

Annex 3 to the Call ACC02 Minimum attributes of the Action Plan

**Minimum attributes of the Action Plan for climate change mitigation and adaptation
for years 20XY – 20XY
with perspective until 20XY (if relevant)**

To achieve the outcome and output of the Programme defined under this Call, the compilation of the action plan built on **two main pillars** is required: measures focused on climate change mitigation and measures on climate change adaptation.

It's up to the applicant **how the structure** of the action plan will be drafted. However, the individual components of the action plan will be evaluated and scored within content related criteria.

The minimum attributes of the action plan listed below¹ constitute the baseline range of information required to be included within the action plan to be considered during the evaluation as **viable**.

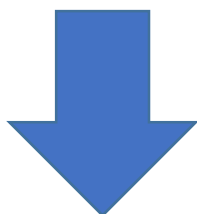
In the project application stage it is not expected to submit the final action plan, only proposal of action plan containing minimum attributes is required. Final version of the action plan is to be completed within the project as mandatory component of the project output.

¹ Minimum attributes of the Action Plan reflect among other issues also the principles of a stand-alone city-level action plan in the area of climate change according to the following document *Guiding Principles for Climate City Planning Action*; published at: <http://e-lib.iclei.org/wp-content/uploads/2016/02/Guiding-Principles-for-City-Climate-Action-Planning.pdf>.

Minimum attributes of the Action Plan for climate change mitigation and adaptation



Preparation of the Action Plan



- **organizational-technical arrangements** of the Action Plan preparation, including identification of responsibilities/competencies and financial resources necessary for the preparation of the action plan
- **timetable** for the Action Plan preparation
- **approach to the Action Plan preparation** including the participation of stakeholders, socio-economic partners and the public

Inputs for preparation of the Action Plan



- **linking of** the Action plan with other **existing relevant strategic, conceptual and planning documents of the city** (if any)
- **contribution** of the Action Plan **to reaching the relevant existing city commitments** (if any, e.g. Covenant of Mayors for Climate and Energy)
- **compliance** of the Action Plan **with other relevant existing documents at national and regional level**
- **availability and quality of relevant data** for compilation of the Action Plan
- **review of relevant carried out initiatives/projects/activities by the city**

Definition of strategic framework of the Action Plan



- **definition of strategic framework** – medium/long term vision and strategic areas for climate change mitigation and adaptation in the territory of the city

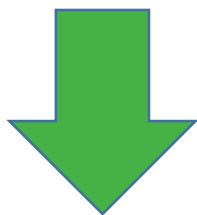
- **identification of city priorities** in the area of climate change mitigation and adaptation, e.g. using evaluation of past and current climate conditions in the city in relation to the occurrence of extreme and unpredictable weather phenomena; data assessment on risk level and vulnerability of the territory; definition of risk/vulnerable city areas where it is likely that negative climate change impacts can be expected; identification of uncertainties (e.g. lack of relevant data) etc.

Determination of goals and actions of the Action Plan



- **determination of goals** for individual strategic areas or sectors, including specific envisaged /planned measures and actions
- planned/envisaged **way of financing** of measures/actions, the **timescale** for meeting them, **milestones** for realisation of individual actions, **measurable indicators**, **risks** related to meeting the proposed measures, **in case of planned actions for financing by the Norway Grants the maximum level of concretisation shall be provided**

Promotion of the Action Plan and its actions



- **communication strategy** for promotion of the Action Plan and dissemination of the information on the Action Plan, its goals, actions and results (planned communication channels and tools)
- **identification of target groups** of the communication strategy

Monitoring and evaluation of the Action Plan



- **method and frequency of monitoring** of the Action Plan implementation
- **determination of key measurable indicators including the sources of verification** for monitoring of the Action Plan implementation
- **method and frequency of evaluation** of the Action Plan implementation including procedures for updating the action plan, if relevant