Governance and Stakeholder Engagement

Introduction

Establishing the evidence base in Step 2 of both cycles will inform all future steps and will serve as the foundation of your Climate Action Plan. The key stakeholders at this stage are internal, as without the buy-in and effort of the relevant departments and data-holders, it will be very difficult to gather the appropriate evidence. Within this document you will find a draft agenda for a workshop to gather the relevant evidence for both mitigation and adaptation.

1. Collecting Evidence

Collecting evidence can be a long process, and success will depend on the involvement of many different people. After beginning the work in a desk-based exercise, it is then important to validate the initial findings with key data owners as soon as possible. It may be necessary to be persistent in your requests for information. This will be much easier if some governance structures described in the previous step, such as a core working group, are established and you have some involvement or interest from relevant departments.
Note: The same meeting in Step 2 can be used to progress both cycles.

1a. Adaptation (NI Adapts)

1. The process of collecting evidence will be a bit easier for undertaking your climate risk assessment, as it doesn't require specific figures and data on impacts at this stage, if these are not yet available (though these will make the plan stronger if available – see Guidance under Step 2 'How to Develop a Climate Risk Assessment')
2. This workshop (draft agenda below) can therefore be used to either undertake a risk assessment or validate one that is already underway. In either case, a workshop will be useful for gathering impacts from unexpected or less engaged parts of the organisation.
3. Then develop a risk register compiling all of the information into a series of prioritised risks for your organisation, categorised by climate hazard (floods, heat, storms, cold). This can then be validated with further meetings or one-to-ones.

1b. Mitigation (Net Zero NI)

1. Collecting your emissions data to develop a GHG inventory will require a reasonably robust methodology, albeit one which improves over time (see Step 2 'Gather Data for your Mitigation Report'). A workshop can be useful here to engage all relevant parts of the organisation and ensure consistency in approach.
2. Once you have collected your data, the next major internal engagement objective will be to visualise and present the information in an accessible manner to the wider organisation, including the senior management team.
3. Baseline year exercise: If you have decided you would like to define a baseline year in the past i.e. one that isn't the year you are currently reporting on, then you will have to undertake an exercise to ensure the data is available and comparable. Please refer to Chapter 5 of the GHG Protocol for further guidance on this.

2. Step Two - Draft Meeting Agenda Template

Suggested Action: Hold a meeting with a Working Group to present a summary of the data collected during a desk-based review and complete an interim review of the data. Discuss challenges experienced during the data collection exercise and identify any gaps in the data. By holding this discussion with the Working Group you can share ideas about overcoming any challenges experienced i.e. fill gaps and who to contact for further information. This is a good opportunity to take notes on the process and document these against each of the emissions sources.

Download a draft agenda for Step 2 Meeting

Individual meetings can be used to gather and refine data independent of any large workshops.