



Covenant of Mayors
in Sub-Saharan Africa

CoM SSA SEACAP Toolbox

4.6: Phase 2.2 What to include in a Climate Change Adaptation Action Plan

This chapter is one component of the SEACAP Toolbox for the full Toolbox, please visit: <https://comssa.org/>

What you will learn in this chapter:

- What is a Climate Change Adaptation Action Plan (CCAAP)
- Key aspects to include in the CCAAP

This chapter has been designed for facilitators and trainers as well as local government officials and partners completing a SEACAP

Adaptation



For an introduction to the Climate Change Adaptation Plan, please have a look at the chapter
“4.2: Introduction to the SEACAP Development Process: Adaptation Pillar”
of the CoMSSA SEACAP Toolbox



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Key aspects to include in a CCAAP

1. Key information extracted from the R&VA
2. Description of the stakeholder engagement process
3. Adaptation/climate resilient goal
4. Sectors and sector goals
5. Sector adaptation actions
6. Co-benefits, synergies and trade-offs of adaptation actions
7. Factors supporting the implementation of priority adaptation actions
8. Monitoring and implementation plan to ensure the CCAAP's success.



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Key information extracted from the R&VA

- Prior to developing a CCAAP, local governments should develop a R&VA. The following information from the R&VA can be carried across to the CCAAP for context:
 - Local government context,
 - Historical and projected climate information,
 - Current climate hazards and the key sectors, services and population groups impacted by them,
 - Anticipated future hazards and how these are expected to affect key sectors, services and population groups;
 - Factors that support or challenge adaptive capacity



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Description of the stakeholder engagement process

- All CCAAPs should include a description of the stakeholder engagement process undertaken to inform the development of the plan.
- This should include detail on exactly how the information in the CCAAP (and R&VA) has been obtained so that the methodology can be assessed for robustness.
- Stakeholder engagements can take the form of workshops, working groups, surveys and one-on-one interviews.



Adaptation/climate resilient goal

- The second step in adaptation planning after the development of a R&VA is the development of an adaptation/climate resilient goal.
- This can also be carried across to include in the CCAAP
- The adaptation/ climate resilient goal takes the form of a broad statement that speaks to the desired future state of the local government in terms of its resilience to the impacts of climate change.
- Its base year for implementation (i.e. the year that the goal is set) and target year (i.e. the year to achieve the goal) to reach it must be stated.



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Prioritised Sectors

- The development of the R&VA will highlight the sectors (e.g. water, agriculture, health etc.) considered to be the affected by climate hazards, both currently and in the future.
- The CCAP should include detail on which sectors are considered the most critical (i.e. those that the local government wishes to prioritise) to support via climate change adaptation actions and provide a description of each.



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Prioritised Sector Goals

- Individual sector goals for each sector should also be included in the CCAAP, as these are necessary to support the local government in meeting the overarching adaptation/climate resilient goal.
- Sector goals should also take the form of a statement that speaks to a desired future state. However as they are sector level goals, they should be specific to the sector and not as broad as the overarching adaptation/ climate resilient goal. They should however directly align to the adaptation/ climate resilient goal



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Prioritised Sector Adaptation actions

- 1) Once the sectors have been prioritised and goals have been set for each of them, the CCAAP should include actions (for each prioritised sector) to achieve the respective goals.
- 2) Each action should directly respond to a climate hazard known to affect the corresponding sector and be accompanied by:
 - an action title,
 - a detailed description,
 - the status of the action (i.e. pre-scoping, scoping, implementation, commenced etc.); and
 - Implementation progress, if any.



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Co-benefits, synergies and trade-offs of adaptation actions

- 1) Each action should be accompanied by a detailed description of its co-benefits. This is to support local governments with 'making the case' for why the action should be prioritised in the (unlikely) event that climate change considerations are removed.
- 2) Detail on synergies of the action with other work that the local government is undertaking/ plans and legislation should be included;
- 3) Detail on potential tradeoffs associated with the action should also be included.



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Prioritised adaptation actions

- 1) Given that there will likely be a significant number of adaptation actions included for each sector in order to enhance their resilience to the impacts of climate change, a CCAAP should include an indication of which actions are considered to be an absolute priority.
- 2) This can be based on the local government's development aspirations, the economic and social benefits that may arise from the actions, work that the local government has already committed to in its internal development planning, or simply the actions that have the most synergies and co-benefits.



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Factors supporting the implementation of priority adaptation actions

- 1) Once priority actions have been identified, the CCAAP should provide an overview of how they are to be implemented.
- 2) This includes providing information, where possible, of:
 - Anticipated timeframe (estimate only),
 - Means of implementation (i.e. a breakdown of key activities required),
 - Stakeholders that should be involved in and kept informed of the action implementation,
 - Potential implementing agencies,
 - Anticipated cost (estimate only)
 - Financial strategy required to access funds; and
 - Policies that can support the action implementation/access to funding.



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Monitoring and implementation plan to ensure the CCAAP's success.

- 1) The final component of the CCAAP should include a detailed overview of how monitoring of the implementation of the action plan will be undertaken.
- 2) This usually takes the form of monitoring reports which typically include detail on the actual implementation status and cost for each of the actions.
- 3) The CCAAP should also provide detail on the frequency with which monitoring reports will be submitted to global reporting entities. This is usually every two years to allow time for implementation.



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The next chapter is 4.7: Guided exercises to completed the JRC Reporting Template



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