

## Top tips for adaptation planning

### 1. Get started

- **Build a coalition of the willing.** Find out who is interested and willing to help. Use them to build momentum and awareness across and beyond your organisation. This will help you to tackle ‘hard to reach’ audiences later on.
- **Engage widely across your organisation and with external stakeholders** including suppliers, community planning partners and the public. Involve senior and operational staff so that you can promote climate resilience within capital investment and routine maintenance.
- **Map your legal, industry and organisational responsibilities** relating to risk management and emergency planning. Could they apply to climate change? What expectations do your customers and stakeholders have in relation to adaptation planning?
- **Your corporate priorities and objectives should be the starting point for your adaptation work.** What can your organisation afford *not* to lose or not to deliver to its customers and stakeholders?

### 2. Identify climate impacts and risks

- **Understand uncertainties early on so that you can integrate them into your planning.** Why do these uncertainties exist? Why are they problematic? How can you work around them to ensure that the organisation is fit for purpose in a changing climate?
- **Ensure that risks are specific. This enables further analysis and prioritisation of risks.** Specify the type(s) of weather threat or opportunity – including climate trends, the receptor (e.g. a named road(s) or premises) and the consequence (the activities affected). For example, “heavy rain and flooding causes landslides on the A82. Delivery vehicles incur a 100 mile detour which results in delayed deliveries, increased fines and loss of profit”.
- **Talk to your Risk Manager about how your organisation might assess long term risks such as climate change.** Existing risk assessment methodologies focus on short term risks and may need to be adapted.
- **Assigning precise risk ratings is less important than gaining consensus on the overall priority of risks and agreeing actions that can be put in place to manage them.**
- **Embed climate risks on your corporate or service risk register** so that adaptation can be considered alongside other corporate risks. This will help secure resources to manage the risks.
- **Allow time for reflection during workshops.** Don’t try to do too much within a short space of time. Leave sufficient time for people to reflect on new information. Also ensure that key players can dedicate the necessary time to design and deliver any engagement exercises.

### 3. Identify adaptation actions

- **List existing policies or projects that help manage the risks you have identified to show you are not starting from scratch.** These could be physical measures or capacity-building actions, and won’t always be identified as ‘adaptation’ actions.
- **Identify further actions that are needed to manage your risks.** Demonstrating that these actions contribute to multiple priorities will help gain support.
- **Manage the consequence of the impact.** Managing customer expectations will help you to manage reputational consequences. You can’t eliminate all risks.
- **Implement a system to record and monitor the direct and indirect costs of changes in climate and weather impacts.** This will help you to assess the costs and benefits of continuing to react compared to implementing proactive adaptation actions.