



Llywodraeth Cymru
Welsh Government

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Preparing for a changing climate

Part 5: Monitoring and Reviewing

Statutory Guidance under the Climate Change Act 2008

Acknowledgements

In preparing this Guidance, we have been influenced by existing non-statutory guidance, primarily [Adapting to climate change: Workbook for public sector organisations](#) (Adaptation Scotland, 2011). That document in turn recognises its debt to other guidance, including that by the [UK Climate Impacts Partnership \(UKCIP\)](#) and [International Council for Local Environmental Initiatives \(ICLEI\) Canada](#).

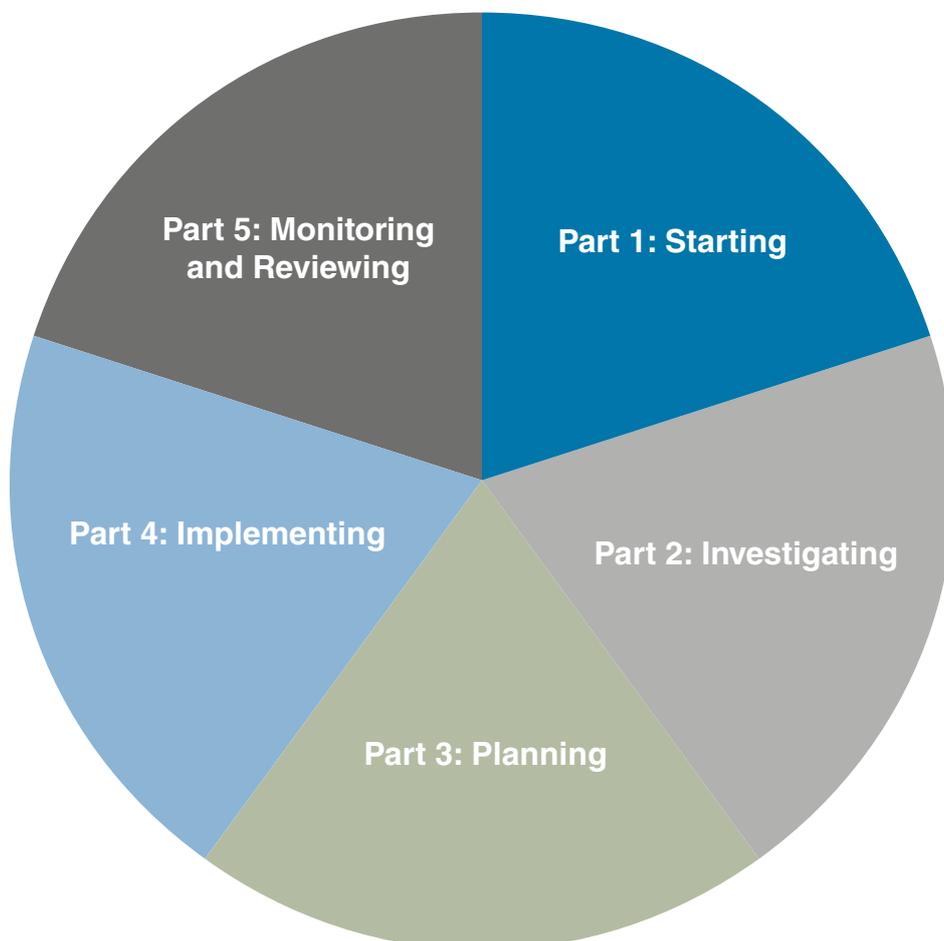
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Part 5: Monitoring and Reviewing

Phase 5 should be seen as an iterative process and involves assessing whether the aims and objectives set by your organisation and partners have been achieved.

Please note that this phase of the workbook is in the early stages of development and will be added to over time.

This phase includes:

- **Chapter 12:** Reviewing the adaptation action plan and reporting on progress. **2**

Chapter 12: Reviewing the Adaptation Action Plan and Reporting on Progress

Purpose	To review the plan and report on progress.
Contents	<ul style="list-style-type: none"> • Assessing new information. • Evaluating the effectiveness of actions. • Updating the adaptation plan. • Reporting on progress.

This step will enable you to report on progress and update your adaptation action plan developed in chapter 10.

Adapting to climate change should be an iterative process, using the outputs and lessons learned from the work completed to inform and improve future work. Steps within this phase of work include:

- Assessing new information.
- Evaluating the effectiveness of actions.
- Updating the adaptation plan.
- Reporting on progress.

Monitoring, as set out in your adaptation plan, should enable your organisation to examine the lessons learned throughout its implementation, and to identify if the context of your risks and vulnerabilities have changed or if any of the underlying research is now out of date. It is good practice to schedule a review which ties in with organisational planning cycles. A review provides an opportunity to focus efforts on the aims and objectives set out in the plan, and update the plan based on new information and analysis.

Assessing new information

New information about current and future risks to your organisation or service area, climate projections, trends in recent past climate change and the resulting impacts are continually emerging, this information should be considered on a regular basis to ensure that the assumptions on which your adaptation work is based remain up-to-date. New policy, priority areas of work, issues, challenges and stakeholder interests may emerge over time and these will need to be incorporated. When reviewing your adaptation plan you could consider:

- Have the drivers (political, as well as social, economic and environmental) changed?
- Has there been a shift in political leadership or public opinion since the adoption of the plan?
- Have new research findings improved or changed understandings of your organisation's vulnerability to climate change?
- Has your organisation's vulnerability to climate change altered, e.g. with the acquisition/loss/relocation of assets, or with improved adaptive capacity within the organisation?
- Are the vision, aims and objectives still relevant?
- What progress has been made in delivering the adaptation actions?
- What has your organisation learned from the success or failure of adaptation actions?
- Are there new opportunities that could be tapped?
- Are there barriers that need to be addressed?
- Have any critical thresholds been reached?

It may be worthwhile conducting a review of these questions with your colleagues, partners and wider stakeholders, in order to gather new insights, learn from their experience, and plan for the updating of the adaptation plan.

Evaluating the effectiveness of actions

The effectiveness of the adaptation plan can be tracked against the implementation schedule included in the plan and the indicator and baseline information identified during the development of the plan. This also applies to actions that have been integrated across organisational plans and strategies.

Tracking progress provides your organisation with an opportunity to assess whether you are meeting your adaptation aims and objectives, while lessons learned through the implementation of the plan and work by other organisations should also inform the ongoing development of your adaptation work.

You could consider the following questions:

- How many actions have been undertaken by various departments?
- How many departments/staff have been involved in implementing adaptation actions?
- How have you engaged stakeholders in the development and implementation of the adaptation action plan?
- Are stakeholder and community partnerships in place to enable robust decision making with regard to adaptation planning?

- To what extent have you increased the general and technical capacity of your organisation to prepare for climate change impacts?
- How is climate information being considered in decision-making process within your organisation?
- How much support is there amongst staff and stakeholders to prepare for climate change impacts?
- How resilient are your strategies, plans and processes to a changing climate?

It is essential that procedures are put in place to monitor how each adaptation action is progressing. Your organisation may already have well established performance monitoring systems in place. If this is the case, it would be preferable to incorporate the adaptation action plan into existing systems.

If it is not possible to use existing systems, then new processes may need to be established. For example, progress could be monitored through monthly or quarterly reporting to the adaptation team or a senior decision-making body.

Updating the adaptation plan

In light of new information, insights and learning, it is worth regularly updating your adaptation plan to keep it fresh and relevant to those implementing it. You should also review opportunities to integrate adaptation actions across new and updated organisational plans and policies.

Consider:

1. Creating a new briefing for senior decision-makers.
2. Renewing the commitment amongst your department/service area and stakeholder community.
3. Creating a list of actions that were not implemented in the first round.
4. Updating your vulnerability assessment and risk assessment.
5. Conducting a risk assessment for medium-low vulnerabilities.
6. Identifying adaptation options and actions to address new impacts.
7. Assessing critical thresholds to see if they are robust or have been reached.
8. Communicating successes.
9. Refreshing the baseline data.
10. Reviewing and updating the indicators and targets.
11. Assessing funding opportunities.
12. Updating the implementation schedule.

Reporting on progress

Your organisation and stakeholders who have been involved in the adaptation planning process will be critical to managing and co-coordinating the implementation of the adaptation plan. It is essential that progress is monitored and reported to a senior decision-making forum. This ensures that the profile of, and momentum for climate change adaptation is maintained.

You will almost certainly need to assign responsibility for tracking the work of those tasked with implementing adaptation actions across different areas of the organisation. Reporting on the outcomes of the plan and communicating this information widely will play a critical role in maintaining stakeholder involvement in the next updated version of the plan.