



D3.5.1 - ANNEX A

Template Local Action Plans

ACTIVITY 3.5

SuPeRBE climate adaptation action plans

Version: 5.0

Date: 31.05.26

Project no. CE0200768

Project acronym: SuPeRBE



Instructions

This template is designed to support the preparation of a Local Adaptation Plan.

It is structured to minimise repetition, clarify where each piece of information should be provided, and facilitate direct completion by local teams.

How to use this template:

- complete each section only once. Do not repeat the same contextual, diagnostic or governance information in later sections unless strictly necessary
- use the tables provided as drafting aids. Expand them if needed, but keep the section logic unchanged
- delete all bracketed guidance text in the final version.



Introductory Section

The introductory section provides the essential identification information of the Local Adaptation Plan. It should allow the reader to immediately understand which urban is covered, which organisation is responsible for preparing the plan, whether specific buildings are included, and how the plan relates to existing local strategies or planning instruments.

If applicable, the introduction should refer to the related SECAP, climate strategy, or other policy document that provides the strategic framework for the Local Adaptation Plan.

This section should remain concise and factual. It should not describe the full local context, climate-risk diagnosis, adaptation measures or implementation arrangements, which are addressed in the following sections of the plan.

Pilot area / municipality	[Insert name]	Version	[Insert version]
Lead organisation	[Insert organisation]	Date	[DD Month YYYY]
Building(s) covered	[Insert building(s) or N/A]	Prepared by	[Insert names / roles]
Related SECAP / strategy	[Insert title / reference]	Approval status	[Draft / Under review / Approved]



Section 1: Overview of the intervention

Item to complete	Content to insert
Identification of the urban area and building(s)	[Name of the urban area and building(s)]
Map	[Provide a map with the physical boundaries of the urban area and the localization of the building(s)]
Pilot area and spatial scope	[Describe the neighbourhood or local area covered by the plan, including its general urban character and spatial relevance.]
Building scope	[Describe the building or group of buildings included in the plan and explain their relevance within the intervention.]
Main hazards addressed	[State the main climate hazards covered by the plan and explain why they are priority issues.]
Main exposed elements	[Summarise the main exposed urban sectors and elements.]
Intervention logic	[Explain in a concise narrative how the proposed package of adaptation measures is expected to reduce risk and improve resilience.]
Reference to SuPeRBE assessment	[State that the plan builds on the ex-ante assessment carried out through RNTool and RBTool.]



Section 2: Local situation

Item to complete	Content to insert
Spatial and physical context	[Describe urban form, land use, density, open and green spaces, transport systems and main functions.]
Climate context	[Describe prevailing local climate conditions, relevant trends and main extreme events or recurrent stresses affecting the area.]
Socio-economic context	[Summarise the main demographic, social and economic characteristics relevant to exposure, vulnerability and adaptive capacity.]
Vulnerable groups	[Identify population groups that may be more exposed or vulnerable to climate impacts.]
Institutional and administrative context	[Identify the main authorities, departments, agencies, utilities and operators relevant to adaptation.]
Decision-making context	[Explain how planning, investment, maintenance, emergency response and service decisions are taken in the area.]
Climate risk maps and spatial evidence	[If available, include climate risk maps at city/territorial scale.]
SECAPS and other strategic adaptation documents	[Add any legal, regulatory, infrastructural or territorial constraint that may affect the plan.]
Other relevant contextual factors	[Add any legal, regulatory, infrastructural or territorial constraint that may affect the plan.]



Section 3: Diagnosis - current risk situation

Item to complete	Content to insert
Assessment scope	[Specify the hazards assessed, the scales covered and the assessment perimeter used in RNTool and RBTool.]
Climate risk maps	[If available, include climate risk maps showing hazard distribution, exposure, vulnerability, risk hotspots or the spatial concentration of critical conditions for specific climate risks]
Exposure and vulnerability findings	[Describe the main exposure and vulnerability conditions emerging from the assessment.]
Risk Category level results	[Report the most relevant values of Risk Categories needed to explain the current risk profile.]
Aggregated results	[Summarise the main results at macro-category, urban sector, hazard and overall scale.]
Hotspots and critical locations	[Identify risk hotspots, critical buildings, sensitive public spaces or particularly exposed zones.]
Most affected groups and functions	[Identify the groups, services, assets or functions most affected by the current risk situation.]
Interpretation of priorities	[Explain which hazards, dimensions or criteria should be considered priorities for intervention and why.]



Section 4: Climate adaptation targets

Item to complete	Content to insert
Overall objective	[State the strategic aim of the Action Plan.]
Specific objectives at neighbourhood scale	[List the main neighbourhood-scale adaptation objectives. Quantify the objectives using the RNTool Risk Categories, Criteria and Indicators]
Specific objectives at building scale	[List the main building-scale adaptation objectives. Quantify the objectives using the RBTTool Risk Categories, Criteria and Indicators]
Short-, medium- and long-term horizons	[Distinguish targets by implementation horizon where relevant.]
Link with existing strategies	[Clarify whether targets are linked to existing strategies, plans or policy commitments, such as SECAPs where available, urban plans, emergency plans, regional adaptation strategies or local climate policies.]



Section 5: Main beneficiaries

Item to complete	Content to insert
Beneficiaries	[List the main groups benefiting from the intervention.]
Priority and vulnerable beneficiaries	[Highlight vulnerable or priority groups expected to benefit most.]
Expected benefits by group	[Summarise the type of benefit expected for each main beneficiary category.]



Section 6: Adaptation measures

Item to complete	Content to insert
List of selected adaptation measures	[Measure ID, title, short description, scale of application and location.]

For each measure provide the following information.

Item to complete	Content to insert
Measure ID / title	[Insert measure code and title.]
Scale and location	[Specify whether the measure applies at neighbourhood scale, building scale or both, and indicate the location or area of application.]
Targeted risk / vulnerability	[Identify the climate hazard, exposed element, vulnerability condition addressed by the measure.]
Expected impact	[Describe the expected contribution of the measure to risk reduction and adaptation enhancement.]
Related RNTool / RBTool criteria	[List the relevant criteria, Risk Categories or indicators expected to improve.]
Operational feasibility	[Describe the main technical, administrative, organisational or site-specific feasibility conditions.]
Required resources	[Indicate the financial, staffing, technical, data, material or external resources needed for implementation.]
Management / maintenance needs	[Describe maintenance tasks, operational responsibilities, inspection needs, replacement cycles or long-term management requirements.]
Implementation horizon	[Indicate whether the measure is short-, medium- or long-term, and specify any enabling steps required before implementation.]
Dependencies or preconditions	[State any enabling condition, prerequisite or dependency.]
Monitoring approach	[Indicate the outputs or effects to be monitored, the evidence required, the monitoring frequency and the responsible actor.]



Section 7: Risk situation after implementation of adaptation measures

Item to complete	Content to insert
Overall expected change in climate-risk profile	[Describe how the overall climate-risk profile is expected to change compared with the ex-ante diagnosis. Distinguish, where relevant, between neighbourhood scale and building scale.]
Revised RNTool / RBTool Risk Category-level results	[Report the revised Risk Category-level results for RNTool and/or RBTool. Focus only on the criteria and risk dimensions affected by the planned measures.]
Aggregated ex-post results	[Summarise the main aggregated ex-post results, including updated scores by macro-category, urban sector, hazard and overall neighbourhood or building performance.]
Ex-ante / ex-post comparison	[Compare the ex-ante and expected ex-post conditions. Highlight the most relevant expected improvements, stable conditions and areas where limited change is expected.]
Expected change in spatial risk patterns	[Describe whether hotspots, critical buildings, sensitive public spaces, vulnerable infrastructures or particularly exposed sub-areas are expected to be reduced, relocated, mitigated or still present.]
Expected change for affected groups, services, functions or assets	[Explain how the situation is expected to change for the groups, services, functions or assets most affected by the current risk situation. Refer, where relevant, to the vulnerable or priority beneficiaries identified in Section 5.]
Residual risks	[Identify the main risks that may remain and may require additional long-term action.]



Section 8: Operational implementation

Item to complete	Content to insert
Activity / work package	[Insert the activity, work package, implementation stream or operational line.]
Linked measure(s)	[Reference the relevant measure ID(s) from Section 6.]
Lead actor	[Insert the organisation, department or unit responsible for coordination or delivery.]
Supporting actors	[Insert the departments, agencies, partners, service providers, contractors, utilities, stakeholders or external experts involved.]
Staffing needs	[Insert the internal staff, technical officers, administrative personnel, external experts or operational teams required.]
Administrative capacity required	[Insert the permitting, procurement, reporting, coordination, financial-management, interdepartmental cooperation or decision-making support needed.]
Operational resources required	[Insert the equipment, digital tools, data access, fieldwork capacity, maintenance resources, communication tools or emergency-response resources needed.]
Dependencies / enabling steps	[Insert the funding, approvals, permits, technical studies, data availability, stakeholder agreements, procurement steps or political decisions required before implementation.]
Timeframe	[Indicate whether the activity is short-, medium- or long-term, and insert the expected timing or duration where known.]
Progress monitoring	[Insert how progress will be tracked, which evidence will be used, the monitoring frequency and the responsible actor.]



Section 9: Timescale and milestones

Item to complete	Content to insert
Overall timeframe	[Indicate the start date, expected implementation horizon and, where relevant, the longer-term outlook of the Local Action Plan.]
Implementation phase	[Insert the main phase, such as preparation, design, approval, funding mobilisation, procurement, execution, operational activation, monitoring or review.]
Linked activity / work package	[Reference the relevant activity or work package defined in Section 8.]
Linked measure(s)	[Reference the relevant measure ID(s) from Section 6, where useful.]
Expected timing	[Indicate the expected period, date, quarter, year or duration of the phase or activity.]
Short-, medium- or long-term horizon	[Classify the phase, activity or measure as short-, medium- or long-term.]
Key milestone	[Identify the main milestone associated with the phase, such as approval completed, funding confirmed, design completed, procurement launched, works started, works completed or monitoring activated.]
Decision point	[Identify any decision required to move forward, such as political approval, budget allocation, procurement decision, permit, agreement or formal integration into a plan.]
Temporal dependencies	[Indicate which previous activities, approvals, data, funding decisions or enabling steps must be completed before this phase can start.]
Alignment with external cycles	[Indicate links with municipal budget cycles, urban plan revisions, SECAP updates, emergency-plan updates, maintenance schedules, funding calls, procurement calendars or other institutional cycles.]
Monitoring / review timing	[Indicate when progress checks, monitoring activities, interim reviews, reassessments or plan updates should take place.]
Status / notes	[Insert current status, assumptions, uncertainties or timing risks, if relevant.]



Section 10: Budget estimation

Purpose

Estimate the financial resources required to implement the Local Action Plan.

Instructions for completion

- Provide a reasoned planning-level estimate, not a final executive budget.

Content

Item to complete	Content to insert
Overall estimated budget	[Insert the total estimated budget.]
Cost categories	[Break down the budget by cost category.]
Neighbourhood / building distinction	[Separate overall costs by scale if relevant.]
Assumptions used	[Explain the assumptions, reference prices or approximations used for the estimate.]

Use the following table for the specific budget items.

Item to complete	Content to insert
Budget item	[Insert the budget item, cost component or group of costs.]
Linked measure(s)	[Reference the relevant measure ID(s) from Section 6.]
Scale	[Indicate whether the cost refers to neighbourhood scale, building scale or both.]
Cost category	[Classify the cost, for example works, services, staffing, management, maintenance, monitoring, plan update or other.]
Capital cost	[Insert one-off investment costs, such as studies, design, construction, retrofit works, infrastructure, equipment or digital tools.]
Staffing / management cost	[Insert staff, coordination and administrative costs, including internal staff time, technical support,



Item to complete	Content to insert
	procurement, reporting or management activities.]
Maintenance / recurring cost	[Insert operation, maintenance and recurring costs, including inspections, cleaning, repair, replacement, service contracts or long-term upkeep.]
Monitoring / update cost	[Insert costs related to monitoring, evaluation, data collection, repeated assessments, reporting, plan review or future updates.]
Main assumptions	[Insert quantities, unit costs, staff effort, maintenance frequency, inspection needs, benchmarks or other assumptions used for the estimate.]
Performance-based reference	[Indicate the expected function, performance target or resilience outcome linked to the cost. Avoid references to specific commercial products.]
Uncertainty / notes	[Insert confidence level, main uncertainties, dependencies or elements requiring refinement during design, procurement or funding application.]



Section 11: Financial scheme and funding resources

Item to complete	Content to insert
Financial scheme item	[Insert the funding source, financial mechanism, resource stream or financial arrangement.]
Linked measure(s) / cost item(s)	[Reference the relevant measure ID(s) from Section 6 or budget item(s) from Section 10.]
Type of resource	[Specify whether the resource is a grant, municipal budget, regional/national fund, EU programme, partner contribution, private investment, utility contribution, in-kind contribution or other mechanism.]
Financial readiness status	[Indicate whether the resource is already available, potential, under negotiation or still to be activated.]
Already available funds	[Describe any confirmed or allocated funds, approved budget lines, secured partner contributions or ongoing project resources.]
Potential funds	[Identify funding sources that could be mobilised, such as regional, national or European programmes, climate adaptation funds, urban regeneration funds, civil protection resources, utility contributions or private investment.]
Resources still to be activated	[Specify the resources that require further political decisions, applications, agreements, budget allocations, co-financing commitments or administrative procedures.]
Amount / estimated contribution	[Insert the amount covered or expected contribution, where known, or provide an indicative range.]
Covered cost categories	[Indicate which costs are covered, such as capital investment, staffing, management, operation, maintenance, monitoring, communication, training or plan update.]
Staffing cost coverage	[Clarify whether coordination staff, technical officers, administrative support, external expertise or operational personnel are financially covered.]
Recurring cost coverage	[Clarify whether operation, maintenance, inspections, monitoring, data updates, repeated assessments and future plan updates are financially covered.]
Co-financing structure	[Indicate whether co-financing is required, which actors contribute and whether contributions are confirmed, potential or still to be activated.]
Responsible actor for activation	[Identify the organisation, department, partner or unit responsible for activating, applying for or managing the resource.]



Item to complete	Content to insert
Timing / funding window	[Insert expected timing, call deadline, budget cycle, activation period or funding availability horizon.]
Eligibility / conditions	[Insert key eligibility rules, requirements, constraints, approval conditions or dependencies.]
Financial gap / risk	[Identify any remaining funding gap, uncertainty, dependency or risk that may affect implementation.]
Notes for follow-up	[Insert next steps, decisions required, funding applications to prepare, agreements to formalise or alternative options to explore.]



Section 12: Monitoring, evaluation and learning

Item to complete	Content to insert
Monitoring framework	[Describe the overall monitoring framework of the Local Action Plan, including the indicators, outputs, outcomes, data sources, review frequency and reporting arrangements.]
Data management and database structure	[Describe how monitoring data and supporting databases will be structured, stored, updated and accessed. Include, where relevant, input data, GIS layers, climate-risk maps, RNTool/RBTool outputs, field surveys, maintenance records, monitoring datasets and assumptions used for future reassessment.]
Data availability and data gaps	[Indicate which datasets are already available, which data are missing, incomplete or fragmented, and whether additional data collection, field surveys, monitoring campaigns or data-sharing agreements are required.]
Responsibility for data updating	[Identify the organisation, department, technical unit, service provider or external actor responsible for collecting, validating, maintaining and updating each key dataset or indicator.]
Measure-level monitoring	[Explain how the implementation and effects of individual measures will be tracked, including outputs, performance evidence, monitoring frequency and responsible actors.]
Link between measure monitoring and plan-level evaluation	[Explain how evidence collected at measure level will be consolidated to assess overall progress towards the Local Action Plan objectives and targets.]
Evaluation arrangements	[Indicate when and how interim and final evaluations will be carried out, and which dimensions will be assessed, such as implementation progress, effectiveness, relevance, efficiency, impact, maintenance performance or feasibility.]
Role of RNTool and RBTool	[Explain whether and how RNTool and RBTool assessments will be repeated over time to compare baseline, ex-post and updated risk conditions.]
Learning and feedback process	[Explain how monitoring and evaluation results will be discussed, interpreted and used by responsible actors and stakeholders.]
Strategy recalibration over time	[Describe how the Local Action Plan may be adjusted over time based on monitoring results, updated data, observed climate impacts, implementation barriers, stakeholder feedback, maintenance performance or new funding opportunities.]



Item to complete	Content to insert
Reporting and communication of results	[Indicate how monitoring and evaluation results will be reported and communicated to institutions, stakeholders and the population.]
Actors involved	[Identify the organisations, departments, technical teams, external experts, stakeholders or institutions involved in monitoring, evaluation, data provision, learning and decision-making.]



Section 13: Responsibilities, governance and reference stakeholders

Item to complete	Content to insert
Lead organisation / coordinating body	[Identify the organisation, department or body responsible for overall coordination of the Local Action Plan.]
Governance structure	[Describe the governance arrangement used to manage implementation, such as a steering group, interdepartmental working group, coordination committee, technical task force or existing institutional body.]
Political decision-making actor(s)	[Identify the elected body, political representative or institutional authority responsible for formal decisions, endorsement or approval.]
Technical coordination actor(s)	[Identify the technical department, unit, partner or expert group responsible for coordinating technical inputs and supporting implementation.]
Administrative management actor(s)	[Identify the actor(s) responsible for administrative procedures, procurement, reporting, financial management, permits or internal coordination.]
Operational delivery actor(s)	[Identify the actor(s) responsible for carrying out the activities, works, services, maintenance or operational procedures.]
Communication and stakeholder engagement actor(s)	[Identify the actor(s) responsible for communication, consultation, engagement with residents, vulnerable groups, local organisations or institutions.]
Internal departments involved	[List the municipal or public departments involved, such as urban planning, public works, environment, civil protection, mobility, social services, finance, procurement, maintenance or building management.]
External actors involved	[List external actors such as regional authorities, utilities, service providers, building owners, schools, health services, local businesses, NGOs, professional bodies, research institutions or technical experts.]
Mode of involvement	[Clarify whether each actor is responsible for decision-making, coordination, technical input, implementation, consultation, service provision, maintenance, communication, training or institutional support.]
Coordination mechanisms	[Describe how coordination will take place, such as regular meetings, reporting lines, decision-making procedures, technical exchanges, working groups or cooperation agreements.]
Cross-scale coordination	[Explain how neighbourhood-scale and building-scale actions will be coordinated, especially where different owners, departments or service operators are involved.]



Item to complete	Content to insert
Stakeholder engagement during implementation	[Describe how residents, vulnerable groups, local organisations, businesses or service users will be informed, consulted or involved during implementation.]
Use of existing governance structures	[Indicate whether existing committees, planning procedures, emergency-management structures, project partnerships or administrative processes will be used to avoid unnecessary additional bureaucracy.]
Governance gaps or coordination risks	[Identify any unclear responsibilities, overlaps, missing actors, fragmented governance issues or coordination risks that may affect implementation.]
Proposed governance improvements	[Describe any actions needed to clarify responsibilities, strengthen cooperation, formalise roles or improve coordination.]



Section 14: Partnerships

Item to complete	Content to insert
Core partner	[Identify the organisation, institution, department, agency, utility, association, owner, service provider or other actor involved in the partnership.]
Type of partner	[Specify the type of actor, such as municipality, regional authority, technical agency, utility, civil protection body, research institution, professional organisation, community organisation, private actor or service provider.]
Role in the partnership	[Describe the general role of the partner in supporting the Local Action Plan.]
Added value	[Explain what the partner contributes to the Action Plan, such as mandate, expertise, local knowledge, technical capacity, operational capacity, institutional support or stakeholder access.]
Contribution to implementation	[Describe how the partner supports the practical implementation of measures, activities or work packages.]
Contribution to data / technical knowledge	[Indicate whether the partner provides datasets, climate-risk information, GIS layers, technical studies, monitoring inputs, local knowledge or expert interpretation.]
Contribution to funding / resources	[Describe any financial contribution, co-financing, in-kind support, staff time, equipment, services or access to funding programmes.]
Contribution to communication / training	[Describe whether the partner supports stakeholder engagement, public communication, professional training, community awareness or capacity-building activities.]
Existing cooperation framework	[Indicate whether cooperation is based on an existing project partnership, agreement, protocol, working group, civil protection arrangement, planning process or previous collaboration.]
Stage of involvement	[Specify whether the partner is already involved or should be activated during design, funding mobilisation, procurement, implementation, monitoring, maintenance or upscaling.]
Expected evolution of role	[Explain whether and how the partner's role may change over time.]
Partnership gap / follow-up need	[Identify any missing competence, unclear contribution, agreement to formalise or additional partner to involve.]



Section 15: Training and capacity building

Item to complete	Content to insert
Training objectives	[State what the training programme is intended to improve.]
Target groups	[List crisis management teams, municipal staff, service providers, schools, residents, vulnerable groups or others.]
Training formats	[Describe the planned formats, such as workshops, drills, simulations, seminars or e-learning modules.]
Main themes	[Explain the thematic focus of the training, e.g. emergency response, heat health, flood procedures, maintenance.]
Relation to existing systems	[Explain links with civil protection, emergency planning or institutional coordination mechanisms.]
Expected results	[Indicate expected outputs such as number of participants, tested procedures or improved preparedness.]



Section 16: Communication towards population and institutions

Item to complete	Content to insert
Communication objectives	[State what communication should achieve.]
Target audiences	[Identify the audiences to be addressed.]
Key messages	[Define the core messages to be conveyed.]
Channels and tools	[List the communication channels, materials and formats to be used.]
Approach for vulnerable or hard-to-reach groups	[Explain whether a tailored communication approach is foreseen.]
Contribution to implementation	[Explain how communication supports participation, acceptance, coordination and political uptake.]



Section 17: Political uptake and link with existing strategies, plans and programmes

Item to complete	Content to insert
Relevant policy and planning documents	[List the strategies, plans and programmes relevant to the Action Plan.]
Contribution to existing priorities	[Explain how the Action Plan complements or operationalises those documents.]
Forms of political / administrative uptake needed	[Specify approvals, endorsements, integration steps or budget decisions required.]
Links with ongoing projects and investments	[Explain synergies with other initiatives.]
Potential for replication or upscaling	[Explain how the plan may support future mainstreaming or expansion.]



Section 18: Risk analysis and key assumptions for implementation

Item to complete	Content to insert
Implementation risks	[List the main technical, financial, institutional, administrative, social or timing-related risks.]
Causes and consequences	[Explain how each risk could affect implementation.]
Relative significance	[Indicate which risks are most significant or likely, if possible.]
Mitigation or contingency measures	[Describe how risks may be reduced or managed.]
Key assumptions	[State the assumptions on which successful implementation depends.]
Conditions for revision	[Explain under which conditions the plan may need to be revised or phased differently.]



Section 19: Annexes to the Local Adaptation Plan

Use annexes only for supporting materials that would overburden the main body of the plan.

Suggested annex	Content
Annex A	[Maps of the pilot area, target area and building location]
Annex B	[Detailed ex-ante RNTool / RBTool outputs]
Annex C	[Detailed ex-post RNTool / RBTool outputs]
Annex D	[Budget calculation sheets and technical assumptions]
Annex E	[Stakeholder engagement records, minutes, training materials or communication products]