Benchmarking Instructions

The Benchmarking Tool assesses progress against Adaptation Scotland's Adaptation Capability Framework. It is available as a downloadable excel spreadsheet at: https://www.adaptationscotland.org.uk/how-adapt/your-sector/public-sector/benchmarking

How to Complete the Benchmarking Exercise

1. **Familiarise yourself with the Benchmarking Tool & Select the first capability to Benchmark**

Summary instructions are available on Tab 1 'Instructions'. When ready, navigate to the capability you would like to start with using the Welcome Page tab or individual capability tabs. You may start with any capability, but you must assess your organisation against all four capability areas to complete the benchmarking exercise.

2. **Consider what maturity level your organisation is currently at for each capability**

On each capability task tab, review each maturity stage sequentially from 1. Starting to 4. Mature. For each maturity stage, beginning with 1. Starting, consider how accurately the description of an organisation at that maturity stage reflects your current organisational situation.

Please provide an assessment on a scale of 0-3 with 0 meaning your organisation does not display or illustrate any of the traits or characteristics described in the summary box at all and 3 meaning that significant progress has been made and your organisation matches the description provided accurately. Please note the maturity stages are in order from top to bottom of the spreadsheet, to access further maturity stages, scroll down.

3. **Assess progress against tasks**

Next, answer the supporting questions under each maturity stage. This prompts you to consider if your organisation has taken steps to undertake the relevant maturity stage capability tasks from the Adaptation Capability Framework. Use a self-rating system to assess to what extent processes have been put in place to undertake each task. A pop-up box will come up when you hover your cursor over the task titles informing you of further detail on the task. Explanation of status options are outlined in table below.

Yes	Your organisation has established processes and ongoing actions for this task
Partly	Some initial efforts have been taken towards the identified task but more work is required
No	You have not started or considered this task

4. **Assess relevance of the task to your organisation currently**

The Adaptation Capability Framework recognises that every organisation will have a unique adaptation journey and as such not all tasks will be relevant to all organisations. Reflect on the relevance of the tasks to your organisation currently and record this in the relevance column. Please note it is expected that all organisations will need to complete all the tasks in maturity stage (1) starting to be able to progress with adaptation effectively, as such all Stage 1 Starting tasks should be relevant to your organisation.

5. **Record further detail on progress against tasks**

If you would like to add notes or record further information on the identified tasks, populate the 'Note' column beside each task. Capturing thoughts and updates here may be useful for SECAP and Public Bodies Climate Change Duties reports.

6. **Complete for all four maturity stages**

Repeat the previous steps (2-5) for all four maturity stages of the capability you are benchmarking. This will be from top to bottom of the spreadsheet.

7. **Complete for all four capabilities**

Move on to the next capability (which will be on a different tab –go there via capability tab directly or going back to the home page and selecting from there and repeat steps 2-6.

8. **Reflect on output and plan future adaptation work**

The results of the benchmarking exercise will be visualised on Visualisation tab. This should provide a snapshot of areas where progress is being made and where more work needs to be done. It uses a red-amber-green colour scheme to illustrate status of relevant tasks. Please note, if you responded that the task wasn't relevant it will be greyed out.

The final tab – Project Timeline – will help you identify what action is required. This spreadsheet highlights which tasks you have said you are currently working towards and that are relevant to your organisation currently (all tasks that you have recorded as not relevant will appear greyed out). Using the identified tasks, consider what resources are required to undertake them, if other tasks need to be undertaken before you can progress and how many days would be required. You can also categorise the urgency and priority of each of the tasks. Review the produced Gantt chart and use it to aid your future project planning.

9. **Share the results**

Adaptation Scotland would welcome seeing the results of your Benchmarking tool to learn about adaptation progress and identify areas where further guidance and tools are required. If possible, please send them to adaptationscotland@sniffer.org.uk