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LOW CARBON • CLIMATE RESILIENT • CITY DEVELOPMENT

Simplified ClimateResilient CITIES Methodology

National Institute of Urban Affairs

south pole group

ICLEI Local Governments for Sustainability SOUTH ASIA

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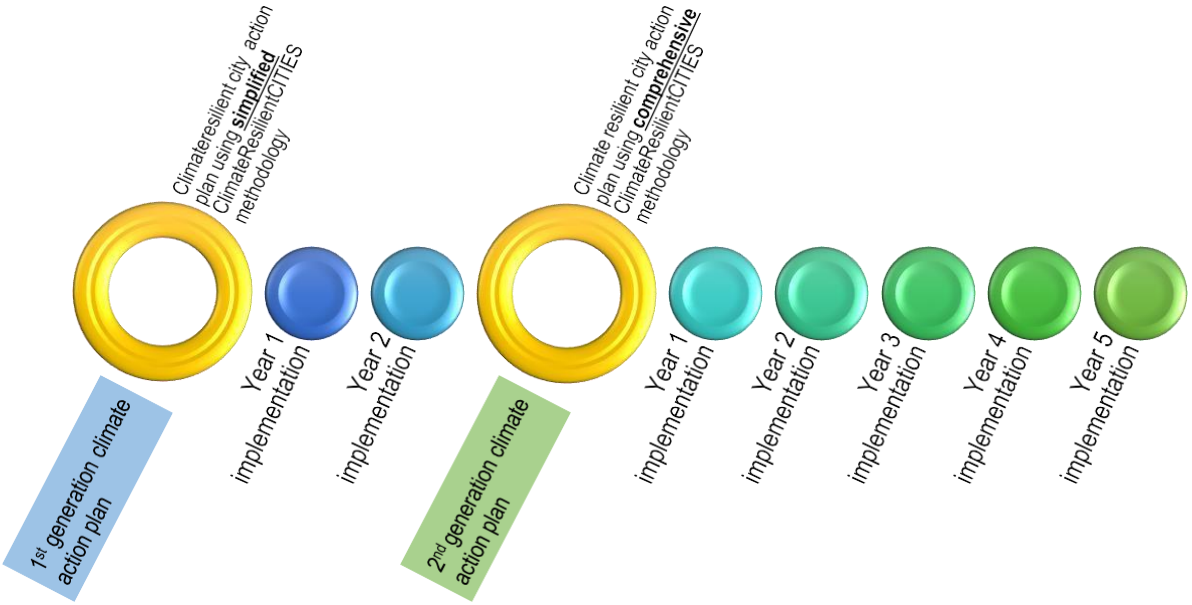
Research / Consulting / Evaluation

The **Simplified ClimateResilientCITIES Methodology** is a tailor made process for Local Governments (LGs), providing step by step guidance to prepare, implement and monitor Climate Resilient City Action Plans, to support LGs in their endeavour to move towards climate resilient development.

LGs could choose to initiate climate action by adopting a simplified 3-phase, 5-step process, defined by the **Simplified ClimateResilientCITIES Methodology.** This methodology is based on a pre-defined set of comprehensive climate actions that are presented in the Basket of Solutions tool. It is envisaged that the simplified methodology would support the city in preparing a quick climate action plan within 3 months, that is to be implemented over a two year period, with detailed annual action plans.

Cities should subsequently endeavour to adopt a more comprehensive climate action planning methodology – **the ClimateResilientCities Methodology,** which is the basis for the Simplified Methodology. It is to be noted that the comprehensive ClimateResilientCities Methodology meets international climate action planning guidelines such as that of the Global Covenant for Climate and Energy and is based on detailed assessments of the greenhouse gas emissions and climate vulnerabilities of the city. Towards the second semester of year 2 of the action planning process, the LG should consider adopting the comprehensive planning process. Ongoing implementation of actions from the initial action plan, should continue in subsequent climate action planning cycles, as per already defined timelines.



The **Simplified ClimateResilientCITIES Methodology** allows cities to quickly embark on a path of climate resilience. Through a process that consists of three phases – **Analyse, Act and Accelerate**, it guides the LGs through a process that includes 5 steps:

- **Commit & Mobilise:** Secure initial commitment and set up institutional structures
- **Assess and Prioritise:** Assess local context and baseline climate performance assessment
- **Develop Climate Action Plan and Approve:** Identify climate actions, allocate budget and approve climate action targets
- **Implement & Monitor Locally:** Implementing and monitoring approved climate targets and

- **Review & Scale-up:** Annual evaluation of climate performance and scaling-up and/or enhancing climate action

This simplified methodology consists of 7 tools that guide the LGs through the 5 steps. The tools support LGs in setting up institutional mechanisms to undertake a baseline climate assessment, identify climate actions, define targets, allocate budget for implementation, monitor implementation of climate actions and assess climate performance annually. These tools are listed below:

Tool 1: City Commitment Announcement

Tool 2: Climate Core Team and Stakeholder Consultation

Tool 3: City Profile

Tool 4: Basket of Solutions

Tool 5: Identification of Climate Actions and Budget Allocation

Tool 6: Approval for Climate Actions

Tool 7: Implementing and Monitoring Framework

Pre-defined climate actions included in the Basket of Solutions also consider and are in sync with the indicators included in the Climate Smart City Assessment Framework and the Livability Index, initiated and implemented by the Ministry of Housing and Urban Affairs, Government of India.

Simplified ClimateResilientCITIES Methodology

Each of the five steps of the **Simplified ClimateResilientCITIES Methodology** unfolds into two sub-steps - outlining how **climate performance** can be assessed and climate resilient actions (**to achieve low emission development and climate adaptive development**) can be identified and integrated into city development policies, plans, municipal budget and implementation process.

Phase One: ANALYSE

AIM: The "Analyse" Phase informs policy and strategic decision-making at the start of the process (or the review phase for advanced LGs). In this phase, LGs commit to implement climate action and to setting up institutional mechanisms for developing and implementing the Climate Resilient City Action Plan.

PRIMARY OUTPUTS:

- LG Announcement indicating commitment to address climate change issues through climate resilient action planning
- Formation of Climate Core Team and Stakeholder Committee
- City profile is prepared, including basic information of LG services and service levels of urban system infrastructure
- Baseline climate performance is assessed

Step 1: Commit and mobilize

1.1: Secure Initial Commitment

- This step is vital to ensure senior political and local government buy-in to initiate the process of preparing and implementing an action plan for climate resilient development of the city.
- Consensus should be built within the LG to adopt the **Simplified ClimateResilientCITIES Methodology**
- The LG should announce its commitment to climate resilient development, through identification, implementation and monitoring of climate actions. If already determined, the target and period of implementation of the LG's climate action plan may also be included in the Mayoral Announcement. *(Tool 1: City Commitment/ Announcement)*

1.2: Set up Institutional Structures

- A Climate Core Team is constituted with representatives from LG departments who have responsibilities for and impact on different aspects of city development, such as development planning, cooperation and communication with the community and stakeholders, buildings, energy use, pollution, waste, food security, biodiversity, water security, public health, local economic development, infrastructure, and transport. It is important to identify a Project Nodal Officer for the core team who can be the focal point for the climate action planning process in the city, including implementation and monitoring of identified climate actions. The Core team would also be a part of the stakeholder committee.
- Identifying and involving key individuals/community representatives and special focus groups like, city representatives from various departments (Climate Core Team), government agencies, local NGOs – particularly those representing women, slum dwellers, children, university partners and private sector organizations, at a beginning is necessary for larger adoption and long term sustenance. The intention is to foster crucial partnerships, work with external groups and promote ownership of the Climate Actions withinthe LGs as well as the community. Therefore, a Stakeholder Committee is formed. Ideally the stakeholder committee, once nominated, is officially notified by either the administrative or political head or equivalent authority of the LG. However, the Committee is not static and is liable to change when new stakeholders are identified. A nodal officer shall be identified and appointed by LG, who shall initiate regular engagement and communication between all stakeholders for baseline city assessment, identification of climate actions, setting up targets, implementation of actions and monitoring. (*Tool 2: Stakeholder Consultation*)

Step 2: Assess and Prioritise

2.1: City Profile (urban sector profile)

This step explores the local urban context including ongoing projects/ policies/ regulations, governance, general information about city, location and climate, demography, urban system, and economic, social and environmental contexts at local level, which would impact climate resilient development in the city.

- This step supports LG to provide relevant general information of the city including urban system delivery status, which may be helpful to identify local issues with respect to the environment and urban development (socio-economic status, demography, municipal services, energy consumption (electricity and fuel) within the city limits).
- The city profile template is used to steer the collection and assessment of requisite information *(Tool 3: City Profile)*.
- An assessment of the city development status, as captured in the city profile, will provide critical information required to prioritise climate actions.

2.2: Baseline Climate Performance Assessment

In this step the LG assesses its climate performance in a defined/ baseline year. The Basket of Solutions tool (Tool 4) is used to guide this assessment. .

- The LG, in the initial stages of the climate action planning process, assesses its baseline climate performance to gain an understanding of the starting point of the climate action planning process.
- This baseline climate performance is viewed in the context of the city development profile and forms the basis for prioritisation of climate actions.
- The Basket of Solutions tool provides a simplified framework for assessing the climate performance baseline. The LG benchmarks itself against a set of climate actions included in the BoS. After gaining an understanding of the climate actions being currently implemented, the LG proceeds to choose a further set of actions, from among the climate actions pre-defined in the Basket of Solutions. These set of actions would constitute the new climate resilient city action plan (CRCAP) that the LG intends to develop, implement and monitor. This tool also enables benchmarking of performance vis-à-vis the climate actions targeted in the CRCAP, in subsequent steps.

'The Basket of Solutions tool consists of a set of 38 climate actions, across 9 areas/sectors. Each climate action is further graded into 4 categories; Each of the grades addresses a critical step in the implementation of the entire climate action, starting from planning to design to implementation and monitoring. Grade 4 corresponds to the full implementation and monitoring of the selected climate action. The BoS also indicates, for each climate action, the relevant evidentiary documentation that would need to be recorded during the course of executing the climate action. This documentation could then be used for monitoring, reporting and also verification of climate performance in subsequent years.

The BoS is designed to support the LGs in:

- Conducting an initial evaluation of climate performance, vis-à-vis the 38 climate actions included in the tool.
- Annual monitoring of the defined climate action plan
- Developing future CRCAPs, post implementation of the city's first Climate Resilient City Action Plan.

The BoS allows city's the flexibility to choose relevant climate actions and define the action plan accordingly. As a monitoring tool, the city can benchmark itself against its own targeted performance. For each of the 4 grades for each climate action, scores are assigned and based on the achievement of targeted grade, at the end of each annual review the city, a consolidated score is assigned to the city. The grades are designed to help a city evaluate itself on climate action.

38 climate actions are proposed in the BoS, corresponding to 9 topics, which are listed below:

I. Procurement and Finance (2 topics)
II. City Planning (4 topics)
III. Cooperation and Communication (3 topics)
IV. Buildings (5 topics)
V. Mobility (9 topics)
VI. Waste (4 topics)
VII. Water and Sewage (6 topics)
VIII. Urban Biodiversity (2 topics)
IX. Energy/Energy-Infrastructure (3 topics)

Phase Two: ACT

AIM: Based on the city commitment to pursue climate resilient development, the **Act Phase,** outlines the process to be adopted for planning, implementing, and monitoring climate actions. Monitoring mechanisms that encompass technical approaches and institutional processes are also defined and adopted.

PRIMARY OUTPUTS:

- A 3 year Climate Resilient City Action Plan is prepared through a stakeholder consultation process. The CRCAP specifies the climate actions to be implemented and corresponding grades to be achieved. Grades are defined in the BoS.
- Official approval is accorded to the CRCAP, setting the stage for commencing implementation of climate actions
- Implementation of identified climate actions (adaptation and mitigation) is completed and monitoring is commenced

Step-3: Develop Climate Action Plan and Approve

3.1: Identify Climate Actions and Allocate Resources

This step enables LGs to select relevant climate actions from the BoS and identify the grade to be achieved for them. These climate actions and grades together are summarised in the climate action plan and are expressed as a qualitative target.

- In this step the LG, based on information from the baseline assessment, selects specific climate actions from among the 9 topics/sectors included in the BoS. For each climate action, based on the starting point, as identified in the Baseline Climate Performance Assessment, the desired progression in terms of the grades is defined.
- For each selected climate action and target grade, an implementation timeframe is defined
- Required resources, including internal and external expertise and corresponding budget are assessed and defined.
- The climate action plan, consisting of all above elements is further detailed into annual climate action plans, which are backed by an appropriate budget from the Local Government on an annual basis.. Tool 5: Identification of Climate Actions and Budget Allocation guides this process.

3.2: Approve Climate Actions

The LG, through an approval by the administrative or political head of the LG, adopts the defined Climate Resilient Climate Action Plan. The CRCAP is discussed with the political representatives of the LG before approval/adoption. The approval is accorded after all relevant inputs from the stakeholder Committee, the Climate Core Team and the political governing body of the LG are addressed.

- The CRCAP that is prepared by the LG is approved through an official notification. *Tool 6: Ratification of Climate Actions and Targets*. The approval of the CRCAP is necessary for successful and timely implementation of identified climate actions through allocation of appropriate resources.
- The approval also indicates the City's intent to monitor and evaluate its climate performance on an annual basis. This monitoring would provide the requisite information for future review of action plan implementation and further scale-up and or enhancement.

Step 4: Implement and Monitor Locally

4.1: Implementation of Climate Actions

- Approved climate actions are to be implemented according to stated timelines, always making adjustments for changing on-ground situations, especially in cases of a delay in start of implementation or time over-run during implementation.
- New internal capacity building measures and governance arrangements required are identified and addressed to enable implementation of climate actions.
- Each department is represented in the Climate Core Team through a departmental representative, usually senior officers. For each climate action to be implemented, the responsible department and a responsible staff from the department are identified. The assigned officer reports on project implementation to the departmental head/senior officer who is a Climate Core Team member, who in turn reports to the Nodal Officer of the Core Team.
- The assigned project officer and the department head ensure that the project is sufficiently resourced and necessary expertise is made available through appropriate procurement processes.

4.2: Monitor Implementation Status of Climate Actions

This step involves the development and adoption of a monitoring and reporting framework for all climate actions included in the CRCAP, with an aim to track implementation progress.

- A relevant institutional set up is very important for effective implementation of a monitoring framework. The Climate Core Team is responsible for monitoring the implementation of the CRCAP.
- Each department tasked with implementation of certain climate actions in the CRCAP should prepare milestones to achieve stated targets for each climate action they are responsible for. These milestones are to be monitored on a monthly basis at the departmental level and on a quarterly basis in the Climate Core Team. *Tool 7: Implementation and Monitoring Framework* provides a generic framework for this monitoring.
- Monitoring tools specific to each climate action are to be developed by the department with assistance from relevant experts.

Phase Three: ACCELERATE

AIM: The "Accelerate" Phase outlines the process of conducting annual or end-of-plan reviews and further scaling-up or enhancing climate action, either by continuing with project implementation in year 2 and year 3 of the current planning cycle or by accelerating action by moving into the second/subsequent generation of climate action planning, resulting in either a scale-up or enhancement of climate actions.

PRIMARY OUTPUTS:

- Annual review of climate performance of the city vis-à-vis the targets in the CRCAP
- Scale-up/enhance climate actions, enlarging climate ambition of the City

Step-5: Review & Enhance

5.1 : Annual Evaluation of Climate Performance

This step enables the LG to monitor the overall climate performance of the city each year vis-à-vis the targets in the CRCAP.

- The monitoring and review framework created in step 4 would be used to monitor overall implementation of projects.
- The results from Tool 7: Implementation and monitoring framework will be summarised in the Climate Core Team meeting towards the end of the year, in addition to the review of achievement of specific targets included in the CRCAP; Tool 4: Basket of Solutions is used to conduct this review towards the end of theannual planning year.
- This annual evaluation process is carried out in each of the three implementation years of the CRCAP.
- Results from the evaluation are used in streamlining the action plan for subsequent years, within a planning cycle. *Tool 5: Identification of Climate Action and Budget Allocation* would support the city in detailing out the climate actions in subsequent years of the planning cycle. Towards the end of the planning cycle, this information is used to inform the next generation of CRCAP.

5.2 : Enhance Climate Actions

- At the end of each planning cycle (3 years) the city chooses either to continue to use the **Simplified ClimateResilientCITIES Methodology** or transitions to adopting the comprehensive ClimateResilientCITIES methodology.
- Should the City choose to continue to use the **Simplified ClimateResilientCITIES Methodology** , the City takes a relook at its Commitment and reassess its City Profile and Climate Performance Baseline to arrive at a more ambitious CRCAP that is sufficiently resourced and appropriately managed.

Tools that support the adoption of the **Simplified ClimateResilientCITIES Methodology** are attached asannexes.

Tool 1: City Commitment / Announcement

This tool provides a format that enables Local Governments (LGs) to formally announce their commitment to climate resilience. The LG through its political or administrative head announces that it is committed to working on climate resilience and will adopt the Simplified ClimateResilientCITIES process to develop a Climate Resilient City Action Plan and implement and monitor its progress towards urban climate resilience.

[INSERT CITY LOGO]

CITY [NAME] COMMITS TO ASSESS AND IMPROVE CLIMATE PERFORMANCE OF THE CITY

Today, Mayor [NAME]/ Commissioner [NAME]/ City Council of [NAME of City] committed to assess climate performance of the city, take action to address climate change by planning for and implementing actions to reduce greenhouse gas (GHG) emissions and increase resilience of communities to impacts of climate change, set up targets and regularly monitor progress by using Simplified ClimateResilientCITIES Methodology.

The Mayor [NAME]/ Commissioner [NAME]/ City Council of [NAME of City] will reinforce his/her/their commitment to climate action by forming stakeholder committee and in a participatory manner, assessing initial baseline climate performance, identifying climate actions including clear roadmap for implementation, setting up ambitious climate targets with ratification, implementing proposed actions and monitoring for better performance.

With this commitment, the city will continue to work to make [CITY] a community where people want to live, where businesses want to invest and where other cities look to for leadership on climate change. Taking stronger local action will improve the quality and livability of [CITY], and we may compete with other cities for better climate performance to improve our resilience to climate change.

Signature and Seal
Name of Signing Authority
Designation
City Name

Tool 2: Climate Core Team and Stakeholder Consultation

This tool helps Local Governments (LG) to identify and work effectively with stakeholders to implement the Simplified ClimateResilientCITIES process. It enables the LG to convene a Climate Core Team and a Stakeholder Committee and clearly define their roles. These groups will support the LGs to carry out participatory consultations to prepare their Climate Resilience City Action Plan.

Consultation should be a two-way process of dialogue and deliberation between the Climate Core Team leading the planning process and different stakeholders including government agencies, local NGOs, community groups, university partners and private sector organizations. A participatory stakeholder engagement can effectively engage different groups, especially in situations where there is controversy or complexity and a need to build consensus around possible solutions.

The LG needs to determine what form(s) of stakeholder consultations it will conduct. Most likely the LG will already have a consultation system which it uses. It may even have existing stakeholder meetings which can be used for its Climate Performance, identification of climate actions and implementation.

SECTION A: FORMING A CLIMATE CORE TEAM WITH ROLES AND RESPONSIBILITY

Climate Action Planning is not linked only to the environment, so an effective Core Team will draw on staff from a range of departments. Engaging staff from different areas of city operations, with different points of view and areas of expertise, in the Simplified ClimateResilientCITIES process is an important early step.

The Core Team may consist of representatives from city departments who have responsibilities for, or an impact on, development planning, cooperation and communication, buildings, energy use, pollution, waste, food security, biodiversity, water security, public health, local economic development, infrastructure, and transportation. It is important to identify a Project Nodal Officer for the core team who can be the focal point for the process in the city.

It is also important to include senior decision makers, such as heads of department, as well as specialist and operational personnel, to ensure that staff members are directly supported in their day-to-day work by management and that resulting recommendations from the core team will be supported by senior management.

In case a similar committee / working group already exists within the city you could choose to consider this body as the ‘Climate Core Team’.

Climate Core Team, Roles and Responsibilities:

The identification of the Core Team members is a very crucial process as the Core Team will be

responsible for driving the process in your city. However, it should be noted that the Core Team is not a fixed body and new members can be added as and when required. Given below are a set of suggested responsibilities that the Core Team should commit to:

- Serve as representatives for their city government's divisions or sectors
- Lead the city government's efforts to participate in the programme
- Ensure the **Simplified ClimateResilienceCITIES Methodology** is followed in its entirety
- Make sure that deadlines for each Phase are met
- Secure the participation of multiple contacts across the city government in the programme
- Organise stakeholder consultations with the stakeholder group at different stages of the process, to gather relevant information from them and incorporate their suggestions and inputs as appropriate
- Coordinate the necessary communication and collaboration with all relevant departments of the city and other stakeholders
- Facilitate effective integration of planned initiatives into the city's developmental plans and municipal budget
- Support internal institutional capacity building for effective implementation and monitoring of climate actions at department level as well as reporting to the nodal officer and higher authority

A **Project Nodal Officer** for the Core Team also needs to be identified who may act as the focal point for the process in the city. The main responsibilities of the Project Nodal Officer would be the coordination and smooth implementation of the tasks of the Core Team and Stakeholder Committee in implementing the **Simplified ClimateResilienceCITIES Methodology**. Responsibilities may include:

- Organise meetings of the Core Team as per the agreed schedule
- Facilitate communication and consultation with the stakeholder group
- Track the city's progress through the **Simplified ClimateResilienceCITIES** process, monitor implementation status of all climate actions (by using tool 7 of the methodology) and inform the Core Team regarding completed and upcoming tasks
- Facilitate data collection from various departments and other sources

Exercise 1: Identification of Climate Core Team Members

In Table 1 below please list the members of the Climate Core Team, their position, and proposed responsibilities

Table 1: Members of the Climate Core Team - Example

Name	Position	Responsibility
Ms. Jane Dev Khan	Chairperson	Supervising the working of the Core Team and providing management support
Mr. Ibrahim	Project Nodal Officer	Coordinating all the activities of the Core Team and ensuring its smooth functioning
Ms. Gayatri Devi	Member	Coordinating activities with the Water Resources department

SECTION B: FORMING A STAKEHOLDER COMMITTEE

The Climate Core Team may choose to involve other key individuals (from within or outside the LG) as it may consider necessary to complete the action planning process as part of a Stakeholder Committee. The Climate Core Team will be an integral part of the Stakeholder

Committee and will be overseeing entire process from climate assessment to implementation and monitoring of action plan.

Potential stakeholders should be invited to cover the range of sectors and issues which need to be considered when assessing climate performance and identify climate actions - energy, pollution, waste, food security, water security, public health, urban biodiversity, local economic development, infrastructure, transportation, social inclusivity and development planning.

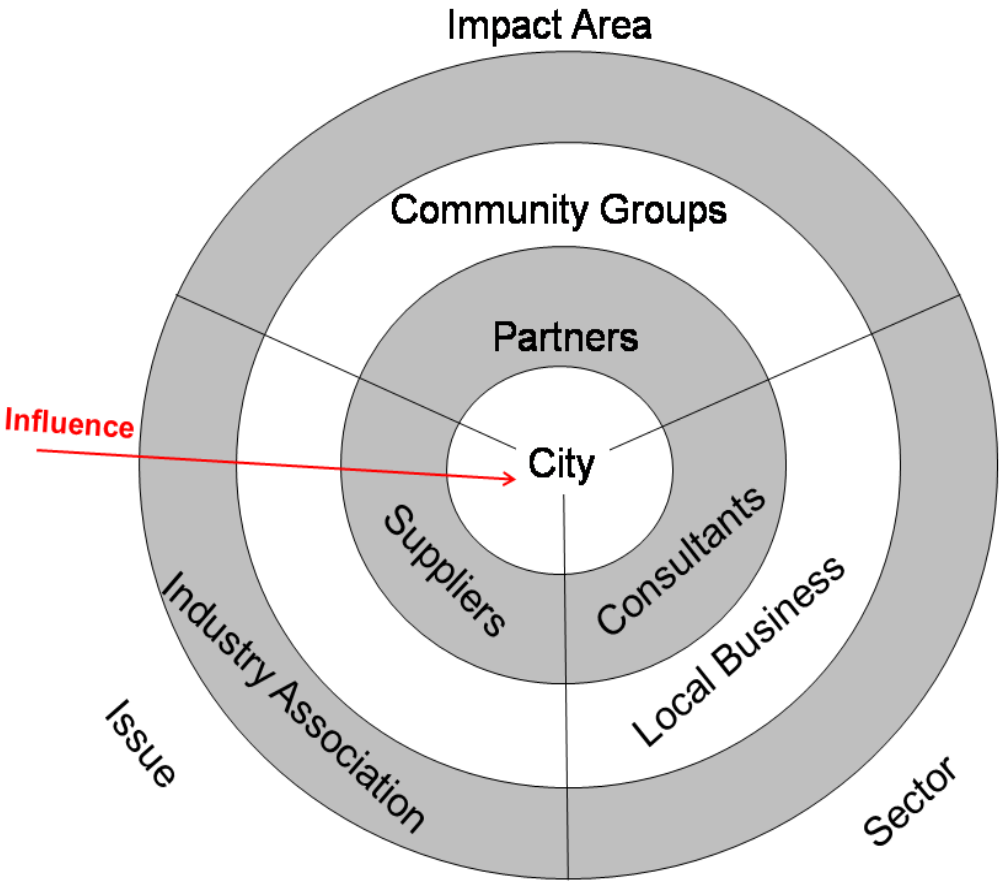
Using this list of potential sectors, along with your understanding of the major groups and influential actors in your city, you can start identifying potential stakeholders to be invited to participate. You can also ask:

1. Which groups may be able to provide information that would contribute for the climate performance assessment and development of climate resilient city? (e.g. para-statal departments for ground water, transport, fuel supply agencies, meteorological department, builders and engineering associations etc.)
2. Which groups could be involved in the identification of climate actions and support in implementation of the climate actions for climate resilient city development? (e.g. Industrial associations, Local builders associations, Resident Welfare Associations, para-statal departments, provincial government representatives, financial institutions, etc.)
3. Which groups are most likely to be affected by the implementation of the proposed climate actions? (e.g. informal sector workers, low income group dwellers along surface water channels, residents of the City, intermediate public transport service providers, etc.)

Stakeholders may be individuals and organizations, levels of government, NGOs, research institutions, private sector, community leaders etc.

Sphere of Influence

The following diagram may also help you to identify all important groups.



The circle at the centre of the diagram is what you consider to be yourself. You can set that as your entire local government, or you could term that as a subset, for instance a project team or taskforce that you sit on. The centre is generally what you have the most control, responsibility and authority over.

The next layer out would be people or organisations that you have a close relationship/partnership with and common goals or a shared purpose with, but over which you don't have direct control.

The next layer includes those who have some effect on the work you do, perhaps indirect relationships or ad hoc relationships, but where you have even less control.

The outer layer is the general macro environment in which you live, but over which you have minimal control.

The table below will be useful for identifying specific individuals/entities that need to be included in the Stakeholder Committee, based on their role.

	Government (local, national)	**Local NGOs**	**Research Institutions**	**Community Representatives**	**Private Sector**
Potentially provide information					

contributing to the baseline climate performance assessment and development of the climate action plan					
Potentially be involved in identifying climate actions and support in implementation					
Whose support will be essential to implement the Climate Action Plan					
Potentially be involved in monitoring the implementation status of climate actions					
Most affected by climate change or proposed CRCAP actions developed					

Once the Stakeholder Committee is identified and finalised, the committee needs to be officially nominated or notified by the administrative or political head of the LG or an equivalent authority. A Terms of Reference for the Stakeholder Committee should be defined to ensure clarity in roles and delineate the support required from the committee.

B1: Developing Terms of Reference for Stakeholder Consultation

Developing a Terms of Reference for stakeholder consultations will help streamline the process and develop greater clarity on *why*, *for what*, *how* and *when* such consultations should be organized. Provided below are indicative headings with supporting questions and examples that you could use to develop a Terms of Reference for the Stakeholder Consultations that your LG will organize.

Vision

What will be the guiding vision for the consultations? This may be generated by the local government and adopted or amended at the first stakeholder meeting.

Composition

Who should attend each meeting? Fixed membership or varying according to the topics and tasks? Who should attend from the community?

Rationale

Stakeholder concerns and feedback are a valuable source of information that can improve the design and outcome of your Climate Performance and City's Climate Action Plan, and can help city officials to identify climate actions. For stakeholders, consultations are an opportunity to:

- Learn about and contribute information to climate performance of the city and supports local government in Climate Action Planning development process
- Discover potential connections to their own programs, planning and funding mechanisms
- Raise issues and concerns, potentially helping to shape the City Climate Action Plan by making suggestions to the city officials.

Roles & Functions

The roles may vary as the process progresses – from information sharing to problem solving and strategy design. Define the roles and functions of the stakeholder consultation.

Principles, Rules of Operation

It is very important to spell out the rules and expectations on members. What should the principles and rules of operation be?

Key Principles:
• Relevant stakeholders will be identified based on a systematic stakeholder analysis process • Meetings will be held in an open and transparent process/environment that gives all stakeholders an opportunity to participate • Explain clearly the scope of the process from the beginning • Avoid generating unrealistic expectations • Promote gender inclusiveness through awareness that men and women have differing views and needs that are equally valid and may have different levels of comfort presenting their opinions in public.

Facilitation / Chairing of Stakeholder Consultations

Stakeholder meetings should be well structured and may best be conducted by skilled, independent facilitators. However it may also be desirable to have a formal Chairperson, whose responsibility will be to report back to the local government.

Some important features of consultation:

- Information sharing is multi-dimensional. Everyone contributes information and experience, everyone learns from the exchanges. This helps to break down traditional boundaries between government, academic and community actors.
- The process is conducted in an open manner and allows time for participants to absorb and use climate information
- The process is iterative, with several opportunities for members to meet and take their thinking to the next level

Recording, Reporting & Communications

It is important to be clear about the status of the outcomes of stakeholder consultation, how these are fed into the planning process. It should also be determined who is able to make public statements about the meeting proceedings and outcomes.

Timing and Logistics of Meetings

During the climate performance assessment and preparation of climate action planning phase or plan implementation phase, stakeholder meetings should be scheduled after ensuring relevance to the ongoing planning/implementation phase. If possible, determine in advance at what points in the planning/implementation process, stakeholder meetings will be required. Also determine time of day and location in a manner as to ensure maximum participation. Maximum length of meetings should also be determined prior to the consultation meetings.

Finally, careful planning for the Stakeholder Consultation is important. The example below provides an indicative checklist that could be used to ensure that all necessary preparations have been made.

Preparation Checklist:

- List of participants, based on Section A, and invitations
- Determine the day and date
- Prepare agenda and time tables
- Will a government institution be the host? Determine the venue
- Form and lay out tables – Round tables are recommended to facilitate discussion
- Responsibilities: Determine who is responsible for what activities

on ICLEI's GreenClimateCities methodology and ICLEI-ACCCRN Process.

Tool 3: City Profile

This tool supports Local Government (LG) to explore local urban context including information on local policy/ regulations, governance, general information about city, location and climate, demography, urban system delivery, economic, social and environmental contexts at local level, which would impact climate resilient development in city. Cities are encouraged to fill information in provided city profile format below.

General Information About City		Year of Information	Source of Information
Name of City			
Type of Municipality/ Municipal Corporation			
Year established			
District and State			
Name and designation of the political head			
Current term of political head (start and expected end date)			
Name and designation of the administrative head			
Current term of administrative head (start and expected end date)			
Total annual municipal budget (Million INR) (Present year)			
Location and Climate		**Year of Information**	**Source of Information**
Geographical location of the city			
Connectivity (Air/Rail/ Road)			
Type of climate (Dry/Temperate/Continental)			
Average minimum and maximum temperature (◦C) (For all seasons)			
Average annual rainfall/ precipitation (millimeter)			
Total number of rainy days (Numbers)			

Average humidity (%)			
Average wind speed (miles per hour)			
Average ground water table level (Feet)			
Average annual air quality in city [Primary pollutants in µg/m3 (PM2.5, PM10, SOx, NOx)]			
Type of soil			
Area and Population		**Year of Information**	**Source of Information**
Area (sq. km)			
Total number of administrative zones			
Total number of administrative wards			
Total population (Present year)			
Decadal population growth rate (%)			
Total number of households (Present year)			
Number of housing units by categories (EWS, LIG, MIG, HIG)			
Average population density (Persons/ Sq.km)			
Total numbers of notified slum areas in city			
Total number of slum population in city (Present year)			
Total number of migrating population in city			
Land use composition (sq. km by type of land use)			
Infrastructure Services			
Water Availability & Supply Coverage		**Year of Information**	**Source of Information**
Sources of water supply and distance from city in km			
Capacity of water sources within city limit (MLD)			
Total number of water supply zones			

Average groundwater levels (Feet)			
Total number of water treatment plants			
Water treatment plant capacity (MLD) (Installed & Operational)			
Total number of water pumping stations			
Total length of water network and pipe material (km)			
Average age of water network (Years)			
Coverage of water supply connections (%)			
Total water supply in city (in MLD)			
Per capita water supply in city (lpcd)			
Extent of non-revenue water (%)			
Continuity of water supply (minutes or hours)			
Quality of water supplied (water quality information to be provided as per standard)			
Total electricity consumption in water supply sector (Million kWh)			
Total fuel consumption in water supply sector (KL)			
Rain water harvesting/ Ground water recharge related projects/ Provisions in bye laws			
Ongoing/ Proposed projects (name of project, capacity, investment, current status, expected timeline)			
Wastewater		**Year of Information**	**Source of Information**
Total wastewater generated (MLD)			
Coverage of sewerage network services (%)			
Average age of sewerage network (years)			
Total number of households using septic tanks			

Total number of households using pit latrines			
Total number of wastewater pumping stations			
Total number of sewage treatment plants and type of treatment			
Sewage treatment plant capacity (MLD) (Installed & Operational)			
Adequacy of sewage treatment (%)			
Quality of raw and treated sewage (Inlet and outlet quality as per CPCB standards)			
Disposal of treated waste water			
Extent of reuse and recycling of treated waste water (MLD or % to total treated wastewater)			
Fecal sludge management practice in city (If Yes, provide relevant details)			
Total electricity consumption from wastewater sector (Million kWh)			
Total fuel consumption from wastewater sector (KL)			
Ongoing/ Proposed projects (name of project, capacity, investment, current status, expected timeline)			
Storm water Drainage		**Year of Information**	**Source of Information**
Coverage of storm water drainage (%)			
Names of areas experiencing water logging in city			
Source augmentation and Rain water harvesting/ GW recharge is being practiced by city, If yes (provide relevant details)			
Ongoing/ Proposed projects (name of project, capacity, investment, current status, expected timeline)			

Municipal Solid Waste		Year of Information	Source of Information
Municipal solid waste generation (TPD) (Present year)			
Quantity of waste collected (TPD)			
Household level coverage of SWM services (%)			
Extent of segregation of municipal solid waste (%)			
Total number of solid waste collection vehicles with types			
Total number of waste transfer stations with capacity (TPD)			
Extent of solid waste recovered (%)			
Total number of material recovery facilities (MRF) in city and capacity (TPD)			
Source-wise Contribution to solid waste generation (%) (Residential/Commercial/C&D and other relevant)			
Physical composition of solid waste (%) (Glass/Paper/Metal/Plastic/Organic and other relevant)			
Total quantity of waste treated in city (TPD)			
Solid waste treatment plant (number, type, Installed & Operational capacity , location if within city or outside)			
Total number of waste to composting facilities in city with capacity in TPD			
Total number of waste to biomethanation facilities in city with capacity in TPD			
Quantity of waste treated through waste to composting facilities (TPD)			
Total quantity of compost generated through waste to composting (kg or tons)			

Quantity of waste treated through waste to biomethanation facilities (TPD)			
Average quantity of biogas generated through waste to biomethanation facilities (kg or Tons)			
Waste to energy plant capacity (TPD) (Installed/Operational)			
Total waste treated through waste to energy plant (TPD)			
Total electricity generated through waste to energy plant (Million kWh)			
Cost of solid waste collection, transportation, treatment and disposal (Cost/Metric Ton)			
Details of waste disposal sites (Open/Scientific landfill sites, numbers, capacity and type)			
Capacity of waste disposal/ scientific landfill sites (in MT, also provide expected closing)			
Leachate generation (KL per Day) and treatment (Technology incorporated)			
Information on scientific landfill site closure, if any (capacity and biogas recovered)			
Total electricity consumption from SWM sector (Million INR)			
Total fuel consumption from SWM sector (KL)			
Ongoing/ Proposed projects (name of project, capacity, investment, current status, expected timeline)			
Road and Transport		**Year of Information**	**Source of Information**
Types and Length of road network in city (Earthen/Bituminous/Concrete and other relevant)			

Total registered vehicles (by vehicle type and fuel type)			
Modal share of the city (%)			
Availability of public transportation in city (yes/no), if yes – please provide type of public transportation (Bus/BRTS/Metro and other relevant)			
Total number of public transport stations			
Coverage of public transport system in city (%)			
Total number of vehicles engaged in public transport system (by vehicle type or capacity)			
Total number of vehicles by fuel type in public transport system (Petrol/ diesel/ CNG/ electric/ any other)			
Average number of passengers travelling per day			
Average total distance covered by all vehicles per day (km)			
Total number of trips per day			
Operating km per bus per day (km/day)			
Total fuel consumption in public transport system per annum (Petrol/ diesel/ CNG/ electric/ other)			
NMT			
Total length of dedicated footpaths in city (km)			
Total length of dedicated cycle lanes in city (km)			
IPT			
Presence of Intermediate Public Transport (IPT) in the city			
No. and type of IPT vehicles (Taxi/Auto rickshaw and other relevant)			
Presence of IPT infrastructure such as parking lots, charging stations for e-rickshaws if any with their number			

Coverage of IPT system in the city (%)			
Electric Mobility			
Presence of any strategy for electric mobility in the city (yes/ No)			
No. of electric vehicles for public usage (if any)			
Supporting infrastructure for electric mobility in the city (if any)			
ITMS			
Presence of Intelligent traffic management systems in the city (yes/ no) Such as smart parking, signalized junctions, PIS at different locations (IPT/ bus stands etc),			
Parking			
Presence of a parking policy in the city (yes/ no)			
City level parking lots (no & size)			
Ongoing/ Proposed projects (name of project, capacity, investment, current status, expected timeline)			
Urban Biodiversity		**Year of Information**	**Source of Information**
Natural areas in city as compared to total city area (%) *Natural areas are defined as all areas that are natural and not completely man-made landscapes. Some examples of natural ecosystems are forests, mangroves, freshwater swamps, natural grasslands, streams, lakes, etc. Parks, golf courses, roadside plantings are not considered as natural.			
List of native species (Flora and Fauna) – if available			
Total tree canopy cover with respect to total area (%) – if available			

Total area of parks and protected natural areas per 1000 people (sq. km)			
Natural asset map is available (yes/ no), if yes – provide the same			
Local biodiversity strategy and action plan is available (yes/ no), if yes – provide the same			
Energy and street lights		**Year of Information**	**Source of Information**
Total number of street lights in city			
Total annual electricity consumption from street lights (kWh)			
Total expenses from street light sector (INR)			
Total number of LED lights in city			
Total capacity of solar PV installed by municipal corporation (kWp)			
Total electricity generated from installed solar PV (kWh/ year)			
Total capacity of wind mill installed by municipal corporation (MW)			
Total electricity generated from installed wind mills (kWh/ year)			
Total electricity generated from waste to energy or waste to biomethanation plants in city (kWh/ Year)			
Climate Resilience		**Year of Information**	**Source of Information**
GHG emission inventory report (Yes/no), if yes – (Provide year, GHG emission in base year)			
Vulnerability and risk assessment, if yes – (Provide year, GHG emission in base year)			
List of climatic event experienced in past 5 to 10 years (Heat waves/Floods/Drought/Heavy rainfall/Thunderstorm/ Cyclones and other relevant)			

Climate Resilient City Action Plan (CRCAP) (Yes/no), if yes – provide year and targets			
Disaster management plan (Yes/no) (), if yes – provide year)			
Any other report, please mention (i.e. NMT, Mobility/ Low cabon mobility, TOD plan etc.) (if yes – provide year)			
Recognition and Awards received by City and other relevant information (I.e. Ranking in SBM, liveability index, any other)			

Tool 4: Basket of Solutions

Area 9: Energy / Energy-Infrastructure

0

9.3 District Energy Systems for Cooling *(Revision planned)*

Version 3.3.0

Goal City plans and implements district cooling systems in identified areas.

Grades				
0	1 First steps	2 Good	3 Very good	4 Excellent

no signi-ficant steps	An identification of the district cooling potential in the city is made, including existing and future cooling demand.	Pre-feasibility studies for district cooling are completed and locations for implementation are identified.	Detailed plans for implementation are drawn, financing is secured and implementation started.	Implementation of district cooling systems is on-going and covers 10% of total cooling demand.

Assessement Guidance				
	Report on potential of district cooling system can be provided .	Pre-feasibility study report including feasible size and load of district cooling systems can be provided.	1. Technical and financial DPR 2. Allocation in municipal budget or negotiations with private party on PPP model 3. Implementation status report	Information on implementation status report along with operational coverage of district cooling system in the city with respect to cooling demand can be provided.

Actual assessement		**Initial assessement**	**Target**
Grade		0	

Explanatory statements

Sources for Validation	**links**
-	-
-	-
-	-
-	-
-	-
-	-

Recommendations / possible next steps

Good Solutions - best practice	links
- Case Studies	-
-	-
-	-
-	-

Related climate smart city indicators (CSCAF)	*Level*	*Score*

Tool 5: Identification of Climate Actions and Budget Allocation

Earlier in the methodology, we used 'Tool 4 Basket of Solutions' to assess a baseline climate performance of the city considering 9 topics with 53 climate actions. Average of grades for all climate actions for each topic is considered as the grade for that topic. For each topic and its climate actions, the initial status is defined in the Baseline Climate Performance Assessment tool. If the initial status is low, the desired progression of grades for each topic and action is defined by the local government (LG). LG may select a target grade for such topics and climate action and define a timeframe for its achievement.

Tool 5 enables cities to summarise climate actions with scale and corresponding budget and supports them to achieve their targeted grade. This tool will also assist city to align the proposed actions with existing/ongoing national or state or city level programs/ projects/ policies. They are also linked with existing departmental work plans along with timeframe, budgets and monitoring processes. LGs are also encouraged to provide relevant information in summary table give below. The exercise mentioned in this tool can be undertaken jointly by the LG with the Stakeholder Group.

The following table is a way of summarising the list of climate actions with respect to targeted topic, grade during base year assessment and target grade decided by LG along with specific criteria for the target grade and identified climate action to achieve the target grade. It is also necessary to put information on expected implementation timeline for each climate actions, budget and related government scheme, climate resilience impact of actions and status of that project during baseline. City may approve identified climate actions, budget and targeted grades by using subsequent steps. All these approved actions shall be monitored by nodal officer of climate core team nominated by LG by using Tool 7: Implementation and monitoring framework in subsequent steps.

Summary of Climate Actions with Budget & Targeted Goals

Targeted Area (As per Tool 4)	Targeted Topic (As per Tool 4)	Base year Assessment Grade (From result of Tool 4)	Targeted Assessment Goal	Specific Criteria for the Targeted goal (From Tool 4)	Identified Climate Action to Achieve the Targeted Goal	Expected Timeline (Month & year)	Municipal Budget (Million INR) & Govt. Scheme	Responsibility
Water and Sewerage	7.3 Water Resource Management	1	3.3	Part of Grade 4: Reduce NRW from 30% to 20%	7.3.1 Integrate additional source yyy	2020-2021	Xxyy INR	Dep A
					7.3.2 Detection of leakage	Every year	AMRUT funds	Mr. B
					7.3.n xxxxxx			Ms. C
Energy/ Energy infrastructure	9.1 Public lighting	1	4	Grade 4: 90% energy efficient street lights are implemented	9.1.1 Replacing all existing lights with LED lights	Start year – Dec 2020 End year – Jan 2022	Xxyy INR	Dep C

Tool 6: Approval of Climate Actions and Targeted Goals

Once the climate action plan is formulated using Tool 5 providing a list of interventions, targeted goals, budgets and monitoring processes, the plan needs to be approved and ratified by the city council. The entire process should be presented to the Mayor and the councilors in the City Council Meeting, and each target, its necessity, and its impact on the overall resilience of the city should be explained clearly. The outcome of this tool is to acquire a letter from the Mayor/Commissioner or City Council that such an action plan is approved by the Council. This will ensure that the action plan is implemented through normal municipal budgeting systems and become integrated in city developmental process.

[Letter head of commissioner/ Mayor / City council / Equivalent Authority]

[CITY NAME] APPROVES THE PROPOSED CLIMATE ACTIONS AND TARGETED GOALS SET BY USING 'SIMPLIFIED ClimateResilientCITIES METHODOLOGY'

[Name of the city] City has used Simplified ClimateResilientCITIES methodology to analyse baseline climate performance of the city, identify critical sectors identify climate resilient interventions and set targeted goals (by using Tool 5 'Identification of Climate Action and Budget') to improve climate resilience of the city. The exercise mentioned in this methodology was undertaken jointly by the city government and identified Stakeholder Group (by using Tool 2 'Stakeholder Consultation).

All the identified climate actions are in line with existing/ongoing national or state or city programs/ projects/ policies. They are linked with existing departmental work plans for successful implementation along with timeframe, budget and monitoring processes. [Name of the city] is committed to implement identified climate actions within provided timeframe to achieve targeted grades and monitor implementation status (by using Tool 7 'Implementation and Monitoring Framework'. [Name of the city] also commits to monitor and evaluate climate performance status of the city every year and scale up the climate actions as needed (by using 'Tool 4: BoS and Climate Action Evaluation Framework').

Signature and Seal of Authority
Name of Signing Authority
Designation
City Name

Tool 7: Implementing and Monitoring Framework

Once the climate resilience action plan is developed by the local government (LG) by assessing current status of climate performance and identifying climate actions and their targeted goals, and approved by the city council/Mayor/Commissioner, using the previous tools of the Simplified ClimateResilientCITIES process, this tool will enable LG to implement and monitor the project implementation.

Institutional set up is very important for effective implementation of monitoring framework. Climate Core Team shall be responsible for monitoring climate action progress to achieve targeted grade for the climate actions of targeted topics as in the Basket of Solutions (refer Tool 4). Each department is represented in the Climate Core Team through a departmental representative, usually senior officers. For each climate action to be implemented, a responsible staff from the relevant department is assigned to report on project implementation to the departmental head/senior officer who is a Climate Core Team member. He/She in turn reports to the Nodal Officer of the Climate Core Team. Nodal officer of Climate Core Team will be responsible for overall monitoring of all identified climate actions and reporting to higher authority annually.

As all climate actions are of different characteristics and scales, responsible departmental head, with support from responsible staff, will identify milestones to monitor status of each and report to the nodal officer by using a summary table (as below). Nodal officer will maintain the summary table for all targeted topics and climate actions for yearly evaluation of progress in implementation and take necessary actions for adjustment for changing ground situation, especially in start of implementation or time over-run during implementation. Nodal officer will be responsible for reassessing climate performance every year by using Tool 4.Basket of Solutions.

The following table is a way of summarising the list of approved climate actions with respect to the topic and approved targeted grade, milestones to achieve targeted grades, expected timeline and yearly monitoring. City may decide on duration of climate action planning (minimum 3 years and maximum 5 years), and choose monitoring framework accordingly.

Summary Table for Monitoring and Implementation Status of Approved Climate Actions for Targeted Area (Maintained & Updated by Nodal Officer Every year)

Targeted Topic (From Tool 5)	Scale of Climate Action (As per Tool 5)	Milestones to Achieve Targeted Goals (Based on targeted goal for the topic, city should decide based on grading criteria)	Expected timeline (Month & year)	Monitoring status (Year 1 – March 2019) (Status with supporting document from base year to Year 1)	Monitoring status (Year 2 – March 2020) (Status with supporting document from year 1 to year 2)	Monitoring status (Year 3 – March 2021) (Status with supporting document from year 1 to year 2)
Example: **Targeted Area (As per Tool 4) – Water and Sewerage** **Responsible Department** – Water Supply Department **Responsible Person for monitoring and update** – Ms. A **Contact Information** - _____						
7.3: Water Resource Management	7.3.1 detection of leakages in distribution lines	1. Water and NRW auditing to identify old pipeline network 2. Detailed Project Report for technical and financial feasibility 3. Budget provision and tendering 4. Implementation and monitoring (NRW reduction analysis)	Start year - Dec 2018 End year - Jan 2021	- Water auditing is completed - Detailed project report is prepared - Budget is allocated - Tendering is done	- Work order provided - Work is in progress on sites (40% work is completed)	
	7.3.2 Integrate additional water sources					
	7.3.3 xxxxx					

Targeted Topic (From Tool 5)	Approved Targeted Goal (as per Tool 5)	Specific Criteria for the Targeted Goal (As per Tool 5)	Approved Climate Action (As per Tool 5)	Scale of Climate Action (As per Tool 5)	Milestones to Achieve Targeted Goals (Based on targeted goal for the topic, city should decide based on grading criteria)	Expected timeline (Month & year)	Monitoring status (Year 1 – March 2019) (Status with supporting document from base year to Year 1)	Monitoring status (Year 2 – March 2020) (Status with supporting document from year 1 to year 2)	Monitoring status (Year 3 – March 2021) (Status with supporting document from year 1 to year 2)
Example: **Targeted Area (As per Tool 4) – Energy/ Energy infrastructure** **Responsible Department** – Lighting Department **Responsible Person for monitoring and update** – Mr. B **Contact Information** - _____									
9.1 Public lighting	Grade 1 in base year to Grade 4 in Target year	Grade 4: 90% energy efficient street lights are implemented	Replacing all existing lights with LED lights	100% street lights of the city	1. Detailed feasibility study 2. Project approved by city government and agreement with ESCO 3. Implementation in progress (50% lights are replaced) 4. 90% to 100% lights are replaced	Start year – Dec 2019 End year – Jan 2021	- Detailed feasibility study report submitted - Project approved by city council Agreement signed with ESCO	Work in progress - 50% lights are replaced	