Tool 1: Project information and adaptation aspiration template

Use this template to collate background information on your project including key drivers and constraints. It should be completed before undertaking climate risk screening and is especially useful if you have been asked to consider climate risk as a previously external member of a project team.

Completing this template will ensure that you are familiar with how the project is structured, and the overall level of aspiration for climate resilience is a key pre-requisite to being able to articulate and assess how climate change may affect it, and in scoping options to address it.

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| **1. Project details** | |
| Project name: | *[Insert name of the project]* |
| Completed by: | *[Insert name and position of person completing the template* |
| Completed on: | *[Insert date]* |

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| **2. Project governance** | |
| Project overview | *Short summary of the project and principal components involved.* |
| Objectives, benefits and monitoring | *What are the overall project objectives and benefits and how will they be delivered? How will you measure whether the project has achieved its objectives? (SMART).* |
| Project structure and governance | *How is the project organised? Outline the various groups and their roles in delivery.* |
| Political/Reputational dimensions | *Who initiated the project? To what extent is it politically sensitive / corporately significant? Could there be reputational impacts if delivery or operation is impacted by climate change / extreme weather?* |
| Broader risk management arrangements | *How is risk managed/going to be managed in the project overall? Who owns the risk? What is their risk appetite? Is climate risk explicitly addressed?* |

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| **3. Project delivery information** | |
| Requirements and aspirations | *Which elements of the project are core to achieving the aims and objectives, and which are discretionary?* |
| Budget | *What is the overall budget for the project? How is it structured? Does it involve external funders, ring-fenced funds, or the use of separate organisation for operations? Does it have a contingency included for delivery and operations?* |
| Timetable | *What is the time plan for the project? What are the key milestones that will allow delivery?* |
| Existing site conditions | *How does the site look today? What are the physical boundaries? Are there particular planning conditions attached (e.g. local plans, design guidelines, listings, archaeological interests, and bordering projects) to comply with?*  *Technical preconditions for a site: EIA’s, contamination, geotechnical, surveying, TV-inspections, enabling infrastructure, ground water, existing utilities (like pipes, electrics, buildings, connection to water, electricity, sewage, etc.).* |
| Key documents and work completed to date | *List any existing analysis and proposals that have been done on the site, such as from an EIA, Local plans, Masterplan, etc. Also include any work which has been done on the project to date, such as outline designs etc.* |
| Ownership | *Who owns the area? Who maintains the area today? Will the maintenance situation change after the project completion (for example constructing new roads)?*  *Who owns utility infrastructure?* |
| Procurement strategy | *Set out how the model and process for procuring partners needed across the different design and delivery stages – particularly on the process and approach for securing architects/engineers and construction firms. Will work be conducted in house? Or will it involve use of external organisations, and if so how will they be brought on board? For public bodies, is a pre-qualification questionnaire (PQQ) required? Are the contractors on an existing framework? Will you run an Official Journal of the European Union (OJEU) process?*  *Who will be used at different stages? E.g. one contractor in place for Design-and-build, or multiple firms involved at different stages? This determines the flexibility of the process, and key points for assessing adaptation knowledge of partners and embedding requirements.* |
| Relevant stakeholders | *Are there key stakeholders which are either involved in your project directly, or who will have an interest in your project? If so, list them here.* |

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| **4. Possible impacts of climate change risks and opportunities** | |
| Key climate risks and opportunities | *Based on the* [*UK Climate Change Risk Assessment for Scotland*](https://www.theccc.org.uk/tackling-climate-change/preparing-for-climate-change/uk-climate-change-risk-assessment-2017/national-summaries/scotland/uk-ccra-2017-scotland-national-summary/) *or other relevant local assessments or internal documents, what are the key climate change risks and opportunities that could be relevant to the project?* |
| Impacts on deliverables / outputs | *How could the climate risks or opportunities outlined above impact on deliverables and outputs?* |
| Impacts on project benefits and outcomes | *How could the climate risks and opportunities outlined above impact on potential benefits or outcomes that could be delivered by the project?* |
| Reputational/financial impacts | *Could there be any reputational/financial impacts arising from these impacts?* |

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| **5. Adaptation constraints or enablers** | |
| Funding requirements | *Does the project rely on funding from sources that require climate risk assessment or embedding of adaptation? If so, what are they?* |
| Existing consideration of adaptation options | *To what extent is climate adaptation already incorporated (flood risk, surface water management, etc.)? Has climate adaptation been considered in a holistic way or based on statutory duties?* |
| Legislative requirements | *Are there key statutory requirements related to adaptation? E.g. Flood risk assessment, surface water management, SEAs or EIA’s? Is funding to comply with these requirements in place?* |
| Other drivers | *Are there any other drivers that affect your aspirations for adaptation – e.g. reputational or financial?* |

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| **5. Statement of adaptation aspiration and process** | |
| Overall aspiration and rationale | *Taking into account all of the above, what is the overall level of climate resilience you are seeking to embed into the project, and why?* |
| Process | *How will you assess risks and incorporate adaptation (e.g. a screening followed by suitable follow up, or a full assessment)? Will this be done in house or externally?* |

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| **6. Sign off** | | | |
| Approved by: | [Insert name] | Approved on: | [Insert date] |
| Notes | *Insert any additional information or particular requirements* | | |