



CLIMAS

CLIMATE change citizens engagement
toolbox for dealing with Societal resilience

Deliverable No. 3.5 - Tool to Enable Climate Assemblies Outcomes on Dynamic Climate Change Adaptation Plan - Initial version

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CLIMAS Project Overview

Climate change is one of the most critical issues to tackle today as it is foreseen to have detrimental social, environmental, and economic impacts in the near future. The last climate change events, such as flooding in Germany and Belgium in both Continental and Atlantic regions, heat waves and lack of water in both Mediterranean and Boreal regions, show that the policymakers, experts, and stakeholders' actions are not enough, and a 360° citizens engagement is urgently needed. Therefore, we need to learn from the good experience in citizens' engagement in climate change action and build up citizens' supporting infrastructure for climate adaptation measures to help the 150 European regions and local communities resist. Climate assemblies and Living labs are considered as sustainable and reasonable tools to stimulate deliberative democracy in climate policymaking.

The ambition of the CLIMAS project is to support a transformation to climate resilience by offering an innovative problem-oriented climate adoption Toolbox, co-designed together with stakeholders by applying a values-based approach, design thinking methods and citizen science mechanisms. All that will be carried out with a gender and diversity approach. The Toolbox is expected to anticipate possible tensions, points of controversy and dilemmas vis-a-vis the adaptation to resilience. Therefore, the Toolbox aims at enabling empowerment and engagement strategies that produce a society "resilient by design". In addition, CLIMAS will include the empirical component for testing this Toolbox and formulating scientific-based guidelines for policymakers on how to shift Climate Assemblies from technically based deliberations that belong to climate change experts to multi-stakeholder deliberations based on solving the dilemmas from a bottom-up, more societal, and value-based perspective. CLIMAS outcomes will positively influence policy development and awareness-raising processes and offer sustainable strategies to enhance the acceptance of citizens' led decisions by policymakers.



Executive Summary

Deliverable 3.5 “Tool to enable Climate Assemblies outcomes on dynamic climate change adaptation plan - Initial version” (D3.5) of the CLIMAS project presents the initial version of the methodological framework for the “*Tool to enable Climate Assemblies (CA) outcomes on dynamic climate change adaptation plan*”. The research team studied extensive academic and practice-based literature research in preparation for the methodology. The Knowledge Network on Climate Assemblies (KNOCA) provided us with the foundational knowledge to develop the method for this document. Based on KNOCA’s provided documents on multiple climate assemblies worldwide, different sections of the follow-up and monitoring process for CA outcomes on dynamic climate change adaptation plans are prepared. A detailed methodology and concept for each of the sections are also provided in this document.

This document addresses the critical challenge of climate change by advocating for the integration and dynamic monitoring of CA recommendations into national adaptation plans (NAP) and policy frameworks. The report also outlines a framework for organising Climate Assemblies, detailing each phase from preparation to follow-up. Key phases include establishing governance bodies, recruiting participants, facilitating deliberative sessions, and developing policy recommendations. As the main scope of this document, emphasis is placed on the follow-up of recommendations for NAPs. This document also addresses the formulation and preparation process of NAPs. An initial outline of how the recommendations will be included in the NAPs is also given.

The document recommends establishing clear commitments from political authorities and building broad political support for effective follow-up. Organisational structures must include dedicated follow-up teams, clear ownership of recommendations, and regular reporting mechanisms to ensure transparency and accountability. Engaging a wide range of stakeholders and providing capacity-building for assembly members are essential for successful implementation. The report also highlights the importance of systematic monitoring and evaluation, proposing a periodic monitoring system and the formation of an independent Accountability Board. These measures ensure continuous and dynamic oversight, adaptability, and stakeholder engagement, ultimately contributing to sustainable and impactful climate action.

By following this structured approach, the document aims to enhance the effectiveness of Climate Assemblies in driving robust climate policies, fostering citizen engagement, and ensuring the resilience and sustainability of national adaptation strategies. As the following steps, a supporting customisable digital tool will be provided to assist this process and scenario prioritisation for both short-term and long-term climate change adaptation plans, and a more detailed methodological framework will also be provided. The tools will be co-created, tested, and validated in CA and LLs.



1. INTRODUCTION

Climate Assemblies (CA) unite citizens and stakeholders in a democratic process to tackle climate issues. However, implementing CA outcomes and follow-up is often challenging due to complexities in design and public authority integration (Langkjaer & Smith, 2023; Cobbler et al., 2022). CLIMAS D3.5, “Tool to enable Climate Assemblies outcomes on dynamic climate change adaptation plan—Initial version,” addresses these issues by providing a structured approach to ensuring effective follow-up and accountability.

The initial version of the tool was developed collaboratively, leveraging the expertise of consortium partners and Climate Assemblies through Work Package 3 meetings and co-creative workshops. Insights from other CLIMAS tools and deliverables and a comprehensive literature review of institutions working in Climate Assemblies were integrated. More specifically, CLIMAS D2.1, “*Map of citizen climate participation strategies adapted to different cultural, social, political and environmental contexts, will contain a report on the task*” and D2.2 “*Report on bottlenecks, barriers and drivers, reaching deliberation by solving value-based problems*” provide context for how CAs operate in different cultural, social, political, and environmental contexts, identifying bottlenecks, barriers, and drivers in reaching deliberation. In addition, D3.2, “*Methodological guidelines and manual for setting up and facilitating Climate Assemblies. Initial version*”, outlines the process of organising and facilitating CAs, highlighting where the follow-up process fits. Since the initial version of D3.2 lacks a detailed section on CA follow-up, insights from KNOCA reports have been used as a basis to develop the initial version of the tool. As a result, the tool provides methodological recommendations and a framework for CAs and decision-makers to design an effective follow-up process and monitor the inclusion of recommendations into National Adaptation Plans (NAP) and other policy frameworks.

This document is structured as follows:

- **Section 2:** Discusses the overall process of Climate Assemblies and components of National Adaptation Plans (NAPs);
- **Section 3:** Describes the tool's initial structure and details steps for following up and monitoring CA outcomes on National Adaptation Plans and other relevant policy frameworks, considering the dynamic nature of climate change adaptation;
- **Section 4:** Provides an overview of how the tool will be operationalized;
- **Section 5:** Outlines the next steps in developing the tool.

It is important to highlight several limitations encountered during the development of the tool. The concurrent development of this tool with other key deliverables, such as D3.4, meant that not all connections were fully explored. Additionally, the Grant Agreement stipulates that the tool be tested in one Living Lab or Climate Assembly. However, given the nature of Living Labs (i.e., often limited connections to the policymakers and outcomes different from those of CA's) and the



timelines of Climate Assemblies, this was not achieved in time for D3.5 submission. Moreover, the connection with other CLIMAS deliverables, such as D4.1, which provides a dynamic outlook on follow-up efforts for the Catalan assembly, was not detailed here in this document. These shortcomings will be addressed in D3.12 – Tool to Enable Climate Assemblies Outcomes on Dynamic Climate Change Adaptation Plan, Final Version (as outlined in Section 4).

2. CONTEXT AND JUSTIFICATION OF THE TOOL

2.1. Phases of the Climate Assembly Process and Importance of Follow-up

CLIMAS D3.2, "Methodological Guidelines and Manual for Setting Up and Facilitating Climate Assemblies—Initial Version," outlines the key steps in organising and conducting CAs, broadly categorised into five key phases (see Table 1 below). It is important to note that a CA involves many interlinked processes that need to work in parallel.

Table 1: Key phases of the Climate Assembly

PHASE	SHORT DESCRIPTION
ACTIVATION PHASE	This initial phase involves evaluating the political and budgetary feasibility of the Climate Assembly and activating core players who will be instrumental in its execution. It ensures that the necessary support and resources are in place, setting the foundation for the assembly.
PREPARATION PHASE	During this phase, the agenda is set, and the content for the assembly is provided. This includes defining the roles of observers, ensuring transparency, establishing communication strategies, and organising an inclusive democratic lottery to select participants. This phase ensures that all logistical and procedural elements are in place for a smooth operation.
DESIGN OF SESSIONS AND FACILITATION PHASE	This phase focuses on planning the citizens' work agenda and the dynamics of facilitation. It includes defining criteria for inclusive facilitation to ensure that all voices are heard and that the sessions run effectively and equitably.
CLIMATE ASSEMBLY SESSIONS	This is the actual event where the assembly convenes. Participants engage in discussions, presentations, and deliberations to address climate issues. This phase is the core of the Climate Assembly process, where the groundwork laid in previous phases is put into action.
AFTER-ASSEMBLY PHASE (FOLLOW-UP AND IMPACT)	This phase follows the assembly and involves following up on decisions made and assessing their impact. It ensures that the assembly's outcomes are implemented and monitored, closing the loop on the assembly process and ensuring accountability and tangible results.

Source: Based on CLIMAS D3.2 "Methodological Guidelines and Manual for Setting-Up and Facilitating Climate Assemblies - Initial Version"

The follow-up of the Climate Assembly is a key process as it deals with implementing the CA outcomes. Without implementing the policies and recommendations that are coming as an output



of a CA, accountability from the government cannot be achieved. An efficient follow-up process will ensure government accountability, public participation and engagement, and a sense of empowerment for citizens in the democratic process (Cherry et al., 2021). The Knowledge Network on Climate Assembly (KNOCA), a European network dedicated to disseminating best practices for designing and implementing climate assemblies, annually produces various reports on this subject. KNOCA (2024) provides some helpful guidance for the CA follow-up process:

- Ensuring consistent support from the government once the CA outcome is generated.
- Developing the governance model (responsibility, structure, timelines) for follow-up at the early phase of a CA set-up.
- Considering the relevant policy development cycles while planning the CA.
- Establish short- and long-term public reporting on follow-up.
- Providing dedicated team, time and resources for follow-up activities
- Ensuring the necessary political willingness so that other policy teams across the administration take the recommendation seriously in their mind.

However, over the last ten years, most countries have struggled to implement the follow-up phase effectively (Langkjaer & Smith, 2023). The clash of logic between public authority and deliberative process makes the follow-up process (design and implementation) more complex (Lukas Cobler et al., 2022). Due to the complexity of the follow-up phase, some countries have limited their scope of CA up to the outcome phase, where CA produces policy recommendations for the government to implement.

In addition, policymakers are keen to assist in formulating and implementing a follow-up plan due to its complexity. Most governments fear accountability and, without a proper follow-up plan, may cherry-pick CA recommendations that suit their long-term political goal (Langkjaer & Smith, 2023). Additionally, governments are constantly dealing with a lot of public issues. From running the government to solving every issue in different municipalities, governments are always too busy constantly finding a trade-off between effective governance and public support. Governments sometimes implement policies that immediately affect the climate to achieve short-term political goals. However, this may cause additional financial burdens for governments, pulling many financial resources from other sectors (Kuntze & Fesenfeld, 2021). These complexities always create problems when formulating an effective follow-up plan. Another concern for an effective follow-up process for CA recommendations is the political goodwill and the feasibility (i.e., technical, economic). Including a new policy in the existing NAP requires approval from all the relevant ministries and stakeholders. This complex administrative process makes a follow-up plan extremely complex to curve out.



2.1. National Adaptation Plans and Follow-up Process of CA

The National Adaptation Plans (NAP), established under the [Cancun Adaptation Framework](#) and re-emphasized in the Paris Agreement, enables countries to formulate and implement an instrument for identifying medium- and long-term adaptation needs and developing and implementing frameworks (consisting of strategies, actions and programmes) to address those needs. The NAP process is continuous, progressive, and iterative, following a country-driven, gender-sensitive, participatory and fully transparent approach. The main objectives of NAPs are (UNFCC, 2023):

1. **To reduce vulnerability to the impacts of climate change** by building adaptive capacity and resilience;
2. **To facilitate the coherent integration of climate change adaptation** into relevant new and existing policies, programmes and activities, particularly development planning processes and strategies, within all relevant sectors and at different levels, as appropriate.

Including or considering Climate Assembly recommendations in the National Adaptation Plan (NAP) ensures that governments now actively include citizens in decision-making. This builds the trustworthiness of the government among citizens, participants, and stakeholders attending and engaging in the deliberative democratic process in the CA. Apart from that, regular follow-up will also keep the citizens engaged in climate initiatives and their aftermath. This aspect raises general awareness among citizens and participants, enhancing their preparedness for the potential impacts of climate change. This is the process¹ of creating the NAP's.

Figure 1 shows the process of formulating and implementing NAP. From Figure 1, we can see that there are four major processes of formulating and implementing NAP. Once the groundwork has

The process to formulate and implement NAPs includes the following four elements, as contained in the initial guidelines for the formulation of NAPs by the LDCs adopted by the COP:¹⁶



been laid, the government will prepare the necessary drafts and resolutions of NAP along with its

¹ <https://unfccc.int/sites/default/files/resource/NAP-progress-publication-2023.pdf>

implementation plan. The monitoring of CA’s recommendations for inclusion in the NAP comes when the government has formulated some plans to include the new policy in the NAP and the final inclusion of those policies in the NAP. Figure 2 shows the overall process of a CA. The follow-up process of climate assembly is the last stage of the entire process. Though the preparation starts earlier than the actual implementations, this process starts when the recommendations are generated.

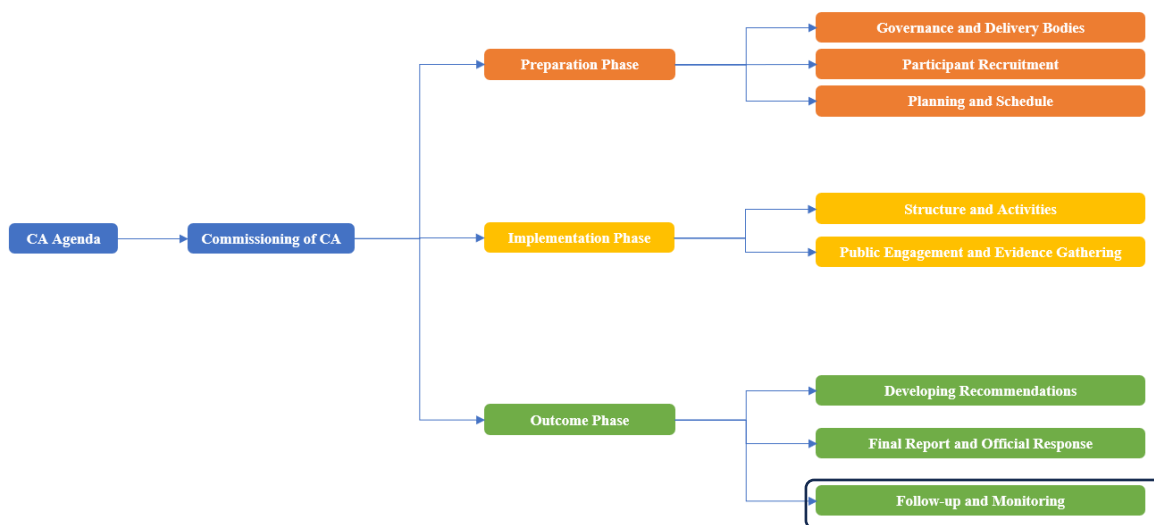


Figure 2: Overall Process of Climate Assembly. The insights are obtained from KNOCA (2022) reports

3. TOOL TO ENABLE CLIMATE ASSEMBLIES OUTCOMES ON DYNAMIC CLIMATE CHANGE ADAPTATION PLAN- INITIAL VERSION

To guarantee that recommendations from Climate Assemblies lead to concrete climate action, closely tracking their monitoring, inclusion in NAP, and implementation is essential. This process involves carefully following how these recommendations are transformed into NAP and other policies. Once a CA provides its recommendations, they are shared with government officials. These officials then assess the feasibility of these ideas and decide which ones can be included in the National Adaptation Plan (NAP). Throughout this process, it is crucial to monitor progress regularly, ensuring that the government takes the necessary steps to incorporate the recommendations. By continuously evaluating the situation, policymakers can make adjustments as needed and guarantee that the country effectively addresses the challenges posed by climate change.

Several studies have been reviewed to effectively monitor and follow up on the recommendations of a Climate Assembly on national adaptation plans and policy frameworks (Elstub et al., 2021; Jacquet et al., 2023; KNOCA, 2022). A structured approach encompassing clear responsibilities, institutionalised monitoring mechanisms, regular public reporting, periodic re-convening of assemblies, cross-party support, media engagement, and independent evaluations is essential for effectively monitoring and following climate assembly recommendations. This comprehensive strategy ensures that these recommendations are integrated into the national policy framework and contribute meaningfully to addressing climate change. Figure 2 describes the overall components of follow-up and monitoring CA recommendations on the national adaptation plan (NAP) and policy frameworks tool.

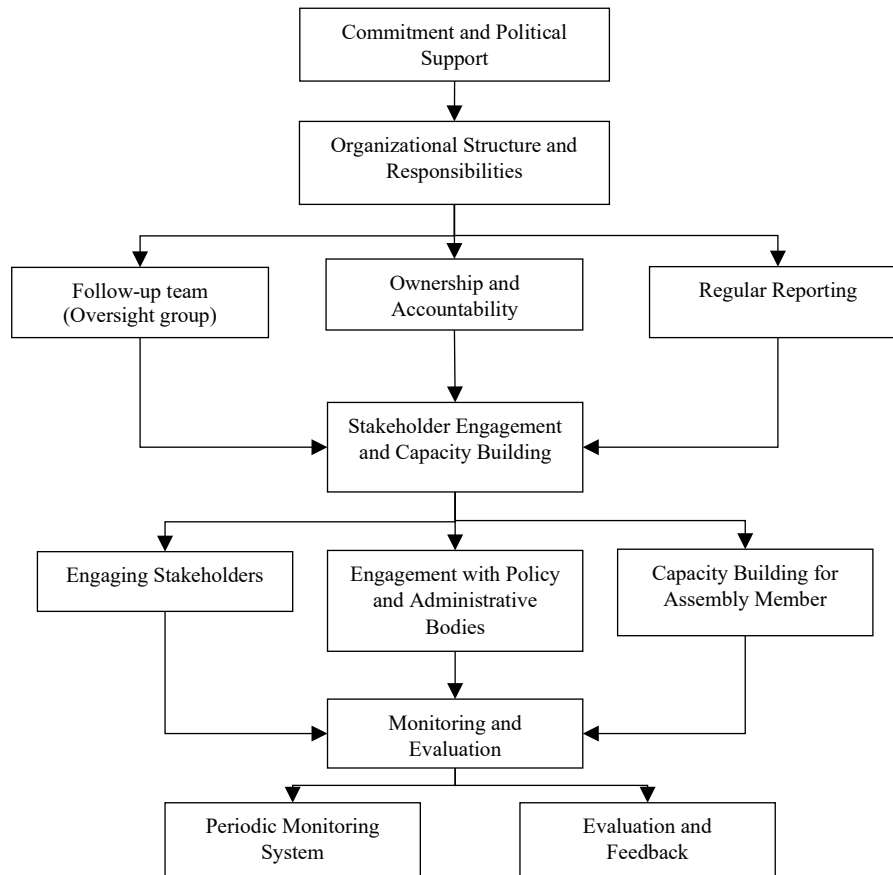
Structure of the Tool

This initial version is developed using concepts from several studies (Elstub et al., 2021; Jacquet et al., 2023; KNOCA, 2022). A structured approach encompassing clear responsibilities, institutionalised monitoring mechanisms, regular public reporting, periodic re-convening of assemblies, cross-party support, media engagement, and independent evaluations is provided here. This tool can incorporate team members, participants, experts, relevant stakeholders, civil servants, etc. Roles and responsibilities can also be assigned to relevant persons from the guidelines. The interactive nature of this tool would be that proposals could be generated using the guidelines and a scenario prioritisation tool. Surveys can also be conducted using various criteria and questionnaires from the methodological guidelines. Specific links and guidelines for these interactive tools will be added as a separate section in the later versions of this tool. Figure



2 describes the overall components of the tool for the follow-up and monitoring of CA recommendations on the national adaptation plan (NAP) and policy frameworks tool.

Figure 3: Overall Process of Climate Assembly. The insights are obtained from KNOCA (2022) reports.



The conceptual framework ensures that Climate Assembly recommendations are effectively monitored and implemented within national adaptation plans and policy frameworks. By incorporating clear responsibilities, institutionalised monitoring, regular public reporting, periodic re-convening, cross-party support, media engagement, and independent evaluations, the framework provides a coherent way to manage and track the implementation of Climate Assembly outcomes. The following sections detail each element of the framework.

3.1. Commitment and Political Support

The follow-up phase begins once a CA has been conducted and the assembly members recommend some policy. This tool is created based on KNOCA (2022, 2024) reports. These guidelines will guide the users in designing an effective follow-up plan to monitor the CA recommendations on NAP and other policy frameworks. Political commitment and support are

two of the most critical steps in determining whether recommendations will be adopted in the national adaptation plan and policy framework. To establish commitments, explicit commitments from commissioning authorities regarding the follow-up process before, during or after the CA may be ensured. Commitments can be in the form of any written documents. This commitment may include defining roles and ensuring resources, responsibilities, structures, processes, and timelines for follow-up within the commissioning public authority. Embedding these commitments into formal agreements or legislative frameworks ensures a clear roadmap for how recommendations will be integrated into the national adaptation plan. For example, specific mandates can be set for government bodies to respond to assembly recommendations within a fixed period, typically 6 to 12 months.

Political support is a critical component of the follow-up process. Without it, the recommendations of the climate assembly may struggle to gain traction within the existing adaptation plan framework. Political support involves securing backing from various political institutions, including the executive branch, legislative bodies, and local governments. It is essential to build a coalition of support that spans across different political parties and interest groups to ensure that the follow-up process is resilient to changes in political leadership and priorities. This can be achieved through continuous engagement with political leaders, emphasising the importance and legitimacy of the assembly's recommendations. Regular briefings, meetings, and public endorsements from key political figures can help maintain momentum and demonstrate a unified commitment to integrating the recommendations into national adaptation plans and policy frameworks. Additionally, ensuring that political leaders publicly commit to the follow-up process adds a layer of accountability, making it more likely that the recommendations will be taken seriously and acted upon.

Establishing clear commitments and solid political support is foundational to effectively integrating climate assembly recommendations into national policy frameworks. These elements ensure a structured, well-resourced approach to follow-up, supported by the necessary political will to drive the process forward and achieve meaningful outcomes. However, this section has scope for improvement, and we will elaborate more on this in the second version.

3.2. Organizational Structure and Responsibilities

3.2.1 Follow-up Team: “Oversight Group”

The establishment of a dedicated follow-up team is crucial for the effective implementation of Climate Assembly recommendations. This team should be formed before or after the assembly begins its work to ensure continuity and understanding of the assembly's processes and outcomes. The team should comprise policy and process experts, including members from various ministries and policy areas relevant to the



assembly's mandate. This diversity ensures that all recommendations are considered and integrated into the broader policy framework.

In CLIMAS, the follow-up team is called "Oversight Group". Hence, we will use this term to refer to the follow-up group. However, in CLIMAS CAT CA (CA1), this group is called "Grup Motor". The oversight group's primary role is to coordinate the implementation of recommendations. This involves liaising with different governmental departments, communicating the recommendations clearly, and facilitating collaboration between various stakeholders. The team should also prepare progress reports and provide updates on the implementation status to the public and the assembly members. D4.1 of the CLIMAS project has developed a two-year follow-up plan for implementing recommendations from a climate assembly aligned with KNOKA, OECD, and CLIMAS methodologies. This plan involves a technical assessment of the recommendations, followed by one year for the government to consider the next steps. An oversight group, including assembly participants, will monitor progress. The government is committed to providing regular updates on the implementation process and releasing a public report at the end of the two years.

3.2.2 Ownership and Accountability

Clear ownership of each recommendation should be assigned to specific policy teams or individual civil servants within the relevant ministries. This ensures that a designated point of contact is responsible for the progress and integration of each recommendation. By assigning ownership, the process becomes more organised and systematic, reducing the risk of overlooked or neglected recommendations.

To ensure that assigned responsibilities are met, accountability mechanisms may be established. These mechanisms can include regular check-ins, progress reports, and performance reviews. The responsible individuals or teams should be required to report on their progress, detailing how the recommendations are being integrated into existing policies or new initiatives. This promotes transparency and ensures that there is a continuous focus on implementing the assembly's recommendations. We are working on identifying specific accountability mechanisms for different stakeholders, and the outcome will be incorporated into the second version

3.2.3 Regular Reporting

Establishing a system for regular reporting is essential for maintaining transparency and accountability in the follow-up process. This system should include detailed guidelines on the frequency and content of reports. Reports should cover the status of each recommendation, including progress made, challenges encountered, and any modifications or rejections. Reports should be submitted at an agreed-upon time by all relevant concerns, participants, stakeholders, and government officials. An open discussion can be arranged after every report submitted to review it and exchange views from various perspectives.

Regular reporting ensures that the implementation process is transparent to the assembly members and the public. Publicly available reports can build trust and demonstrate the government's commitment to following the assembly's recommendations. Additionally, these reports provide a basis for public and parliamentary scrutiny, encouraging continuous improvement and adaptation in the follow-up process. To ensure transparency, a public engagement website can be built where assembly members and all the other relevant concerns can engage with each other.



By elaborating on these organisational structures and responsibilities, the framework ensures a systematic, accountable, and transparent approach to embedding climate assembly recommendations into national adaptation plans and existing policies. This structured follow-up process is vital for translating deliberative democracy into effective, lasting climate action.

3.3. Stakeholder Engagement and Capacity Building

3.3.1. Engaging Stakeholders

Incorporating many stakeholders in the follow-up process is crucial for successfully implementing climate assembly recommendations. Stakeholders include public agencies, civil society organisations, the private sector, academia, and community groups. Engaging these groups ensures that the recommendations benefit from diverse perspectives and expertise. Stakeholders can provide practical insights, resources, and support necessary for implementation. Effective engagement involves organising regular meetings, consultations, and workshops where stakeholders can discuss the recommendations, share their viewpoints, and collaborate on action plans. Building strong partnerships with these groups can also facilitate resource mobilisation and enhance the legitimacy of the assembly's outcomes. The involvement of stakeholders helps bridge the gap between policy-making and on-the-ground realities, ensuring that the recommendations are feasible and aligned with broader societal goals.

Comprehensive stakeholder mapping process: We have formulated the following comprehensive stakeholder mapping, detailing the criteria for selecting diverse groups and outlining strategies for genuine representation and inclusive participation. Engagement frameworks such as the OECD guidelines have been referenced to guide these efforts.

We have formulated the following stakeholder mapping, detailing the criteria for selecting diverse groups and outlining strategies for genuine representation and inclusive participation that comply with the OECD guidelines for citizen engagement.

Identification: Identify all relevant stakeholders, including public agencies, civil society organisations, private sector entities, academic institutions, and community groups.

- **Categorization:** Categorize stakeholders based on their influence and interest in the Climate Assembly process.
 - High influence, high interest (e.g., government agencies, key policymakers)
 - High influence, low interest (e.g., potential funders, influential organisations)
 - Low influence, high interest (e.g., local community groups, environmental activists)
 - Low influence, low interest (e.g., the general public, non-engaged citizens)



Criteria for selecting diverse groups and strategies for genuine representation

- **Selection Criteria:**
 - **Representation:** Ensure representation from various demographic groups (e.g., age, gender, ethnicity, socio-economic status).
 - **Expertise:** Include stakeholders with relevant expertise in climate change, public policy, and community engagement.
 - **Impact:** Prioritize stakeholders whom the Climate Assembly outcomes will directly impact.
 - **Engagement History:** Consider stakeholders' previous involvement in similar initiatives or demonstrated interest in climate issues.
- **Engagement Strategies:**
 - **Outreach Initiatives:** Implement targeted outreach initiatives to engage underrepresented groups, ensuring their voices are heard.
 - **Facilitation Techniques:** Use inclusive facilitation techniques in meetings and workshops to balance power dynamics and encourage equal participation.
 - **Continuous Feedback:** Establish continuous feedback mechanisms to incorporate stakeholders' input throughout the process.

3.3.2. Capacity Building for Assembly Members

Capacity building for assembly members is essential to enable them to advocate for their recommendations effectively. This involves providing training and resources that equip them with the necessary skills and knowledge to engage with policymakers, public officials, and other stakeholders. Capacity-building sessions can cover topics such as understanding policy processes, communication and negotiation skills, and strategies for effective advocacy. Additionally, providing assembly members access to relevant data, research, and case studies can enhance their ability to make informed arguments. By empowering assembly members with these tools, they can confidently participate in follow-up activities, present their recommendations persuasively, and engage in meaningful dialogue with decision-makers. This increases the chances of their recommendations being adopted and fosters a sense of ownership and responsibility among the members, encouraging ongoing engagement and commitment to the follow-up process.

3.3.3. Engagement with Policy and Administrative Bodies

For effective follow-up, it is vital to establish regular communication channels between assembly members, policymakers, and administrative bodies. This can include organising formal presentations of recommendations to government officials, holding bilateral meetings with



relevant ministries, and participating in parliamentary committee sessions. These interactions allow assembly members to explain their recommendations in detail, answer questions, and address any concerns or misconceptions. Ensuring that assembly members have a direct line of communication with those responsible for policy implementation helps maintain momentum and ensures that the recommendations are taken seriously. Additionally, involving senior officials and ministers in these engagements can signal high-level commitment to the follow-up process and increase the likelihood of recommendations being integrated into policy frameworks.

The follow-up process becomes more inclusive, informed, and effective by focusing on comprehensive stakeholder engagement and robust capacity building for assembly members. This approach ensures that the climate assembly's recommendations are not only heard but actively pursued and integrated into the national policy framework, leading to sustained and meaningful climate action. This section requires further research, and we will work on it further and come up with a more detailed comprehensive engagement mechanism.



3.4. Monitoring and Evaluation

Monitoring and evaluation are critical components in ensuring that the recommendations of climate assemblies are effectively implemented and integrated into the National Adaptation Plan and policy frameworks. This phase involves systematic tracking, assessing progress, and providing feedback on implementing the recommendations. The process can be broken down into several key subsections: establishing monitoring mechanisms, ongoing evaluation and feedback, and addressing challenges and opportunities. Effective monitoring and evaluation are essential for successfully integrating climate assembly recommendations into national adaptation plans and policy frameworks. By establishing robust monitoring mechanisms, engaging in ongoing evaluation and feedback, and addressing challenges and opportunities, the M&E process ensures that the recommendations are implemented and contribute to sustainable and impactful outcomes. This comprehensive approach fosters transparency, accountability, and continuous improvement, ultimately supporting the broader goals of climate resilience and adaptation.

3.4.1. Periodic Monitoring Systems

A periodic monitoring system is crucial for successfully implementing Climate Assembly recommendations. Establishing a structured monitoring framework, conducting regular assessments, engaging stakeholders, and maintaining transparent reporting ensures that the implementation process remains accountable, adaptive, and effective. The periodic monitoring system will support integrating CA recommendations into national policy frameworks through ongoing oversight and continuous feedback, ultimately contributing to sustainable and impactful climate action.

4.1.1. Systematic Monitoring Framework

A systematic monitoring framework ensures the effective implementation of Climate Assembly recommendations by maintaining transparency, accountability and continuous improvement through structured tracking, regular assessments, stakeholder engagement, and transparent reporting.

4.1.1.1 Design a Follow-up and Monitoring Framework

The first step in establishing an effective follow-up and monitoring system is to design a comprehensive framework. This framework should outline specific indicators and metrics to measure the progress of each recommendation. Our Monitoring and Evaluation framework considers specific SMART performance indicators, a robust feedback integration mechanism, and comprehensive reporting systems. These updates ensure transparency and operational efficacy in follow-up monitoring processes. Indicators can include **timelines for implementation, budget allocations, and achieving intermediate milestones.**



This framework must be meticulously planned in collaboration with all relevant authorities to establish an effective monitoring plan, ensuring responsibilities are clearly defined and appropriately assigned. We are currently working on designing a detailed monitoring framework. The second version will include the outcome.

4.1.1.2 Assign Responsibilities

Assigning responsibilities is the most crucial part of this phase. A dedicated committee must be established to ensure the effective implementation and integration of climate assembly recommendations into the national adaptation plan. This committee should comprise climate assembly members, local area civil servants, local leaders, team members, and participants. The primary responsibilities of this committee will include overseeing the follow-up process and monitoring the incorporation of the climate assembly's recommendations. Internal team members will manage coordination among various stakeholders, and civil servants will handle high-level coordination with government officials.

4.1.1.3 Data Collection

A robust data collection process needs to be developed to gather information on the progress of each recommendation. This may involve regular reports from policy teams, stakeholder feedback, and assembly members' direct input. Several surveys, workshops, etc., can be performed to collect data, and this data will be beneficial for submitting recommendations from the climate assembly to governmental authorities. Under Task 4.5 and Task 5.2, the CLIMAS project is collecting data. All these data will be analysed during the next reporting period for this deliverable.

4.1.1.4 Coordination and Submission of Climate Assembly Recommendations

Team members, stakeholders, assembly members, and other participants will work with civil servants to ensure the Climate Assembly (CA) recommendations are forwarded to the appropriate government officials. Civil servants will be responsible for directly contacting the relevant government officials to submit the CA recommendations. After submitting these recommendations, a series of presentations will be organised. Various stakeholders will present their perspectives and arguments to government representatives to advocate for the inclusion of the CA recommendations. Through this open debate and discussion process, the government will consider and deliberate on the proposed recommendations.

4.1.1.5 Governmental Planning and Allocation for Feasibility Study

At this stage, the government will plan and allocate resources to conduct the feasibility study of the CA recommendations. A comprehensive plan detailing the government's activities and approach to the feasibility process should be provided. The government must ensure that all assembly members, relevant stakeholders, and participants are informed and supplied with a document outlining the planned activities. This document should include the initial timeline for conducting the feasibility study and clearly define the responsibilities assigned to government officials.

4.1.1.6 Establishing Public Website

At this step, an existing public engagement platform or website should be used to provide regular updates on the economic, political, and technical feasibility reports related to the Climate Assembly (CA) recommendations. Where required, a new platform can be developed, or one can also use the Climate Assembly Portal (Task 3.7, WP3) developed under the scope of CLIMAS can be used. This platform will serve as a transparent communication tool, allowing all participants, assembly members, and relevant



stakeholders to stay informed about the progress and findings of the feasibility studies. Through this website, one can easily access detailed updates on the feasibility studies, including economic, political, and technical analyses, engage with the reports by providing feedback, asking questions, and participating in discussions, and track the feasibility studies' progress through a clearly defined timeline and milestones.

4.1.1.7 Ongoing Monitoring and Reporting

The government will implement a rigorous ongoing monitoring and reporting system to ensure continuous transparency and accountability throughout the feasibility study process. As part of this system, the government will issue detailed progress documents regularly—specifically every 3, 6, and 12 months. These documents will provide comprehensive updates on the status and findings of the feasibility studies. By implementing this ongoing monitoring and reporting system, the government aims to maintain a high level of transparency, foster public trust, and ensure that the feasibility study process for the CA recommendations is thoroughly documented and openly communicated to all stakeholders.

4.1.1.8 Planning for Implementation

At this critical stage, the government will release the final feasibility report, which will definitively evaluate each Climate Assembly (CA) recommendation and whether they will be implemented in the national adaptation plan. The report will categorise each recommendation based on its feasibility into three categories: adopted, adapted, or rejected. This categorisation will be grounded in comprehensive economic, political, and technical analyses conducted throughout the feasibility study. The government ensures a transparent and structured approach to integrating CA recommendations into the national adaptation plan by providing a final feasibility report and detailed implementation planning. This process enhances accountability and fosters collaborative efforts among all stakeholders to achieve sustainable and effective adaptation outcomes.

4.1.1.9 Monitoring Implementation Plan

Relevant stakeholders, assembly members, participants, and citizens will actively monitor the progress of implementing the Climate Assembly (CA) recommendations. Stakeholders will receive regular updates on the progress of the implementation through the public engagement platform. These updates will provide detailed information on the steps taken, milestones achieved, and any challenges encountered. They can also provide feedback, ask questions, and discuss progress. A dedicated committee will oversee the final inclusion process of the CA recommendations in the national adaptation plan. This committee will conduct periodic reviews at set intervals (e.g., quarterly) to assess the progress and address any issues. The committee will provide reports on their findings, which will be available to all stakeholders. This ensures that the implementation process remains transparent and that any deviations from the plan are promptly addressed. The following deliverable will explain this committee's functions and governance structure, considering the CLIMAS reports D3.2 and D4.1.

4.1.2 Independent Accountability Board

This board ensures that the Climate Assembly operates transparently and effectively, holding it accountable to both the House of Commons and the public. The evaluation report, part-funded by the House of Commons, serves as a testament to the Assembly's commitment to these standards.



4.1.2.1 Formation and Composition

Establish an independent Accountability Board composed of diverse stakeholders, including members of the original assembly, policy experts, representatives from civil society, and independent auditors. This board should be able to review progress and hold responsible parties accountable.

4.1.2.2 Role and Function

The Accountability Board should meet regularly to assess the implementation of recommendations. Their role includes verifying the accuracy of reported progress, identifying any barriers to implementation, and making recommendations for overcoming them.

4.2 Ongoing Evaluation and Feedback

The evaluation and feedback emphasise the importance of regular progress reports and their comprehensive content. These reports should be published biannually, detailing the status of each recommendation, actions undertaken, challenges encountered, and plans. Transparency is paramount; hence, these reports must be publicly accessible to foster trust. Dissemination should occur through various communication channels, including government websites, social media platforms, and public forums.

A critical component of the evaluation plan is the organisation of additional assembly sessions. Follow-up sessions with the original assembly members are essential for assessing the government's response and the progress made on their recommendations. These sessions allow members to provide direct feedback and ensure accountability among policymakers. Furthermore, facilitating direct engagement between assembly members and policymakers during these follow-up sessions is crucial. This interaction helps address any concerns or misunderstandings and ensures the recommendations are implemented as intended.

Central to the evaluation and feedback plan is establishing a continuous feedback loop. This involves engaging a broad spectrum of stakeholders in the evaluation process, including civil society organisations, industry representatives, and the general public. Input from these stakeholders offers valuable perspectives and highlights potential issues that may not be evident to policymakers alone. Adaptive management and utilising the feedback gathered to refine and adapt implementation strategies are also crucial. This approach will be further elaborated so that the process remains flexible and responsive to evolving circumstances and new information.



4. OPERATIONALIZATION OF THE TOOL

This tool will be mainly a guideline explaining each step required to establish an effective follow-up plan and monitoring. This tool will also provide the required templates and information for each step. The tool first stores information about participants, civil servants, stakeholders, organisers, experts and government representatives. Once Climate Assembly recommendations are produced, various activities, such as preparing presentations for the government, are assigned to team members. After the government selects the final recommendations for inclusion in national adaptation plans, the tool assists in planning new activities and assigning responsibilities for ongoing monitoring. Scenarios for short-term and long-term adaptation plans are developed in living labs, with their monitoring incorporated as an activity within the tool.

The implementation of the recommendations may vary from CA to CA depending on the organisational structure, political mandate, and governance.

5. FUTURE STEPS IN DEVELOPING THE TOOL

Recognising the constraints mentioned, this document provides a draft methodological framework for climate assemblies and government officials to design an effective follow-up process and monitor the integration of recommendations into existing policy frameworks and national adaptation plans. Multiple climate assembly reports from various European countries were analysed to identify a standard methodological process for follow-up. The authors propose frameworks and guidelines for creating an effective follow-up process based on these reports. This document is the initial version generated under the scope of the CLIMAS project, the first reporting period. In future, we will elaborate further on some specific sections mentioned above, develop a digital tool where and if required, and explore the possibility of additional scenario prioritisation (Task 3.4 of CLIMAS) to rank the options or scenarios where required and support the end users to develop a short-term and long-term follow-up and monitoring of climate change adaptation plan. The tool will be co-created with support from CLIMAS LLs and CA. For LLs, we will develop separate questionnaires for living lab participants and CA organisers. Considering the nature of the tool (it will follow up and monitor the CA recommendation in dynamic climate change adaptation and monitoring plan), the tool can be co-created with the CA organisers in CLIMAS partner. It is not required to test and validate while a CA is running. LL partners can provide feedback on the tool online.

During the second reporting period, we will extensively analyse some of the NAPs and finalise the guidelines for follow-up and monitoring.

The tool will be tested and validated in WP4, Task 4.4. Hence, during the next reporting period, strong collaboration will be maintained with the WP4 lead, CLIMAS CA assembly organisers, and other CLIMAS partners to perform the activities.



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