

Facilitation Tool: Convening Municipal Stakeholders to Jointly Track Adaptation Actions



Photo: Wikimedia Commons, Ypsilon from Finland

Purpose of Convening

Municipal stakeholders are convened regularly to track adaptation progress and share best practices.

Target Audience

Municipal representatives (staff and/or volunteer)

When to Use

- To initiate or check in on an ongoing adaptation process.
- To motivate other communities to take additional adaptation actions.
- To help communities learn from each other.

Guidance

- Understand who needs to be in the room. Interview organizations/agencies (regional planning, State) that have familiarity with the audience. Schedule event and use contacts to secure participation.
- Review municipal planning documents and actions taken to-date. Using a framework (e.g., Georgetown Climate Center’s Adaptation Tool Kit: Sea-Level Rise and Coastal Land Use), develop or use a simple tracking sheet to organize and track actions each community has taken (see facilitation tool “Tracking Adaptation Actions” and related Job Aid).
- Review the compilation of actions taken to-date during the in-person workshop, ask process questions (e.g., how did your community pass an expanded floodplain ordinance? Has another community approached this? Why did it not pass? Without the ordinance, is there a workaround a community is using?)
- Have a note taker. Information from this event combined with the prior research using the framework provide a baseline to measure progress against in the future.
- Evaluate the workshop. Did participants learn something new? Do they need technical assistance? Is the time of year/time of day right for a meeting? What are the topics rising on the horizon that would bring participants back for a follow-up workshop?



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.

This website was developed in partnership with the National Estuarine Research Reserve System with funding from NOAA.



Example Use and Outcomes

- The Wells National Estuarine Research Reserve has been hosting the Better Safe than Sorry workshop series annually since 2015 bringing together representatives from the 10 southern Maine coastal communities.
- The first “Better Safe than Sorry” convening was the precursor to indicators and metrics development and tracking; in subsequent years, progress on adaptation actions by local governments was reported, motivating communities to keep up with their neighbors.
- Outside speakers are invited to share on a pertinent project (e.g., The Effects of Sea-Level Rise on Groundwater Levels; Economic Assessment of Coastal Storm Damage Repair and Recovery).
- The Wells Reserve facilitates a community report-out on adaptation actions they are taking to increase resilience (i.e., incorporating sea-level rise in planning documents).
- The Wells Reserve updates actions taken to a tracking spreadsheet (see Facilitation tool: “Tracking Adaptation Actions”).
- Report-outs and evaluations provide data for future training events.

Other Resources/ References

- <https://www.georgetownclimate.org/reports/adaptation-tool-kit-sea-level-rise-and-coastal-land-use.html>
- <https://www.wellsreserve.org/blog/local-planners-say-better-safe-than-sorry>
- Facilitation Tool “Tracking Adaptation Actions”
- Job Aid: Excel spreadsheet used for tracking adaptation actions