

Work Programme – March 2019 – April 2020

Total secretariat days – 330 days (based on 1.5 FTE, working 220 days a year). N.B. this will be subject to change based on total membership received. Note this work programme now includes a 20 % (66 days contingency) to allow for additional work requested by the board, or for overrun of tasks/costs.

| Activity | Start Date | End Date | Outputs/Indicators |
|--|------------|------------|---|
| Vision Refresh – A light touch review and update of the vision to guide adaptation in Glasgow City Region - (3 days - 1%) | | | |
| Conduct a light-touch refresh of the vision document, with the help of an embedded artist funded through Creative Carbon Scotland’s ‘Cultural Adaptations’ project | Mar 2019 | Dec 2019 | Updated CRC vision document |
| Adaptation Strategy and Action Plan - Development of a strategy which outlines the strategic approach to adaptation, and includes a set of SMART actions (costed, with timescales and owners) , as well as supporting documents to inform this and satisfy statutory duties - (107 days - 40%) | | | |
| Evidence Development – 10 days | | | |
| Participate as a case study in the EU Horizon 2020 project, COACCH | Jan 2019 | Apr 2020 | New evidence of impacts |
| Complete case studies on the costs and benefits of adaptation in relation to Glasgow City Region City Deal, and coastal risks | Oct 2018 | April 2019 | 3 x economic assessments of adaptation approaches/ measures |
| Strategy Development – 60 days | | | |
| Identify key lessons and best from world-leading cities on Adaptation | Mar 2019 | Apr 2019 | Recommendations for strategy |
| Develop outline scope, including objectives, key features and approach | Apr 2019 | May 2019 | Scoping document |
| Workshop with CRC Board and city region senior officers and politicians to develop objectives, strategic narrative and outcomes framework | June 2019 | June 2019 | Outcomes framework and strategic narrative |
| Hold Thematic workshops to scope adaptation actions | May 2019 | Aug 2019 | Actions long-list for action plan |
| Hold workshops in flood-disadvantaged areas to identify priorities | May 2019 | Sept 2019 | 2 x workshop summaries |
| Invite organisations to pledge/tell us about their own ideas for actions | Jul 2019 | Sep 2019 | Long list of potential actions |
| Screen / appraise initial actions for co-benefits and select final ones | Sep 2019 | Sep 2019 | Co-benefits appraisal |
| Write first draft of adaptation strategy and action plan | Apr 2019 | Oct 2019 | Draft Strategy and Action Plan |
| Consultation and revision – 12 days | | | |
| Issue consultation and evaluate responses | Oct 2019 | Nov 2019 | Consultation summary |
| Revise the strategy to account for comments from organisations | Dec 2019 | Jan 2020 | Revised draft |

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|--|------------|------------|---|
| Design and print of Strategy and Action Plan | Jan 2020 | Apr 2020 | Draft design |
| Sign off, publication and launch of Adaptation Strategy and Action Plan | Jan 2020 | Apr 2020 | Final Strategy and Action Plan |
| Statutory requirements / supporting documents – 25 days | | | |
| Confirm statutory requirements strategy will be subject to – including SEA and EIA - with Scottish Government. | Mar 2019 | April 2020 | |
| Assess options for meeting requirements – (in-house, commissioning) and agree a way forward | April 2019 | May 2019 | |
| Commission / deliver required documents | May 2019 | Mar 2020 | Potential SEA and EIA |
| Scope feasibility of an economic assessment in light of developing actions and agree a way forward | May 2019 | Oct 2019 | |
| Building relationships - Developing relationships with organisations to address the priority climate risks and opportunities for Glasgow City Region (13% - 35 days) | | | |
| Hold 1-1 /group meetings to identify, develop and agree new regional projects and actions – including local authorities | May 2018 | Dec 2019 | Additional actions for action plan |
| Respond to consultations that affect Glasgow City Region’s resilience to climate change | Ongoing | | Consultation responses |
| Embed climate adaptation in key regional plans and strategies, including the Regional Economic Strategy, City Deal Assurance framework, Regional Marine Plan, Regional Transport Strategy and next Land Use and Development Plan | Jan 2019 | Mar 2020 | Adaptation in major plans and strategies |
| Engage with UK / Scottish Government on adaptation financing - including the National Investment Bank and the gap from EU departure | Ongoing | | |
| Building capacity - Supporting organisations to develop their capacities, skills and knowledge in a way which supports their ability collaborate through a regional approach (17% - 44 days) | | | |
| Run briefing sessions on the key climate change risks and opportunities for Glasgow City Region | Apr 2019 | Mar 2020 | Climate Risk and Opportunity Assessment slide-deck and briefing |
| Support development of risk assessments and adaptation strategies for member organisations, including SGN, SPT, Glasgow City Council, East Dunbartonshire Council and East Renfrewshire Council | Apr 2019 | Jan 2020 | Risk Assessments, Adaptation Strategies |
| Run training on the climate risk screening toolkit for Climate Ready Clyde board members and explore the potential for further ‘paid for’ sessions in more detail | May 2019 | Jun 2019 | |
| Coordinate a student placements programme with University of Strathclyde and University of Glasgow | Nov 2018 | Mar 2020 | Placement reports |
| Scope and deliver capacity building activities and member toolkit for adaptation funding and financing – e.g. external speakers, pilot projects, resourcing developing materials | Jan 2019 | Mar 2020 | Adaptation Financing toolkit |

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|--|------------|----------|---|
| Submit abstracts and case studies showcasing key aspects of Climate Ready Clyde to web platforms, international conferences, and organisations | Jan 2019 | Mar 2020 | |
| Run an event with MESH to develop and co-ordinate the practitioners in Glasgow City Region and wider Scotland, in conjunction with Adaptation Scotland | May 2019 | Oct 2019 | 1 x event |
| Support development of ISO adaptation standards adaptation, including leading UK input on ISO14091. | Jan 2019 | Mar 2020 | ISO standards for members |
| Governance and Finance -The required processes and activities needed to support delivery of all of the other work streams – i.e. managing budget and resourcing, board and subgroup meetings (26 days – 10%) | | | |
| Continue to hold regular Board and subgroup meetings | Jan 2019 | Mar 2020 | 5 x Board meetings, 15 subgroup meeting |
| Produce two annual reports on the initiative’s activity to support public bodies reporting duties | Apr 2019 | Apr 2020 | 2 x Annual Reports |
| Work with Local Authorities, Glasgow City Region’s portfolio group and the Climate Ready Clyde board to develop a transition model for new governance to oversee implementation of the strategy and action plan | Nov 2018 | Mar 2020 | New governance for CRC post March 2020 |
| Exemplar project - Development of an ambitious, on the ground, physical project which consolidates showcases the transformative effect of adaptation, partner relationships, and creates a ‘reason’ to know Glasgow City Region on the international stage for adaptation– 31 days (12%) | | | |
| Run a scoping workshop to identify aspirations and key criteria | May 2019 | May 2019 | Workshop output |
| Develop a methodology for identifying a site – focusing on addressing climate risks for a maximum number of partners, and co-benefits | Mar 2019 | Jun 2019 | Draft methodology |
| Conduct initial desktop appraisal to identify possible areas for a project | Jun 2019 | Aug 2019 | Outline scoping of possible areas |
| Scope possible ways to deliver a feasibility study – e.g. in house / shared partner approach / external funding | Aug 2019 | Oct 2019 | Preferred option report for progressing an ‘exemplar project’ |
| Progress development of preferred option as far as possible | Oct 2019 | Mar 2020 | |