



Guideline for climate action plans using SuPeRBE instruments

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1. Introduction

This document provides a reference content framework for the “SuPeRBE Local Action Plan”. It is intended as a flexible guideline, the structure can be selectively used, simplified or expanded, as long as the final plan clearly builds on the SuPeRBE approach and on the evidence generated through the SuPeRBE Climate Adaptation System.

The SuPeRBE Adaptation Plan sets out a coherent package of measures to enhance the climate resilience of a neighbourhood and buildings. It first provides an overview of the local context and a diagnosis of the current (ex-ante) risk situation, then outlines the expected improvements after the implementation of adaptation measures (ex-post). On this basis, the plan defines objectives and performance targets, identifies priority measures and organises them into a work programme with clear responsibilities, timescale and budget and financial scheme. It also describes training activities for crisis management teams and the population, communication actions towards citizens and institutions, and the governance arrangements and partnerships needed for implementation. Finally, it clarifies how the plan will be monitored and evaluated over time and how it will be integrated into existing strategies, plans and programmes, supporting political uptake and future upscaling.

Local Climate Adaptation Plans and Sustainable Energy and Climate Action Plans (SECAPs) play complementary but distinct roles within the local climate policy framework. SECAPs, developed under the Covenant of Mayors for Climate & Energy, define the strategic vision and long-term objectives for both mitigation and adaptation, setting overall targets, priority areas and governance commitments at municipal level. In contrast, Local Adaptation Plans operate at a tactical and operational level: they translate the adaptation strategy outlined in the SECAP into concrete, place-based actions. They identify in a detailed and evidence-based manner the specific adaptation measures to be implemented, define responsibilities, timelines, budgets and monitoring mechanisms, and make the adaptation pathway practically implementable within neighbourhoods and buildings. In this sense, Local Adaptation Plans render the SECAP's adaptation component operational, measurable and territorially specific.



2. Structure of the SuPeRBE Local Adaptation Plan

The Local Adaptation Plan is organised into sections that can be used as a common drafting architecture. The sequence is designed to move from context and diagnosis, to expected change, to implementation and follow-up. Each section below clarifies its purpose, the information that should be included, and specific drafting notes to help plan developers keep the document coherent and non-redundant.

The sections of a Local Adaptation Plan (described in the following paragraphs) are:

- Introductory section
- Section 1: Overview of the intervention
- Section 2: Local situation
- Section 3: Diagnosis – current risk situation
- Section 4: Climate adaptation targets
- Section 5: Main beneficiaries
- Section 6: Identified measures, expected impacts, monitoring approach and reference implementation horizon
- Section 7: Risk situation after implementation of adaptation measures
- Section 8: Operational implementation
- Section 9: Timescale and milestones
- Section 10: Budget estimation
- Section 11: Financial scheme and funding resources
- Section 12: Monitoring, evaluation and learning
- Section 13: Responsibilities, governance and reference stakeholders
- Section 14: Partnerships
- Section 15: Training and capacity building
- Section 16: Communication towards population and institutions
- Section 17: Political uptake and link with existing strategies, plans and programmes
- Section 18: Risk analysis and key assumptions for implementation
- Section 19: Annexes to the Local Adaptation Plan



Section 1: Overview of the intervention

Purpose

Provide a concise opening presentation of the Local Action Plan so that the reader can immediately understand its scope, rationale and expected contribution to climate resilience. This section introduces the intervention area, the building or group of buildings addressed where relevant, the main climate risks considered, and the overall logic through which the plan intends to reduce risk and improve adaptive capacity.

The purpose is to give a clear and accessible entry point to the document. Before entering into the detailed description of the local situation, the diagnosis, the targets and the measures, the reader should be able to understand what the plan is about, where it applies, why it is needed and which types of action it proposes.

This section should also clarify the cross-scale logic of the Local Action Plan. Where both neighbourhood-scale and building-scale issues are addressed, the overview should explain how the two scales are connected, for example by showing how urban conditions, public spaces, infrastructures, services and buildings interact in shaping climate risk and resilience. This helps make clear that the plan is not only a list of isolated measures, but a coordinated intervention framework.

The section should briefly identify the main climate hazards covered by the plan and explain why they are relevant for the selected area. It should also indicate the principal exposed elements, such as population groups, public spaces, infrastructures, services, buildings or urban functions affected by the risks considered. The explanation should remain synthetic, since the full diagnosis is provided in later sections.

The overview should also introduce the general intervention rationale. It should explain, in simple terms, how the proposed package of actions is expected to reduce exposure, lower vulnerability, improve preparedness, strengthen resilience or support the continuity of essential functions. This rationale should anticipate the connection between the evidence generated through the SuPeRBE assessment, the adaptation targets and the measures proposed in the plan.



Content

This section should address:

- the name and brief identification of the pilot area and, where relevant, of the building or group of buildings addressed by the Action Plan;
- the general type of urban context concerned, for example residential district, mixed-use area, public-service cluster, peri-urban settlement, historic fabric or industrial transformation area;
- the main climate hazards covered by the plan and the reason these hazards are relevant for the selected area and building(s);
- the principal exposed elements concerned at neighborhood scale
- the broad categories of adaptation measures envisaged;
- overall intervention rationale, explaining in a synthetic manner how the proposed package of actions is expected to reduce climate risk and improve resilience;
- a short statement clarifying that the Action Plan builds on the ex-ante assessment carried out through RNTool and RBTool and is intended to support measurable improvement over time.

Drafting note

This section should remain introductory. It should not repeat contextual analysis, detailed diagnosis results, full descriptions of measures, budgets, governance arrangements or implementation timelines. Its function is to provide a clear entry point to the plan and to explain the neighborhood-building logic in a single, readable overview.



Section 2: Local situation

Purpose

Provide the contextual baseline needed to understand how the pilot area functions, why it is exposed or vulnerable to the climate risks addressed by the Local Action Plan, and which local conditions may influence the feasibility of adaptation measures. This section should describe the territorial, spatial, climatic, social, economic, institutional and administrative characteristics that shape the current risk situation.

The purpose is to establish the background against which the diagnosis in Section 3 can be correctly interpreted. Before presenting risk scores, hotspots or assessment results, the plan should explain the local context in which those risks occur. This includes the physical structure of the area, the distribution of land uses and open spaces, the characteristics of buildings and infrastructures, the presence of strategic services, the profile of residents and users, and the local governance arrangements that influence planning, management and implementation.

This section should also clarify which existing information sources, datasets and databases have been used to describe the local situation. These may include municipal datasets, GIS layers, cadastral data, land-use maps, climate and meteorological data, hazard and risk maps, demographic statistics, infrastructure databases, monitoring data, previous studies, local knowledge and other relevant sources.

The local situation section should also show how the Action Plan relates to existing instruments and local policy frameworks. Where available, it should refer to Sustainable Energy and Climate Action Plans, urban plans, spatial planning instruments, emergency and civil protection plans, regional or local adaptation strategies, sectoral plans and other relevant documents.

Content

This section should address:

- the main spatial and physical characteristics of the pilot area, including urban form, land-use pattern, density, settlement structure, open spaces, green areas, mobility systems and relevant infrastructures;
- the main climatic characteristics of the local context, including prevailing conditions, observed tendencies, recurrent stresses and significant extreme events relevant to the hazards considered in the Action Plan;
- the socio-demographic profile of the area insofar as it is relevant to climate vulnerability, including the presence of population groups that may be disproportionately affected by heat, flooding, storms or other hazards;
- the main economic and functional characteristics that shape the area, including key services, strategic assets, local activities, dependencies and weaknesses that may influence adaptive capacity;
- the institutional and administrative setting relevant to the pilot area, clarifying which authorities, departments, agencies, operators or service providers influence planning, maintenance, emergency management, investment decisions and



implementation;

- the existing information sources used to describe the local situation, including, where available, municipal datasets, GIS layers, cadastral information, land-use maps, climate and meteorological data, hazard and risk maps, demographic statistics, infrastructure databases, monitoring data, previous studies, local knowledge and other relevant databases;
- the relationship with existing instruments, plans and strategies, such as Sustainable Energy and Climate Action Plans (SECAPs), urban plans, land-use plans, emergency and civil protection plans, climate adaptation strategies, regional or local development strategies, sectoral plans and other relevant policy or planning documents;
- any additional contextual factor that has a material influence on risk or implementation feasibility, such as legal constraints, heritage conditions, major infrastructures, ongoing regeneration processes, environmental restrictions or planned public investments.

Drafting note

This section should be selective and functional. It should provide the background needed to interpret the diagnosis, but it should not already report RNTool or RBTool scores, measure descriptions, funding arrangements or monitoring results, which are addressed in later sections.

Where possible, the description should rely on existing documents, official datasets and available databases rather than requiring new data collection or additional reporting exercises. The aim is to ensure consistency with existing local and regional instruments and to support the integration of the Local Action Plan into current planning, emergency management and strategic frameworks. The section should therefore clearly indicate which existing sources have been used and how they inform the understanding of the local situation.



Section 3: Diagnosis - current risk situation

Purpose

Provide the evidence-based ex-ante diagnosis of the current climate-risk situation using the outputs generated through RNTool and RBTool, complemented where relevant by available climate risk maps, spatial data, local datasets and other supporting evidence. This section establishes the analytical baseline of the Local Action Plan and explains which risks are currently most relevant, where they occur, who or what is affected, and why adaptation measures are needed.

The purpose is to move from the general contextual description provided in Section 2 to a structured interpretation of the current risk profile. While Section 2 describes the local situation, Section 3 should assess how the combination of hazards, exposure and vulnerability creates specific risk conditions at neighbourhood and building scale. It should therefore identify the vulnerability factors that increase risk.

Content

This section should address:

- the scope of the diagnosis assessment, specifying the hazards considered, the spatial scale(s) analysed and the assessment perimeter used for RNTool and RBTool;
- the main exposure and vulnerability conditions emerging from the assessment, distinguishing where relevant between urban sectors, exposed elements, building components and vulnerable users;
- the most relevant Risk Category-level results, reporting the risk values needed to explain the current risk profile;
- the main aggregated results produced by the RBE Assessment System, such as scores by macro-category, urban sector, hazard and overall neighbourhood and building performance;
- the main spatial patterns of risk, including hotspots, critical buildings, sensitive public spaces, vulnerable infrastructures or particularly exposed sub-areas that require priority attention;
- climate risk maps, where available, as supporting material for the diagnosis, including maps showing hazard distribution, exposure, vulnerability, risk hotspots or the spatial concentration of critical conditions for specific climate risks;
- the groups, functions, services or assets most affected by the identified risks;
- a concise interpretation of the assessment results, explaining which hazards are currently most critical, which components perform worst and which dimensions should be prioritised for intervention;
- references to supporting visual material such as climate risk maps, thematic maps, score summaries, graphs, comparative tables or other spatial representations of the assessment results.



Drafting note

This section should select and interpret the most relevant results rather than reproducing every output in full. It is the analytical baseline of the Action Plan and should make clear why the subsequent measures and objectives have been prioritised.

Climate risk maps should be included where they are available and useful to support the diagnosis. They should not be treated as an additional mandatory exercise, but as evidence that can help make the diagnosis more spatially explicit and easier to interpret. Where detailed maps are too extensive for the main body of the plan, they should be briefly referenced in this section and included in the annexes.



Section 4: Climate adaptation targets

Purpose

Translate the diagnosis of the current climate-risk situation into a clear set of adaptation objectives and measurable performance targets. This section should define the intended direction of change for the pilot area and, where relevant, for the building or group of buildings addressed by the Local Action Plan.

The purpose is to create a direct and transparent link between the evidence produced in the diagnosis and the actions that will be proposed in the following sections. The objectives should clarify which risks, exposed elements, vulnerable groups, urban sectors or building components the plan intends to address as priorities. The targets should express how the expected improvement will be measured through criteria and indicators of RNTool and RBTool.

This section should therefore act as the bridge between assessment and implementation. It should make clear what level of risk reduction, resilience improvement or adaptive capacity enhancement is expected, within which time horizon, and at which scale. Where feasible, targets should be quantitative and linked to a baseline condition, so that progress can be monitored and reassessed over time.

The section should also support political and operational uptake by making the ambition of the plan explicit and understandable. Targets should be realistic and consistent with available resources, existing strategies and local implementation capacity, while still providing a clear reference for selecting measures, estimating expected impacts, organising monitoring and evaluating the effectiveness of the Local Action Plan.

Content

This section should address:

- the overall strategic aim of the Action Plan, describing the intended direction of change in relation to climate resilience;
- the specific adaptation objectives derived from the diagnosis, indicating which risks, exposed elements or vulnerabilities the plan addresses as priorities;
- where relevant, distinct objectives at neighbourhood scale and at building scale so that the cross-scale logic remains explicit;
- thematic objectives where useful, for example thermal resilience, flood-risk reduction, continuity of essential services, protection of vulnerable groups, improvement of public-space safety or enhancement of environmental performance;
- the corresponding performance targets, specifying the level of improvement sought for each objective using RBTool and RNTool criteria and indicators;
- the link of targets, wherever feasible, to a reference year or implementation horizon;
- the relationship between each target and the relevant RNTool and RBTool indicators, so that the chain from diagnosis to expected improvement to future monitoring is explicit;



- where appropriate, a distinction between short-, medium- and long-term targets.

Drafting note

Objectives should express what the plan wants to achieve; targets should express how achievement will be measured. This section should not repeat the full diagnosis or the detailed list of measures, but it should create a clear bridge between the evidence generated in Section 3 and the adaptation measures described in Section 6.

The objectives and targets should be directly derived from the diagnosis. Each target should respond to a clearly identified risk condition, vulnerability, exposed element, hotspot, urban sector, building component or affected group. This helps ensure that the Local Action Plan remains evidence-based and that the proposed actions are not generic, but clearly linked to the current risk situation.

Targets should be realistic in relation to the local context, available resources, technical feasibility, administrative capacity and implementation horizon. They should not be formulated as abstract ambitions that cannot be monitored or delivered. At the same time, they should be sufficiently clear and ambitious to guide the selection of measures, budget estimation, political uptake and future monitoring.

The section should also 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. In this way, the Local Action Plan can operationalise existing objectives rather than creating a parallel or disconnected set of priorities.

The formulation of targets should support monitoring and future reassessment. For this reason, each target should be associated, where possible, with a baseline condition, an expected direction of change, a reference indicator or evidence source, a timeframe and a responsible actor or process for follow-up. This will make it easier to verify progress over time and, if necessary, recalibrate the adaptation strategy.



Section 5: Main beneficiaries

Purpose

Identify who is expected to benefit from the implementation of the Local Action Plan and clarify how different groups, services, functions and assets are affected by the proposed adaptation measures. This section should make explicit the link between the risks identified in the diagnosis and the people, organisations and urban systems that will benefit from risk reduction and improved resilience.

The purpose is to ensure that the Local Action Plan is not presented only as a technical or spatial intervention, but also as a response to concrete needs of residents, users, service providers, vulnerable groups and local institutions. Beneficiaries should therefore be described in relation to the climate hazards addressed by the plan, the exposed elements identified in the diagnosis and the expected benefits generated by the measures.

This section should distinguish, where relevant, between direct and indirect beneficiaries.

Particular attention should be given to vulnerable or priority groups, especially where the diagnosis shows that they may be disproportionately affected by heat, flooding, storms, service disruption or other climate-related hazards. The section should clarify how the Action Plan contributes to protecting these groups, improving their access to safe and usable spaces, strengthening preparedness or reducing exposure to critical conditions.

The section should help demonstrate the social relevance and added value of the Local Action Plan.

Content

This section should address:

- the categories of direct beneficiaries, such as residents, users of public spaces, workers, students, patients, visitors or service operators;
- the categories of indirect beneficiaries, such as local businesses, municipal services, community organisations or adjacent areas benefiting from improved resilience conditions;
- the vulnerable or priority groups expected to benefit most strongly from the plan, especially where these have emerged from the diagnosis;
- the main types of expected benefits, such as improved thermal comfort, reduced flood exposure, safer access and circulation, better indoor conditions, greater service continuity, improved preparedness or enhanced environmental quality;
- where useful, a distinction between neighbourhood-scale and building-scale beneficiaries.

Drafting note

This section should focus on identifying and characterising the beneficiaries of the Local Action Plan. It should not repeat the full contextual description already provided in Section 2, nor should it contain the detailed description of adaptation measures, which belongs in Section 6. Its role is to clarify who benefits from the plan, why they are relevant,



and how they are connected to the risks and priorities identified in the diagnosis.

Beneficiaries should be identified on the basis of the evidence provided in the previous sections. The selection should be linked to the hazards considered, the exposed elements, the vulnerability conditions, the spatial risk patterns, the affected services and the functions that are most relevant for the pilot area. This helps avoid a generic list of stakeholders and ensures that the section remains focused on the actual climate-risk situation.

Where relevant, the section should distinguish between direct beneficiaries and indirect beneficiaries. Direct beneficiaries are those who are immediately affected by the planned measures, such as residents, building users, users of public spaces, workers, students, patients, visitors or service operators. Indirect beneficiaries are those who benefit from improved resilience conditions more broadly, such as municipal departments, civil protection bodies, local businesses, community organisations, neighbouring areas, service networks or institutions responsible for planning and emergency management.

Vulnerable or priority groups should be explicitly identified when they are relevant to the hazards addressed by the plan. These may include elderly people, children, people with disabilities, socially isolated people, low-income groups, people with reduced mobility, outdoor workers, school communities, health-service users or other groups that may be more exposed or less able to respond to climate impacts. The section should avoid treating vulnerability in abstract terms and should explain, where possible, which climate hazards or risk conditions affect these groups most strongly.



Section 6: Adaptation measures

Purpose

This section covers the adaptation measures that form the **operational core** of the Local Action Plan. It should include all measures selected to address the risks and vulnerabilities identified in the diagnosis. The scope includes both neighbourhood-scale and building-scale measures, where relevant, and should make explicit how each measure contributes to the objectives and targets defined in Section 4.

The section should cover structural, non-structural and organisational measures. Structural measures may include physical works, green and blue infrastructures. Non-structural and organisational measures may include planning adjustments, operational procedures, maintenance routines, early-warning arrangements, preparedness actions, management changes, stakeholder coordination, behavioural guidance, communication or training-related actions. The section should describe not only what each measure is, but also how it is expected to work. For each measure or measure package, the scope should include the targeted climate hazards, the specific risk drivers addressed, the expected effect on exposure, vulnerability, preparedness, adaptive capacity or resilience performance, and the relationship with the relevant RNTool and RBTool criteria or indicators. This makes the connection between diagnosis, targets, measures and expected impacts explicit.

The scope should also include the practical implementation conditions of each measure. Measures should be described in terms of operational feasibility, required resources and management or maintenance requirements. This means clarifying, where relevant, the technical feasibility, administrative preconditions, site-specific constraints, staff capacity, financial resources, technical expertise, equipment, data, materials, external services, stakeholder involvement and ownership or responsibility conditions needed for implementation. The section should also cover the expected implementation horizon of each measure or measure package. Measures should be classified, where useful, as short-, medium- or long-term actions, and should indicate whether enabling steps are needed before implementation.

The section should include a measure-level monitoring approach. This does not replace the overall monitoring framework presented in Section 12, but it should identify the essential outputs or effects to be tracked for each measure, the evidence needed to verify implementation or performance, and the possible frequency or responsibility for follow-up. This helps ensure that each measure can be monitored in relation to its expected contribution to risk reduction and resilience improvement. The section should remain focused on the measures themselves and their expected contribution to the Local Action Plan. Detailed budget breakdowns, financing schemes, governance arrangements and full monitoring procedures should be addressed in later sections, while this section should provide the essential information needed to understand what will be implemented, why it is relevant, what it requires, and how its effects can be assessed.



Content

This section should address:

- the set of adaptation measures included in the plan, organised in a clear way by scale, hazard, sector, theme or type of intervention;
- for each measure or group of measures, the essential description of what is proposed, where it applies and which risk drivers it addresses;
- where relevant, the distinction between structural and non-structural measures, such as physical works, nature-based solutions, retrofit interventions, preparedness procedures, operational measures, management changes or awareness actions;
- the expected impact of each measure or measure package on exposure, vulnerability, resilience performance and achievement of the objectives and targets;
- the relationship between the measures and the relevant RNTool and RBTool criteria or indicators expected to improve;
- the operational feasibility of each measure or measure package, including the main technical, administrative, organisational or site-specific conditions that may enable or constrain implementation;
- the resources required for implementation, including financial resources, staff capacity, technical expertise, data, equipment, materials, external services or stakeholder involvement, where relevant;
- the management and maintenance requirements needed to preserve the effectiveness of the measure over time, including routine maintenance, operational responsibilities, inspection needs, replacement needs, update procedures or long-term management arrangements;
- the measure-level monitoring approach, indicating which outputs or effects should be tracked for each measure, with which evidence and at what review frequency;
- the reference implementation horizon for each measure or measure package, indicating whether it is short-, medium- or long-term and whether enabling steps are required before implementation.

Drafting note

This is the core section for describing what will be done. Information on measures should be presented here once and not repeated in later sections. Later chapters should refer back to this section when dealing with work organisation, budget, responsibilities, monitoring or maintenance.

The description of measures should not be limited to expected climate-risk reduction. It should also provide a concise but realistic indication of implementation feasibility, resource needs and management or maintenance implications. This helps distinguish measures that are technically desirable from those that are operationally ready, affordable, manageable and sustainable over time.



Section 7: Risk situation after implementation of adaptation measures

Purpose

Present the expected post-implementation overall climate-risk situation, assuming that the adaptation measures described in Section 6 have been implemented. This section should not repeat the description of the measures, their feasibility, resources or implementation requirements. Its purpose is to assess how the overall risk profile of the pilot area and, where relevant, of the building or group of buildings is expected to change as a result of the planned intervention package.

The section should provide a clear comparison between the ex-ante risk situation described in Section 3 and the expected ex-post situation after implementation. It should show whether and how the planned measures are expected to reduce risk, improve resilience, change the distribution of hotspots, reduce vulnerability for specific groups or functions, and improve the performance of urban systems or building components.

This section should therefore act as the plan-level assessment of expected change. While Section 6 explains what will be done and how each measure is expected to work, Section 7 explains what the resulting risk situation is expected to be once the measures are in place. The focus should be on risk reduction, residual risk, remaining vulnerabilities and the overall effectiveness of the intervention strategy.

Where possible, the expected ex-post situation should be expressed through updated RNTool and RBTool results, revised Risk Category values, score improvements, before-after comparisons, maps or other visual summaries. Where a full ex-post assessment is not available, the section should provide a structured qualitative interpretation of the expected change, clearly based on the measures and assumptions described earlier.

Content

This section should address:

- the expected change in the overall climate-risk profile compared with the ex-ante diagnosis, distinguishing where relevant between neighbourhood scale and building scale;
- the revised Risk Category-level results for RNTool and RBTool, where available, focusing only on the criteria and risk dimensions affected by the planned measures;
- the main aggregated ex-post results, including updated scores by macro-category, urban sector, hazard and overall neighbourhood or building performance, where available;
- the comparison between ex-ante and ex-post conditions, highlighting the most relevant expected improvements, stable conditions and areas where limited change is expected;
- the expected change in spatial risk patterns, including whether hotspots, critical buildings, sensitive public spaces, vulnerable infrastructures or particularly exposed sub-areas are expected to be reduced, relocated, mitigated or still present;
- the expected change for the groups, services, functions or assets most affected by



- the current risk situation, with particular attention to vulnerable or priority beneficiaries identified in Section 5;
- the residual risks that are expected to remain after implementation, including risks not addressed by the selected measures, vulnerabilities that can only be partially reduced, uncertainties linked to climate change or risks requiring longer-term action;

Drafting note

This section should demonstrate the expected added value of the Local Action Plan through a selective and credible comparison with the diagnosis baseline. It should focus on the expected change, not repeat the description of measures in detail.



Section 8: Operational implementation

Purpose

Translate the adaptation measures identified in Section 6 into an operational implementation structure. This section should explain how the selected measures will be organised, prepared, approved, procured, implemented, operated and supported in practice. Its purpose is to move from the description of what should be done to a clear implementation framework showing how delivery can realistically take place.

The section should clarify the main activities, implementation streams or operational lines required to put the Local Action Plan into practice. It should identify the enabling steps that must be completed before implementation can begin, such as technical studies, detailed design, authorisations, procurement procedures, funding activation, stakeholder agreements, staff mobilisation or data preparation.

This section should also assess whether the responsible organisations have the staffing, administrative capacity and operational resources needed to deliver the planned measures. Implementation may require internal staff, municipal technical officers, administrative personnel, external experts, contractors, service providers, maintenance teams, data managers, communication officers or emergency-management actors. The section should therefore make explicit which capacities are already available and which may need to be strengthened or activated.

The purpose is also to identify the administrative and organisational conditions for implementation. These may include coordination between municipal departments, alignment with planning and budget procedures, procurement capacity, reporting obligations, permitting processes, interinstitutional cooperation, communication with stakeholders, and mechanisms for resolving responsibilities between neighbourhood-scale and building-scale actions.

Operational implementation should also consider the resources needed beyond the initial delivery of measures. This includes technical equipment, digital tools, access to data, fieldwork capacity, maintenance arrangements, management procedures, monitoring support and operational resources needed to keep the measures effective over time. In this sense, implementation should be understood as a full delivery cycle, not only as the execution of physical works.

Overall, this section should make the Local Action Plan implementable. It should provide a realistic and practical bridge between the selected measures, the budget and funding arrangements, the governance structure and the monitoring framework. By clarifying activities, capacities, resources and dependencies, it helps reduce the risk that the plan remains a strategic document without a clear path to delivery.

Content

This section should address:

- the overall architecture of the work programme, indicating how activities are grouped into implementation streams, work packages, phases or operational lines;



- the main activities needed to prepare, design, approve, procure, implement, operate and support the measures identified in Section 6;
- where relevant, the distinction between studies and design, regulatory or planning adjustments, procurement steps, physical implementation, operational setup, training, communication and maintenance-support actions;
- the objective and expected output of each activity or work package;
- the main dependencies and sequencing between activities, including enabling actions that must occur before physical implementation, operation or monitoring can begin;
- the staffing needs associated with implementation, including internal staff, technical officers, external experts, contractors, service providers or operational personnel required for each main activity;
- the administrative capacity required to implement the Action Plan, including coordination, permitting, procurement, reporting, financial management, interdepartmental cooperation and decision-making support;
- the operational resources needed to deliver and maintain the planned measures, such as technical equipment, digital tools, data access, fieldwork capacity, maintenance resources, communication tools or emergency-response resources;
- the actors or organisational units primarily involved in each activity, clarifying where possible who leads, who supports, and which operational responsibilities are assigned.

Drafting note

This section should focus on how implementation is organised in practice. It should not repeat the substantive justification of the measures already described in Section 6, but should show how those measures are converted into manageable actions.

The implementation structure should be realistic in relation to the available staffing, administrative capacity and operational resources. Where capacity gaps are identified, the section should briefly indicate whether additional staff, external support, interdepartmental coordination, training, procurement support or resource mobilisation will be needed. This helps ensure that the Action Plan is not only technically sound, but also deliverable by the organisations responsible for implementation.



Section 9: Timescale and milestones

Purpose

Provide the overall implementation schedule of the Local Action Plan by translating the operational structure defined in Section 8 into a coherent timeline. This section should clarify when the main activities, work packages and measures are expected to take place, how they are sequenced over time, and which milestones or decision points are needed to guide implementation.

The purpose is not to repeat how implementation is organised, who is responsible or which resources are required, as these aspects are addressed in Section 8. Instead, this section should focus on the temporal dimension of implementation. It should show the expected order of activities, the relationship between short-, medium- and long-term actions, and the main dependencies that influence when each step can start or be completed.

This section should identify the key phases of implementation, such as preparation, technical studies, design, approval, funding mobilisation, procurement, execution, operational activation, training, communication, monitoring and review. For each phase, the plan should indicate the main milestones that can be used to track progress and support decision-making.

The timescale should also make explicit the critical enabling steps that may affect the delivery schedule. These may include political approval, budget allocation, access to funding, completion of technical design, availability of data, permitting procedures, stakeholder agreements, procurement procedures, staff mobilisation or coordination with other ongoing projects.

Overall, this section should provide a practical roadmap for implementation. It should allow decision-makers, technical officers and partners to understand what needs to happen first, what comes next, which milestones indicate progress, and when monitoring or plan review should take place.

Content

This section should address:

- the overall timeframe of the Local Action Plan, including the starting point, implementation horizon and, where relevant, longer-term outlook;
- the main implementation phases, translating the operational activities and work packages defined in Section 8 into a chronological sequence;
- the distinction between short-, medium- and long-term actions, clarifying which measures or activities can be implemented immediately and which require longer preparation;
- the expected timing of the main activities, such as preparation, technical studies, design, approvals, funding mobilisation, procurement, execution, operational activation, training, communication, monitoring and review;
- the key milestones associated with each phase, such as completion of the



diagnosis, approval of the Action Plan, confirmation of funding, completion of detailed design, launch of procurement, start of works, completion of works, activation of management procedures, delivery of training actions, start of monitoring and plan review;

- the main decision points that may influence the implementation schedule, including political approval, budget allocation, procurement decisions, permits, partnership agreements or integration into planning instruments;
- the main temporal dependencies between activities, clarifying which steps must be completed before others can start;
- the critical enabling steps that may affect timing, such as data availability, technical design, authorisations, funding activation, staff mobilisation, stakeholder agreements or coordination with other projects;
- the alignment of the timeline with existing institutional and planning cycles, such as municipal budget cycles, urban plan revisions, SECAP updates where available, emergency-plan updates, maintenance schedules, regional funding calls or procurement calendars;
- the timing of monitoring, evaluation and learning activities, including interim reviews, repeated RNTool/RBTool assessments where relevant, reporting moments and future plan updates.

Drafting note

This section should provide the readable overall schedule of the Local Action Plan. It should not repeat the operational structure, roles, staffing needs or resource requirements described in Section 8. Instead, it should arrange the activities identified in Section 8 into a coherent timeline, showing when each phase should happen and which milestones will be used to track progress.

The timeline should remain realistic and proportionate. It may be presented as a simple table, roadmap or Gantt-style overview, depending on the complexity of the plan. The level of detail should be sufficient to support implementation and decision-making, without creating an unnecessarily complex scheduling document.



Section 10: Budget estimation

Purpose

Estimate the financial resources required to implement the Local Action Plan and present the expected cost structure in a transparent and realistic way. This section should clarify the order of magnitude of the resources needed to move from planned measures to practical implementation, while recognising that the estimate is prepared at planning level and may need to be refined during later design, procurement or funding phases.

The purpose is to support informed decision-making, prioritisation and financial planning. The budget estimate should help local authorities and partners understand which measures are likely to require major investment, which actions may be implemented with limited resources, and which costs are linked to enabling activities, staffing, management, maintenance, monitoring and future plan updates.

This section should cover not only the direct costs of physical works, equipment, materials or technical services, but also the wider costs required to make the Action Plan operational. These include staff time, technical expertise, administrative coordination, procurement support, stakeholder engagement, communication, training, operation, maintenance, data collection, repeated assessments and periodic revision of the plan. Including these elements is essential to avoid underestimating the real resources needed for implementation and long-term effectiveness.

The budget estimate should also make clear the distinction between capital expenditure and recurring costs. Capital expenditure may concern studies, design, construction, retrofit works, infrastructure, equipment or digital tools. Recurring costs may concern staffing, management, operation, maintenance, inspection, monitoring, data updates, reporting and future recalibration of measures. This distinction helps assess the long-term financial sustainability of the plan, not only its initial affordability.

The section should provide a reasoned basis for the estimate, indicating the main assumptions used, such as quantities, unit costs, benchmark costs, comparable interventions, staff effort, maintenance frequencies, inspection needs or monitoring requirements. Where uncertainty is significant, the section should make it explicit and indicate whether later technical design, site investigation, procurement procedures or institutional decisions will be needed to refine the estimate.

The budget estimation should maintain a performance-based approach. Costs should be linked to the expected function, resilience outcome or performance target of the measures, rather than to specific commercial products or predefined technical solutions. This helps keep the Action Plan flexible, avoids premature product specification and supports fair procurement and future design development.

Overall, this section should provide the financial basis for the implementation strategy and for the funding discussion developed in the following section. It should make the Action Plan credible by showing that the proposed measures have been considered not only in terms of technical relevance, but also in terms of affordability, operational requirements and long-term resource implications.



Content

This section should address:

- the overall estimated budget for the implementation of the Local Action Plan;
- the main cost categories, such as studies and design, physical works, materials, equipment, services, training, communication, operation and management-related actions;
- staffing costs and human resources needed for implementation, including internal staff time, technical support, external expertise, coordination functions, administrative support or operational personnel;
- management and administrative costs, including coordination, procurement, authorisations, reporting, financial management, stakeholder engagement and interdepartmental cooperation;
- maintenance and operation costs needed to preserve the effectiveness of the measures over time, including routine maintenance, inspection, replacement, repair, cleaning, updating of procedures or long-term service arrangements;
- monitoring and evaluation costs, including data collection, repeated assessments through RNTool and RBTool where relevant, field surveys, technical checks, reporting and review activities;
- plan update costs, including periodic revision of priorities, recalibration of measures, update of datasets, adjustment of targets and integration of monitoring results into future planning cycles;
- the distinction between neighbourhood-scale and building-scale costs;
- where useful, the distinction between capital expenditure and operational or recurring expenditure;
- the main assumptions used to prepare the estimate, including quantities, unit costs, benchmark sources, comparable interventions, staffing assumptions, maintenance frequencies or planning-level approximations;
- any significant uncertainty or variability affecting the estimate, especially where costs depend on later design development, procurement outcomes, staffing availability, maintenance conditions or site-specific constraints.

Drafting note

This section should provide a reasoned planning-level estimate rather than an executive budget. It should describe the cost structure clearly enough to support prioritisation and funding discussions, without repeating the financing strategy of the next section. The estimate should maintain a performance-based approach. Costs should be linked to the expected function, performance target or resilience outcome of the measures, rather than to specific commercial products or predefined technical solutions. References to specific products should be avoided, unless strictly necessary and clearly justified in a later procurement or technical design phase. The budget should also cover the enabling and recurring costs that are often underestimated in adaptation planning, including staffing, management, maintenance, monitoring and future plan updates. This helps ensure that the Action Plan is financially realistic and that the proposed measures can remain effective over time.



Section 11: Financial scheme and funding resources

Purpose

Explain how the implementation of the Local Action Plan can be financed and assess its concrete financial feasibility. This section should move beyond a general list of possible funding opportunities and clarify how the budget estimated in Section 10 can realistically be covered through available, potential and still-to-be-activated resources.

The purpose is to distinguish clearly between three levels of financial readiness. First, the section should identify funds and resources that are already available, such as approved municipal budget lines, confirmed partner contributions, ongoing projects, allocated regional or national funds, or other secured resources. Second, it should identify potential funding sources that could be mobilised, such as regional, national or European programmes, climate adaptation funds, urban regeneration schemes, civil protection resources, utility contributions, private investment or co-financing mechanisms. Third, it should identify resources still to be activated, where further political decisions, funding applications, agreements, budget allocations, partnership commitments or administrative procedures are required.

This section should also explain the financial logic of implementation. It should clarify which measures or groups of measures can be implemented with already available funds, which depend on potential sources, and which require additional financial mobilisation before they can proceed. Where relevant, it should also indicate whether funding needs differ between neighbourhood-scale measures, building-scale measures, operational actions, training, communication, monitoring or maintenance.

The financial scheme should cover not only capital investment costs, but also the staffing and recurring costs needed to make the plan operational and sustainable over time. This includes coordination staff, municipal technical officers, administrative support, external expertise, management activities, operation, maintenance, inspections, monitoring, evaluation, data updates, repeated assessments and future plan updates. These costs should be explicitly considered, since the absence of dedicated resources for staffing and recurring activities may undermine implementation after the initial investment phase.

The section should also identify the actors expected to contribute financially or in kind, and clarify whether each contribution is confirmed, potential, under negotiation or still to be activated. This helps assess the real level of implementation readiness and makes visible any funding gaps, dependencies or financial risks that may affect delivery.

Content

This section should address:

- the overall financial logic of the Action Plan, indicating how the estimated budget may be covered through one or more funding streams, financial mechanisms or institutional commitments;
- the funds and resources already available, including municipal budget lines, approved investments, allocated regional or national funds, ongoing projects,



- confirmed partner contributions or other secured financial resources;
- the potential funding sources that may be mobilised, such as regional or national schemes, European programmes, climate adaptation funds, urban regeneration funds, energy-efficiency schemes, civil protection resources, utility contributions, private investment or other relevant instruments;
- the resources still to be activated, specifying where further political decisions, applications, agreements, budget allocations, co-financing arrangements or partnership commitments are required;
- the expected co-financing structure, indicating which actors may contribute financially and whether their contribution is confirmed, under negotiation or still hypothetical;
- the financial coverage of staffing needs, including coordination functions, technical staff, administrative support, external expertise, operational personnel and any additional human resources required for implementation;
- the financial coverage of recurring costs, including management, operation, maintenance, monitoring, evaluation, data updates, periodic reassessment and future plan revision;
- the possible use of complementary or innovative financial mechanisms, such as public-private partnerships, revolving funds, green finance instruments, performance-based mechanisms or combined funding packages;
- the phasing of financial resources over time in relation to the implementation sequence, distinguishing short-, medium- and long-term funding needs;
- the main financial assumptions, dependencies and uncertainties that may affect implementation, including timing of calls, eligibility rules, budget approval cycles, co-financing rates, staffing availability and long-term maintenance commitments;
- the conditions for long-term financial sustainability, including the capacity to cover operation, maintenance, replacement, monitoring, reassessment and periodic update costs after the initial implementation phase.

Drafting note

This section should explain practical financing pathways, not simply list possible funds. It should complement, but not duplicate, the budget estimation in Section 10.

The financial scheme should make a clear distinction between already available funds, potential funds and resources still to be activated. This distinction is important to assess whether the Action Plan is immediately implementable, partially funded or dependent on further financial mobilisation.

The section should also ensure that staffing and recurring costs are not treated as secondary elements. Coordination, administrative work, maintenance, monitoring and plan updates require dedicated resources and should be covered by the financial scheme to avoid implementation gaps after the initial investment phase.



Section 12: Monitoring, evaluation and learning

Purpose

Define the overall framework through which the implementation of the Local Action Plan and its results will be tracked, assessed and used for continuous improvement. This section should explain how progress will be monitored, how effectiveness will be evaluated, how evidence will be collected and updated, and how the plan can be revised over time in response to new information, changing risk conditions or implementation results.

The purpose is to ensure that the Local Action Plan does not remain a static document, but becomes part of an adaptive management process. Climate risks, exposure conditions, vulnerability factors, available resources and institutional priorities may change over time. For this reason, monitoring and evaluation should support periodic learning, reassessment and, where necessary, recalibration of objectives, measures, priorities and implementation arrangements.

This section should explicitly address data management as a core condition for effective monitoring. It should clarify how the databases used for monitoring and reassessment are structured, which datasets are already available, which data are missing or need improvement, and how information will be organised, stored, updated and made accessible to the actors responsible for follow-up. This includes input data, monitoring data, GIS layers, climate-risk maps, RNTool and RBTool outputs, field survey results, maintenance records and any other datasets used to assess progress over time.

The section should also identify responsibilities for data collection, validation and updating. For each key dataset or indicator, it should clarify which organisation, department, technical unit, service provider or external actor is responsible for providing, maintaining or updating the information. This is essential to ensure that monitoring is repeatable and that future reassessments are based on reliable and up-to-date evidence.

The section should define how measure-level monitoring will be connected to plan-level evaluation. Individual measures may be tracked through outputs such as completed works, installed systems, delivered training sessions, maintenance actions or communication activities. Plan-level evaluation should then assess whether these outputs are contributing to expected outcomes, such as reduced exposure, lower vulnerability, improved preparedness, better performance of urban systems or buildings, and progress towards the adaptation targets defined in Section 4.

The role of RNTool and RBTool should be made explicit in the follow-up process. Where feasible, repeated assessments should be used to compare the baseline situation with later conditions and to verify whether the expected improvements are being achieved. This can support evidence-based reporting, communication with stakeholders, political uptake and the refinement of future adaptation measures.

Monitoring and evaluation should also support learning and strategic recalibration. If monitoring shows that some measures are less effective than expected, that maintenance is insufficient, that new hotspots have emerged, that data are incomplete, or that



implementation barriers are slowing progress, the Action Plan should provide a basis for corrective action. This may include updating datasets, revising targets, adjusting measures, changing implementation priorities, strengthening maintenance arrangements or activating additional resources.

Overall, this section should make the Local Action Plan measurable, updateable and accountable. It should establish a practical system for tracking implementation, evaluating results, structuring and updating data, assigning responsibilities and using evidence to improve the plan over time.

Content

This section should address:

- the overall monitoring framework of the Local Action Plan, including indicators, data sources, responsibilities, reporting arrangements and review frequency
- the way in which measure-level monitoring introduced in Section 7 is consolidated into plan-level monitoring and assessment of overall progress
- the evaluation arrangements, including when interim and final evaluations may be carried out and which dimensions they should assess, such as implementation progress, effectiveness, relevance, efficiency or impact
- the role of RNTool and RBTool in follow-up, especially where repeated assessments are planned to compare changes in risk conditions over time
- the approach to learning and feedback, clarifying how evidence from monitoring and evaluation will be used to refine measures, update priorities, improve governance or support future plan revisions;
- the actors involved in monitoring, evaluation and learning, including internal teams, external experts and stakeholders involved in review processes.

Drafting note

This section should present monitoring, evaluation and learning as a practical adaptive-management framework. It should explain not only which indicators will be monitored, but also how data will be collected, structured, updated and used to support future decisions.

Monitoring should be directly linked to the objectives and targets defined in Section 4 and to the measures described in Section 6. The section should distinguish between implementation monitoring, which tracks whether planned activities have been carried out, and effectiveness evaluation, which assesses whether those activities are producing the expected improvements in risk reduction, resilience, preparedness or adaptive capacity.

Particular attention should be given to data management and database structure. The section should identify available datasets, relevant data gaps, update needs and responsibilities for data collection, validation and maintenance. This may include GIS layers, climate-risk maps, RNTool and RBTool outputs, field surveys, maintenance records and monitoring indicators.

The section should also clarify how monitoring results will be used for learning and



possible recalibration of the Action Plan. If measures are less effective than expected, if risk conditions change, or if new priorities emerge, the plan should allow for updated data, revised targets, adjusted measures or changes in implementation priorities.

The monitoring framework should remain proportionate to local capacity. It should be robust enough to support evidence-based decisions, but simple enough to avoid unnecessary administrative burden.



Section 13: Responsibilities, governance and reference stakeholders

Purpose

Clarify who is responsible for the implementation, coordination, monitoring and follow-up of the Local Action Plan, and define the governance arrangements needed to ensure that the plan can be effectively delivered. This section should identify the lead organisation, the main actors involved, their respective roles, and the coordination mechanisms required to manage implementation over time.

The purpose is to make the Action Plan operationally clear. After the measures, timeline, budget and monitoring approach have been defined, the plan should specify who is responsible for turning them into action. This includes responsibilities for technical preparation, approvals, procurement, implementation, operation, maintenance, communication, training, monitoring, data updating and future plan revision.

This section should also explain how coordination will be organised between different departments, authorities, agencies, service providers, partners and stakeholders. Climate adaptation measures often involve multiple sectors, such as urban planning, public works, environment, civil protection, health, mobility, building management, utilities and finance. Clear governance arrangements are therefore needed to avoid fragmented responsibilities and to ensure that decisions, resources and operational actions are aligned.

The section should identify both internal and external stakeholders relevant to the Local Action Plan. Internal stakeholders may include municipal departments, technical offices, elected representatives and administrative units. External stakeholders may include regional authorities, civil protection bodies, utilities, building owners, schools, health services, local businesses, community organisations, professional bodies, residents and vulnerable groups. Their role should be described according to their expected involvement, such as decision-making, technical support, implementation, maintenance, data provision, consultation, communication or monitoring.

This section should also support accountability. For each main responsibility, the plan should make clear who leads, who supports, who needs to be consulted, and who should be informed. Where responsibilities are shared, the governance structure should explain how coordination will be ensured and how possible conflicts, overlaps or gaps will be managed.

inally, this section should show whether existing governance structures can be used or strengthened, rather than creating unnecessary new bodies. Where possible, the Local Action Plan should build on established committees, interdepartmental groups, emergency-management structures, planning procedures, project partnerships or other coordination mechanisms already in place. This helps reduce administrative burden and supports the integration of the Action Plan into ordinary institutional processes.



Content

This section should address:

- the lead organisation or coordinating body responsible for the overall implementation and institutional coordination of the Local Action Plan;
- the main governance structure through which the Action Plan will be managed, such as a steering group, interdepartmental working group, coordination committee, technical task force or integration into an existing governance body;
- the roles and responsibilities of the main actors involved in implementation, distinguishing between political decision-making, technical coordination, administrative management, operational delivery, communication, maintenance and stakeholder engagement;
- the internal municipal departments or public bodies involved, such as urban planning, public works, environment, civil protection, mobility, social services, health, finance, procurement, maintenance or building management departments;
- the external actors involved in implementation or support, such as regional authorities, utilities, service providers, building owners, schools, health services, local businesses, community organisations, professional bodies, NGOs, research institutions or technical experts;
- the mode of involvement of each actor or stakeholder, clarifying whether they are responsible for decision-making, technical input, implementation, consultation, coordination, service provision, maintenance, communication, training or institutional support;
- the coordination mechanisms needed between actors, including regular meetings, reporting lines, decision-making procedures, technical coordination formats, interdepartmental exchanges or agreements between institutions;
- the distinction between lead actors and supporting actors for the main implementation areas, ensuring that each relevant activity or group of measures has an identifiable responsible body;
- the governance arrangements needed to manage cross-scale coordination between neighbourhood-scale and building-scale actions, especially where different owners, departments or service operators are involved;
- the mechanisms for stakeholder engagement during implementation, including how residents, vulnerable groups, local organisations, businesses or service users will be informed, consulted or involved in practical decisions;
- the use of existing governance structures, committees, emergency-management arrangements, planning procedures, project partnerships or administrative processes, where possible, to avoid creating unnecessary additional bureaucracy;
- any governance gaps, overlaps or coordination risks that may affect implementation, and the arrangements proposed to clarify responsibilities or improve cooperation.



Drafting note

This section should clarify who is responsible for what and how coordination will work in practice. It should focus on governance, roles, institutional arrangements and stakeholder involvement during implementation.

It should not duplicate Section 12. Detailed monitoring indicators, database structures, data availability, responsibility for data updating, evaluation procedures and learning mechanisms should be addressed in Section 12. In this section, references to monitoring should be limited to identifying which actors are institutionally responsible for participating in follow-up or decision-making processes.

The governance structure should be practical and proportionate. Where existing structures can be used, the Action Plan should build on them rather than creating parallel bodies. The objective is to make implementation accountable, coordinated and realistic.



Section 14: Partnerships

Purpose

Describe the partnership framework supporting the Local Action Plan and explain the added value of each partner for implementation, monitoring, communication, training, funding mobilisation and long-term uptake. This section should clarify why cooperation between different organisations is needed and how each partner contributes to the feasibility and effectiveness of the Action Plan.

The purpose is not to repeat the governance structure or responsibility allocation already described in Section 13. Instead, this section should focus on the strategic and operational contribution of the partnership: what each partner brings in terms of mandate, expertise, data, resources, local knowledge, technical capacity, financial contribution, implementation capacity, stakeholder access or institutional support.

Climate adaptation at neighbourhood and building scale often requires cooperation between different types of actors, such as municipalities, regional authorities, technical agencies, civil protection bodies, utilities, building owners, research institutions, professional organisations, community groups, service providers and private actors. This section should explain how these actors work together to strengthen the delivery and long-term sustainability of the Local Action Plan.

Where possible, the section should build on existing cooperation structures, such as project partnerships, interdepartmental agreements, memoranda of understanding, regional coordination platforms, civil protection arrangements, planning procedures or previous collaboration frameworks. The aim is to avoid unnecessary duplication and to use existing partnership mechanisms as a basis for implementation.

The section should also clarify whether the partnership is expected to evolve over time. Additional partners may need to be involved during detailed design, funding applications, procurement, implementation, maintenance, monitoring, communication, training or upscaling. This helps ensure that the partnership remains flexible and adequate throughout the full implementation cycle.

Content

This section should address:

- the core partners supporting the Local Action Plan and their general role in the partnership;
- the added value of each partner, specifying their contribution in terms of mandate, technical expertise, operational capacity, data provision, funding, stakeholder engagement, communication, training, maintenance or institutional support;
- the relevance of the partnership to the type of measures proposed, including neighbourhood-scale actions, building-scale interventions, emergency-preparedness measures, monitoring activities, communication actions or training activities;
- the distinction between partners already involved and additional partners that may



need to be activated during later implementation phases;

- existing cooperation frameworks that support the partnership, such as project structures, agreements, protocols, interdepartmental groups, regional coordination mechanisms, civil protection networks or previous collaboration experience;
- the contribution of partners to funding mobilisation, co-financing, in-kind resources, technical support or access to external programmes, where relevant;
- the contribution of partners to data provision, interpretation of climate-risk information, use of local databases, monitoring activities or future reassessment, without duplicating the detailed data-management arrangements described in Section 12;
- the contribution of partners to stakeholder engagement, public communication, training or capacity-building activities;
- the possible evolution of the partnership over time, including the involvement of additional actors for design, procurement, implementation, maintenance, monitoring, replication or upscaling;
- any partnership gaps or missing competences that may need to be addressed to ensure effective implementation.

Drafting note

This section should explain why the partnership is useful and how it strengthens implementation. It should not simply list organisations, nor should it duplicate the governance and responsibility structure described in Section 13.

Section 13 should clarify who is responsible for what and how coordination is organised. Section 14 should explain the added value of cooperation: why each partner is involved, what it contributes, and how the partnership increases the technical, financial, institutional or social feasibility of the Action Plan.

The partnership description should remain practical and proportionate. Where existing cooperation structures can be used, they should be highlighted as a way to reduce administrative burden and support continuity beyond the project phase.



Section 15: Training and capacity building

Purpose

Describe the training and capacity-building actions needed to support the implementation, operation and long-term effectiveness of the Local Action Plan. This section should explain how the different actors involved in climate adaptation, risk management, planning and local implementation will be prepared to understand the risks addressed by the plan, use the available evidence, apply the proposed measures and respond effectively to climate-related events.

The purpose is to ensure that the Local Action Plan is not only technically sound, but also usable by the people and organisations responsible for putting it into practice. Adaptation measures may require new knowledge, technical skills, operational procedures, coordination routines or behavioural responses. Training is therefore an essential component for transforming the plan into practical action.

The section should address a broad range of target groups. Training should also involve municipal technical officers, administrative staff, professionals, local practitioners, planners, designers, engineers, architects, civil protection actors, service providers, utilities, maintenance teams, building managers, schools, community organisations and vulnerable groups, where relevant.

Particular attention should be given to professionals, municipal technical officers and local practitioners involved in planning and in the use of climate data. These actors may need to interpret climate-risk maps, GIS layers, datasets, monitoring information, RNTool and RBTool outputs and other evidence used for diagnosis, target setting, measure selection and future reassessment. Strengthening their capacity helps improve the quality of planning decisions and supports the integration of climate adaptation into ordinary local practices.

The purpose is also to improve preparedness and response capacity. For hazards such as extreme heat, flooding, storms or service disruption, training can help crisis management teams, municipal departments, service operators and citizens understand roles, procedures, warning systems, communication channels and appropriate behaviours before, during and after extreme events.

Content

This section should address:

- the objectives of the training programme, such as improving preparedness, strengthening coordination, increasing operational readiness, supporting evidence-based planning, improving the use of climate data or building awareness of climate-related risks and response measures;
- the target groups for training, including crisis management teams, municipal departments, technical staff, municipal technical officers, urban planners, architects, engineers, local practitioners, civil protection actors, utilities, first responders, school communities, residents and specific vulnerable groups;
- professionals and local practitioners involved in spatial planning, urban design, building



- retrofit, infrastructure management, emergency planning, maintenance, environmental assessment, climate adaptation and implementation of local strategies;
- municipal technical officers and administrative staff involved in the preparation, approval, implementation, monitoring or updating of plans, projects, procedures and investments related to climate adaptation;
 - actors involved in the collection, interpretation and use of climate data, including staff working with GIS layers, climate-risk maps, local databases, monitoring data, RNTool and RBTool outputs or other datasets supporting diagnosis and decision-making;
 - the types of training envisaged, such as workshops, seminars, technical sessions, simulations, drills, tabletop exercises, e-learning modules, peer-learning activities, school activities or public information sessions;
 - the thematic focus of the training actions, for example heat-health preparedness, flood procedures, emergency response, maintenance of adaptation measures, early warning, use of climate data, interpretation of risk maps, application of RNTool and RBTool, monitoring procedures or behavioural guidance during extreme events;
 - the links with existing emergency-management, civil protection, planning, technical training or institutional coordination frameworks, where relevant;
 - the expected results of the training programme, such as strengthened preparedness, improved coordination, tested procedures, improved use of climate data, increased technical capacity, shared interpretation of risk information, behavioural readiness or number and profile of participants reached

Drafting note

This section should explain why training is needed and how it supports the Local Action Plan. It should not duplicate the communication strategy for the wider population, which is addressed separately in Section 16.

Training should be designed for both operational preparedness and technical capacity-building. In addition to crisis management teams and citizens, the plan should involve professionals, municipal technical officers and local practitioners who contribute to planning, implementation, monitoring and the interpretation of climate data. This helps ensure that the Action Plan can be understood, applied and updated by the actors responsible for turning climate-risk evidence into practical decisions.



Section 16: Communication towards population and institutions

Purpose

Explain how the Local Action Plan will be communicated to citizens, stakeholders and institutions in order to support awareness, acceptance, participation and long-term ownership. This section should clarify how information on climate risks, proposed measures, expected benefits and required behaviours will be made understandable and accessible to the different target audiences affected by or involved in the plan.

The purpose is to ensure that communication is treated as an operational component of implementation, not only as a final dissemination activity. Effective communication can help residents, users, local organisations and institutions understand why the plan is needed, which risks it addresses, how the proposed measures will improve resilience, and what role different actors may have in supporting implementation, preparedness and maintenance over time.

This section should also support transparency and trust. Climate adaptation measures may affect public spaces, mobility, buildings, services, maintenance routines or emergency procedures. For this reason, the plan should explain how decisions will be communicated, how expected impacts and benefits will be presented, and how possible concerns, questions or resistance from local stakeholders will be addressed.

Communication should also contribute to behavioural preparedness. For hazards such as extreme heat, flooding, storms or service disruption, the effectiveness of the Action Plan may depend not only on physical or organisational measures, but also on the ability of residents, building users, service operators and institutions to understand risks and adopt appropriate behaviours before, during and after extreme events.

The section should distinguish between communication towards the population and communication towards institutions. Communication towards the population should focus on awareness, accessibility, practical guidance, protection of vulnerable groups and acceptance of the proposed measures. Communication towards institutions should support coordination, political uptake, integration into existing strategies and alignment between departments, service providers and decision-makers.

Particular attention should be given to vulnerable or hard-to-reach groups. The plan should indicate, where relevant, whether tailored communication tools, simplified messages, accessible formats, multilingual materials, local intermediaries or community-based channels are needed to ensure that risk information and adaptation guidance reach the people most exposed or least able to respond.

Finally, this section should help connect communication with monitoring and learning. Feedback received from citizens, stakeholders and institutions can provide useful information on implementation barriers, perceived benefits, maintenance issues, usability of measures and emerging needs. Communication should therefore support not only one-way information, but also dialogue, feedback collection and continuous improvement of the Local Action Plan.



Content

This section should address:

- the communication objectives of the Local Action Plan, such as informing the population, explaining risks, supporting acceptance of measures, encouraging appropriate behaviours or strengthening institutional commitment
- the target audiences, including residents, building users, vulnerable groups, local organisations, elected representatives, technical bodies, partner institutions and other relevant stakeholders
- the key messages to be communicated, such as the rationale of the plan, the risks addressed, the benefits of the proposed measures, the role of institutions and the contribution expected from users or communities
- the communication tools and channels to be used, such as public meetings, local media, websites, printed materials, social media, signage, exhibitions, school activities or institutional briefings
- any specific communication arrangements for hard-to-reach, vulnerable or priority groups
- the way in which communication supports implementation, participation, behavioral preparedness, transparency and long-term effectiveness.

Drafting note

Communication should be treated as an implementation component, not as a generic dissemination activity. This section should not restate the training programme in detail, except where the two are explicitly linked.



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

Purpose

Show how the Local Action Plan fits within the wider policy and planning framework and how it can be recognised, adopted or integrated into existing instruments. The plan should not duplicate existing strategies, plans or programmes. Its role is to operationalise them by translating strategic objectives into concrete, place-based adaptation measures, responsibilities, timelines, budgets and monitoring arrangements.

Content

This section should address:

- the existing strategies, plans and programmes relevant to the Local Action Plan, including spatial planning instruments, urban plans, land-use plans, emergency and civil protection plans, Sustainable Energy and Climate Action Plans (SECAPs) where available, regional adaptation strategies, local climate strategies, sectoral plans, risk-management frameworks, health strategies, green infrastructure programmes and other relevant policy documents;
- the way in which the Local Action Plan contributes to, complements and operationalises the objectives of those instruments, specifying which strategic goals, planning provisions, risk-management priorities or adaptation commitments are translated into practical implementation actions;
- the relationship with spatial planning and urban planning instruments, clarifying how the proposed measures may support land-use decisions, urban regeneration processes, public-space planning, green and blue infrastructure development, building-scale interventions or future plan revisions;
- the relationship with emergency plans and civil protection arrangements, explaining how the Local Action Plan may support preparedness, response capacity, protection of vulnerable groups, continuity of services, risk communication or coordination with crisis management teams;
- the relationship with the SECAP, where available, clarifying how the Local Action Plan supports the implementation of its adaptation component and contributes to making SECAP objectives more operational, measurable and territorially specific;
- the relationship with regional adaptation strategies and regional or local policy frameworks, clarifying how the Action Plan aligns with higher-level objectives and can help translate them into concrete interventions at neighbourhood and building scale;
- the forms of political or administrative uptake needed to support implementation, such as formal approval, endorsement by relevant departments, inclusion in planning instruments, integration into investment programmes, alignment with emergency procedures or allocation of budget lines;
- the connections with ongoing or planned projects, investments or programmes



that may create synergies or strengthen implementation;

- where relevant, the potential for replication, mainstreaming or upscaling beyond the pilot area, including the possible use of the Action Plan as a model for integrating adaptation into ordinary planning and implementation processes.

Drafting note

This section should demonstrate policy coherence and uptake pathways. It should not repeat governance details or financing arrangements except where they are directly linked to formal integration mechanisms.

The Local Action Plan should be presented as an operational bridge between existing strategies and concrete implementation. It should avoid creating a parallel strategic document where sufficient strategies already exist. Instead, it should clarify how the objectives and priorities set by SECAPs, spatial planning instruments, emergency plans, urban plans, regional adaptation strategies and other relevant frameworks are translated into specific measures, resources, responsibilities and monitoring procedures.

Where existing strategies or plans are already in place, the section should explicitly reference them and explain how the Local Action Plan supports their implementation. Where such instruments are missing or incomplete, the section may indicate how the Action Plan can provide evidence, targets or practical measures that could inform future updates.



Section 18: Risk analysis and key assumptions for implementation

Purpose

Identify the main factors that could affect implementation and clarify the assumptions on which the Local Action Plan depends. This section should provide a realistic view of the technical, financial, institutional, administrative and operational risks that may influence delivery, effectiveness and long-term continuity.

Content

This section should address:

- the main implementation risks that could affect the delivery of the Local Action Plan, including technical, financial, institutional, administrative, social, environmental, operational or timing-related risks;
- insufficient staffing capacity, where the organisations responsible for implementation may not have enough internal staff, technical officers, administrative personnel or operational teams to coordinate, implement, monitor or maintain the planned measures;
- lack of data availability, where essential datasets, climate-risk maps, monitoring information, GIS layers, baseline data or updated local information are missing, fragmented, inaccessible or not regularly updated;
- fragmented governance, where responsibilities are split across several departments, authorities, agencies, service providers or stakeholders without clear coordination mechanisms, shared decision-making procedures or agreed operational roles;
- limited political uptake, where the Action Plan is not formally recognised, endorsed, integrated into existing planning instruments, linked to investment decisions or supported by the relevant political and administrative bodies;
- lack of funding, where financial resources are insufficient, uncertain, delayed or not aligned with the implementation timeline, including risks related to the coverage of staffing, management, maintenance, monitoring and recurring costs;
- excessive complexity of the final plan, where the document becomes too detailed, difficult to use or disconnected from daily administrative and political decision-making, reducing its practical usability and likelihood of implementation;
- the causes and possible consequences of each risk for delivery, quality, timing, cost, effectiveness, maintenance, monitoring or political acceptance;
- where useful, an indication of the relative significance, likelihood or urgency of the identified risks;
- the mitigation, contingency or adaptation measures that could reduce the probability or impact of those risks, such as simplifying the plan structure, clarifying responsibilities, securing political endorsement, activating funding sources, strengthening interdepartmental coordination, improving data-sharing arrangements or mobilising external technical support;



- the key assumptions underpinning the Local Action Plan, such as continuity of political support, institutional cooperation, funding availability, staffing capacity, data access, stakeholder acceptance, administrative feasibility, regulatory stability and long-term maintenance commitment;
- the conditions under which implementation sequencing, phasing, scope or governance arrangements may need to be revised.

Drafting note

This section should provide a realistic implementation-risk picture without becoming excessively speculative. It should complement, not duplicate, the broader monitoring and learning framework of Section 12.

The risk analysis should explicitly consider the operational conditions required for implementation. In addition to technical uncertainties, it should assess whether the plan can be delivered with the available staffing capacity, administrative structures, data systems, funding resources and political support.

Particular attention should be paid to risks that may prevent the Action Plan from being used in practice, such as fragmented governance, lack of funding, insufficient data availability or excessive complexity. Where these risks are present, the section should briefly indicate how they can be managed, for example by simplifying the final plan, focusing on priority measures, assigning clear responsibilities, linking the plan to existing strategies and budgets, and defining realistic implementation phases.



Section 19: Annexes of the Local Adaptation Plan

Purpose

The annexes of the Local Adaptation Plan are intended to provide evidence, detailed technical information and background materials that support the content of the plan without overloading its main body. The annexes should be used to document the analytical, technical, financial and participatory basis of the plan, ensuring that the main document remains concise, readable and operational.

Content

The suggested annexes are:

- **Annex A – Maps and spatial documentation**

This annex should include maps of the urban zone and, where relevant, the location of the building or buildings covered by the plan. It should also include climate risk maps, where available, as supporting material for the diagnosis. These may include maps showing hazard distribution, exposure, vulnerability, risk hotspots, critical buildings, sensitive public spaces, vulnerable infrastructures, intervention areas or the spatial concentration of priority risk conditions. The annex may also include spatial representations of exposed elements, vulnerable areas, relevant urban or environmental features and the location of proposed adaptation measures.

- **Annex B – Detailed ex-ante RNTTool / RBTool outputs, input data and data assumptions**

This annex should report the detailed results of the initial climate risk assessment carried out before the definition of the adaptation measures. It provides the technical basis for identifying the main risks, priorities and adaptation needs at neighbourhood and/or building scale. It should also include the input data used for the assessment, the related data sources, the structure of the databases used, key assumptions made during data processing, data-quality limitations, proxy data used where direct data were not available, and any methodological choices needed to make the assessment transparent and reproducible.

- **Annex C – Detailed ex-post RNTTool / RBTool outputs**

This annex should include the detailed results of the assessment carried out after the definition of the adaptation measures. It allows comparison with the ex-ante situation and supports the evaluation of the expected risk reduction and effectiveness of the proposed adaptation scenario. Where relevant, it may also include before-after tables, updated maps, score comparisons and assumptions used to estimate the expected effects of the measures.

- **Annex D – Budget calculation sheets and technical assumptions**

This annex should provide the cost estimates, calculation sheets, technical assumptions and any supporting information used to define the budget of the proposed measures. It should make the financial basis of the plan transparent and



traceable. In addition to assumptions related to physical works, materials, equipment and services, it should include assumptions on staffing, management, maintenance, monitoring, recurring costs and future plan update costs. Where relevant, it should clarify the calculation basis for staff time, external expertise, maintenance frequency, inspection needs, replacement cycles, data updates and repeated assessments.

- **Annex E – Stakeholder engagement and communication records**

This annex should collect relevant supporting materials related to participation, training and communication activities, such as stakeholder engagement records, meeting minutes, attendance lists, training materials, consultation outputs, communication products, evidence of institutional coordination or records of feedback received during the preparation of the plan.

- **Drafting note**

Only materials that are useful for understanding, verifying or implementing the Local Adaptation Plan should be included as annexes. The main body of the plan should remain concise and readable, while detailed evidence, calculations and supporting documents should be placed in the annexes. Each annex should be clearly referenced in the relevant sections of the plan.

The annexes should support transparency and reproducibility without creating unnecessary administrative burden. Climate risk maps, input datasets, database assumptions, cost calculation sheets and assumptions on staffing, maintenance and recurring costs should be included where they are available and relevant to justify the diagnosis, the proposed measures, the budget estimate and the implementation feasibility of the plan.



3. Use of the SuPeRBE Climate Adaptation System for developing a Local Adaptation Plan

The SuPeRBE Local Adaptation Plan is developed through the integrated use of the SuPeRBE Climate Adaptation System, which provides the methodological, analytical, decision-support, digital and training components needed to translate climate adaptation strategies into operational actions at neighbourhood and building scale.

The SuPeRBE Climate Adaptation System supports local authorities, technical teams and stakeholders throughout the whole planning process: from the assessment of the current climate risk situation, to the definition of adaptation targets, the selection and prioritisation of measures, the assessment of expected improvements, the organisation of implementation, and the monitoring of results over time.

The system is composed of four main components:

- RBE-CE Assessment System, implemented in the Platform
- SuPeRBE Decision Making model
- SuPeRBE Platform
- SuPeRBE Training System.

These components are not intended to produce separate outputs, but to work together as a coherent operational framework for preparing the different sections of the Local Adaptation Plan.

3.1 Role of the RBE-CE Assessment System

The RBE-CE Assessment System provides the evidence-based analytical foundation of the Local Adaptation Plan. It supports the assessment of climate risk at two complementary scales:

- RNTool-CE, for the neighbourhood scale
- RBTool-CE, for the building scale.

The assessment system allows local teams to identify the vulnerability conditions that may increase climate risk of exposed urban systems and building components. The results of the assessment provide quantitative and qualitative evidence that can be used to define priorities, establish measurable adaptation targets, select suitable measures and assess the expected reduction of risk after implementation.

The RBE-CE Assessment System is used mainly to support:

- description of the local situation
- ex-ante diagnosis of current climate risk



- the definition of adaptation targets
- the identification of measures linked to specific risk drivers
- the ex-post assessment of expected improvements
- the monitoring and reassessment of climate resilience over time.

The outputs of RNTool and RBTool should be used in the main body of the Local Adaptation Plan in a selective and interpretative way. Detailed calculation sheets, full assessment outputs, maps, databases and technical assumptions should be included in the annexes.

3.2 Role of the SuPeRBE Decision Making model

The SuPeRBE Decision Making model supports the transition from climate risk assessment to the definition of an implementable adaptation pathway. It helps local teams move from diagnosis to action by structuring the decision process around clear objectives, measurable targets, alternative or complementary measures, expected impacts, implementation feasibility and monitoring needs.

The model supports the development of the Local Adaptation Plan through the following logical steps:

- understanding the local context and the current risk situation
- identifying the most relevant hazards, exposed elements and vulnerabilities
- defining climate adaptation objectives and performance targets
- selecting adaptation measures or packages of measures
- estimating the expected risk reduction and residual risks
- organising the implementation process
- identifying responsibilities, resources, partnerships and financing needs
- defining monitoring, evaluation and learning mechanisms.

The Decision Making model is particularly relevant for ensuring that the Local Adaptation Plan remains operational and implementation-oriented. It helps avoid a purely descriptive plan by connecting each priority risk to a target, each target to one or more measures, each measure to implementation conditions, and each expected impact to monitoring indicators.

3.3 Role of the SuPeRBE Platform

The SuPeRBE Platform provides the digital environment supporting the application of the RBE-CE Assessment System and the development of the Local Adaptation Plan. It can support data organisation, assessment procedures, result visualisation and comparison between ex-ante and ex-post scenarios.

The platform can be used to:



- support the assessment of exposure, vulnerability and risk conditions
- visualise assessment results
- compare current and expected future risk situations
- set adaptation targets
- compare alternative adaptation measures to identify the optimal scenario
- facilitate future monitoring and reassessment cycles.

The SuPeRBE Platform should therefore be considered as a technical support tool for producing and documenting the evidence used in several sections of the Local Adaptation Plan. It is especially relevant for Sections 3, 4, 6, 7 and 12, where quantitative assessment, performance targets, expected impacts and monitoring are addressed.

3.4 Role of the SuPeRBE Training System

The SuPeRBE Training System supports the capacity-building dimension of the Local Adaptation Plan. It is intended to help local authorities, technical officers, professionals, crisis management teams, stakeholders and, where appropriate, citizens understand and use the SuPeRBE approach.

The Training System can support the:

- understanding of climate risk concepts and the RBE-CE methodology
- use of RNTTool-CE and RBTool-CE
- interpretation of assessment results
- translation of assessment outputs into adaptation targets and measures
- development of implementation, monitoring and communication capacities
- preparation of training actions addressed to municipal staff, crisis management teams and the population.

The Training System is particularly relevant for the sections of the Local Adaptation Plan dealing with governance, training, communication, monitoring and political uptake. It helps ensure that the plan is not only technically sound, but also understood, accepted and usable by the actors responsible for implementation.

3.5 Use of the SuPeRBE Climate Adaptation System

The following table indicates how the different components of the SuPeRBE Climate Adaptation System can support the preparation of each section of the Local Adaptation Plan.

Section	SuPeRBE Platform:	Decision Making Model	Training System
Introductory section	Provides basic reference to the assessment framework used for the plan, where relevant.	Helps frame the general purpose and intervention logic of the plan.	Not directly used, unless training activities are already part of the plan



Section	SuPeRBE Platform:	Decision Making Model	Training System
			context.
Section 1 – Overview of the intervention	Supports the identification of hazards and exposed elements.	Helps summarise the intervention rationale and the link between risks, objectives and adaptation measures.	May support a concise reference to capacity-building needs, where relevant.
Section 2 – Local situation	Supports the collection, organisation and interpretation of contextual data, maps, datasets and baseline information used for RNTool and RBTool.	Helps identify which contextual factors are relevant for adaptation decisions and implementation feasibility.	Supports understanding of local data, climate-risk concepts and the use of existing information sources.
Section 3 – Diagnosis: current risk situation	Provides the ex-ante risk assessment through RNTool and RBTool, including risk values, hotspots, exposure, vulnerability, climate-risk maps and aggregated results.	Helps interpret the diagnosis and identify the main risk drivers and priority issues for action.	Supports technical capacity to read, interpret and communicate assessment outputs and climate-risk information.
Section 4 – Climate adaptation targets	Provides the indicators, criteria, Risk Categories and baseline values used to define measurable targets.	Supports the translation of diagnosis results into adaptation objectives and performance targets.	Supports the understanding and use of targets by local authorities, technical officers and stakeholders.
Section 5 – Main beneficiaries	Supports the identification of exposed groups, vulnerable users, affected services, functions and assets.	Helps connect beneficiaries with priority risks, expected benefits and adaptation objectives.	Supports awareness-raising and capacity-building for priority groups and institutions.
Section 6 – Identified measures, expected impacts, monitoring approach and reference implementation horizon	Provides the link between proposed measures and the RNTool/RBTool criteria or indicators expected to improve.	Plays a central role in identifying, comparing and selecting the most suitable adaptation package, considering expected impact, feasibility, resources, maintenance and implementation horizon.	Supports the identification of training needs related to the selected measures, their operation and their maintenance.
Section 7 – Risk situation after implementation of adaptation measures	Supports the ex-post assessment through updated RNTool/RBTool results, expected score improvements, before-after comparisons and	Helps assess whether the selected adaptation package is coherent with the targets and whether residual risks require further action.	Supports interpretation and communication of expected improvements and residual risks.



Section	SuPeRBE Platform:	Decision Making Model	Training System
	residual risk analysis.		
Section 8 – Operational implementation	Provides supporting information on data, tools and assessment outputs needed during implementation.	Helps translate the selected adaptation package into operational activities, work packages, responsibilities, resources and enabling steps.	Supports training of actors involved in implementation, including municipal staff, practitioners, service providers and operational teams.
Section 9 – Timescale and milestones	May provide reference points for reassessment cycles and data update moments.	Supports the sequencing of implementation phases, milestones, decision points and dependencies.	Supports planning of training activities in relation to implementation phases and milestones.
Section 10 – Budget estimation	Provides assessment-related assumptions and quantitative outputs that may support budget estimation.	Helps structure cost assumptions by measure, scale, implementation phase, staffing, maintenance, monitoring and update needs.	Supports the estimation of costs related to training, capacity-building and technical support.
Section 11 – Financial scheme and funding resources	May support evidence-based justification for funding applications through quantified risk and expected improvement results.	Helps connect the selected adaptation package with available funds, potential funds, resources to be activated and financial feasibility.	Supports the identification of resources needed for training and long-term capacity-building.
Section 12 – Monitoring, evaluation and learning	Provides the basis for repeated RNTool/RBTool assessments, data management, database updating, monitoring indicators and comparison between baseline and updated risk conditions.	Supports the use of monitoring results for learning, strategy recalibration and future adjustment of measures or targets.	Supports continuous learning, technical capacity-building and training updates based on monitoring results.
Section 13 – Responsibilities, governance and reference stakeholders	Helps identify actors responsible for data provision, assessment inputs and use of platform outputs, without duplicating monitoring details.	Supports the clarification of governance roles, responsibilities, coordination needs and implementation accountability.	Supports the identification of actors requiring training to fulfil their governance or implementation roles.
Section 14 – Partnerships	Supports partner contributions related to data provision, technical knowledge, assessment support and platform use.	Helps clarify the added value of partners in implementing and supporting the selected adaptation package.	Supports partner involvement in training, capacity-building, stakeholder engagement and knowledge transfer.



Section	SuPeRBE Platform:	Decision Making Model	Training System
Section 15 – Training with crisis management teams and the population	Provides technical content for training on RNTool, RBTool, assessment results and monitoring data.	Helps identify training priorities linked to the selected adaptation package and implementation needs.	Main component used in this section. Defines target groups, training contents, formats and expected capacity-building results.
Section 16 – Communication towards population and institutions	Provides indicators, assessment summaries and visual outputs that can support communication.	Helps define key messages based on risks, selected measures, expected benefits and residual risks.	Supports communication-oriented training and awareness activities for institutions, citizens and stakeholders.
Section 17 – Political uptake and link with existing strategies, plans and programmes	Provides evidence to support integration into SECAPs, urban plans, emergency plans, regional adaptation strategies and other policy instruments.	Helps show how the Local Adaptation Plan operationalises existing strategies through a selected adaptation package.	Supports institutional capacity to integrate the plan into existing policy and planning frameworks.
Section 18 – Risk analysis and key assumptions for implementation	Helps identify risks related to data availability, assessment uncertainty and future update needs.	Supports the identification of implementation risks, assumptions, dependencies, feasibility issues and mitigation options.	Supports mitigation of capacity-related risks through targeted training and knowledge transfer.
Section 19 – Annexes to the Local Adaptation Plan	Provides detailed RNTool/RBTool outputs, input data, data sources, maps, database assumptions and technical evidence.	Provides supporting documentation on adaptation package selection, assumptions, feasibility and decision-making steps.	Provides training materials, capacity-building records, stakeholder learning outputs and communication products.



4. Use of the guidelines for a concept-level Local Adaptation Plan

This chapter explains how the guidelines can be used when the Local Adaptation Plan is developed at concept level. A concept-level plan is a preliminary version of the Local Adaptation Plan that defines the strategic and operational direction of adaptation, without yet reaching the level of detail required for full implementation, procurement, executive design or formal budgeting.

The concept-level plan should provide a clear and evidence-based framework for decision-making. It should identify the main climate risks, the priority areas for intervention, the expected adaptation objectives, the preliminary package of measures, the main implementation conditions and the resources that may be required. However, it may rely on indicative data, preliminary estimates, qualitative assessment, available datasets and expert judgement where detailed design information is not yet available.

The purpose of using the guidelines at concept level is therefore to support early-stage planning, political discussion, stakeholder engagement and funding preparation. It helps local authorities and partners move from climate-risk diagnosis to a structured adaptation pathway, while keeping the document proportionate, flexible and open to later refinement.

4.1 How to use the guideline at concept level

In the context of these guidelines, a concept-level Local Adaptation Plan is a preliminary planning document that defines the intended adaptation strategy for a specific area and, where relevant, for selected buildings, based on the best available information at the time of preparation.

At concept level, the plan should at least clarify:

- what area and building(s) are concerned;
- which climate hazards and risks are considered priorities;
- which existing strategies, plans, datasets and climate-risk information are used as a basis;
- which adaptation objectives and preliminary targets are proposed;
- which types of adaptation measures are considered appropriate;
- what level of improvement is expected;
- which actors, resources and implementation conditions are likely to be needed;
- which uncertainties, assumptions and further studies must be addressed in later phases.

A concept-level plan is not an executive implementation plan. It does not need to provide



final technical designs, detailed cost calculations, procurement specifications, definitive maintenance contracts or complete monitoring protocols. Instead, it should define a robust intervention logic and identify the information, decisions and resources needed to move towards implementation.

When the Local Adaptation Plan is developed at concept level, all sections of the guideline may still be used, but the level of detail should be adjusted. The plan should focus on the essential information needed to justify the adaptation pathway and support future decisions. Detailed tables may be completed with preliminary information, assumptions, ranges or indications of further work required.

The following principles should guide the use of the template at concept level:

- use available information first, including existing plans, SECAPs where available, urban plans, emergency plans, regional adaptation strategies, climate-risk maps, GIS datasets, local studies and municipal databases;
- avoid creating unnecessary new reporting obligations or excessive administrative burden;
- distinguish clearly between confirmed information, preliminary assumptions and information still to be developed;
- focus on priority risks, priority areas and priority measures rather than trying to cover every possible issue in detail;
- use qualitative or semi-quantitative assessment where full RNTool or RBTool reassessment is not yet available;
- provide indicative costs and resource needs rather than final budgets;
- identify enabling steps, data gaps, governance needs and funding opportunities that must be addressed in the next planning phase;
- keep the document concise, readable and useful for decision-makers and technical teams.

4.2 Recommended level of detail by section

At concept level, the Local Adaptation Plan should remain concise and strategic-operational, relying on strong technical basis because the RNTool and RBTool assessments have been applied. The plan should therefore use the available ex-ante diagnosis, target-setting information and concept-level ex-post assessment to define a credible adaptation pathway, while keeping technical details, full calculations and extensive datasets in the annexes.

Introductory section

The introductory section should identify the pilot area, lead organisation, related strategy or planning framework, preparation status and whether buildings are included.

Section 1: Overview of the intervention

This section should provide a concise overview of the intervention concept. It should



identify the area and building scope, the main hazards addressed, the principal exposed elements and the overall intervention logic.

Section 2: Local situation

This section should summarise the local baseline using the existing information sources, datasets, maps, databases and planning documents used to support the RNTool and RBTool assessment. Its role is to explain the local context needed to understand the diagnosis, including spatial, climatic, socio-economic, institutional and administrative conditions.

Section 3: Diagnosis – current risk situation

This section should present the main results of the RNTool and RBTool ex-ante diagnosis. It should include the hazards assessed, the assessment perimeter, the relevant Risk Category-level results, aggregated scores, hotspots, vulnerable areas, critical buildings, exposed groups and affected functions. Climate risk maps should be included or referenced where available. At concept level, the focus should be on interpreting the most relevant results rather than reproducing the full assessment.

Section 4: Climate adaptation targets

This section should use RNTool and RBTool criteria, indicators and Risk Categories to define preliminary but measurable adaptation targets. Targets may be quantitative where assessment values are available, for example expected improvement in specific criteria, Risk Categories, hazard scores or aggregated performance. Where precise values are not yet politically or technically confirmed, the section may define target ranges or intended directions of improvement, clearly linked to the RNTool and RBTool framework.

Section 5: Main beneficiaries

This section should identify the groups, services, functions and assets expected to benefit from the adaptation concept. The identification should be based on the ex-ante diagnosis, especially the exposed and vulnerable groups, hotspots, critical services and affected urban or building functions identified through RNTool and RBTool. The description can remain qualitative, but should clearly explain who benefits and how.

Section 6: Identified measures, expected impacts, monitoring approach and reference implementation horizon

This section should describe the concept-level adaptation package assessed through RNTool and RBTool. Measures may still be presented as measure types or preliminary measure packages rather than final technical solutions. For each measure or package, the section should indicate the targeted risk, expected impact, related RNTool/RBTool criteria, operational feasibility, required resources, management or maintenance needs, implementation horizon and basic monitoring approach. The description should remain performance-based and should avoid references to specific commercial products.



Section 7: Risk situation after implementation of adaptation measures

This section should present the concept-level ex-post assessment carried out through RNTool and RBTool. It should compare the ex-ante and expected ex-post situations, focusing on the criteria, Risk Categories, hazards, hotspots, exposed groups and building or neighbourhood dimensions affected by the adaptation package. It should highlight expected improvements, stable conditions, limited changes and residual risks. Full ex-post calculation sheets should be placed in the annexes.

Section 8: Operational implementation

This section should identify the main operational steps needed to move from the concept-level adaptation package to implementation. It should define preliminary work packages, lead and supporting actors, staffing needs, administrative capacity, operational resources, dependencies and enabling steps. Since the package has been assessed only at concept level, this section should also identify what must be refined in later design, approval, procurement or implementation phases.

Section 9: Timescale and milestones

This section should provide an indicative implementation roadmap. It should sequence the transition from concept approval to further design, funding mobilisation, procurement, implementation, monitoring and reassessment. The timeline may use short-, medium- and long-term horizons rather than exact dates. Milestones should include technical validation, political or administrative endorsement, funding activation, design completion, implementation start, completion of measures and future RNTool/RBTool reassessment.

Section 10: Budget estimation

This section should provide a planning-level budget estimate for the concept-level adaptation package. Since the package is not yet at executive design level, costs may be expressed as ranges or based on benchmarks, comparable interventions and assumptions. The estimate should include capital costs, staffing and management costs, maintenance and recurring costs, monitoring and future plan update costs. It should remain performance-based and avoid references to specific products.

Section 11: Financial scheme and funding resources

This section should identify the preliminary financial feasibility of the concept. It should distinguish between already available funds, potential funding sources and resources still to be activated. It should also indicate whether staffing, maintenance, monitoring and recurring costs are likely to be covered or still require dedicated resources. At concept level, the section should identify funding gaps and actions needed to move towards financial readiness.



Section 12: Monitoring, evaluation and learning

This section should define the preliminary monitoring and reassessment framework, using the RNTool and RBTool indicators, criteria and Risk Categories already applied in the ex-ante and concept-level ex-post assessments. It should identify which datasets and databases need to be maintained, who is responsible for data updating, how future reassessments will be carried out, and how the strategy can be recalibrated over time if results differ from expectations.

Section 13: Responsibilities, governance and reference stakeholders

This section should define the provisional governance framework required to move from concept to implementation. It should identify the lead organisation, key municipal departments, technical actors, decision-makers and stakeholders involved in implementation. Roles may still be preliminary, but the section should clarify who is expected to lead, support, approve, implement, maintain or participate in the next development phases.

Section 14: Partnerships

This section should explain the added value of existing and potential partners in developing and implementing the concept-level adaptation package. It should identify partners contributing data, technical expertise, assessment support, funding mobilisation, implementation capacity, communication, training or maintenance. It may distinguish between partners already involved in the concept phase and partners to be activated during later implementation phases.

Section 15: Training with crisis management teams and the population

This section should identify the main capacity-building needs emerging from the RNTool/RBTool diagnosis and the selected adaptation package. It should include crisis management teams, municipal technical officers, professionals, local practitioners, service providers and citizens. At concept level, the training programme may be described in terms of target groups, themes and expected capacity-building needs rather than detailed training calendars.

Section 16: Communication towards population and institutions

This section should define the preliminary communication approach needed to explain the concept, the risks identified, the proposed adaptation package, expected benefits and residual risks. Communication should support awareness, institutional alignment, stakeholder feedback and political uptake. At concept level, it may focus on key messages, audiences, communication channels and feedback mechanisms.

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

This section should clarify how the concept-level plan operationalises existing strategies



rather than duplicating them. It should explicitly refer to spatial planning, urban plans, SECAPs where available, emergency plans, regional adaptation strategies and other relevant frameworks. It should identify the administrative or political steps needed to move from concept to implementation, including possible integration into existing planning or investment processes.

Section 18: Risk analysis and key assumptions for implementation

This section should identify the main risks and assumptions affecting the transition from concept to implementation. These may include insufficient staffing capacity, lack of funding, fragmented governance, limited political uptake, lack of data availability, uncertainty in measure effectiveness, maintenance constraints and excessive complexity of the final plan. It should also identify mitigation actions needed in the next phase.

Section 19: Annexes to the Local Adaptation Plan

At concept level, annexes should include the technical evidence supporting the concept. This should include maps, climate risk maps where available, RNTool and RBTool ex-ante outputs, concept-level ex-post outputs, input datasets, data sources, database assumptions, assumptions used for target setting, preliminary cost assumptions, stakeholder inputs and references to existing strategies or planning documents. Detailed technical documentation can be expanded in later implementation-level versions.

4.3 Concept-level use of the Local Adaptation Plan template

To make the concept-level plan transparent, each section or table may include an indication of information maturity. This helps readers understand which parts of the plan are already evidence-based and which require further development.

Information maturity level	Meaning
Confirmed information	Information based on official documents, validated datasets, completed assessments or formal decisions.
Preliminary information	Information based on available evidence, partial assessment, expert judgement or early-stage analysis.
Assumption	Information used to define the concept, but requiring validation in later phases.
To be developed	Information not yet available, to be completed through future studies, design, consultation, funding decisions or implementation planning.

Suggested table for concept-level use of the template:

Section	Expected output at concept level	Acceptable level of detail
Introduction	Identification of the concept plan and	Concise factual information



Section	Expected output at concept level	Acceptable level of detail
	its policy context	
Section 1	Intervention overview and preliminary rationale	Synthetic narrative
Section 2	Local baseline based on available sources	Existing datasets, maps and plans
Section 3	Preliminary risk diagnosis	Quantitative RBTool/RNTool assessments
Section 4	Preliminary objectives and targets	Quantitative RBTool/RNTool targets
Section 5	Main beneficiaries	Qualitative identification
Section 6	Preliminary adaptation packages	Measure types, expected impacts and feasibility assumptions
Section 7	Expected post-implementation risk change	Quantitative ex-post RBTool/RNTool assessment
Section 8	Main implementation activities and enabling steps	Provisional work packages and capacity needs
Section 9	Indicative timeline and milestones	Short-, medium- and long-term phases
Section 10	Planning-level budget estimate	Cost ranges and assumptions
Section 11	Preliminary funding pathway	Available, potential and to-be-activated resources
Section 12	Preliminary monitoring and data framework	Indicators, data gaps and update responsibilities
Section 13	Provisional governance structure	Lead actors and coordination needs
Section 14	Partnership framework	Existing and potential partner contributions
Section 15	Capacity-building needs	Target groups and training themes
Section 16	Communication approach	Key audiences, messages and feedback channels
Section 17	Policy uptake pathway	Links with existing plans and administrative steps
Section 18	Implementation risks and assumptions	Key risks, assumptions and mitigation needs
Section 19	Supporting annexes	Essential maps, datasets, assumptions and outputs

4.4 Transition from concept level to implementation level

The concept-level Local Adaptation Plan should be considered a first structured version of the plan. To move towards a full implementation-level plan, the following elements should be progressively refined:

- completion or update of RNTool and RBTool assessments;
- validation of climate-risk maps and input datasets;
- confirmation of adaptation targets and performance indicators;



- technical development of selected measures;
- refinement of feasibility analysis and maintenance requirements;
- detailed staffing and resource planning;
- more accurate budget estimation;
- confirmation of funding sources and co-financing arrangements;
- formalisation of governance roles and partnerships;
- definition of monitoring responsibilities and database update procedures;
- political or administrative approval of the implementation pathway.

The concept-level plan should therefore remain flexible, but sufficiently structured to guide the next steps. Its value lies in creating a shared and evidence-based adaptation direction before committing to detailed design, procurement and implementation.