summary](#)
4. [Requirement to ‘Have Regard’ to CCRA3](#)
5. [The Northern Ireland Climate Change Adaptation Programme \(NICCAP\)](#)
6. [Requirement to ‘Have Regard’ to NICCAP](#)
7. [NICCAP2 - Content and Mid-Programme Review](#)
8. [Draft NICCAP3 - Content](#)

1. UK Climate Change Risk Assessment (CCRA)

Legal Context

The [UK Climate Change Act 2008](#) (the 'UK Act 2008') under [section 56](#), requires a UK Climate Change Risk Assessment ('CCRA') to be laid before the UK Parliament every five years. The CCRA contains the risks and opportunities facing the UK (including Northern Ireland) from current and predicted climate change.

The UK Act 2008 also established the [Climate Change Committee](#) ('CCC') with a remit to advise UK governments, including Northern Ireland, on matters relating to climate change.

As part of this advisory role, the CCC are obligated under [section 57](#) of the UK Act 2008 to produce an independent UK-wide climate change risk assessment ('CCRA-IA') on a five yearly cycle, which is used to inform the development of a CCRA.

2. Most Recent CCRA - CCRA3

The most recent and third CCRA ('CCRA3') was laid before Parliament in January 2022. CCRA3 was informed by the CCC's third CCRA-IA (['CCRA3-IA'](#)).

The CCRA3-IA report draws on an extensive programme of analysis, consultation and consideration by the CCC, involving over 450 people and 130 organisations (scientists, economists, government departments and stakeholders) from across the United Kingdom, and more than 1,500 pages of evidence and analysis. It contains the following:

- Technical report.
- National summaries - one each for Northern Ireland, England, Scotland and Wales - each summary presents the climate change impacts and evidence specific to that country.
- Sector briefings.
- Research and supporting analysis.

3. CCRA3 Northern Ireland Summary

The **CCRA3 endorses** the findings of the CCC's [national summary for Northern Ireland](#) published as part of the CCRA3-IA.

This national summary for Northern Ireland (now referred to as 'CCRA3 Northern Ireland summary') has identified and assessed 61 risks and opportunities to Northern Ireland from climate change. These are to our businesses, infrastructure, housing, the natural environment, our health and from the impacts of climate change internationally.

The **61 risks and opportunities identified within the CCRA3 Northern Ireland summary are organised under 5 themes** as follows:

- (i) Natural environment and natural assets.
- (ii) Infrastructure.
- (iii) Health and communities, and the built environment.
- (iv) Business and industry.
- (v) International dimensions.

Each risk and opportunity is assigned an 'urgency score' ranging from:

- 'More action needed';
- 'Further Investigation';
- 'Sustain Current Action'; and
- 'Watching brief'.

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;
- Five where sustaining current action is deemed appropriate; and
- Six have been classified as watching brief.

Within this total, six issues are deemed to be both a risk and opportunity, four of which are associated with the natural environment and each of these require 'more

action' or 'further investigation'. There are also eight opportunities that could arise from climate change in Northern Ireland, with four of these also related to the natural environment.

Annex B to this document, titled 'CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities', provides detailed information on the 61 risks and opportunities identified in the CCRA3 Northern Ireland summary, including the:

- definition and description of each risk and opportunity;
- assigned scoring; and
- explanations of the scoring methodology.

4. Requirement to 'Have Regard' to CCRA3

Context

Under the Regulations, specified public bodies are required, where relevant, to have regard to the most recent CCRA, which for this first reporting round is the CCRA3. The below clarifications apply in terms of that regard.

Clarifications

- ✓ For the first reporting round, **the requirement to 'have regard, where relevant' applies specifically to the climate-related risks and opportunities set out in the CCRA3 Northern Ireland summary.**
- ✓ **In practice, this means organisations should indicate whether any risks or opportunities they identify aligns with, or is the same as, those listed in the CCRA3 Northern Ireland summary.**
- ✓ Each organisation is responsible for determining which, if any, of the risks and opportunities in the CCRA3 Northern Ireland summary are relevant to its functions. The online reporting portal accommodates all possible scenarios, including cases where only some, or none, of the listed items apply.

- ✓ Although the primary audience for the CCRA3 Northern Ireland summary is the Northern Ireland Executive, its departments and agencies, other public bodies may also use it to understand how climate change could affect their operations, services, assets, and infrastructure. Given the diversity within the public sector, some risks will be directly relevant to certain organisations but less relevant to others.

- ✓ Organisations are advised to review and shortlist the risks and opportunities within the CCRA3 Northern Ireland summary that relate to their sector, functions, service remit, and geographical location. This can also help inform their climate change impact assessment (see section [‘Climate Change Impact Assessment – Requirements and Approaches’](#)).

- ✓ While it is anticipated that most will apply to some extent, organisations can focus on those most relevant CCRA3 Northern Ireland summary risks and opportunities - to its locality. For example, risks relating to marine will not be relevant to areas which are inland. Likewise, the CCRA3 highlights risks to the UK arising from climate impacts overseas, in the ‘International’ category, which might not be relevant to local communities. It is important for an organisation to consider within its own aspect, whether some risks are connected, or dependent on each other, and if so, how.

- ✓ It is also important to note that, while the CCRA3 Northern Ireland summary provides relevant context, it should not be regarded as the only source of considerations. Organisations will likely need to identify additional, specific risks and impacts that are pertinent to their own functions, services, local circumstances, and service needs.

5. The Northern Ireland Climate Change Adaptation Programme (NICCAP)

Legal Context

[Section 60](#) of the UK Act 2008 requires Northern Ireland Government departments to lay programmes before the Northern Ireland Assembly setting out their:

- objectives in relation to adaptation to climate change;
- their proposals and policies for meeting those objectives; and
- the timescales for introducing those proposals and policies;

in relation to addressing the risks and opportunities identified in the most recent CCRA.

Previous and Current NICCAPs

Effective climate change adaptation requires a collaborative approach. In recognition of this, DAERA has led on the development of a co-ordinated Northern Ireland Climate Change Adaptation Programme ('NICCAP'), with the input of adaptation responses from across each of the Northern Ireland government departments. Beginning with NICCAP2, these programmes also incorporate responses from wider society, including local government, academia, environmental non-government organisations (eNGOs) and the private sector.

There have been two NICCAPs laid in the Assembly and published under the UK Act 2008, and a third which is currently being finalised. A summary of each programme is provided as follows:

- **The first NICCAP (NICCAP1)**, was published in January 2014 and covered the period 2014-2019. NICCAP1 contained the NICS Departments' response to the risks and opportunities relevant to Northern Ireland, as identified in the UK's first CCRA ('CCRA1'), which was laid before UK Parliament in January 2012. NICCAP1 does not relate to the requirements of the Regulations.

- **The second NICCAP (NICCAP2)**, which superseded NICCAP1, was published in September 2019 and covered the period 2019-2024. NICCAP2 contained the NICS Departments' response to the risks and opportunities relevant to Northern Ireland, as identified in the UK second CCRA ('CCRA2'), which was laid before UK Parliament in January 2017. NICCAP2 also incorporated actions from wider stakeholders, including civil society and local government.
- **The third NICCAP (NICCAP3) is, at the time of writing this guidance document and developing the online portal, still in draft.** It sets out the NICS departments' policies and proposed responses to the risks and opportunities relevant to Northern Ireland, as identified in CCRA3, which was laid before the UK Parliament in January 2022. The draft also includes policies and proposals from local government, eNGOs, academia and the private sector, recognising their roles in supporting climate resilience. DAERA undertook an 8-week [public consultation](#) on the draft programme, which closed on 4th August 2025, publishing a [synopsis of consultation responses](#).

6. Requirement to 'Have Regard' to NICCAP

Context

Under the Regulations, specified public bodies are required, where relevant, to have regard to the most recent NICCAP.

Clarifications

- ✓ **For the first reporting round, 'having regard, where relevant' relates to:**
 - **NICCAP2; or**
 - **NICCAP3 (draft); or**
 - **NICCAP2 and NICCAP3 (draft).**
- ✓ Given the transitional period between NICCAP2 and the draft NICCAP3, organisations may choose to have regard to NICCAP2, the draft NICCAP3, or both, depending on what they consider most appropriate to their own context. There is no requirement to have regard to both plans. Organisations may rely

solely on the draft NICCAP3 for this reporting round if they judge it to be the most suitable and relevant basis for their reporting.

- ✓ **Any adaptation action reported by a public body** under the Regulations that enhances the climate change adaptability and resilience of that body **will support and help deliver the ‘vision’ of a NICCAP** – therefore, **public bodies are not required to report on this linkage.**

- ✓ **‘Having regard to, if relevant’ means** indicating whether, and, if so, how a public body’s reported adaptation actions align with:
 - NICCAP2’s ‘outcomes and objectives’; and/or
 - NICCAP3’s ‘key area objectives’ and ‘thematic areas’.

- ✓ **Not all actions reported** by an organisation **may be relevant to a NICCAP**, and the online portal accommodates this.

- ✓ Organisations can also report whether their adaptation actions are explicitly listed or named in a NICCAP delivery plan, or whether their actions contribute to, or form part of, a differently titled action within that plan.

7. NICCAP2 - Content and Mid-Programme Review

Status and content access

After its initial publication in September 2019, NICCAP2 underwent a mid-programme progress review and update in 2022, led by DAERA with input from other NICS departments and a wide range of stakeholders, including representatives from civil society and local government.






NICCAP2 can be viewed at the following hyperlink: [Northern Ireland Climate Change Adaptation Programme 2019-2024 | Department of Agriculture, Environment and Rural Affairs](#). The outcome of its review in 2022, including updates, can be viewed at the following hyperlink: [NICCAP2 - Mid Programme Progress Review 2022](#).

Summary of content

In summary, NICCAP2 contains the following:

- ✓ **A high-level vision** of *“A resilient Northern Ireland which will take timely and well-informed decisions to address the socio-economic and environmental impacts of climate change”*.
- ✓ **Five key priority areas** and **seven outcome objectives** and **visions**, as shown in Figure 3 below.
- ✓ **63** ‘Government **Delivery Plan Actions**’, with a further **nine actions added** after NICCAP2’s review in 2022.
- ✓ **50** ‘Civil Society and Local Government **Delivery Plan Actions**’ with a further **27 actions added** after NICCAP2’s review in 2022.

Figure 3: NICCAP2 Key Priority Areas, Outcome, Objectives and Visions

NICCAP2 Key Priority Areas	NICCAP2 Outcome Objectives and Visions
NC Natural Capital, including Terrestrial Coastal/Marine/Freshwater ecosystems, soils and biodiversity. 	- 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.
IF Infrastructure Services. 	- IF1: We have Transport & Network Services that are resilient to the impacts of Flooding & extreme weather.
P People & Built Environment. 	- P1: We have people, homes, buildings and communities that are resilient to the impacts of Flooding & extreme of weather.
B Disruption to Businesses & Supply Chains. 	- B1: We have businesses that can adapt to impacts of Climate Change & extreme weather.
I Food Security/Global Food Production. 	- I1: We have a food system that is resilient to impacts of climate change.

8. Draft NICCAP3 - Content

Status and content access

At the time of writing this guidance document, the NICCAP3 has not yet been finalised, as it awaits agreement by the Northern Ireland Executive and to be laid in the Northern Ireland Assembly. As it is the only available version, the draft is therefore used for the purposes of the Regulations, and it can be viewed at the

following hyperlink: [Annex I - Draft Third Northern Ireland Climate Change Adaptation Programme \(NICCAP3\)](#).

Summary of the content of draft NICCAP3

The draft NICCAP3 is government's response to the 61 risks and opportunities from climate change contained in the CCRA3 Northern Ireland summary. It also contains input, actions and plans from local government, academia, eNGOs and other key stakeholders.

Further detail on the content of the draft NICCAP3 is as follows:

- **A high-level vision** as follows: *“By working with partners across all aspects of Northern Ireland’s environment, economy and communities we will take action to build upon and strengthen our resilience to our changing climate as we work towards creating a Northern Ireland which is well adapted and resilient to both our current and projected future impacts of climate change to protect our environment, economy and communities for both our current and future generations.”*
- **Five key areas**, each **with a specific ‘objective’** (now referred to as ‘key area objectives’) which aim to deliver the high-level vision. These key areas are as follows:
 - a) Natural Capital
 - b) Food Security
 - c) Infrastructure Services
 - d) People and the Built Environment
 - e) Disruption to Businesses and Supply Chains
- **13 ‘thematic areas’** within the above key areas, providing context for each of the 61 risks and opportunities identified in the CCRA3 Northern Ireland summary.

➤ **Annex I of NICCAP3 includes the ‘Climate Change Adaptation Delivery Plan’:**

- Part 1 displays risk maps for the 13 thematic areas, using reference numbers to show which actions respond to the risks within each thematic area.
- Part 2 contains a list of over 280 adaptation actions put forward by the Northern Ireland Executive, local government, academia, eNGOs and other key stakeholders.
- Each action has an assigned identification letter and number, along with an action description. It also includes details of the responsible department or organisation, any additional partners, and a list of the risks the action aims to address, as well as the NICCAP3 thematic areas under which those risks fall.

Figure 4 below provides a visual high-level overview of the alignment between the draft NICCAP3’s high-level vision, objectives, key areas, thematic areas and the 61 risks and opportunities identified in the CCRA3 Northern Ireland summary. Figure 5 below provides detailed information on the NICCAP3 objectives.

Figure 4: Draft NICCAP3’s Structure and Alignment with CCRA3 Northern Ireland Summary

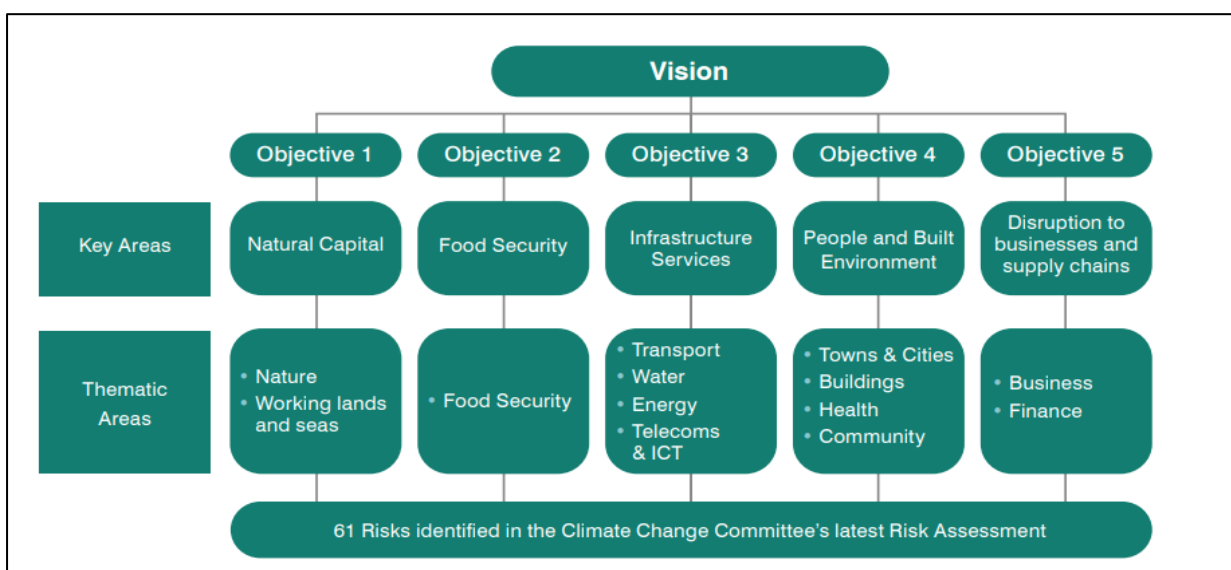


Figure 5: Draft NICCAP3 – Key Areas, Objectives and Thematic Areas

Key Area	Objective	Thematic Areas
Natural Capital	We will use nature-based solutions where possible and encourage sustainable practices across the land and water use sectors to build ecologically healthy, well-connected habitats which support increased species abundance and diversity, and improved soil and water quality, which in turn create a climate resilient environment rich in the ecosystem services so important for human wellbeing, and sustainable agricultural, forestry, fisheries, and aquaculture sectors which are so important to the Northern Ireland economy.	Nature Working Land & Seas
Food Security	We will work with local industry stakeholders and producers to strengthen the resilience, sustainability and prosperity of our local agri-food and fisheries sectors in the creation of a sustainable food system that protects and enhances our natural environment, as well as supporting the sectors to invest in systems to assess climate risks and vulnerabilities and plan adaptation throughout their supply chains to ensure we continue to supply safe and sustainable food both at home and abroad.	Food Security
Infrastructure Services	Recognising the degree which infrastructure services rely upon each other to function effectively, we will collaborate across public sector organisations to identify vulnerabilities, manage these interdependencies and support the integration of climate adaptation into business operating models to ensure adaptation is delivered effectively and efficiently to ensure system level reliability, security and resilience across our infrastructure services and networks.	Water Energy Telecoms & ICT Transport
People and the Built Environment	Recognising how dependent we are upon our built environment and the ability it has to shape and support our health and wellbeing; we will engage with community groups and organisations to increase community understanding of localised climate impacts, and their impact upon their health. By empowering communities to understand their risks and develop innovative solutions making use of local knowledge and resources, we will build upon their shared experiences to target and address the climate risks specific to them to improve their climate resilience.	Towns & Cities Buildings Health Community
Disruption to Business and Supply Chains	We will support businesses to understand and embed climate adaptation into their strategies and practices, to identify climate risks and to make the most of existing and emerging opportunities. Through encouraging cost-effective early action to strengthen operating models to the risks and impacts of Northern Ireland's changing climate, we will ensure our supply chains have the resilience needed to support our rich network of businesses for our climate today, and tomorrow.	Business Finance

CLIMATE CHANGE IMPACT ASSESSMENT - REQUIREMENTS AND APPROACHES

Introduction

This section provides key information and guidance on climate change impact assessments to support of the reporting requirements under the Regulations.

The detail provided in this section aims to support a reporting organisation's understanding of the following chapters and associated parts of the online portal:

- [‘Chapter 3: Climate Change Impact Assessment’](#) and part 3 of the online portal;
and
- [‘Chapter 4: Climate Change Adaptation Actions’](#) and part 4 of the online portal.

This section contains the following topic areas:

1. [What is a Climate Change Impact Assessment](#)
2. [Requirement to undertake a Climate Change Impact Assessment](#)
3. [Climate Change Impact Assessment - Process of Improvement](#)
4. [Climate Change Impact Assessment - Importance](#)
5. [Recognition of the Need for a Flexible Approach](#)
6. [Approach - the Guidance and Online Portal](#)
7. [Climate Change Impact Assessment - Types of Methodologies](#)
8. [Conducting a Climate Change Impact Assessment](#)

Recommendation:

It is recommended that reporting organisations familiarise themselves with this section before proceeding to later sections and chapters of this guidance document.

1. What is a Climate Change Impact Assessment

Impact assessment methodologies are created and customised to support different types of risk-based decision making. This includes the protection of human health and safety, environmental preservation, safeguarding of property, and the management of financial risks.

A climate change impact (or risk) assessment identifies the nature and extent to which climate change and its impacts may harm an organisation, its functions, assets and services, based on the interaction of vulnerability, exposure and hazard. Some impacts may be considered significant or high-risk, while others may be considered lower-risk. This level of insight enables organisations to plan actions and strategies that reduce risk by limiting exposure and vulnerability to climate hazards.

An impact assessment also considers any potential opportunities arising from a changing climate, helping to inform what actions have already been taken and what additional measures may be needed to optimise these opportunities over time.

Further information on the key concepts and definitions associated with climate change risks and impacts, and how they can be understood in an organisation's own context, is provided in 'Annex C: Key Concepts of Climate Change Risks and Impacts'. 'Annex D: Generic Questions to Help Inform a Climate Change Impact Assessment and Adaptation Actions' may also support organisations in developing their assessments.

Further information on impact assessments in relation to the Regulations is in the below section titled ['Requirement to undertake a Climate Change Impact Assessment'](#).

2. Requirement to undertake a Climate Change Impact Assessment

The Regulations require public bodies to report on the current and predicted impact of climate change in relation to their functions.

- ✓ **Current impact** is the tangible consequences of climate change happening now - observed 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), functional statutory duties and responsibilities. This may include the organisation's assets, services, and other operational areas, etc.

For the first reporting cycle, the Regulations also **require** organisations, where appropriate, to have regard to the risks and opportunities set out in the CCRA3 Northern Ireland Summary (see section '[Requirement to 'Have Regard' to CCRA3](#)' and 'Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities' to this guidance document).

A reporting organisation's first impact assessment under the Regulations will help establish a baseline, from which the success of any adaptation policies and actions can be monitored and reported on in future reporting cycles.

3. Climate Change Impact Assessment - Process of Improvement

It is expected that there will be review, updating and improvement of climate change impact assessments across reporting cycles. This is due to several reasons, including the following:

- i. Impact assessments provide a snapshot in time of a risk or impact, whereas climate change is not a linear process, so what was (or was not) identified at a given point may change or become more evident later.
- ii. Climate change risk assessments, adaptation actions and reporting are evolving and iterative processes.
- iii. Adaptation requires long-term, sustained organisational commitment, and both adaptation capability and understanding of climate risks can develop and mature over time.

4. Climate Change Impact Assessment - Importance

Climate change impact assessments are a core component of adaptation because they help reduce some of the inherent uncertainties associated with climate change (e.g. future projections, differing values, and attribution challenges) by enabling the identification, analysis, and evaluation of climate risks.

They help organisations identify, understand, and prioritise their climate-related risks. This in turn supports and informs the selection of appropriate adaptation actions, the allocation of resources, and efforts to reduce vulnerabilities and optimise opportunities.

5. Recognition of the Need for a Flexible Approach

It is recognised that there is wide variation in capacity, experience, and expertise among organisations undertaking climate change impact assessments, and

adaptation planning and reporting. In this first reporting round, some reporting organisations will be more advanced and experienced than others.

Organisations that are just starting out in adaptation reporting may be very early in their journey of:

- selecting suitable impact assessment methodologies; and
- developing an understanding of how climate risks are material to their organisation and its functions.

Some organisations may already have experience in adaptation reporting outside the Regulations, through internal processes or other regulatory or voluntary reporting regimes.

It is also recognised that there is a relatively short timeframe to produce and submit the first reports under the Regulations.

Each organisation will have its own unique needs, goals, parameters, available resources, responsibilities, and governance arrangements, all of which may influence its approach to adaptation and reporting.

The section titled '[Approach - the Guidance and Online Portal](#)', sets out the flexible approach adopted within this guidance and the online portal to accommodate these variations.

6. Approach - the Guidance and Online Portal

It is for each reporting organisation to determine which climate change impact assessment methodology or tool is most appropriate and best suited to its organisational context. As a result, the complexity and level of detail in climate change impact assessments will vary between organisations.

This guidance and the questions within the online portal are designed to accommodate these differences. Accordingly, this document does not prescribe a specific methodology, except where required by the Regulations. However, DAERA

may develop best practice approaches through a co-design process with public bodies after the first reporting round.

Please note: The online portal requests various information to facilitate each organisation when reporting on details of their own chosen methodology, tools and approaches for applying a climate change impact assessment.

7. Climate Change Impact Assessment - Types of Methodologies

To carry out a climate change impact assessment under the Regulations, a reporting organisation may:

- a) use an existing risk assessment methodology, whether designed specifically for climate change or adapted to incorporate climate-related risks; **or**
- b) apply a climate-specific risk assessment methodology or tool developed by another organisation; **or**
- c) develop its own climate change risk assessment methodology.

Methodologies used by organisations will vary in their approaches, degrees of complexity and detail. They can also be specific to a type of organisation, sector and government jurisdiction for which they are intended.

Please note: Methodologies must cover current and predicted impacts from climate change on the reporting organisation's functions, in order to meet the requirements of the Regulations. For further information, see section ['Requirement to undertake a Climate Change Impact Assessment'](#).

A climate change impact assessment may be qualitative, semi-quantitative, or quantitative, with each requiring different levels of data, information, and analytical complexity.

Simpler assessments can support initial understanding and early action and may be particularly helpful for organisations beginning their adaptation reporting. More complex assessments provide deeper insights for strategic planning, adaptation decision-making, and investment.

Simple and complex approaches can also be combined, for example by using a simple assessment to identify priority risks and then applying a more detailed assessment to refine understanding.

Many organisations already use in-house methods or tools to assess generic (non-climate-specific) risks as part of routine business operations such as service delivery, safety, or asset management. These existing practices can often be adapted to incorporate climate considerations, either within individual risk systems (e.g. environmental, quality, financial management) or through integration into a unified business management system.

A range of external methodologies, tools, and good practice resources is publicly available to support organisations with climate change impact assessments. For a non-exhaustive list, see section '[Adaptation Standards, Support and External Tools for Impact Assessment and Action Planning](#)'.

8. Conducting a Climate Change Impact Assessment

Under the Regulations, the focus of the impact assessment is on the current and predicted impacts of climate change in relation to the organisation's functions. This may include impacts on its service delivery (continuity and capacity), functional statutory duties and responsibilities. In that regard, it may include the organisation's assets, services, and other operational areas, etc.

A recommended best practice is to integrate climate change risk and impact assessment and management into existing management systems, making it part of 'business-as-usual'.

For organisations starting out, it may be beneficial to focus initially on areas that provide the greatest organisational benefit during the first reporting round.

A variety of external climate adaptation risk assessment methodologies and tools are publicly available. Each has its own guidance and procedural steps and may differ in terminology, scope, and complexity. While such tools should be used with caution, as

not all elements may align with the Regulations, they can still provide valuable support for Northern Ireland reporting organisations.

The section titled '[Adaptation Standards, Support and External Tools for Impact Assessment and Action Planning](#)' provides some examples of internationally recognised standards, along with sources of external tools and associated guidance materials, which may be helpful for organisations.

'Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities' and 'Annex C: Key Concepts of Climate Change Risks and Impacts' may be helpful for a reporting organisation in regard to informing their impact assessments.

Although it is a reporting organisation's own decision as to how they identify their current and predicted climate change impacts in terms of their functions, generally, a climate change impact assessment often considers the following:

- ***An understanding/mapping of the reporting organisation's functions*** (e.g. healthcare, emergency response, planning, education, infrastructure, etc. and other essential operations).
- ***An understanding of climate conditions now and how they may change in the future, along with the identification of the types of climate-related hazards*** the organisation may face, such as:
 - flooding;
 - storms or extreme weather events;
 - sea level rise;
 - drought or water scarcity; and
 - rising temperatures; etc.
- ***Risk/impact screening*** - for example within corporate risk registers, CCRA3, internal workshops, etc.
- ***Evaluation of potential direct and indirect impacts*** that each climate hazard could have on functions, for example:
 - service continuity and access;

- infrastructure, facilities and assets;
 - emergency responses;
 - health and safety risks for staff and the public;
 - consideration of any knock-on effects especially on vulnerable groups;
 - compliance or legal risks; and
 - strategic or financial consequences, etc.
- **Consideration of vulnerability** (i.e. how susceptible the organisation's functions are to the climate hazards, which could relate to its services, assets, operations, people, supply chains, etc.).
 - **Consideration of opportunities, in relation to its functions which climate change may bring.**
 - **Consideration of interdependencies**, as public bodies can rely on other agencies, utilities, transport infrastructure, energy supply and digital systems, etc., all of which could be impacted by climate change events (e.g. disruption in one organisation could affect the other). This can also include consideration of cascading risks, where one impact could lead to another impact, or the escalation of an impact.
 - **Consideration of how risks may evolve over time, and under different timeframes and climate scenarios.**
 - **Analysis and evaluation of the risks and impacts identified** – using a range of methodologies and tools a reporting organisation can use, applying different levels of details, complexity and approaches. Analysis and evaluation can help inform and determine high priority climate change risks and opportunities, which an organisation can focus on, when it is subsequently identifying, planning and implementing adaptation options and actions.
 - **Consideration of how current and planned future action may reduce risks and impacts.**

CLIMATE CHANGE ADAPTATION ACTION - REQUIREMENTS AND APPROACHES

Introduction

This section provides key information and guidance on climate change adaptation actions in respect of the reporting requirements under the Regulations.

The detail provided in this section aims to support a reporting organisation's understanding of the following chapters and associated parts of the online portal:

- [‘Chapter 3: Climate Change Impact Assessment’](#) and part 3 of the online portal; and
- [‘Chapter 4: Climate Change Adaptation Actions’](#) and part 4 of the online portal.

Recommendation:

It is recommended that reporting organisations familiarise themselves with this section before proceeding to later sections and chapters of this guidance document.

This section contains the following topic areas:

1. [Adaptation Actions and the Role of Impact Assessments](#)
2. [Reporting Requirements for Adaptation Actions](#)
3. [Approach - Guidance and Online Portal](#)
4. [Key Principles for Effective Adaptation](#)

1. Adaptation Actions and the Role of Impact Assessments

Where possible, organisations should use the findings of their climate change impact assessment to develop and inform their climate resilience and adaptation strategies, actions, and plans. Organisations may also wish to prioritise risks, impacts, and actions according to their circumstances.

Over future reporting cycles, organisations including those that have not yet undertaken a formal impact assessment prior to the Regulations being in place, may find such assessments increasingly valuable, as they provide a stronger evidence base to inform and refine adaptation actions, plans and strategies.

When deciding on adaptation actions, plans and strategies the section titled [‘Key Principles for Effective Adaptation’](#), along with the section titled [‘Adaptation Standards, Support and External Tools for Impact Assessment and Action Planning’](#), may assist organisations in identifying appropriate approaches.

2. Reporting Requirements for Adaptation Actions

Under the Regulations, **organisations are required to report on the actions** (including actions, plans, policies, and strategies) **for adapting to climate change** in the exercise of their functions, including indicative implementation timescales where known. Each organisation is responsible for determining which adaptation actions to implement and report.

The following clarifications apply:

- ✓ Organisations with existing or ongoing adaptation actions, established prior to the Regulations or without being informed by a formal impact assessment, may report these directly.

- ✓ **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 after 31st December 2029.

- ✓ Organisations should indicate which current and predicted climate risks and impacts their actions are intended to address.

- ✓ Organisations are required to have regard, where relevant, to NICCAP2 and/or the draft NICCAP3 in relation to their adaptation actions (see sections

[‘Requirement to ‘Have Regard’ to NICCAP’](#), [‘NICCAP2 - Content and Mid-Programme Review’](#) and [‘Draft NICCAP3 - Content’](#)). Given the transitional period between NICCAP2 and the draft NICCAP3, organisations may choose to have regard to NICCAP2, the draft NICCAP3, or both, depending on what they consider most appropriate to their own context. There is no requirement to have regard to both plans. Organisations may rely solely on the draft NICCAP3 for this reporting round if they judge it to be the most suitable and relevant basis for their reporting.

- ✓ Organisations must also have regard, where relevant, to the desirability of co-ordination on their adaptation actions with others outside of the organisation (see section [‘Answering Section 4.4 - Co-ordination of Actions’](#)).

3. Approach - Guidance and Online Portal

Adaptation action and planning is an iterative and evolving process, and the level of detail in reported actions will vary depending on organisational type, size, functions, structures, capacity, and working culture. This guidance and the questions within the online portal are designed to accommodate these differences, alongside the requirements of the Regulations.

Outside the specific reporting requirements set by the Regulations, this guidance does not prescribe a fixed methodology or set of rules for adaptation proposals, actions, or plans.

Please note: The online portal requests various information to facilitate each organisation in reporting on details of their climate actions, policies and plans, in addition to seeking information on consideration of co-ordination of actions with others.

4. Key Principles for Effective Adaptation

The CCC has set out ten principles for effective adaptation in the UK in its CCRA3-IA, and these are presented in Figure 6 below. These can support organisations to sense-check their adaptation planning or decision making, and to help ensure any initial planning takes big picture adaptation aims into account.

The CCC's ten principles within a public body context include:

1. A vision for a well-adapted UK Organisation

This principle emphasises the need for a clear and shared vision of what a climate-resilient UK looks like, to guide adaptation efforts. This involves a public body organisation-level vision, which aligns with or complements a well-adapted climate-resilient Northern Ireland vision. Public bodies can also do this by reviewing the NICCAP2 and the draft NICCAP3 and identifying the national adaptation outcomes relevant to them and helping contribute towards those outcomes. For further information, see section '[UK Climate Risk Assessments, Northern Ireland Adaptation Programmes and Public Bodies](#)'.

2. Integrate adaptation into other policies and organisational priorities

Climate change will affect a wide range of goals, so adaptation should be considered across all sectors and levels of government, organisations and society. Public bodies can contribute to Northern Ireland's goals of climate change resilience, adaptation and sustainability through a just transition.

3. Plan for the future, not just the present

Climate change is an evolving phenomenon, and further future change is expected. Adaptation planning needs to be flexible and consider future climate conditions rather than just current ones. Public bodies can do this by considering the lifetime of plans, policies, projects and assets and making decisions based on future warming scenarios and their own climate risk assessment.

4. Avoid ‘lock-in’

Adaptation strategies should avoid making decisions that would make it difficult or costly to adapt in the future. An example of lock-ins could be plans to build new structures, assets or other infrastructure – without considering future climate conditions, like extreme heat. This can manifest as poorly insulated buildings or infrastructure which is not designed for increased temperatures, making them vulnerable to future climate impacts and necessitating expensive future modifications. Retrofitting buildings to make them more climate-resilient (e.g. adding insulation, better windows, or air conditioning) is significantly more expensive than incorporating these features during the initial design and construction phase.

5. Prepare for unpredictable extremes

Climate change is likely to bring more frequent and intense extreme weather events, storms, heatwaves, droughts, floods, and wildfires, etc. so adaptation plans should build in flexibility to cope with these.

6. Understand threshold effects

Climate change can trigger abrupt shifts in ecosystems or infrastructure, so it is important to understand these potential thresholds and plan accordingly. Public bodies should understand what thresholds exist for their critical assets and services. Risk assessments that look at average changes over time assume that a risk will gradually increase, however this will not always be the case, so they can miss specific points that ‘tip’ the system or asset into a different state.

7. Manage interacting risks

Climate change can exacerbate existing risks, such as heatwaves and droughts occurring simultaneously. Adaptation plans need to consider these compound risks. Siloed thinking can pose problems, particularly for risks that interact, or those that could lead to cascading impacts which are dealt with by different groups or other organisations. This highlights the importance of collaboration between groups and with a range of stakeholders in adaptation planning.

8. Reduce inequalities

Climate change impacts will not be felt equally, so adaptation plans should aim to reduce inequalities and protect vulnerable populations. Without careful planning, actions to address climate change could also exacerbate existing inequalities (known as maladaptation). Careful planning can include using the holistic definition of risk as a function of hazard, exposure and vulnerability. This highlights the importance of understanding where vulnerabilities lie. Collaborating with community groups and a wide range of relevant stakeholders can help to address this.

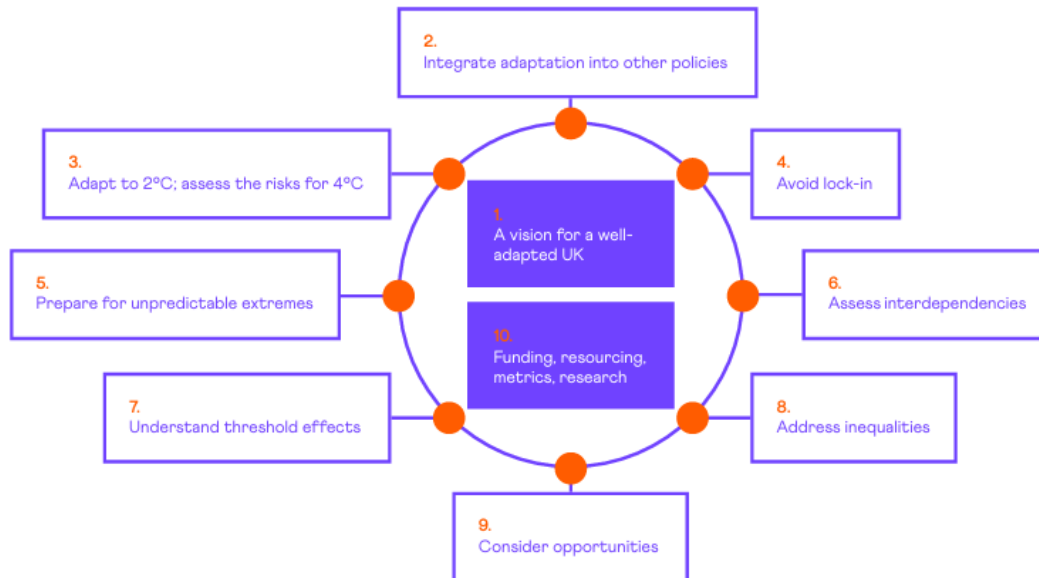
9. Consider opportunities

Climate change also presents opportunities for innovation and new markets, green jobs, enhanced resource management, reduced economic losses, improved resilience and sustainable development. There could be other opportunities from a changing climate such as, for example, opportunities that come from milder winters as well as opportunities for heightened collaboration and co-benefits with other policy areas integrating mitigation and adaptation policy. These should be considered in adaptation planning.

10. Ensure funding and resourcing

Adequate funding and resources are essential for effective adaptation. Knowledge sharing could help in this regard. In addition, having strong governance and accountability in place, within a body or organisation, is key to being able to monitor and track progress against relevant indicators.

Figure 6: The UK Climate Change Committee’s Ten Principles for Good Adaptation



*Source: Independent Assessment of UK Climate Risk – Advice to Government – For the UK’s third Climate Change Risk Assessment (CCRA3) (page 12)

ADAPTATION STANDARDS, SUPPORT AND EXTERNAL TOOLS FOR IMPACT ASSESSMENT AND ACTION PLANNING

Introduction

This section provides information on and links to:

1. [Adaptation Standards](#)
2. [Climate NI Support](#)
3. [External Tools and Guidance - Impact Assessment and Action Planning](#)

1. Adaptation Standards

The following adaptation standards may be helpful to reporting organisations, as they provide guidance on integrating climate change risk assessment and adaptation planning into organisational processes:

- [ISO 14090](#): Principles, requirements and guidelines for supporting adaptation management;
- [ISO 14091](#): Principles, requirements and guidelines for conducting a climate change risk assessment;
- [ISO 14092:2026](#): Guidance on adaptation planning for local governments and communities (supersedes ISO/TS 14092:2020; however, the TS acceptable for March 2026 reports); and
- [BS 8631](#): A nine-step plan for organisations using adaptation pathways in their planning and decision-making processes.

However, full detail access to the standards does require payment to the relevant standard website. A summary of these standards is provided in 'Annex E: Summary of External Adaptation Reporting Standards (ISO and BS)'.

2. Climate NI Support

Climate NI

Climate NI is an inter-sectoral partnership devoted to understanding and promoting adaptation and mitigation actions in Northern Ireland that can address the climate emergency. Climate NI is a project owned and funded by DAERA, to help it fulfil its obligations to address climate change. Climate NI is currently being delivered on behalf of the department under contract by Northern Ireland Environment Link.

Climate NI Toolkit

Climate NI has developed the NI Adapts Toolkit, a complementary resource to this guidance document which can be accessed at the following link: [NI Adapts Toolkit](#).

The toolkit is available to all public bodies who are required to report under the Regulations, as well as any other organisation who may wish to report voluntarily and/or develop their own climate adaptation plan.

The NI Adapts toolkit is an outline guidance tool for the development of an adaptation plan, containing guidance, information and resources which a reporting organisation may find helpful. It is not prescriptive in terms of what a final adaptation plan should look like, and every plan will be bespoke to an organisation's individual needs and functions.

Peer Support Network

Climate NI has developed the 'Public Body Climate Action Network', which is a peer support network facilitating collaboration, data sharing, learning, and co-design among public bodies who report on climate change.

The aim is to enable a community of practice, which both supports public bodies to meet the requirements of the Regulations and helps to raise ambition on climate action across Northern Ireland.

All public bodies and voluntary reporting organisations are welcome to join the Public Body Climate Action Network. Further information on Climate NI and the peer

support network including contact details can be found on the [Climate NI website](#) and through [Climate NI's Public Body Reporting information hub](#).

3. External Tools and Guidance - Impact Assessment and Action Planning

Organisations may wish to consider the following risk assessment and adaptation planning tools. While some originate from other government jurisdictions or types of sectors, they may still provide useful insights for Northern Ireland organisations.

Met Office Local Authority Climate Service (LACS) and Climate Data Portal

The Met Office's [Local Authority Climate Service](#) (LACS) and [Climate Data Portal: Assess your Risk](#) are free, user-friendly resources available to all Northern Ireland public bodies. They allow users to generate a climate report with national and local climate information, including weather and climate hazards relevant to the reporting organisation's council area.

A [recorded webinar](#) is also available, providing an overview and demonstration of the service. The LACS Team can be contacted at lacs@metoffice.gov.uk.

Useful links include:

- [How to Assess your Climate Risk](#)
- [Explore the Climate of your Local Authority](#)
- [How to Take Action](#)

Please note: LACS reports for Northern Ireland currently reference the UK Government's National Adaptation Programme (NAP3). As NAP3 does not apply to Northern Ireland, references should be interpreted as referring to the draft third Northern Ireland Climate Change Adaptation Programme (NICCAP3). Further information on the draft NICCAP3 is provided in the section titled '[The Northern Ireland Climate Change Adaptation Programme NICCAP3](#)'.

Tools from Other Regimes and Jurisdictions (Use with Caution)

The following tools and associated guidance are examples only and not an exhaustive list. They may offer useful insights for public bodies; however, they are designed for specific national or sectoral contexts, and their requirements may not fully align with the Northern Ireland Regulations.

Recommendation:

Guidance and tools from other regimes and administrations (jurisdictions) should be used with caution, as although they can be helpful for practical insight and tips, they are specialised for a certain reporting regime and/or country, sector or industry.

Their content may not be fully applicable as they may cover requirements and levels of detail that are outside the scope of reporting under the Regulations.

Examples include:

- I. [Climate Risk Register and Tool | Sustainability Exchange](#)
Developed by Scottish government in collaboration with [Adaptation Scotland](#). Primarily focused on the Scottish context but applicable across the UK.
- II. Local Partnerships (Wales)
 - [Climate Adaptation Toolkit and Risk and Opportunities Matrix](#)
 - [Climate Adaptation Toolkit - Guidance for building climate resilient health and social care in Wales](#)
- III. UK Government (England)
 - [Climate change: risk assessment and adaptation planning in your management system](#)
- IV. Scottish Government (Adaptation Scotland):
 - [Climate Change Risk Assessment Guidance and Tools](#)
 - [Public Sector Handbook](#)

CHAPTER 1: Report Set Up and Profile

Introduction

This chapter provides information and guidance relating to 'Part 1. Report Set Up and Profile' of the online portal. Part 1 of the portal includes the following sections:

- **Section 1.1 - Report Set Up**
- **Section 1.2 - Profile**

Guidance in this chapter is provided under the following headings:

- [Answering Section 1.1](#) - Report Set Up
- [Answering Section 1.2](#) - Profile

Answering Section 1.1 - Report Set Up

Question 1.1(a) - Is this a report for a single organisation, or more than one organisation (i.e. a joint report)?

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question asks reporting organisations to confirm if the content of their report covers more than one organisation.

This question provides a list of **options to select (only one option can be selected)** from the following:

- Single organisation
- More than one organisation

Although **reporting jointly** by two or more reporting organisations is allowed, it is **not recommended**. If you are considering joint reporting, **please contact DAERA in advance of applying this approach**, and at the earliest possible stage, by telephone on 028 9081 6611 or by email at ClimatePBR@daera-ni.gov.uk.

Answering Section 1.2 - Profile

Question 1.2(a) - Contact Details

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides **comment boxes to enter:**

- Contact name
- Contact number
- Contact email address

These details should relate to the individual within the reporting organisation who will act as the main point of contact for DAERA in the event of any queries regarding the submitted report.

The details that a reporting organisation provides under this question **will be used by DAERA for administrative purposes only** and **will not be published**. DAERA will ensure, in relation to the content of the report, that the requirements of the UK General Data Protection Regulation (UK GDPR 2016) and the Data Protection Act 2018, are adhered to, as set out in [DAERA's Privacy Statement](#).

If the contact details change after the report has been submitted to DAERA, organisations are asked to contact DAERA at ClimatePBR@daera-ni.gov.uk to provide the updated details.

If reporting jointly, enter the contact details of the lead person who will act as the main point of contact for DAERA for any queries on behalf of both organisations.

Question 1.2(b) - Name of the organisation

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides a **comment box to enter** the name of the organisation covered by this report.

A reporting organisation may enter the name by which it is most commonly known (for example its market or brand name), and which may be different from the legal name of their organisation used within the [Schedule](#) to the Regulations.

If reporting jointly, provide names of all the relevant organisations.

Question 1.2(c) - Is your organisation required to report under the Regulations, or is the organisation reporting voluntarily?

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question relates to whether or not a reporting organisation is 'specified' as a reporting body in the [Schedule](#) to the Regulations.

This question provides a list of **options to select (only one option can be selected)** from the following:

- Required to report under the Regulations
- Voluntary reporting

If reporting jointly:

- Select 'Required to report under the Regulations' if this option applies to one or more of the relevant organisations.
- Select 'Voluntary reporting' if this applies to all the relevant organisations.

Question 1.2(d) - Organisation type

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides a list of **options to select (only one option can be selected)** from the following:

- Agriculture
- Arts / Culture
- Education
- Health / Emergency Services / Social Care
- Housing
- Local Government (Council)
- Transport / Infrastructure
- Other

Question 1.2 (d.1) Describe your organisation's type

This question is **only provided if 'Other' is selected** under question 1.2(d).

This question provides a **comment box to enter** (up to a maximum of 400 characters) further detail on the organisation's type.

If reporting jointly:

- where the reporting organisations all fall under the same category-type select that option; or
- where the reporting organisations fall under different category-types select 'Other' and provide detail within the comment box on the relevant organisation(s) type for each of the reporting organisations.

Question 1.2(e) - Average number of full-time equivalent staff employed (in Northern Ireland).

This question provides a **comment box to enter** the average number of full-time equivalent (FTE) staff, which the reporting organisation employs in Northern Ireland, across the financial year - 1st April 2025 to 31st March 2026.

This information is requested to provide fuller clarity, to potentially inform future government policy, and to assess the size of reporting organisations who have opted to voluntarily report.

If reporting jointly, enter a combined total figure for the average number of full-time equivalent staff for all the relevant organisations.

Question 1.2(f) - For education organisations only - Number of students in the most recent academic year

This question is **only provided if the option 'Education' is selected** under question 1.2(d).

This question provides a **comment box to enter** the number of students which were enrolled at the start of the most recent academic year.

If reporting jointly, enter a combined total figure for the number of students for all the relevant organisations.

CHAPTER 2: Governance, Objectives and Strategies

Introduction

This chapter provides information and guidance relating to 'Part 2. Governance, Objectives and Strategies' of the online portal. Part 2 of the portal includes the following sections:

- **Section 2.1 - Climate Change Governance Structures**
- **Section 2.2 - Climate Change Objectives and Strategies**

Guidance in this chapter is provided under the following headings:

- [Answering Section 2.1](#) - Climate Change Governance Structures
- [Answering Section 2.2](#) - Climate Change Objectives and Strategies

This chapter also provides tips where these are considered potentially helpful in developing answers to some of the questions.

Answering Section 2.1 - Climate Change Governance Structures

Context

The questions in Part 2 of the online portal seek information on a reporting organisation's system of governance, its management and strategy in respect of strategic planning, and its decision-making processes in relation to climate change adaptation action. It is recognised, however, that some organisations may not yet have such arrangements in place or may be in the process of establishing them, therefore details are also asked for any available future plans in that regard.

Putting in place governance structures is a foundational building block of effective, well-informed, strategic climate change action and management in the short, medium and long-term. Successful identification of risks and opportunities and implementation of adaptation action plans require cross-organisational support, with clearly established commitment and accountability from senior management as well as throughout all levels of the organisation. As a reporting organisation increases its

experience in climate change reporting, this may be reflected in its development or updating of arrangements for the governance of climate change over successive reporting cycles.

How a reporting organisation governs its climate change adaptation is an internal decision for the organisation itself, i.e. there is no required, standard approach for creating governance arrangements in relation to climate change adaptation.

Responses to the questions in section 2.1 of the online portal can cover any high-level, strategic governance arrangements which are in place, or under development, which aim to ensure:

- (i) appropriate oversight of strategic planning;
- (ii) management of risks and opportunities;
- (iii) any internal decision-making processes which are relevant;
- (iv) leadership on climate adaptation action; and
- (v) collaboration with other stakeholders/organisations.

Please note: Answers to questions in part 2 of the online portal should not include any individual's names.

Question 2.1(a) - Does the organisation currently have any climate change adaptation governance structures in place?

This question provides **'Yes' or 'No' options to select.**

→ **TIP:** Most organisations have a formal governing body of some kind. A governing body may hold senior management accountable for the dissemination and implementation of the organisation's adaptation policy and strategy, ensuring that these are understood and adhered to at all levels of the organisation. Therefore, governance structures can refer to a reporting organisation's relevant arrangements at a board (for the whole organisation and/or for climate change / sustainability, etc.), or council level (i.e. councillors, board members, chair of the board, etc.).

If reporting jointly:

- select 'Yes' if any of the relevant organisations currently have climate change adaptation governance structures in place.
- select 'No' if none of the relevant organisations currently have climate change adaptation governance structures in place.

Question 2.1(b) - How is climate change adaptation governed within the organisation?

This question is **only provided if 'Yes' is selected** under question 2.1(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides a **comment box to enter** (up to a maximum of 3000 characters) a description of a reporting organisation's climate change adaptation governance processes and/or structures.

If reporting jointly, the answer should cover each organisation, as relevant.

→ **TIP:** Items which could be considered when developing a reporting organisation's answer to this question include:

- > Which personnel or groups have overall responsibility for establishing policies, making significant and strategic key decisions, ensuring full compliance with all legal requirements, and overseeing the organisation's operations in relation to climate change adaptation?
- > Do any high-level key personnel and teams/groups have accountability for climate change adaptation?
- > How do climate change adaptation responsibilities relate to executive staff/structures, such as the role and accountability of chief executives or executive management teams?
- > Are there other organisations which govern the organisation's internal processes and controls, in terms of climate adaptation? This could involve mechanisms such as a project board, or a memorandum of understanding (MoU), etc.

Question 2.1(c) - 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.

This question is **only provided if 'Yes' is selected** under question 2.1(a).

This question provides a **comment box to enter** (up to a maximum of 3000 characters) a description of the decision-making responsibilities which are allocated to senior staff level in a reporting organisation, in respect of managing, monitoring, and reporting to senior management on climate change issues.

If reporting jointly, the answer should cover each organisation, as relevant.

→ TIP:

- > If a reporting organisation has a climate change strategy (or similar), it may assign responsibility for carrying out certain climate change objectives to specific senior staff roles.
- > If a reporting organisation has a climate change champion (or similar, e.g. manager of a climate change team), their role may be relevant to consider including in the answer to this question. The roles of a sustainability / environmental champion may also include climate change responsibilities.

Question 2.1(d) - 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)

This question is **only provided if 'Yes' is selected under** question 2.1(a).

This question provides an **upload facility (a maximum of one PDF, up to 20MB in size)** - giving the opportunity to include a diagram or chart, which presents the reporting organisation's climate change governance structure.

→ **TIP:** Providing a diagram/chart may be convenient for some organisations, as it could reduce the amount of description they would otherwise wish to enter for questions 2.1(b) and/or 2.1(c).

If reporting jointly, the diagram(s) should cover each organisation, as relevant and only one PDF document should be uploaded, up to 20MB in size.

Question 2.1(e) - If available and relevant, provide any comments or plans the organisation may have for putting in place climate change adaptation governance structures

This question is **only provided if 'No' is selected** under question 2.1(a).

This question provides a **comment box to enter** (up to a maximum of 3000 characters) any relevant detail of plans a reporting organisation may have, in regard to developing and establishing climate change governance structures in the future.

If a reporting organisation, at this time, is not able to or does not wish to provide detail or comments regarding any current or future plans to develop or implement climate change governance structures, they can enter the text 'Not applicable'.

If reporting jointly, the answer should cover each organisation, as relevant.

Answering Section 2.2 - Climate Change Objectives and Strategies

Context

Section 2.2 seeks information on any high-level, strategic objectives (goals) which a reporting organisation may have in regard to climate change adaptation. Such goals normally define an organisation's overall direction and aspirations, usually set at the corporate level, encompassing the organisation's vision and mission, and acting as a guiding principle for all lower-level decision making and initiatives. They are typically not very specific, but rather high-level, major areas of focus for the organisation to achieve its long-term vision.

Question 2.2(a) - Does the organisation currently have any high-level, strategic objectives (goals) for climate change adaptation?

This question provides 'Yes' or 'No' options to select.

If reporting jointly:

- Select 'Yes' if any of the relevant organisations currently have any high-level, strategic objectives for climate change adaptation.
- Select 'No' if none of the relevant organisations currently have any high-level, strategic objectives for climate change adaptation.

→ TIPS:

- > High-level, strategic objectives (goals) which are relevant to climate change adaptation may not always specifically mention the term 'climate change'. For example, any objectives to effectively manage the consequences of severe weather conditions may also be relevant.
- > A wide range of documents could contain objectives which are relevant to climate change adaptation, from a reporting organisation's corporate plan to any other type of document which records relevant objectives being set for all or part of the reporting organisation. Examples of the types of documents which could contain or refer to high-level climate change adaptation objectives, which could inform the answer to this question, include:
 - Climate change plan or strategy
 - Service delivery plans
 - Corporate strategies
 - Place directorate plans
 - Energy management policy
 - Estates strategy
 - Procurement policy
 - Policy on creating impact assessments (generic or climate-specific)
 - Partnership plans
 - Risk register (corporate, strategic, etc.)
 - Business continuity plans

Question 2.2(b) - Provide the objective(s) title, description and where the objective is documented and can be sourced

This question is **only provided if 'Yes' is selected** under question 2.2(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides the option to **add one or more objectives. A minimum of one objective must be added.** For each objective, the portal provides a number of headings **with associated comment boxes or an upload facility**, under which the relevant information should be entered. Some of these headings are mandatory and must be completed before a report can be submitted. The headings provided are:

- **Title of the climate change adaptation objective**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 400 characters) relevant details.

- **Description of the climate change adaptation objective**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) relevant details.

If reporting jointly, indicate which organisation the climate change adaptation objective belongs/applies to.

- **Name of document and page number where the objective is located**

This heading provides a **comment box to enter** (up to a maximum of 400 characters) relevant details.

- **Provide the PDF document**

This heading provides an **upload facility** for the organisation to optionally provide a document (**a maximum of one PDF**, up to 20MB in size) where the objective is located.

If there is one document containing all or some of the organisation's objectives, this document only needs to be uploaded once i.e. for entry of the first objective.

CHAPTER 3: Climate Change Impact Assessment

Introduction

This chapter provides information and guidance relating to 'Part 3. Climate Change Impact Assessment' of the online portal. Part 3 of the portal includes the following sections:

- **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**

The questions in part 3 of the online portal seek information on the organisation's assessment of the current and predicted impact of climate change in relation to its functions.

Guidance in this chapter is provided under the following headings:

- [Answering section 3.1](#) - Functions Considered
- [Answering Section 3.2](#) - Methodology
- [Answering Section 3.3](#) - Findings
- [Answering Section 3.4](#) - Information Gaps
- [Answering Section 3.5](#) - Supporting the Next UK Climate Change Risk Assessment

This chapter also provides tips and illustrative examples where these are considered potentially helpful in developing answers to some of the questions.

Recommendation:

It is recommended that before a reporting organisation reads this chapter, they read and consider the following sections of this guidance document:

- ✓ 'Climate Change, Climate Projections, and Importance of Adaptation Action and Reporting';
- ✓ 'UK Climate Risk Assessments, Northern Ireland Adaptation Programmes and Public Bodies';
- ✓ 'Climate Change Impacts Assessment – Requirements and Approaches'; and
- ✓ 'Adaptation Standards, Support and External Tools for Impact Assessment and Action Planning'.

Also, the following associated annexes to this guidance document:

- Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities
- Annex C: The Key Concepts of Climate Change Risks and Impacts
- Annex D: Generic Questions to Help Inform a Climate Change Impact Assessment and Adaptation Actions.

Answering Section 3.1 - Functions Considered

Context

Section 3.1 seeks information on which of the organisation's functions (services, assets, etc.) are covered by its assessment of its current and predicted climate change impacts (risks and opportunities).

Question 3.1(a) - Provide a list or table of the organisation's functions, assets, and services considered by its climate change impact assessment

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides **an upload facility** for the reporting organisation to upload a table or chart (**a maximum of one PDF document**, up to 20MB in size) which sets out which of the organisation's functions, assets, services, etc., are covered by the assessment of its current and predicted climate change risks and opportunities.

If reporting jointly, the uploaded document should cover each organisation, as relevant.

Answering Section 3.2 - Methodology

Context

Section 3.2 seeks information on the methods which the reporting organisation has used to identify and assess the current and predicted climate change impacts (risks and opportunities) to the organisation in relation to its functions.

Question 3.2(a) - 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

This question provides a **comment box to enter** (up to a maximum of 3000 characters) information on how the organisation identified and assessed its current and predicted climate change impacts (i.e., details on the impact assessment methodology the organisation has applied).

An organisation can respond to this question in the following ways:

- a) **Provide all narrative details** of the methodology applied (up to a maximum of 3000 characters); or
- b) **State that** 'Full methodology details are provided under the organisation's response to question 3.2(b), via a PDF document upload'; or
- c) **Provide a short summary of the methodology and state that** 'Further details are provided under the organisation's response to question 3.2(b), via a PDF document upload'.

It is for each organisation to determine which methodology is most appropriate for its own needs. Therefore, there is no set standard or prescriptive requirement for the detail provided under this question. This is because methodology will be specific to each organisation.

However, by way of some illustrative and non-exhaustive examples, details could include:

- How the current climate conditions and key projected changes were identified, for example, using UKCP18 relevant to the organisation's location, etc.
- How climate change risks and impacts were identified, for example, what sources were used, such as consideration of the CCRA3 Northern Ireland summary, relevant internal/external stakeholder engagement (workshops, surveys, records of past events), etc.
- How the reporting organisation considered future changes to its risks/opportunities over time, which may include different types of future climate scenarios.
- Risk-impact scoring methodologies and tools applied (including whether they are sourced from internal risk management systems, or from an external source) - such as risk/impact scoring matrices, risk ratings, and risk indicator values.
- If the reporting organisation prioritised its risks and opportunities, a description of the approach it applied, for example, criteria used, any explanation of the levels of priorities assigned.

If reporting jointly, the answer should cover each organisation's methodology, as relevant.

Question 3.2(b) - 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

This question provides **an upload facility** for the organisation, if it prefers or considers it more appropriate, to provide full or further methodology detail in a document upload (**a maximum of one PDF document**, up to 20MB in size). The uploaded document can supplement or support the organisation's response to question 3.2(a).

If reporting jointly, the uploaded document should cover each organisation's methodology, as relevant.

Answering Section 3.3 - Findings

Context

Section 3.3 seeks information on the findings from the organisation's assessment of its current and predicted climate change impacts (risks and opportunities), based on the methodology it described when reporting under **Section 3.2**.

Question 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

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

Important Note: Completing Question 3.3(a)

Within the online portal, **answers to question 3.3(a) also automatically populate related fields in question 4.2(a)**. Due to the digital design of the portal, saved answers cannot be amended - only deleted and re-entered.

For these reasons, it is **essential that the answers** provided under question 3.3(a) **are complete and accurate before saving** them in the online portal.

Key things to remember:

1. Saved answers cannot be amended, only deleted and re-entered.
2. Avoid making any changes to saved answers in question 3.3(a) after starting question 4.2(a), as this may also require entries in 4.2(a) to be deleted and re-entered.

If you do need to update, remove, or add an answer after saving under question 3.3(a), please **refer to** 'DAERA's Adaptation Reporting Portal - Navigation and Tips' document, **or contact the PBR Team** for assistance at ClimatePBR@daera-ni.gov.uk or 028 9081 6611.

Best practice: Double-check entries for both question 3.3(a) and question 4.2(a) before saving to avoid unnecessary rework.

This question provides **comment boxes and dropdown lists of options** to enter details of the reporting organisation's assessment of its current and future risks/opportunities in relation to its functions.

For ease of review, the headings under this question are listed below, with hyperlinks to sections of this document where more detailed explanations are provided. **Within the online portal, these headings are displayed after selecting the 'Add' button under this question.**

List of Headings Under Question 3.3(a)

(Each heading is hyperlinked to a more detailed explanation below)

- [Risk/opportunity title](#)
- [If applicable, state the theme or category assigned to the risk/opportunity](#)
- [Is it a risk, an opportunity, or both?](#)
- [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?](#)
- [Risk and opportunity categories](#)
- [Risks and opportunity titles](#)
- [Is the impact of the risk or opportunity current, predicted, or both in relation to the organisation's functions?](#)
- [Describe the potential current and/or predicted impacts of the risk or opportunity on the organisation's functions](#)
- [Has the organisation considered if the risk or opportunity may change in the future in relation to impacts on the organisation's functions?](#)
- [Describe how the risk or opportunity may change in the future in relation to impacts on the organisation's functions](#)
- [If the organisation has assigned a priority level to the risk or opportunity, describe the level and explain why it was assigned](#)
- [Is the management of the risk or opportunity fully within the organisation's control?](#)

- [State the organisation\(s\) which the management of the risk or opportunity depends on, and briefly describe the nature of the dependency](#)
- [Additional comments](#)

Detailed guidance for each of these headings is provided as follows:

- **Risk/opportunity title**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 100 characters) a title for each climate change risk/opportunity at which the organisation has identified as relevant to its functions. Ensure that the title summarises the details of the risk/opportunity clearly and accurately.

If reporting jointly, indicate in the title which organisation the risk/opportunity belongs to.

- **If applicable, state the theme or category assigned to the risk/opportunity**

This heading provides a **comment box to enter** (up to a maximum of 500 characters) any themed or category grouping which the organisation may have chosen to apply to its risks and opportunities.

Reporting organisations are not required to apply themes or categories, but if they choose to do so, it is recommended that they choose themes which they consider most effective/appropriate, to aid clarity and transparency of their reported information.

By way of one illustrative (non-exhaustive) example, the NI Adapts Toolkit uses the following categories: Flooding, Heat, Storms, Cold and Global/Regional. For further information on the NIAdapts Toolkit, see section '[Adaptation Standards, Support and External Tools for Impact Assessment and Action Planning](#)'.

- **Is it a risk, an opportunity, or both?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides the following **options to select (only one option can be selected)**:

- Risk
- Opportunity
- Risk and opportunity

- **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?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **'Yes' or 'No' options** to select.

- **Risk and opportunity categories**

This heading **is only provided if 'Yes' is selected under the previous heading** titled *'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?'*.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **options to select (select as many as applicable)** from the following list of CCRA3 Northern Ireland summary categories of risks/opportunities:

- Natural Environment and Assets
- Infrastructure
- Health, Communities and the Built Environment
- Business and Industry
- International Dimensions

For further detail on these categories and their full list of associated risks/opportunities, see 'Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities'.

- **Risks and opportunity titles**

This heading is **only provided if**:

- (i) **'Yes' is selected under the previous heading** titled '*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?*';
and
- (ii) **at least one category is selected under the previous heading** titled '*Risk and opportunity categories*'.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **options to select (select as many as applicable)** from the list of risks and opportunities, which are grouped under the CCRA3 Northern Ireland summary's 'categories'. The **options shown depend on what has been selected under the previous heading** titled '*Risk and opportunity categories*'.

Each option under this heading is also labelled using the following key:

- **R = Risk**
- **O = Opportunity**
- **R&O = Risk and Opportunity**

For further detail and full list of the risks/opportunities, and their associated categories see, 'Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities'.

- **Is the impact of the risk or opportunity current, predicted, or both in relation to the organisation's functions?**

This heading **is always provided**.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides the following **options to select (only one option can be selected)**:

- Current
- Predicted
- Current and predicted

- **Describe the potential current and/or predicted impacts of the risk or opportunity on the organisation's functions**

This heading **is always provided**.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) a description of the potential current and/or predicted impacts of the risk or opportunity on the organisation's functions.

→ **TIPS:** Information provided here, as considered relevant and appropriate by the reporting organisation, may include, but need not be limited to, the following examples:

- > How the risk or opportunity affects the organisation's functions now.
- > How the impact may change over time in relation to the organisation's functions, including potential shifts due to future climate conditions, organisational decisions, or other influencing factors.
- > How the organisation may be affected differently in the future, e.g. changes in the likelihood of experiencing impacts, or changes in the nature of those impacts — whether preparing for them now, in the future, or both.

> Any relevant context for describing future changes, such as the time periods considered or details of climate scenarios/conditions applied.

- **Has the organisation considered if the risk or opportunity may change in the future in relation to impacts on the organisation's functions?**

This heading **is always provided**.

This heading provides **'Yes' or 'No' options** to select.

- **Describe how the risk or opportunity may change in the future in relation to impacts on the organisation's functions?**

This heading **is only provided if 'Yes' is selected under the previous heading** titled '*Has the organisation considered if the risk or opportunity may change in the future in relation to impacts on the organisation's functions?*'.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading **provides a comment box to enter** (up to a maximum 3,000 characters) a summary of how the risk or opportunity may change in the future in relation to impacts on the organisation's functions.

This is where the organisation has assessed how climate-related risks or opportunities might evolve over time - and how those changes could affect the organisation's ability to carry out its functions, etc.

- **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**

This heading **is always provided**.

This heading provides **a comment box to enter** (up to a maximum 3,000 characters) a summary of any prioritisation the reporting organisation has assigned to its identified risks and opportunities. If no prioritisation has been assigned, enter 'N/A'.

Responses will vary depending on the organisation's functions, capacity, and existing processes. The example tip below is illustrative only and is not intended as a prescriptive standard.

→ **TIP:** A prioritisation rating may include categories such as low, medium, or high, among others. A description of the factors influencing the priority level, such as the likelihood of occurrence or potential impact on organisational functions. Any timeframe identified for when action may be required. For example, short-term: within 5–10 years, medium-term: within 10–25 years, long-term: beyond 25 years, if no timeframe applies, state 'N/A', if a timeframe has not yet been determined, state 'unknown'

- **Is the management of the risk or opportunity fully within the organisation's control?**

This heading **is always provided**.

This heading provides **'Yes' or 'No' options to select**.

- **State the organisation(s) which the management of the risk or opportunity depends on, and briefly describe the nature of the dependency**

This heading is **only provided if 'No' is selected under the previous heading titled '*Is the management of the risk or opportunity fully within the organisation's control?*'**.

This heading provides **a comment box to enter** (up to a maximum of 3000 characters) a description of the dependency including which organisation the management of the risk/opportunity is dependent on.

Indicate whether the reporting organisation has full, partial, or no control over managing the risk or opportunity. Name the other organisation/s and state the nature of the dependency – including how and why.

If reporting jointly, the response should clearly set out all the organisations involved and the nature of the dependencies from the perspective of each organisation, as relevant.

- **Additional comments**

This heading **is always provided**.

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) any further comments that a reporting organisation may consider relevant. This could include adding detail to any of the information already provided for the risk or opportunity, or providing any relevant, supplementary information which has not been covered by the headings within question 3.4(a) on information gaps.

Question 3.3(b) - Full findings from the applied climate change impact assessment methodology can be uploaded here as a PDF document

This question provides **an upload facility** which a reporting organisation may choose to provide a document (**a maximum of one PDF**, up to 20MB in size) that sets out the full results or findings of its climate change impact assessment, if the organisation considers this to be appropriate.

This question is intended to facilitate reporting organisations that wish to provide more granular, detailed information, results and findings from applying their own climate change impact assessment methodology.

Answering Section 3.4 - Information Gaps

Context

This section provides reporting organisations with the opportunity to provide detail on any gaps in their reported information, i.e. any relevant information that is unavailable or incomplete at the time of reporting.

Question 3.4(a) - Comments may be provided here on any information gaps related to the climate change impact assessment

This question provides a **comment box to enter** (up to a maximum of 3000 characters) comments on any relevant information that was not available at the time of reporting.

→ **TIPS:** Comments provided here could, for example, include details such as:

- > the type of information that is excluded or unavailable;
- > the reasons why the information is excluded or unavailable;
- > any plans to obtain the excluded or unavailable information for future reporting rounds; and
- > if the excluded or unavailable information might become available (e.g. at the next monitoring round, the third monitoring round, or if it is unknown, etc.).

Answering Section 3.5 - Supporting the Next UK Climate Change Risk Assessment

Context

This section is optional. It provides reporting organisations with the opportunity to highlight any risks or opportunities not currently covered in the UK Climate Change Risk Assessment – Summary for Northern Ireland, that they believe could be considered for inclusion in the next assessment.

Organisations may:

- Describe the risks or opportunities identified.
- Explain why they are relevant and should be considered for inclusion in future assessments.

Responses to this section are for DAERA's internal use only. They will not be published and do not form part of the organisation's statutory adaptation report under the Regulations.

Question 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

This question provides **'Yes' or 'No' options** to select.

Please note: This question is provided to gather information for DAERA's use, with the aim of improving understanding of climate change risks, opportunities and resilience in Northern Ireland. Any information provided under this question will not form part of the reporting organisation's adaptation report under the Regulations, i.e. it will not be published.

Question 3.5(b) 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

This question is **only provided if 'Yes' is selected** under question 3.5(a)

This question provides a **comment box to enter** (up to a maximum of 3000 characters) a description of any climate change risks or opportunities, whether directly relevant to the reporting organisation or not, which were not included in the current UK Climate Change Risk Assessment - Summary for Northern Ireland and that the organisation believes should be included in the next assessment.

Please note: This question is provided to gather information for DAERA's use, with the aim of improving understanding of climate change risks, opportunities and resilience in Northern Ireland. Any information provided under this question will not form part of the reporting organisation's adaptation report under the Regulations, i.e. it will not be published.

CHAPTER 4: Climate Change Adaptation Actions

Introduction

This chapter provides information and guidance relating to 'Part 4 - Adaptation Action Plan' of the online portal. Part 4 of the portal includes the following sections:

- **Section 4.1 - Targets**
- **Section 4.2 - Action**
- **Section 4.3 - Regard to the Northern Ireland Climate Change Adaptation Programme**
- **Section 4.4 - Co-ordination of Actions**

Guidance in this chapter is provided under the following headings:

- [Answering section 4.1](#) - Targets
- [Answering section 4.2](#) - Actions
- [Answering section 4.3](#) - Regard to the Northern Ireland Climate Change Adaptation Programme
- [Answering section 4.4](#) - Co-ordination of Actions

This chapter also provides illustrative examples where these are considered potentially helpful in developing answers to some of the questions.

Recommendation:

It is recommended that before a reporting organisation reads this chapter, they read and consider the following sections of this guidance document:

- ✓ 'Climate Change, Climate Projections, and Importance of Adaptation Action and Reporting';
- ✓ 'Climate Change Impacts Assessment – Requirements and Approaches';
- ✓ 'UK Climate Risk Assessments, Northern Ireland Adaptation Programmes and Public Bodies'; and
- ✓ 'Adaptation Standards, Support and External Tools for Impact Assessment and Action Planning'.

Also, the following associated annexes to this guidance document:

- Annex B: CCRA3 Northern Ireland Summary - List of Climate Change Risks and Opportunities
- Annex C: Key Concepts of Climate Change Risks and Impacts
- Annex D: Generic Questions to Help Inform a Climate Change Impact Assessment and Adaptation Actions
- Annex F: Guidance on Developing and Setting Adaptation Targets

Answering Section 4.1 - Targets

Context

The Regulations **do not require reporting organisations to set specific climate change targets** outside of the requirement to report on climate change. An organisation may choose to set or may already have set, their own specific climate adaptation targets. They may also have such targets set on them by other commitments, policy or legislation, outside of the Regulations. Below are the potential benefits of target-setting within a reporting organisation, in relation to climate change adaptation.

Benefits of setting organisational adaptation targets

Setting evidence-based targets within an organisation is a useful tool to enable and drive effective progress in adapting to the effects of climate change, as well as monitoring and evaluating that progress. There are many benefits to an organisation in setting its own internal and evidence-based adaptation targets, including that such targets can:

- **integrate** the concept and practices of climate adaptation into the reporting organisation's management of overall business performance, as well as demonstrating transparency, and leadership on the climate agenda;
- **allow for a more focused approach to climate adaptation**, by focusing on the most impactful areas, and/or investing in projects that will lead to the greatest increase in the organisation's resiliency to the impacts of climate change;
- **help to enhance reputation/credibility** and stakeholder relationships by increasing buy-in and strengthening relationships with stakeholders (including customers, investors, employees, and local communities), who increasingly prioritise climate change and other sustainable practices in the organisations they support;

- **help to drive the speed of effective implementation of climate action** and sustain the ongoing building of the organisation's resilience to the effects of climate change, and in respect of an evolving policy and regulatory framework (i.e. by acting now organisations may enable future cost savings and get ahead of potential impacts and benefits from Northern Ireland's transition to net zero and a climate adaptable/resilient economy, etc.); and
- **help to support effective management of collaboration** where organisations consider it appropriate to work together on an adaptation action.

Each reporting organisation is unique. Setting targets in relation to adapting to the impacts of climate change is not a prescriptive process, as an organisation's decision for setting any targets may be influenced by its functions/services, investments and assets; the types of adaptation actions it is taking or planning to take; its climate change ambitions; and/or relevant policy or legislative commitments. Further guidance and illustrative examples to support organisations in thinking about adaptation target-setting are provided in 'Annex F: Guidance on Developing and Setting Adaptation Targets'.

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

This question provides a list of **options to select (only one option can be selected)** from the following:

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

Question 4.1(b) - Provide details of the adaptation targets the organisation aims to achieve

This question is **only provided if 'Yes' is selected** under question 4.1(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides an option to **add one or more targets**. **Comment boxes** are provided to enter details under the following headings:

- **Target title**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 500 characters) a title for a target. Ensure the title of the target summarises the details of the target clearly and accurately.

- **Description of target**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 2000 characters) relevant details. Ensure the description of the target sets out the reporting organisation's intentions clearly and accurately and provide the year to be achieved, if known/applicable. If a reporting organisation wishes to include any plans for setting targets in the future, please ensure this comment box clearly reflects this status e.g. 'Target under development'.

If reporting jointly, indicate which organisation the target belongs to.

Question 4.1(c) - Additional comments

This question is **provided if 'Yes' or No' is selected** under question 4.1(a).

This question provides a **comment box to enter** (up to a maximum of 3000 characters) any relevant or additional comments a reporting organisation may wish to share in relation to setting adaptation targets. This could include any detail on future plans to set such targets.

Answering Section 4.2 - Actions

Context

Section 4.2 of the online portal seeks details of a reporting organisation's actions, (actions, policies, plans, and/or commitments) to adapt to the effects of climate change. These can be actions which are - started/ongoing; 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.

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

Important Note: Completing Question 4.2(a)

Within the online portal, **answers to question 4.2(a) also automatically populate related fields in questions 4.3(a), 4.3(b) and 4.4(a), as relevant.** Due to the digital design of the portal, saved answers cannot be amended - only deleted and re-entered.

For these reasons, it is **essential that the answers** provided under question 4.2(a) **are complete and accurate before saving** them in the online portal.

Key things to remember:

1. Saved answers cannot be amended - only deleted and re-entered.
2. Avoid making any changes to saved answers in question 4.2(a) after starting questions 4.3(a), 4.3(b) and 4.4(a), as this may also require entries in these questions, to be deleted and re-entered.

If you do need to update, remove, or add an answer after saving under question 4.2(a), please **refer to 'DAERA's Adaptation Reporting Portal - Navigation and Tips' document or contact the PBR Team** for assistance at ClimatePBR@daera-ni.gov.uk or 028 9081 6611.

Best practice: Double-check entries for question 4.2(a) before saving to avoid unnecessary rework.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides **an option to provide one or more adaptation actions**; however, **a minimum of one action must be added**.

For ease of review, the headings under this question are listed below, with hyperlinks to sections of this document where more detailed explanations are provided. **Within the online portal, these headings are displayed after selecting the 'Add' button under this question.**

List of Headings Under Question 4.2(a)

(Each heading is hyperlinked to a more detailed explanation below)

- [Action title](#)
- [Action description](#)
- [Action status](#)
- [Implementation start date, if available](#)
- [Indicative completion date, if available](#)
- [Provide details of any performance indicators for the action](#)
- [Risk/opportunity addressed](#)
- [Does the action relate to the Northern Ireland Climate Change Adaptation Programme \(NICCAP\)?](#)
- [Select the appropriate option relating to desirability of co-ordinating the action with corresponding proposals, policies, or actions by others](#)
- [Additional comments](#)

- **Action title**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **a comment box to enter** (up to a maximum of 100 characters) the title of the action, which should relate to the description of the action (see heading 'Action description' directly below).

- **Action description**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) a description of the action. The description can include, but is not limited to, the following:

- Details of what the action aims to achieve.
- Details of how the action will be implemented.
- Details on whether the action is planned for the future.

If reporting jointly, indicate which organisation the action belongs to.

- **Action status**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **options to select (only one option can be selected)**, as follows:

- Started/ongoing
- Planned/under development
- Paused, likely to restart before the next reporting period

- **Implementation start date, if available**

This heading provides a **comment box to enter** (up to a maximum of 400 characters) relevant details. Start date can be indicative. If not applicable state 'N/A', if not available state 'unknown'.

- **Indicative completion date, if available**

This heading provides a **comment box to enter** (up to a maximum of 400 characters) relevant details on expected completion dates of actions, which can be indicative. If not applicable state 'N/A', if not available state 'unknown'.

- **Provide details of any performance indicators for the action**

This heading provides a **comment box to enter** (up to a maximum of 2000 characters) relevant details in regard to performance indicators.

Performance indicators can be useful tools for a reporting organisation, as they can provide relevant data for monitoring progress and trends, which can be used to spot potential issues or opportunities.

Performance indicators are measurable values used by public bodies to assess the success of policies, programmes, or services. In the context of adaptation reporting, indicators can help track whether actions are reducing climate risks or realising opportunities.

Indicators should be specific, relevant, and time-bound, covering the following:

- Inputs (resources used e.g. funding allocated to flood defences)
- Outputs (activities completed e.g. number of resilience workshops delivered)
- Outcomes (results achieved e.g. reduction in service disruption during extreme weather)
- Efficiency (cost-effectiveness e.g. cost per property protected by new flood defence schemes)
- Quality (standards met, e.g. compliance with resilience design codes)

If a performance indicator is not applicable - 'N/A' can be entered. If a performance indicator is applicable, but not yet available and under development, or is still under consideration - 'Under development' or 'Under consideration' can be entered, as appropriate.

- **Risk/opportunity addressed**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides options to select from a dropdown list of each risk/opportunity title entered by the organisation in response to question 3.3(a) (**select as many as applicable**), plus one additional option titled 'Action not

yet clearly linked to a risk/opportunity'. **If selecting this additional option, you cannot select any other option under this heading.**

In cases where it is not yet fully understood which risk or opportunity the action may aim to address, the option '**Action not yet clearly linked to a risk/opportunity**' may be selected. This option should only be used where the link is genuinely uncertain, and further clarification may be developed in future reporting cycles

- **Does the action relate to the Northern Ireland Climate Change Adaptation Programme (NICCAP)?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **options to select (only one option can be selected)**, as follows:

- Yes - Relates to NICCAP2 only
- Yes - Relates to NICCAP3 only
- Yes - Relates to NICCAP2 and NICCAP3
- No - Does not relate

To help inform the selection of options under this question, further information can be found in the following sections:

- [Requirement to 'Have Regard' to NICCAP](#)
- [NICCAP2 - Content and Mid-Programme Review](#)
- [Draft NICCAP3 - Content](#)

- **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.**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **options to select (only one option can be selected)**, as follows:

- 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

If 'Other' is selected - a comment box (up to a maximum of 3000 characters) **is provided**, where the reporting organisation can provide more detail to clarify and support their selection.

- **Additional comments**

This heading provides **a comment box to enter** (up to a maximum of 3000 characters) any other relevant comments that a reporting organisation considers appropriate, important, and/or useful to provide, such as:

- if the implementation start and/or completion dates for an action are indicative;
- if relevant, when performance indicators may be made available; or
- anything else an organisation considers important to disclose in regard to the action.

Answering Section 4.3 - Regard to the Northern Ireland Climate Change Adaptation Programme

Context

Section 4.3 of the online portal asks organisations to explain how their adaptation actions (provided under question 4.2(a)) relate to either NICCAP2, NICCAP3, or both.

Section 4.3 will only be provided in the online portal if the organisation has selected one of the 'Yes' options under the heading '*Does the action relate to the Northern Ireland Climate Change Adaptation Programme (NICCAP)?*' within the previous question 4.2.

To support completion of Section 4.3, further detail on the NICCAPs is provided in the following sections:

- [NICCAP2 - Content and Mid-Programme Review](#)
- [Draft NICCAP3 - Content](#)

Question 4.3(a) - Provide details on how the organisation's adaptation actions relate to NICCAP2

This question is **only provided if:**

- **'Yes – Relates to NICCAP2 only';** or
- **'Yes – Relates to NICCAP2 and NICCAP3', is selected** under question 4.2(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides **comment boxes and dropdown lists of options**, to enter details of how the organisation's adaptation actions relate to NICCAP2. **Within the**

online portal, the headings listed below are displayed after selecting the 'Provide detail' button and then the 'Select action' button under this question.

- **Action title**

This heading is automatically populated from the list of action titles entered by the organisation at question 4.2(a), where the organisation has selected any of the following options under that question for that action:

- Yes – *Relates to NICCAP2 only*
- Yes – *Relates to NICCAP2 and NICCAP3*

- **Does the action align with any of NICCAP2's outcomes and objectives?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **'Yes' or 'No' options** to select.

- **Select the relevant NICCAP2 outcome and objective**

This heading is only provided if 'Yes' is selected under the previous heading titled '*Does the action align with any of NICCAP2's outcomes and objectives?*'.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **options to select (select as many as applicable)**, as follows:

- 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

See [‘Figure 3: NICCAP2 Key Priority Areas, Outcome, Objectives and Visions’](#) overview of the outcome objectives.

- **Does this action relate to any of NICCAP2's delivery plan actions?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **'Yes' or 'No' options** to select.

See section [‘NICCAP2 - Content and Mid-Programme Review’](#) for more information on NICCAP2.

- **How is the action related?**

This heading **is only provided if ‘Yes’ is selected under the previous heading titled ‘Does this action relate to any of NICCAP2's delivery plan actions?’**.

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) relevant details.

An action may be related to NICCAP2 delivery plan in several ways, for example, the following:

- It is one of the named actions set out in the NICCAP2 delivery plan.
- It operates as a component or sub action, forming part of a wider NICCAP2 delivery plan action and contributing to its delivery as a supporting measure.

- It provides capacity, resources, or evidence that enables NICCAP2 delivery plan actions to be implemented more effectively.

A description should also be provided to explain how the action connects to NICCAP2 delivery plan.

This may include the following:

- Referencing the specific NICCAP2 delivery plan action.
- Outlining the contribution made (e.g. direct delivery, supporting role, enabling measure).
- Explaining the practical link.

Question 4.3(b) - Provide details on how the organisation's adaptation actions relate to NICCAP3

This question is **only provided if**:

- **'Yes – Relates to NICCAP3 only'**; or
- **'Yes – Relates to NICCAP2 and NICCAP3'** is selected under question 4.2(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides **comment boxes and dropdown lists of options**, to enter details of how the organisation's adaptation actions relate to NICCAP3. **Within the online portal, the headings listed below are displayed after selecting the 'Provide detail' button and then the 'Select action' button under this question.**

- **Action title**

This heading is automatically populated from the list of action titles entered by the organisation at question 4.2(a), where the organisation has selected any of the following options under that question for that action:

- *'Yes – Relates to NICCAP3 only'*
- *'Yes – Relates to NICCAP2 and NICCAP3'*

- **Does the action align with any of NICCAP3's key area objectives?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **'Yes' or 'No' options** to select.

See '[Figure 5: Draft NICCAP3 – Key Areas, Objectives and Thematic Areas](#)' for an overview of the key area objectives.

- **Select the relevant NICCAP3 key area objective**

This heading **is only provided if 'Yes' is selected under the previous heading titled 'Does the action align with any of NICCAP3 key area objectives?'**

This heading provides **dropdown options to select (select as many as applicable)** from a list of the NICCAP3 key area objectives.

- **Select the NICCAP3 thematic area related to the action**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading **is only provided if 'Yes' is selected under the previous heading titled 'Does the action align with any of NICCAP3 key area objectives?'**

The options shown under this heading are dependent on what has been selected under the previous heading titled '*Select the relevant NICCAP3 key area objective*'.

- **Does this action relate to any of NICCAP3's delivery plan actions?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides **'Yes' or 'No' options** to select.

See section '[NICCAP3: Status and content access](#)' for more information on NICCAP3.

- **How is the action related?**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading **is only provided if 'Yes' is selected under the previous heading titled 'Does this action relate to any of NICCAP3's delivery plan actions?'**

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) relevant details.

An action may be related to NICCAP3 delivery plan in several ways, for example, the following:

- It is one of the named actions set out in the NICCAP3 delivery plan.
- It operates as a component or sub-action, forming part of a wider NICCAP3 delivery plan action and contributing to its delivery as a supporting measure.
- It provides capacity, resources, or evidence that enables NICCAP3 delivery plan actions to be implemented more effectively.

A description should also be provided to explain how the action connects to NICCAP3 delivery plan.

This may include following:

- Referencing the specific NICCAP3 delivery plan action.
- Outlining the contribution made (e.g. direct delivery, supporting role, enabling measure).
- Explaining the practical link.

Answering Section 4.4 - Co-ordination of Actions

Context

Section 4.4 of the online portal asks a reporting organisation to provide MORE information on how it has considered the desirability of co-ordinating its actions to address or manage its climate change impacts, with others outside of its organisation.

Section 4.4 will only be provided in the online portal if the organisation has selected one of the 'Yes' options under the heading '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' within the previous question 4.2.

What is Co-ordination

Co-ordinating on climate change actions with others outside of an organisation can take many forms. Generally, it means working together with institutions inside or outside Northern Ireland (including public bodies, companies, or other organisations) to strategically plan and deliver initiatives aimed at adapting to the effects of climate change. This is often implemented by sharing resources, expertise, and aligning goals with concerted efforts to work together towards achieving those goals in tackling climate change. The level and type of co-ordination on climate change actions can vary with an organisation's resources, scale and scope of participation.

Examples of co-ordinating with others on climate change adaptation could be:

- ✓ **setting common goals** by establishing shared targets for addressing/managing climate change impacts (risks/opportunities);
- ✓ **taking part in collaborative projects** - such as developing joint initiatives to increase resiliency to the effects of climate change, or taking part in joint research, innovation projects, or upskilling regarding climate adaptation action;
- ✓ **establishing agreed benchmarking and best practices** which can help learning from each other's successes and challenges, to improve climate strategies;

- ✓ **partnerships, joint programmes, initiatives or bringing together organisations or a coalition**, to collectively address, by way of one example - a public body-specific climate change challenge;
- ✓ **collaborating to create comprehensive climate action plans** that align across different or similar public bodies or sectors;
- ✓ **peer-to-peer collaboration in sharing information** - such as openly exchanging information on climate impacts, risks and opportunities, actions to manage impacts, and sustainability practices, to inform decision-making between organisations; and/or
- ✓ **an organisation purposefully aligns** the development and implementation of their action with a policy, plan, proposal or action from another institution (public body, company, group, other organisations, etc.). However, this may or may not necessarily involve working directly or jointly with the other institution to achieve/deliver this.

Deciding whether co-ordination is desirable

It is each reporting organisation's own decision as to whether co-ordination of their climate change actions is desirable for them, and there can be many reasons why it may not be desirable. Also, a decision on the desirability of co-ordination can change and evolve over reporting cycles, so that potential co-ordination of actions may become more or less desirable in the future.

Some examples of when co-ordination of actions may not be desirable are - because it is not possible, practical, and/or not feasible. This could be for such reasons as:

- the climate change action is too organisation-specific, and is not relevant or conducive to co-ordination with others;
- to co-ordinate at this time would be counter-intuitive or a barrier to carrying out the action itself in a timely manner or to carrying out the action to its full capacity (e.g. co-ordination may be a barrier to the impact or effectiveness of the action, etc.);
- structures may not yet be in place to facilitate co-ordination or consider co-ordination at this time;

- co-ordination may not present value for money and be a disproportionate effort; and/or
- co-ordination has not yet been considered, or is still under consideration or development; etc.

Benefits of co-ordinating

Co-ordinating climate actions can, however, have several co-benefits including the following:

- **Enhanced efficiency:** By sharing knowledge, technology, and best practices, partners can implement climate solutions more efficiently and cost-effectively.
- **Enhanced effectiveness/impact:** Co-ordinating actions to address/manage climate change impacts have the potential to increase the effectiveness and/or impact of the actions.
- **Broader impact:** Collaboration can help to better enable the addressing of climate issues across diverse geographic areas and sectors, with the potential for leading to larger-scale increases in resiliency to the effects of climate change.
- **Synergy and innovation:** Combining different perspectives and expertise can foster new ideas, innovative solutions and resources for climate challenges, working through problems and issues which emerge can often lead to new ideas, new insights and new resources which would otherwise be missed.
- **Shared responsibility:** Distributing the workload and costs of climate action among multiple partners promotes accountability and shared commitment.
- **Co-benefits:** Co-ordinating climate action can often lead to additional positive outcomes like improved public health, economic growth, and social equity.

Question 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

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question is **only provided if 'Yes - desirable and co-ordinated' is selected** under question 4.2(a).

This question provides **comment boxes**, to enter details for each action, describing the co-ordination with corresponding proposals, policies, or actions by others in Northern Ireland, other parts of the UK, Republic of Ireland, or elsewhere. **Within the online portal, the headings listed below are displayed after selecting the 'Provide detail' button and then the 'Select Action' button under this question.**

- **Action title**

This heading is automatically populated from the list of action titles entered by the organisation at question 4.2(a), where the organisation has selected the following option under that question for that action:

- *'Yes - desirable and co-ordinated'*

- **List the relevant external parties regarding the co-ordinated action**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 2000 characters) relevant details which could cover:

- Name of the external party or organisation
- Type of organisation

- **Geographic region of the relevant external parties, regarding the co-ordinated action**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 2000 characters) details on the relevant country, nation, city, etc.

- **Detail how the action is co-ordinated**

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) details which could cover:

- description;
- extent; and
- type of the co-ordination e.g. whether a reporting organisation is co-ordinating by working in a joint project with common goals and procedures, or aligning with another organisation's action/policy, etc.

- **Additional comments**

This heading provides a **comment box to enter** (up to a maximum of 3000 characters) any further comments that a reporting organisation considers appropriate, important, and/or useful. 'N/A' could be entered within this comment box if a reporting organisation does not wish to provide comments.

CHAPTER 5: Case Studies

Introduction

This chapter provides information and guidance relating to 'Part 5: Case Studies' of the online portal. Part 5 of the portal includes the following section:

– **Section 5.1 - Case Studies**

Guidance in this chapter is provided under the following heading:

- [Answering Section 5.1](#) - Case Studies

Answering Section 5.1 - Case Studies

Context

Part 5 of the online portal gives a reporting organisation an option to provide one or more (up to a maximum of five) case studies relating to their potential best practices in climate change adaptation. Case studies could help enable knowledge sharing, which can foster learning and innovation, by making valuable knowledge accessible and transferable to those who can benefit from it (both in and outside of the public sector) in terms of addressing climate change risks and impacts.

This chapter also provides tips and illustrative examples where these are considered potentially helpful in developing answers to some of the questions.

Question 5.1(a) - 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?

This question provides **'Yes' or 'No' options to select.**

Question 5.1(b) - 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

This question is **only provided if 'Yes' is selected** under question 5.1(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides an option to **add one or more case studies (minimum of one and up to five in total)**. **Comment boxes** are provided to enter detail under the following headings:

- **Upload a .pdf file**

This heading allows the organisation to upload an optional supporting document (one PDF, up to 20MB) that provides additional detail for the case study.

- **Title of case study**

This heading provides **a comment box to enter** (up to a maximum of 400 characters) a title for a particular case study, which will ideally communicate an overview of what was involved in the case study as relevant.

- **Description of case study**

This heading provides **a comment box to enter** (up to a maximum of 3000 characters) descriptions for the particular case study, covering key points which a reporting organisation thinks are important to provide for information purposes.

→ **TIPS:** Suggested key points in descriptions could include, as relevant, the following:

- > Aim/objective.
- > The key policies developed/actions taken to manage and address the climate change risks and impacts.
- > Timescale - when the action took place or if it is ongoing.
- > Location - where the action took place.
- > Finance - how was the action funded (e.g. by local government, private, etc.).

- > Impact or outcome - how did the actions make a difference in managing and addressing the climate change risks and impacts.
- > Key lessons learned from the case study - what went well, what could have been better, etc.
- > Any future plans to build on the work under the case study - a reporting organisation could include a description of those plans.

If reporting jointly, indicate which organisation the case study belongs or applies to.

- **Provide the organisation's generic contact details for the case study**

This heading provides a **comment box to** (up to a maximum of 400 characters) enter the organisation's generic email address for further information regarding the case study. A reporting organisation may provide generic contact information for each case study, which can be useful for readers of the report. If no contact details are provided, enter 'N/A'. Contact information must not contain personal data (such as an individual's name) to ensure compliance with GDPR requirements. For further information, see the following hyperlink: [Information Commissioner's Office – UK GDPR guidance and resources](#).

CHAPTER 6: Validation and Authorisation

Introduction

This chapter provides information and guidance relating to 'Part 6: Validation and Authorisation' of the online portal. Part 6 of the portal includes the following sections:

- **Section 6.1 - Validation of data**
- **Section 6.2 - Authorisation for submitting the report**

Guidance in this chapter is provided under the following headings:

- [Answering Section 6.1](#) - Validation of data
- [Answering Section 6.2](#) - Authorisation for submitting the report

This chapter also provides tips where these are considered potentially helpful in developing answers to some of the questions.

Answering Section 6.1 - Validation of data

Context

Validation helps ensure the accuracy, credibility, and quality assurance of the report before it is submitted to DAERA.

Although validation is not a statutory requirement under the Regulations, it forms part of a responsible reporting approach. Reporting organisations are also reminded that reports must be published, reinforcing the importance of accurate and reliable data.

While the decision to validate rests with each organisation, DAERA encourages validation as good practice. The benefits and examples of potential validation types are outlined below.

Benefits of Validation

Validation can provide several benefits, including:

- Providing a check on the value and authenticity of the data before it enters the public domain, mitigating potential reputational risk which can be associated with disclosing misleading data.
- Increasing confidence and trust in a reporting organisation's data when informing its climate change strategies, actions, and management.
- Increasing credibility of publicly reported information, leading to enhanced stakeholder trust.
- Enabling improvement of internal accounting and reporting practices over time, thereby facilitating learning and knowledge transfer within the organisation and, potentially, beyond through sharing best practice.

Types of Validation

The following is a list of different types of validation processes:

- i) **Internal** – where a reporting organisation's data and sources of contributing information are reviewed and checked internally, for example by an internal senior manager or audit team, etc. There are no set requirements regarding appropriate experience or qualifications for an internal validator, as this is a decision for the reporting organisation themselves.

- ii) **Peer review** – where organisations with the same reporting requirements impartially evaluate or assess each other's reports, and may provide feedback to each other, with the aim of improving the overall accuracy and quality of their reported data. Participating organisations will generally agree the terms of peer review, which can take many forms, such as a one-to-one evaluation of each other's reports or a multi-organisation workshop, etc. Specific benefits of peer review include that it can provide:
 - a form of self-regulation, to maintain and improve standards, performance and provide credibility to reported information;
 - an opportunity to foster relationships between different organisations and to share learning, experience and best practice; and
 - potential for encouraging wider collaboration, beyond reporting.

- iii) **External expert** – where an independent third party, such as a consultant or auditor, provides professional verification or validation services. Some illustrative and non-exhaustive examples of these services include:
- energy consumption validated by external services;
 - sustainability and climate change information and action accredited by an external standard e.g. ISO14064/50001, Carbon Trust Standard, etc.; and
 - any informal external validation process applied to information in the organisation’s adaptation report, undertaken voluntarily.

→ **TIPS:** If a reporting organisation is considering developing and applying an internal validation process, some illustrative, non-exhaustive examples of issues that could be covered in an internal review include:

- > Whether a project leader was identified for the purposes of co-ordinating data compilation for the report.
- > Whether internal validation processes followed ‘verification’ guidance.
- > Which parts of the report were reviewed and signed off by ‘lead area’ senior staff, before the overall authorisation (sign-off) of the completed report.
- > Whether the report was reviewed by a particular staff member with a dedicated auditing, validation or certain relevant expertise job/role.

Question 6.1(a) - Has the organisation applied any validation process to the contents of this report?

This question provides ‘**Yes**’ or ‘**No**’ options to select.

If reporting jointly:

- select ‘Yes’ if any of the relevant organisations have applied validation.
- select ‘No’ if none of the relevant organisations have applied validation.

Question 6.1(b) - What was the type or source of the validation?

This question is **only provided if 'Yes' is selected** under question 6.1(a).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides a **list of options to select (select as many as applicable)** from the following:

- Internal
- 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

Question 6.1(b.1) - Please state the type, or source of the validation

This question is **only provided if 'Other / mixture of types' is selected** under question 6.1(b).

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides a **comment box to enter** (up to a maximum of 3000 characters) the type, or source of the validation.

If reporting jointly:

- If all organisations applied the same validation type, select that option.
- If different types were applied, select 'Other' and provide details for each organisation.

Question 6.1(c) - Provide details of the validation which the organisation considers relevant e.g. which information was validated, etc.

This question is **only provided if 'Yes' is selected under question 6.1(a)**.

This question provides **a comment box to enter** (up to a maximum of 3000 characters) details of the validation process(es) which a reporting organisation has applied to its report.

→ **TIPS:** Details could include, but are not limited to:

- > a description of which of the data in its report has been validated;
- > the type of validation process(es) applied; and
- > any key learning points which may have emerged from the validation experience.

If reporting jointly, the answer should cover each organisation, as relevant.

Question 6.1(d) - Any additional comments the organisation may wish to provide in relation to its selected option under question 6.1(a) - enter them here

This question provides **a comment box to enter** (up to a maximum of 3000 characters) any further comments which a reporting organisation may consider relevant.

→ **TIPS:** Details could include, but are not limited to:

- > If validation has not been applied, detail of any plans to apply validation in future reports.
- > If validation has been applied, any plans to change a reporting organisation's approach to validation in future reports.

If reporting jointly, the answer should cover each organisation, as relevant.

Answering Section 6.2 - Authorisation for submitting the report

Context

The questions in section 6.2 seek information about how a reporting organisation has approved the content of its adaptation report and authorised the submission of this report to DAERA on behalf of the reporting organisation.

The Department recognises that obtaining internal approval within statutory timelines may, in some cases, present operational challenges. In such circumstances, the portal allows organisations to proceed with submission; however, they must contact DAERA at the earliest opportunity, or within 3 working days, to provide an explanation and to agree an alternative date for submitting the required approval documentation.

Question 6.2(a) - 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?

This is a **mandatory question** - the portal will not allow a report to be submitted unless it is answered.

This question provides **‘Yes’ or ‘No’ options to select**.

If ‘No’ is selected the following Notification is displayed within the online portal:

“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.”*

Question 6.2(b) - Briefly describe the organisation's internal process for approving the content of this report and authorising it to be analysed and published by DAERA

This question **is only provided if 'Yes' is selected under** question 6.2(a).

This question provides a **comment box to enter** (up to a maximum of 2000 characters) a description of how the report has been authorised to be submitted to DAERA, to ensure that:

- the organisation is content with the report's contents; and
- it represents a reporting organisation.

There is no required standardised approach, as each organisation will have its own decision-making processes (procedures, rules, etc.).

If reporting jointly, the answer should cover each organisation, as relevant.

→ **TIP:** Approvals may be given by an individual (such as a specific level of senior/executive management, etc.) or a group (such as a board or committee, etc).

Question 6.2(c) - 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

This question **is only provided if 'Yes' is selected under** question 6.2(a).

This question provides an **upload facility** for the organisation to optionally provide a document (**a maximum of one PDF**, up to 20MB in size) which contains evidence of a reporting organisation's decision to approve the contents of the report and authorise its submission to DAERA.

If reporting jointly, the document should cover the approval and authorisation for each organisation, as relevant.

→ **TIPS:** Some illustrative, non-exhaustive examples of the type of formal document which may be relevant or appropriate, could include:

- > A signed letter or statement from an authorised person(s) confirming that they have approved the report and its submission.
- > Minutes of a board meeting where approval was granted.
- > A record of a council motion confirming approval.

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An Roinn

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