Covenant of Mayors in Sub-Saharan Africa
CoM SSA SEACAP Toolbox

Session 4.7: Unpacking the JRC Template: Guidance on the adaptation sheets

What you will learn in this session:
• Overview of Sheet 1: R&VA
• Overview of Sheet 2: Adaptation Actions
• Overview of Sheet 3: Adaptation Planning

This chapter has been designed for facilitators and trainers as well as local government officials and partners completing a SEACAP.
Overview of exercise sheets

1) Sheet 1: R&VA
2) Sheet 2: Adaptation Actions
3) Sheet 3: Adaptation Planning
Sheet 1: R&VA

1) General R&VA Information
2) Step 1: Climate hazards in your Local Government (LG)
3) Step 2: Current risks
4) Step 3: Future hazards
5) Step 4: Vulnerable sectors
6) Step 5: Vulnerable population groups
7) Step 6: Adaptive capacity
Sheet 1: General R&VA Information

Climate Change Risk and Vulnerability Assessment

Complete:
1) Title;
2) Author(s);
3) Year;
4) Description;
5) Boundary;
6) Method & Source(s)
Sheet 1: Step 1: Climate hazards in your Local Government

• Make a list of the climate hazards that are applicable to your local government by selecting them from the list provided in the R&VA sheet of the template.
• Write a brief description of each climate hazard
Sheet 1: Climate hazards listed in the JRC Template

- Extreme heat
- Extreme cold
- Heavy precipitation
- Rain storm
- Fog
- Hail
- Floods & sea level rise
- Flash / surface flood
- River flood
- Coastal flood
- Groundwater flood
- Permanent inundation
- Droughts & water scarcity
- Storms
- Severe wind
- Tornado
- Cyclone (hurricane/ typhoon)
- Tropical storm
- Extratropical storm
- Storm surge
Sheet 1: Climate hazards listed in the JRC Template

- Mass movement
- Landslide
- Avalanche
- Rockfall
- Subsidence

- Wild fires
- Forest fire
- Land fire

- Biological hazard
- Salt water intrusion
- Chemical change
- Other [please specify]
Sheet 1: Step 2: Current Risks

- Indicate the probability of each relevant climate hazard occurring by using the drop-down button provided to indicate this (Scale is listed as low, moderate, high, not known)

- Indicate the consequence of the climate hazard when it does occur by using the drop-down button provided to indicate this (Scale listed as low, moderate, high, not known)
### Step 2: Current Risks Example from the JRC Template

<table>
<thead>
<tr>
<th>Climate hazard</th>
<th>Probability of hazard</th>
<th>Impact of hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme heat</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Extreme cold</td>
<td>[Drop-Down]</td>
<td>[Drop-Down]</td>
</tr>
<tr>
<td>Heavy precipitation</td>
<td>Moderate</td>
<td>Low</td>
</tr>
<tr>
<td>Rain storm</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td>Fog</td>
<td>[Drop-Down]</td>
<td>[Drop-Down]</td>
</tr>
<tr>
<td>Hail</td>
<td>Moderate</td>
<td>High</td>
</tr>
</tbody>
</table>
Sheet 1: Step 3: Future Hazards

• Indicate the expected change in intensity by using the drop-down button provided to indicate this (Scale is listed increase, decrease, no change, not known).

• Indicate the expected change in frequency by using the drop-down button provided to indicate this (Scale is listed increase, decrease, no change, not known).
Step 3: Future Hazards

- Indicate the ***timeframe*** of when the expected change in intensity and frequency is likely to occur by using the drop-down button provided to indicate this (Scale is listed short-term, medium-term, long-term, not known).

- Provide a ***description*** of the anticipated impacts of the future hazards.
Step 3: Future Hazards Example from the JRC Template

<table>
<thead>
<tr>
<th>Climate hazard</th>
<th>&lt;&lt; Current risks &gt;&gt;</th>
<th>&lt;&lt; Future hazards &gt;&gt;</th>
<th>Description of expected impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Probability of hazard</td>
<td>Impact of hazard</td>
<td>Expected change in intensity</td>
</tr>
<tr>
<td>Extreme heat</td>
<td>High</td>
<td>High</td>
<td>Increase</td>
</tr>
<tr>
<td>Extreme cold</td>
<td>[Drop-Down]</td>
<td>[Drop-Down]</td>
<td>[Drop-Down]</td>
</tr>
<tr>
<td>Heavy precipitation</td>
<td>Moderate</td>
<td>Low</td>
<td>Increase</td>
</tr>
<tr>
<td>Rain storm</td>
<td>High</td>
<td>Low</td>
<td>Increase</td>
</tr>
<tr>
<td>Fog</td>
<td>[Drop-Down]</td>
<td>[Drop-Down]</td>
<td>[Drop-Down]</td>
</tr>
<tr>
<td>Hall</td>
<td>Moderate</td>
<td>High</td>
<td>Increase</td>
</tr>
</tbody>
</table>
Sheet 1: Step 4: Vulnerable Sectors

- Indicate the sectors which are considered to be the most vulnerable to climate hazards affecting your local government by selecting those that are applicable from the drop down list.

- Indicate each sector’s vulnerability level to climate hazards by using the drop-down button provided to indicate this (Scale is listed low, moderate, high, not known).
Sheet 1: Step 4: Vulnerable Sectors

- Indicate each sector’s indicator level by selecting an “RV” code.

*The meaning of each “RV” code is included in Annex 3 of the JRC Template
### Step 4: Vulnerable Sectors Example from the JRC Template

<table>
<thead>
<tr>
<th>Climate hazard</th>
<th>&lt;&lt; Current risks &gt;&gt;</th>
<th>&lt;&lt; Vulnerable sectors &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Probability of hazard</td>
<td>Impact of hazard</td>
</tr>
<tr>
<td>Extreme heat</td>
<td>High</td>
<td>High</td>
</tr>
</tbody>
</table>
Sheet 1: Step 5: Vulnerable Population Groups

• Indicate the most vulnerable population group by selecting those that are applicable from the drop down list.
### Sheet 1: Step 5: Vulnerable Population Groups

Example from the JRC Template

<table>
<thead>
<tr>
<th>Climate hazard</th>
<th>&lt;&lt; Current risks &gt;&gt;</th>
<th>&lt;&lt; Vulnerable population groups &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme heat</td>
<td>Probability of hazard: High</td>
<td>Impact of hazard: High</td>
</tr>
</tbody>
</table>
Step 6: Adaptive Capacity

• Indicate the adaptive capacity factor by selecting that which is applicable from the drop down list.

• Indicate the adaptive capacity level by selecting that which is applicable from the drop down list. Indicate which indicators are relevant by selecting those that are applicable from the drop down list. (Note the list will display a “RV-A” number, the meaning of which can be found in Annex 3.)
Sheet 1: Step 6: Adaptive Capacity

- Indicate the indicator value by adding this in directly in the appropriate unit. (Note the units will display alongside their corresponding “RV-A” number, the meaning of which can be found in Annex 3.)
## Step 6: Adaptive Capacity

Example from the JRC Template

<table>
<thead>
<tr>
<th>Climate hazard</th>
<th>&lt;&lt; Current risks &gt;&gt;</th>
<th>&lt;&lt; Adaptive capacity &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Probability of hazard</td>
<td>Impact of hazard</td>
</tr>
<tr>
<td>Extreme heat</td>
<td>High</td>
<td>High</td>
</tr>
</tbody>
</table>
Sheet 2: Adaptation Actions

1) General Adaptation Action Plan Information
2) Step 1: Adaptation actions per sectors
3) Step 2: Responsible parties and policy alignment
4) Step 3: Origin of the action, timeframe & status
5) Step 4: Links to other pillars, stakeholders, related indicators and outcomes
6) Step 5: Costs and Key actions
Sheet 2: General Adaptation Action Plan Information

Climate Change Adaptation Action Plan

Complete:
1) Title;
2) Date of formal approval
3) Decision body approving the plan
4) Description;
5) Nature of the Plan
6) Boundary of the Plan
7) SEACAP Webpage
Sheet 2:
Step 1: Adaptation
Actions per Sector

- Indicate which sectors have been prioritised
- Include an action title for that sector (max. 120 characters)
- Include an action description to further describe the action (max. 300 characters)
- Indicate which climate hazard the action addresses

*Note you may have more than one action per sector in which case, include this (see example)
Sheet 2:
Step 1: Adaptation Actions per Sector
Example from the JRC Template

<table>
<thead>
<tr>
<th>Sector</th>
<th>Title (max. 120 chars)</th>
<th>Short description (max. 300 chars)</th>
<th>Climate hazard(s) addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using trees</td>
<td>Plant trees throughout the city to cool the city down, particularly during times of heatwaves</td>
<td>Extreme heat</td>
</tr>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using green roofs</td>
<td>Promote green roofing programmes to cool buildings down</td>
<td>Extreme heat</td>
</tr>
</tbody>
</table>
Sheet 2:
Step 2: Responsible parties and policy alignment

- Indicate a responsible body for implementing the action
- Indicate which policies the action aligns to
### Sheet 2:

**Step 2: Responsible parties and policy alignment**  
Example from the JRC Template

<table>
<thead>
<tr>
<th>Sector</th>
<th>Title (max. 120 chars)</th>
<th>Short description (max. 300 chars)</th>
<th>Responsible body/department</th>
<th>Policy</th>
</tr>
</thead>
</table>
| Health | Protecting people from the effects of extreme heat using trees | Plant trees throughout the city to cool the city down, particularly during times of heatwaves | Dept. Health | *Greening the City By Law*  
*Health Act* |
| Health | Protecting people from the effects of extreme heat using green roofs | Promote green roofing programmes to cool buildings down | Dept. Engineering | *Green Building By Law* |
Sheet 2: Step 3: Origins of action, action timeframe and implementation status

- Indicate origins of action from the drop down list provided
- Indicate the start time of the action using the drop down list provided
- Indicate the end time of the action using the drop down list provided
- Indicate the implementation status of the action using the drop down list provided
### Sheet 2:
**Step 3: Origins of action, action timeframe and implementation status Example from the JRC Template**

<table>
<thead>
<tr>
<th>Sector</th>
<th>Title (max 120 chars)</th>
<th>Short description (max 300 chars)</th>
<th>Origin of the action</th>
<th>Implementation timeframe</th>
<th>Implementation status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using trees</td>
<td>Plant trees throughout the city to cool the city down, particularly during times of heatwaves</td>
<td>National</td>
<td>Start 2020</td>
<td>End 2035</td>
</tr>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using green roofs</td>
<td>Promote green roofing programmes to cool buildings down</td>
<td>Local government</td>
<td>Start 2020</td>
<td>End 2040</td>
</tr>
</tbody>
</table>
Sheet 2: Step 4: Links to other pillars, stakeholders, related indicators and outcomes

- Indicate whether the action also addresses a mitigation issue by marking with an x
- Indicate whether the action also addresses an access to energy issue by marking with an x
- Indicate stakeholder involved from the drop down list provided
- Indicate the vulnerability tackled using the drop down list provided
- Describe whether any other related indicators as per the list in Annex 3
- Describe the outcomes reached
## Step 4: Links to other pillars, stakeholders, related indicators and outcomes; Example from the JRC Template

<table>
<thead>
<tr>
<th>Short description</th>
<th>Action also affecting mitigation</th>
<th>Action also affecting access to energy</th>
<th>Stakeholders involved *</th>
<th>Vulnerability tackled *</th>
<th>Related Indicator used</th>
<th>Outcome(s) reached (min. 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant trees throughout the city to cool the city down, particularly during times of heatwaves</td>
<td>x</td>
<td>[Please select]</td>
<td>National government and/or agency(ies)</td>
<td>Extreme heat</td>
<td>RV_A6</td>
<td>300 trees planted to date</td>
</tr>
<tr>
<td>Promote green roofing programmes to cool buildings down</td>
<td>x</td>
<td>[Please select]</td>
<td>Sub-national government(s) and/or agency(ies)</td>
<td>[Drop-down]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sheet 2: Step 5: Costs and Key Actions

• Type in the numeric value of investments
• Type in the numeric value of avoided costs
• Type in the currency
• Indicate whether or not the action is a key action using the option provided in the drop down list
### Sheet 2: Step 5: Costs and Key Actions; Example from the JRC Template

<table>
<thead>
<tr>
<th>Sector</th>
<th>Title</th>
<th>Short description</th>
<th>Costs</th>
<th>Key action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using trees</td>
<td>Plant trees throughout the city to cool the city down, particularly during times of heatwaves</td>
<td>$100,000.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Health</td>
<td>Protecting people from the effects of extreme heat using green roofs</td>
<td>Promote green roofing programmes to cool buildings down</td>
<td>$120,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Covenant of Mayors in Sub-Saharan Africa
1) Step 1: Progress in the implementation of the adaptation process
Sheet 3: Step 1: Progress in the implementation of the adaptation process

• Fill in the table by selecting the progress made using the drop down list provided
Sheet 3:
Step 1: Progress in the implementation of the adaptation process; Example from the JRC Template

<table>
<thead>
<tr>
<th>Commitments</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitments defined/integrated into the local climate &amp; energy policies</td>
<td>Currently exists</td>
</tr>
<tr>
<td>Human, technical and financial resources mobilized</td>
<td>Currently exists</td>
</tr>
<tr>
<td><strong>Risk and vulnerability assessment</strong></td>
<td></td>
</tr>
<tr>
<td>Assessment(s) of climate risks &amp; vulnerabilities undertaken</td>
<td>Currently exists</td>
</tr>
<tr>
<td><strong>Develop and prioritize adaptation options</strong></td>
<td></td>
</tr>
<tr>
<td>Possible sectors of action identified and prioritised</td>
<td>Currently exists</td>
</tr>
<tr>
<td>Factors considered when prioritizing</td>
<td>Currently exists</td>
</tr>
<tr>
<td><strong>Develop the Adaptation Plan</strong></td>
<td></td>
</tr>
<tr>
<td>Design of actions</td>
<td>In progress</td>
</tr>
</tbody>
</table>

Covenant of Mayors in Sub-Saharan Africa
CoM SSA SEACAP Toolbox

4.7: Unpacking the JRC Template: Guidance on the adaptation sheets

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

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Thank you

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