



## Facilitation Tool: Tracking Adaptation Actions

Adaptive Tools*	Adaptation Measure	notes	Scarborough	Old Orchard Beach	Saco	Biddeford	Kennebunkport	Kennebunk
	Ad-hoc working group Sea Level Rise/Climate Change Impacts Incorporated into Comprehensive Plan		pending adoption (2019)	in process (2018)	2018 update		in process (2018)	Pending adoption (2019)
			Sea Level Adaptation Work Group (SLAWG) ~2008-2012					
Planning Tools	Funding for or development of position for Mitigation/Adaptation assistance		2017 Sustainability Coordinator				2019 Regional Planner at Southern Maine Planning and Development Commission	2019 Regional Planner Southern Maine Development Commis
	Participate in the Maine Flood Resiliency Checklist		2018			2016		
	Actionable Emergency Response							

*Excerpt from the action tracking spreadsheet for southern Maine communities.*

### Purpose of Tracking Tool

This spreadsheet enables an individual/organization to track community adaptation actions being taken over time. The type of actions being tracked are based on the Georgetown Climate Center’s Adaptation Tool Kit: Sea-Level Rise and Coastal Land Use and the 2015 Successful Adaptation Indicators & Metrics Workshop at the Wells National Estuarine Research Reserve.

### Target Audience

Organizations convening municipalities (“boundary spanners”)

### When to Use

- This spreadsheet can be used to capture actions being implemented by communities over time, thus during all phases of the adaptation process, in perpetuity.
- At the beginning of an adaptation process to understand actions taken by municipalities to date.
  - Use the information gathering stage as a precursor to convening municipalities to share and learn together.
  - Convene municipalities for a workshop and use the information gathered to set the stage of adaptation measures taken to date. Use gaps, successes and failures to actions taken as a basis for discussion.

### Directions

- Download spreadsheet from the Resources tab in [www.ResilienceMetrics.org](http://www.ResilienceMetrics.org).
- Interview (by phone or in-person) key municipal officials and regional planners to populate the fields in the spreadsheet. Note if things are in-process, pending approval, rejected, or finalized with their date.
- Update annually through interviews or convening of municipal officials.

### Example Use and Outcomes

The Wells National Estuarine Research Reserve in Maine used the spreadsheet to understand the landscape of adaptation actions taken to date in southern coastal Maine. The information gathered was shared during a kick-off Successful Adaptation Indicators and Metrics workshop (2015), which convened municipal officials from 10 coastal communities. The workshop provide space for discussion of what is and is not working locally and regionally. The group is being convened annually and the spreadsheet is updated as progress in communities is made.



This facilitation tool was created to serve as a reference for individuals interested in indicators and metrics to help communities define and track progress on their climate adaptation goals. Additional background and resources are available on the website: [www.ResilienceMetrics.org](http://www.ResilienceMetrics.org). This website was developed in partnership with the National Estuarine Research Reserve System with funding from NOAA.



Annual updates not only helps the Wells Reserve to respond with further trainings and technical assistance as needs arise, but for communities to continue to learn from each other, stay up-to-date and maybe even spur each other on to take the next step.

### **Other Resources/ References**

- <https://www.georgetownclimate.org/reports/adaptation-tool-kit-sea-level-rise-and-coastal-land-use.html>
- <https://www.wellsreserve.org/blog/better-safe-than-sorry>
- Job Aid "Action tracking spreadsheet"