Guide to the Preparedness for Climate Change Programme Phase 2 for IFRC focal points

Climate change has significant impacts on developing countries, particularly on the poorest people. Most of those impacts will occur not only through changes in the average temperature or rainfall, but through increased risks of weather extremes, such as floods and droughts. Through their structure and mandate Red Cross and Red Crescent Societies are well positioned to address these risks.
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A. Introduction

First of all, a warm welcome to all participants of the Preparedness for Climate Change Programme from the whole Climate Centre Team! We look forward to working with you and we hope that this programme will help to improve the capacity of both National Society and the Federation to understand and address the humanitarian impacts of climate change.

As you know, the funding for the programme has been transferred along the lines of your existing appeals, and we hope your annual plans already include the intended activities. If not, please update them accordingly, and kindly inform us when this is done.

We also remind you that it is only a one-year programme – everything has to be finished by the end 2010. This will be tight planning, so we hope to get started quickly. Do let us know where we can be of help.

This guidance note provides you with some further background on the programme, including, in Annex 2, the different components that would typically be included (although, as noted below, you can adjust these to fit the needs and other activities of any specific national society). You will find an explanation of the purpose of each component, practical information and templates for documents. This guidance note can be used in conjunction with the earlier background summary of the programme provided with the call for expressions of interest in the programme. In addition, we invite you to keep an eye on the Preparedness for Climate Change section of our website www.climatecentre.org, which will contain some example templates, links to useful resources and examples from Phase 1.

Goals of the Preparedness for Climate Change (PfCC) programme:

- The overall goal of PfCC2 is to reduce the risk of climate related disasters and health emergencies to vulnerable people in developing countries
- The specific goal of PICC2 is to strengthen the ability of national Red Cross and Red Crescent Societies to address the rising risks related to climate change by assessing the risks for their target groups and areas of work, and integrating them in their plans, programmes and partnerships.
- One of the key concepts behind the Preparedness for Climate Change programme is consideration of increasing climate risk in regular plans and programmes.

Building on PfCC1

This is not the first time that we offer a programme like this. Fortunately we can – in the coming year – draw upon the experiences of the first round of Preparedness for Climate Change (PfCC) which took place between 2006 and 2009. During this time the IFRC region/zone offices and the Climate Centre supported 39 National Red Cross and Red Crescent Societies to assess the implications of rising climate risks in the participating countries and its consequences for their work. The programme facilitated entry into the complex challenges related to climate change and it improved the ability to include climate risks in many plans and programmes of each National Society. In the end this has led to some concrete proposals improving the resilience of the most vulnerable communities. Phase 2 of the programme has been funded by the Dutch government and was designed in collaboration with IFRC Geneva, zones and National Society input via an external evaluation of Phase 1. The main difference between the two phases is that Phase 2 will aim to align even closer to Federation plans and activities by allowing enhanced flexibility and funding channelled via the Federation.

A flexible approach

Drawing from the lessons learned in PfCC1 we at the Climate Centre intend to work very closely with our Federation colleagues to improve overall capacity to understand climate change and integrate actions to address it into the ongoing plans of the Federation and National Societies. Please note that the order and content of the components outlined in Annex 2 are not rigid and if you find it useful to change the order or incorporate these elements in other activities you are encouraged to do so. Likewise, the actions in each step can be taken in conjunction with existing IFRC/NS plans and events or separately. The Preparedness for Climate Change Programme is a flexible one that is based on some key outputs. How you reach those outputs is entirely flexible.
Total climate risk
As knowledge evolves, so too do approaches. The term ‘climate change adaptation’ has stemmed from the United Nations Framework Convention on Climate Change (UNFCCC) and refers to action to reduce the impacts of climate change. The term has created confusion because some see that it means we need to create entirely different programmes and projects. This is not the case, the best approach is to use climate information to enhance what we are good at and integrate it into existing plans. Using climate information on what is changing where can also help us prioritise where we work and in what way.

Climate change is a growing factor in the weather and climate that we experience, through more frequent and severe extreme weather events to changes in seasons. Because climate risk is increasing, we need to get better at managing it. Looking at what is predictable, what is changing where and how we can be best prepared. This is also referred to as ‘climate risk management’.

An integrated approach
Another lesson from PfCC1 was that the programme tended to be limited to involvement with disaster management. At the zonal, regional and National Society level it is highly encouraged that Disaster Management, Health and Care as well as Organisational Development colleagues are involved. It is also important for various levels of National Societies to be involved including leadership and volunteers as much as programmatic staff.

A summary of lessons learned and outcomes of PfCC1 was produced for the 2009 General Assembly and may be a useful resource for you to draw upon (available on the PfCC section of the Climate Centre’s website). The full independent evaluation of PfCC1 is also available from the Climate Centre upon request. Lessons learned from PfCC1 are integrated into this document as much as possible.

Budget & reporting requirements
An indicative split of funds between zones, regions where applicable and National Societies can be found in the Annex to the PMN for your zone. You are of course free to increase or decrease the amount spent on producing each output according to needs in country. You may also choose to combine PfCC funding with other funding sources to achieve the outputs or even save on some outputs to put towards implementation of climate change related activities by the NS.

An indication of funding allocated for each of the National Societies (supplied through the Federation), inclusive of 7.5% PSR.

<table>
<thead>
<tr>
<th>National Workshop</th>
<th>600 EUR (approx 943.80 CHF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months staff salary</td>
<td>5400 EUR (approx 8494.20 CHF)</td>
</tr>
<tr>
<td>Printing/Communications materials</td>
<td>4000 EUR (approx 6292 CHF)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10,000 EUR (approx 15,730 CHF)</td>
</tr>
</tbody>
</table>

Figures are in Euro due to source of funding. Exchange rate as of 15.12.09 (date of transfer to Federation) 1 Euro = 1.573

Federation reporting is also outlined in the PMN and associated Annex. The reporting requirements for NS are output based and are outlined under each component in Annex 2. Once again, these components do not need to be followed in that order or as separate activities. However, the deliverables have to be met in order to satisfy our back donor requirements. In case you have questions about these deliverables, please contact your Climate Centre focal point.

Getting started with National Societies
As a first step, it will be important to find out how the NS wants to approach the programme and to create a cooperation agreement that will enable transfer of funds and ownership of the work programme. To enable flexibility and integration with existing work programmes, this is developed at the discretion of the Federation and NS as long as the overall outputs are achieved.

It might be useful for the NS to establish a national focal point for climate change. This person could be responsible for investigations, information sharing and integrating key findings into existing programmes across the NS (an example terms of reference can be found on the Preparedness for Climate Change section of the Climate Centre’s website). They could also be the key contact with the Federation focal point who will support them.
B. Assistance in the Programme and the Helpdesk for scientific support

PfCC2 is intended to link even closer than PfCC1 to existing initiatives of the IFRC and National Societies in order to more effectively mainstream it into existing programmes.

The implementation of the programme will take place in and by the zone and regional Federation offices who would generally designate a focal point for the programme and provide administrative and technical assistance to the National Societies. The Climate Centre will take an active role in providing technical support to IFRC focal points, input into the national background documents on climate change as much as is possible from sources external to the country, financial support, facilitating exchange of lessons and reporting to the back-donor.

The Climate Centre Team
A full description of members of the team can be found on the Climate Centre website at:
http://www.climatecentre.org/site/staff

The following Climate Centre staff are the focal points for the Zones (and Regions):
- **Asia Pacific and MENA:** Bec McNaught (mcnaught@climatecentre.org)
- **West and Central Africa, East Africa, Americas:** Pablo Suarez (suarez@climatecentre.org)
- **Southern Africa:** Maarten van Aalst (mvanaalst@redcross.nl)
- **Europe:** Lina Nerlander (nerlander@climatecentre.org) or Fleur Monasso (FMonasso@redcross.nl)

These focal points will notify you of their alternative contact if they are out of reach. Alternatively, you can always contact the Climate Centre office at climatecentre@redcross.nl, or programme coordinator Lisette Braman at (lisettebr@redcross.nl) (replacing Fleur Monasso while she is on pregnancy leave, likely until June 2010).

For general concerns, you can also contact Maarten van Aalst, associate director of the Climate Centre, at mvanaalst@redcross.nl.

Helpdesk
In addition to having a Climate Centre focal point, Federation focal points can contact a dedicated helpdesk established through a partnership with the International Research Institute for Climate and Society (IRI). This support relating to climate science and information would include responding to specific questions, and preparation of basic information on changing risks for countries participating in PfCC2 (based on existing data and national and international reports relevant to the respective countries – for more information see guidance on the Component 2 background document in this document).

With that information in hand, NSs, primarily supported by the their respective IFRC zonal/regional office (which are highly familiar with national circumstances) will be able to start a dialogue with regional and national knowledge providers on a more informed basis, and particularly focus on implications of those risks for vulnerable groups in the country, as well as screening of plans and programmes.

There are 3 ways you can get in touch with the helpdesk:

1. Via your Climate Centre focal point who will pass on your request if they can’t answer it
2. Via Lisette Braman directly at lisettebr@redcross.nl. Lisette is Climate Centre staff, but based at the IRI to provide a direct link to top-notch climate science expertise. Lisette will be the one gathering climate information for each of the NS Component 2 background documents so will be familiar with information for each country.
3. If you need an answer within 24 hours on a science based question IRI have a dedicated email address especially for IFRC: ifrc@iri.columbia.edu

Support on Climate and Health
Please note that alongside the Climate Centre focal points and the helpdesk there is also now a health and climate specialist (Lina Nerlander) in the team who can contribute expertise on this topic. Lina can be contacted via your Climate Centre focal point or directly at: nerlander@climatecentre.org.
C. Stakeholder analysis: A perfect opportunity for advocacy and alliances

Once the Federation and NS have agreed on the format of the programme it will be useful to create a list of contacts and collect information (this might include new and existing networks). There will be many regional and national resources that can be tapped into to assist in obtaining information that can be used for activities such as development of a background document, humanitarian diplomacy, communications materials, informing VCA’s and holding events. The Government’s National climate change focal point (usually in the Environment Ministry) may be able to assist the NS identify these stakeholders which may open up new networks for NS and the Federation alike.

As mentioned separately in several components of the programme in Annex 2, partnerships are a key element in the vision of what the Preparedness for Climate Change Programme aims to achieve. Also available on the PFCC website will be a resources page with further suggestions for agencies to contact. Ongoing consideration of changing climate risk in the National Society and Federation will require a ‘permanent dialogue’ with the following key partners:

**Scientific community**
The National Societies and Federation can consider building new partnerships with climate change related scientific institutes, including national meteorological offices and university departments, resulting in an exchange of knowledge and the development of educational materials. At the global level, the Climate Centre has established a strong network with the world’s key research institutes in the area of climate change and further builds on the successful “partnership to save lives” between the IFRC and the IRI (the International Research Institute for Climate and Society), which was brokered by the Climate Centre in 2007. The IRI will support IFRC on seasonal and shorter term weather forecasts and continue to assist the IFRC/IRI Helpdesk. (Remember: Lisette Braman at the Helpdesk can assist by providing support in interpreting information that is received!)

**Governments**
National Red Cross and Red Crescent Societies are auxiliary to government. This is formalised in international and national agreements. In operational terms, most of the National Societies have partnerships and agreements with Ministries of the Interior/Civil Defence and/or Ministries of Health.

Partnerships with the Ministry of Environment and their Climate Change focal point as established in the PFCC programme are new to most National Societies. Experiences so far have demonstrated that the Red Cross/Red Crescent can play a very constructive role in bringing governmental actors together on the issue of climate change, even when they did not have regular contact in the past. In a number of countries National Societies have become engaged in national climate change adaptation strategies and programmes (including National Adaptation Programmes of Action’s – Napa’s), playing an important role of contributing a risk reduction approach and bringing the humanitarian implications of climate change to the fore.

**Private sector**
Could be considered through activities identified by National Societies themselves based on existing and new collaborations.

**Communities**
It is important to involve communities in designing responses to their needs. Communications materials should also be tested first before finalisation. Anecdotes of changes in climate from people experiencing the changes can be much more powerful than scientific figures and graphs and once verified could be included in documents or communications materials.

**International agencies**
Many UN agencies such as the World Meteorological Organisation, World Health Organisation, United Nations Development Programme, the Food and Agriculture Organisation and UNICEF have growing roles in relation to climate change. Not only do they have useful online resources but their country and regional representatives will be worth getting in touch with.

**Collaborations**
Some existing collaborative efforts between researchers and practitioners can be useful. One such example is the Children in a Changing Climate initiative ([www.childreninachangingclimate.org](http://www.childreninachangingclimate.org)). Likewise
intergovernmental bodies also liaise with governments on the issue of climate change and can be useful contacts.

**National Society/Federation/PNS network**
It will be useful to link up with the growing network of people within the Movement who are interested in knowing about and addressing the impacts of climate change. This could be people within your region/zone and further afield. The Climate Centre aims to set up an email network of these people so that you can share questions and lessons learned as well as materials that are developed. Linkages with these people mean that you can all learn by doing, share information, challenges and successes to evolve ideas and map out ways forward.

**NGO’s**
There may be considerable experience already within some NGO’s on the technical knowledge of climate change as well as methods to communicate it. It may be worth establishing working relationships with these in the interest of comparing approaches and sharing useful resource materials. Keep in mind that many NGO’s focus on reduction of greenhouse gas emissions rather than adaptation and you may need to clarify the RC/RC concerns in relation to climate change to enable everyone to be clear of roles and messages. Organisations such as Oxfam, CARE and Save the Children have significant resources online.
Annex 1. Regional capacity building, including a training on climate change

As part of the PfCC programme, all NS participating in the programme should at least participate in one regional training involving Federation and National Societies that builds capacity to understand how climate change can be addressed. The event can be held alone or for cost efficiency and integration, along side a scheduled training. Regional/zonal funds allocated under the PfCC programme could be used.

In most cases, this regional training will not be limited to the NSs officially participating in PfCC2. It would be best if most NSs in a particular region or Zone can participate, fostering regional sharing of concerns and ideas, and expanding the benefits of regional capacity building to a wider range of NSs.

Output
Participation of at least one NS staff from each PfCC country in regional training including climate change

Practical information
The region or zone, including National Societies, might have specific experts or knowledge institutions in country who could be involved, keeping fruitful partnership opportunities in mind. These experts could be invited to join the event. This might include experts from different fields of knowledge, for example Meteorologists, other NGOs already working on climate change, civil servants from ministries that have already developed adaptation plans, Universities with experts on climate change, etc.

Depending on existing capacities and zonal focus, below are some ideas on topics that could be covered:
How to:
- gather and understand scientific data on climate change?
- work together on climate related issues with experts, government ministries and other players in the field?
- communicate the main climate risks to volunteers and staff, youth, communities?
- work towards an integrated approach within the whole national society?
- make more use of relevant short term and longer term weather forecasts to enhance better preparedness in both health and care and disaster risk management?

Feedback from NS that participated in PfCC1 stated that they felt a regional event prior to completing all programme components would have been most useful rather than undertaking work nationally then sharing regionally.

Reporting
IFRC focal point: Write up to a 2-page report on the main conclusions from this workshop, please include the number of participants, a copy of the agenda and any ideas/actions that were generated from the event as well as challenges encountered.

NS Participant: Each NS participating in PfCC that attends the regional event will also need to produce one short (up to 2 pages) report on their experience at the workshop. This should include:

1) Key lessons learned in the workshop that are relevant to the NS
2) How these lessons learned will be used in NS programming
Strengthening Community Resilience in the Caribbean Region: A regional workshop on climate change adaptation, development and disaster risk reduction.
Annex 2: four programme components

Note: as discussed in the main document, these components can be programmed in a flexible way, and sometimes integrated in other activities, as long as the outputs specified below are met. However, they can also be followed consecutively as four steps as in PfCC1.

Component 1: National workshop/s on or including climate change

Purpose
The aim of national workshops during the course of the programme is to inform staff and/or volunteers about the potential risks of climate change in country and how these risks might affect the National Society’s mission and programmes. To include NS staff from different programmes is an important aspect of this component and it will help to better integrate climate risks as a cross cutting subject into the work of the whole national society.

Output
An internal workshop in the NS on climate change (possibly integrated with another key event or thematic workshop)

Practical information
This component is intended to be an easy way to continue with the first phase of the programme via having an initial discussion among key staff at your national headquarters about this new topic, as an “appetizer” for the rest of the programme. After the initial workshop, the participants should have an impression of the potential implications of climate change. Besides inviting the right staff and delegates it is important to find one or two good experts in country to present comprehensible information about climate change and disaster risk reduction (it may need to be emphasised to these experts that the audience may be new to climate change).

The format is flexible however for example you could decide on one initial workshop or two smaller workshops (one at the beginning and one at some point during implementation). National Societies in PfCC1 suggested that an ‘initiation to climate change’ workshop would have been enhanced by a second one at a later date to present conclusions of the background document. This would present an opportunity to involve more people in the development of appropriate actions to address the problems highlighted and continue to improve knowledge of national impacts.

How to organize the workshop?
In some cases, the workshop will be organized as a separate stand-alone event, typically lasting between half a day and a full day. Hence, the following guidance is for such a stand-alone workshop. In some cases however, it might be more effective to combine the workshop as a component of another key event already planned, for instance a big disaster management training for national headquarters staff, or an annual planning meeting (you will still need to ensure that participants are from across the programmatic areas of the NS). In that case, you would organize a session covering more or less the same topics as discussed below.

The workshop could consist of the following two components:

1. An introduction on the science on climate change, current trends (eg. Is it getting hotter, drier, and wetter?) and the expected national impacts of climate change in to the future. It is important to set it in the context of the existing climate that the country experiences. For example how will existing climate risks change? Will there be new risks? This is just a general introduction, and could be presented by one or two climate change experts in country. In many cases, either a national meteorological office or the national government’s climate change focal point (often found in the Environment Ministry) might be able to provide such experts. Please always ask to receive the presentation of experts in advance and make sure their story uses simple language and not too many difficult graphs. You have to make sure they have a presentation which is easily to understood by people without a climate background!

You will find 4 short videos with a brief presentation on climate change and the risks it poses for Red Cross and Red Crescent societies around the world on the Climate Centre’s website (available in both Spanish and English at: http://www.climatecentre.org/site/films?pn=4&order=name), but is important to
complement that with national experts who can tell the story about local impacts, relevant to the work of your National Society. Also available online is a Powerpoint presentation that gives an overview of RC/RC and climate change (http://www.climatcentre.org/site/presentations/187/climate-centre-basic-presentation).

2. A group discussion about the impact of climate change and extreme weather events in relation to the ongoing disaster management, health & care and/or water & sanitation programmes within your national society. This session should involve all participants and could be led by a senior official of the national society (such as head of disaster management division or equivalent).

The discussion could address questions in groups such as:

- Are we already seeing funny weather (eg. changes in seasons, weather extremes, health, agriculture)?
- Are the new risks affecting the groups of people the Red Cross/Red Crescent works with, particularly the most vulnerable?
- Are the new risks affecting our work (in disaster management, health & care and/or water & sanitation)?

Participants of the workshop
1. One or two climate change experts in country (can be found by contacting the Government's Climate Change Focal Point within the Ministry of the Environment in country or see introduction for suggestions)
2. The Secretary General of the national society;
3. Heads of the disaster management, health & care, water & sanitation, organizational development, youth & volunteer coordinators, training and communication divisions within the national society;
4. Key staff of the disaster management, health & care, water & sanitation, organizational development, training and communication divisions within the national society;
5. You could consider inviting volunteers or holding a separate sensitisation workshop for volunteers as a good opportunity to consider messages on climate change and how to communicate them
6. If present in your country: key delegates of the IFRC and/or other (participating) national societies working in your country.

Some National Societies have also invited health ministry and national disaster management office representatives to the workshop. Some have found it generated a useful discussion however other NS feel that they know too little about climate change in the beginning. National Societies might find it more useful to invite broader partners at a later workshop to share findings when the NS focal points feel more confident with the subject and the NS is more familiar with it.

Reporting

The NS:
A brief report (1-3 pages), with
1) The main conclusions from the workshop (eg. List the main climate related impacts in the country, what changes are people talking about)
2) Key questions or concerns that were raised at the workshop, if any
3) Agreed next steps
4) A discussion of any difficulties that arose in preparation of the workshop, if any
5) Workshop invitation letter (optional)
6) Workshop agenda
7) List of presenters, participants, and the person(s) who organized the workshop, including their position (in the national society)
Component 2: A national report on climate change and climate risks and the implications for National Society planning and programmes

Purpose

The national report will lead to recommendations on how to make the NS programmes more resilient to climate related risks. National Societies will get a better understanding of the main risks of climate change they are facing and will face in the future, and they can continue to build a network connecting them to other organisations addressing these risks (within various sectors in the government, scientific organisations, and civil society).

Output

A NS background report with climate risk assessment, including an analysis of changes in risk and implications for Red Cross/Red Crescent plans and programmes (based on information provided by the Climate Centre complemented by networking with national and regional knowledge centres)

Practical information

This report can be considered as a stand alone document or as a component within other key documents that are proposed in 2010.

Funding allocated to this component at the National Society level includes provision of salary support for a staff member (or consultant) to undertake these investigations. Investigations will result in an analysis of the impacts of climate change in country and the vulnerability of ongoing programmes and sections of the national population.

In an effort to reduce the burden on National Societies, the Climate Centre will provide externally available scientific findings on climate change for the country in a pre-written format. However given that
some information is only available in-country and given that it will need to include implications for National Society programmes, the NS focal point will also need to undertake some of their own investigations into local trends in climate (available at Meteorological offices) as well as map who is doing what in country already in order to reveal gaps and opportunities. You will soon be able to find a template for this climate analysis on the Preparedness for Climate Change section of the Climate Centre website. It will indicate which sections can be provided by the Climate Centre and what information will need to be gathered and thought through by the National Society in country.

Remember that there are many organisations working on reducing greenhouse gas emissions and not nearly as many working on the humanitarian implications of climate change that are to some extent unavoidable. This might mean that the National Society has some explaining to do to authorities. The Federation's UNFCCC Copenhagen advocacy kit available on Fed Net may be useful in that it provides explanations as to why the Movement is concerned. There are examples available on advocacy materials produced for NS level available upon request from your Climate Centre focal point.

At this stage it is very important to ensure that the various departments within the National Society (such as health, watsan etc) are involved in the production of the document. Their ideas and programmes are part of the total approach to tackle climate related risks in country. A 1 page sheet on health considerations will be available on the web resource pages also.

This document can lead to the publication of a stand alone booklet or the information can be used in a publication already planned for the National Society, depending on what is most appropriate. The findings of this analysis can also form the basis for development of communication materials that are distributed more widely and according to the audience.

Many NS in PfCC1 found that the overall document was too lengthy and technical to distribute widely and they produced a synthesised and simplified version for distribution. Messages for any awareness campaigns including climate change were derived from the information in the document because it included the most up to date and reliable scientific information.

Reporting format
A partially pre-written document for each National Society will be produced by the Climate Centre by mid-March, to be checked and completed by the National Society. The final report will need to include results of investigations and analysis by the National Society focal point. As mentioned previously, the report can be included in an existing report planned for the National Society or become a stand alone one. The report can be sent by the IFRC to the Climate Centre focal point for drafting and technical input.
Component 3: Producing an Action Plan

Purpose

During this component of the programme National Societies will develop concrete programme activities for the coming years and identify possible donors. By defining all possible activities and their costs, the funding opportunities and the partnerships required, the NS will have a better picture of where to go after this programme.

As climate risks change and increase, it is important to consider them and communicate them in all programmes of the National Society and across its chapters and local branches. The aim is for this to be considered in existing programmes rather than as a separate climate change programme.

It would be good practice for all programme managers to meet to discuss the implications of the climate risk assessment for work programmes in the coming years and identify where climate change can be integrated into those programmes.

Output

An action plan on how to address the changing risks, particularly focusing on integration into regular activities and where needed identification and design of follow up programmes and resource mobilisation (sometimes integrated into other planning documents that then explicitly address the additional climate change dimension)

Practical information

This action plan can be seen as a funding proposal for implementation of climate related priorities. The ideal option is to integrate it into other strategy documents (national/regional/zonal appeals) produced by the national society and the Federation and ultimately into other funding proposals to donors. To come up with concrete ideas to reduce further risks, the national society will need to continue the dialogue with national and regional climate change experts and partners in different sectors. It is important to consider how this action plan links up with all other initiatives that the National Society is involved in as well as more broadly in country and it is important that the actions are considered by different departments within the National Society.

Reporting format:

An action plan on how to address the changing climate risks, particularly focusing on integration into regular activities and where needed, identification and design of follow up programmes, humanitarian diplomacy, and resource mobilisation.

Templates:

The following are some examples of templates for development of an action plan. Alternatively these could be integrated into other planning procedures and documents that then explicitly address the additional climate change dimension.

- Brainstorm of ideas: List all possible ideas for action that have resulted from investigating the background document and the regional workshop/training. Add a list of all possible partner organisations. The template below may assist.

- Prioritise: Get the NS to think about the disaster, health & watsan related plans and priorities of the National Society. Which of the brainstormed list of possible actions in relation to climate change are relevant? Realistic? A priority?

Brainstorm of Ideas & Prioritising

<table>
<thead>
<tr>
<th>Activity Idea</th>
<th>Who would it</th>
<th>Rough cost estimate</th>
<th>Priority Number?</th>
</tr>
</thead>
</table>

1 In PfCC 1 the communication materials were developed before the action plan. While the order of activities isn’t prescriptive in PfCC 2, one of the main lessons learned from PfCC 1 was that the communication materials are most effective if the type of materials are decided upon in the action plan first. Therefore the order has been changed in this document.
| involve? (Internally & Externally) | Disaster Management department, Red Cross Youth drama group, Meteorological Office | 200 Euro - 3 prizes for competition amongst youth for best drama production | 2 – Can be integrated into 2009 Disaster Management Planning |
| Eg. training in interpreting weather warnings to poor communities that are vulnerable to flooding | Phillips electrical company | 2000 Euro - radios | 1- Can be integrated into DIPECHO proposal |
| Eg. Providing battery operated radio’s for early flood warning | | |

**- Action Plan:** Formulate an ‘Action Plan’ for the top priority ideas. If creating a separate document, it could start with the **executive summary** of the background document (component 2) to indicate the urgency of working on climate change. Then proceed with the national societies’ ideas on how to tackle the climate risks. You could use the question list below to stimulate writing. (You might want to use a donor’s template for funding proposals). Be sure to also include the actions that do not require additional funding but that are still a priority:

**Question list for the Action Plan:**
For each priority action:
Priority Action No. …..
Name of Action:……………………
1. What are you planning to do?
2. Why are you planning to do it?
3. What steps will need to be taken to achieve it?
4. Who will benefit from it? How will you measure its impact?
5. Where & when do you plan to do it?
6. Who will be involved in it? Will it involve volunteers? Will it involve partnerships with other organisations? Will it involve other departments in your National Society? How?
7. Are there similar activities already going on in the country? If so, how will this differ or coordinate with those initiatives?
8. What are the risks/challenges involved in doing it?
9. How much will it cost?
10. What is the timeline for completing the actions?

In this component NSs would assess national and regional/zonal funding opportunities, including additional funding from PNSs (you can use the table below) and to assess all opportunities to integrate climate change into the strategies and plans of the whole National Society. Developed country governments and donors are more and more willing to allocate funds to climate change and DRR related activities as either integrated components of existing funding streams or new sources.

**Assessing National Funding Opportunities**

<table>
<thead>
<tr>
<th>Which organisations provide funds?*</th>
<th>Who is the contact person &amp; what are the contact details of the donor?</th>
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* Explore possibilities with partner PNS’s to see if they can advocate for climate related funds in their countries (to support DRR in developing countries).
** Keep in mind the possibility of joint applications with other organisations

**Action Plans of the Costa Rica and Malawi Red Cross Societies – the action plans under PFCC2 can be stand-alone plans or preferably integrated into other planning and appeal documents**

**Component 4: Developing communication materials**

**Purpose**
Awareness raising is an important step in working on climate change issues. For example, if communities know that their traditional methods of obtaining flood early warnings are no longer enough to prevent disaster, they might look into other warning mechanisms and find alternative ways to protect themselves.

However, it can be very delicate to communicate climate risks in a particular country. The NS won’t want to frighten communities, but at the same time the communities are entitled to have access to accurate data. This is why partnerships with the government and expert organisations can play a crucial role during this component. The information used must be credible and not sensationalised or politicised. The NS might also be able to reach a larger public when working together with others. Finding out how other organisations are communicating the concept of climate change can also be useful.

**Practical information**
Each NS is free to develop any kind of communication materials for any kind of audience (children, communities, advocacy etc): eg. a video, a radio campaign, flyers, posters, calendars, caps, T-shirts, etc. If the NS is looking for some guidance on how to make communications materials, you can find a 1 page guide on the Preparedness for Climate Change pages of the Climate Centre’s website: www.climatecentre.org. Please note that the Climate Centre has example materials from National Societies that have completed Phase 1 of the programme available also available online.

It makes sense to integrate messages developed through the programme into other materials that are planned by the National Society. You will have useful information to draw upon from the background
document that has been produced. The Climate Centre would like to review all draft communications materials to ensure that the messages are technically sound.

**Reporting**
A one page distribution/dissemination plan plus copies of any materials produced. For example the plan could include: proposed audience, method of communication, method of distribution, timeframe, budget, parties involved in its production.

*Communication materials of the Nicaragua, Indonesia and Uganda Red Cross Societies*
Annex 3. The Climate Challenge Innovations Fund

This year the ‘Climate Challenge Innovations Fund’ has been set up for small scale climate related initiatives of National Societies. The majority of climate related action plans should be implemented through integration into existing programmes with support from regular and newly found climate change related donors, however with this fund the Climate Centre provides a small opportunity to start implementing a few new and innovative activities to address the newly identified changing risks right away. The idea is for particularly innovative ideas to be learnt from and spread rapidly through out the Red Cross/Red Crescent. Projects selected will need to be open to documentation and sharing.

The small fund can fund climate related micro projects of up to 5,000 Euro. There will probably be one to two rounds with calls for proposals open to countries that have been involved in the Preparedness for Climate Change programme (phases 1 & 2).

Criteria include:
(a) connection to climate risk analysis
(b) integration into and enhancement of regular priority activities
(c) demonstrated focus on integration of scientific climate information about changing risks into operational activities building resilience among the most vulnerable groups
(d) prospect for replication.
(e) innovation, creativity and trialling new ideas is encouraged

Activities could include:
- Community based risk reduction
- Communications
- Partnerships
- Advocacy/humanitarian diplomacy
- Training

Application details including proposal criteria will be available soon however its not too early to start brainstorming ideas. The focal points will be happy to discuss this further with you.

With the challenge fund national societies can develop innovative ways to integrate scientific information about changing risks into operational activities building resilience among the most vulnerable groups.
Annex 4. Timeline & deadlines

The PICC programme has a relatively short period to be completed. By the end of 2010 - in less than one year -- all components will have to be finalized. For a full outline of timeline and reporting please see section E of the Annex to the PMN for your zone.

We have set up an example time line below that could be used with National Societies that participate in the programme but we would like to stress that you can work on a different order of steps and more than one step at a time.

As long as the overall programme outcomes are being delivered, National Societies, in consultation with the Zones and Regional Offices, will be able to programme the components flexibly, according to a plan developed between the National Society, Zone or Regional Delegation and the Climate Centre (and of course subject to overall programme deadlines in the PMN).

Some Federation offices will be arranging the programme within existing activities with the NS and so can be communicated as such to the NS. Funding transfers to NS and subsequent arrangements (such as cooperation agreements) are the responsibility of the Federation zone and regional offices where they have not been transferred directly to national appeals.

Example timeline template for NS:

**January 2010: Start of the Programme**

- **1st deadline: February 28th 2010**
  Begin identifying key stakeholders/information providers in country and gathering resources.

- **2nd deadline: March 31st 2010**
  Organize and hold a national workshop on climate change as an initiation for colleagues. Complete report and send to Federation focal point.

- **3rd deadline: June 30th 2010**
  Send draft background document to Federation focal point. Attend regional training and submit report.

- **4th deadline: September 30th 2010**
  Draft action plan to Federation focal points. Determine the main messages that you want to use for communication materials and begin to produce them.

**Final deadline: December 1st 2010**

All reports, communication materials, background document and action plan to be handed to Federation focal point.