
STRATEGY DEVELOPMENT BREAKOUT GROUP INSTRUCTIONS

See reverse for example.

Your task in this breakout group is to identify solutions to the climate change-related vulnerabilities facing your community. You will be provided with a list of vulnerabilities that your group will work through.

For each vulnerability, you will complete the following information. Remember more information is better than less, so try to record as much as possible on the flip chart paper.

1. **Vulnerability:** The specific climate change vulnerability to your community.
2. **Strategy:** The overall approach you can take to reduce the impact of the climate risk, or increase the adaptive capacity of the community, or both.
3. **Actions:** Specific steps to achieve the overall strategy. You may have multiple actions for each strategy. For each action, identify the following:
 - a. **Co-Benefits:** List any potential positive impacts of the action to groups, resources, or populations other than those that are the focus of the action. The co-benefits do not need to be linked to climate impacts.
 - b. **Trade-offs:** List any potential negative impacts of the action related to groups, resources, or populations other than those that are the focus of the action. The trade-offs do not need to be linked to climate impacts, but do consider if any of the actions could make climate change worse or prevent resilience in other sectors.
 - c. **Equity Considerations:** Provide any details or information that will be important to consider relating to social equity when designing and/or implementing the action.
 - d. **Responsible Party:** List who is potentially responsible for implementing the action. Be as specific as possible, listing a particular government agency (state, federal, municipal, etc.), department, industry or business sector, civic organization, etc.

- e. **Relative Cost:** Rank the cost as High, Medium, or Low based on best available information on presumed relative costs (what it takes to implement the action). Include a brief explanation or justification for your selection.
- f. **Effectiveness:** Rank the effectiveness of the proposed strategy as High, Medium, or Low. Evaluate this based on the level of certainty that the action will reduce vulnerability and lead to greater climate resilience. Consider whether the actions have been tested, whether the outcome is well-understood, and whether there is a risk of negative outcomes.
- g. **Evaluation:** How might we tell if the proposed action is making an impact on the specific climate vulnerability? What can we measure? What other information can be informative? Consider both quantitative and qualitative metrics.

Tips for success:

- If you do not have anything to add for a specific category, please write “none” so we know it was not missed.
- It is equally important to fill in as much information as possible, as it is to work through the entire list of vulnerabilities. Try to balance your time and help your group move through the list of vulnerabilities without getting stuck in too much detailed discussion.
- Several flip chart sheets have been prepared for you in advance, and you also have some extra flip chart paper if you need more. Just remember to provide labels for the information.
- Generally, 1-2 actions per strategy will be enough for this point in the process. If your group has more than 4 actions per strategy, you may want to revisit the strategy and narrow its focus.
- Remember, at this stage you do not need to come up with every possible solution. We are just aiming for a set of possible solutions that can begin to address the community’s vulnerabilities.

Examples of strategy development workshop data

Vuln.	Increased rates of asthma and allergies	
Strategy	Reduce air pollution	
Action	1. Identify region's largest contributions to ground level ozone	2. Incentivize alternative transportation
Co-Benefits	Helps the community meet state and federal air quality standards; reduces heart disease	Increases walking and biking, improving health; Reduces traffic congestion; Improves options for low-income residents
Tradeoffs		
Equity		Review routes to ensure low-income neighborhoods are connected to essential services
Resp. Party	Partnership among multiple municipalities in the County; Council of Governments	Municipal transportation department
Rel. Cost	Low	High – how will incentives be funded?
Effectiveness	Low - just information gathering	High – direct impacts on amount of air pollution
Evaluate	Rates of hospitalization for asthma in children	Survey of businesses and workforce on incentive adoption and barriers

Vuln.	Increased rates of asthma and allergies	
Strategy	Improve indoor air quality	
Action	1. Upgrade HVAC systems in schools	2. Install HVAC systems in low-income homes
Co-Benefits	Also addresses impacts associated with heat waves; improves energy efficiency overall	Same as #1 plus provides benefits to low-income populations
Tradeoffs		Increased energy use can increase GHG emissions
Equity	Focus on Title 1 schools first	Target homes with elders and children first
Resp. Party	School District facilities manager	NGO providing support for low-income homeowners and renters
Rel. Cost	High	High
Effectiveness	High	High
Evaluate	Number of days schools are closed due to heat and air quality concerns	Number of families signed up for assistance programs