



Plan, do, review

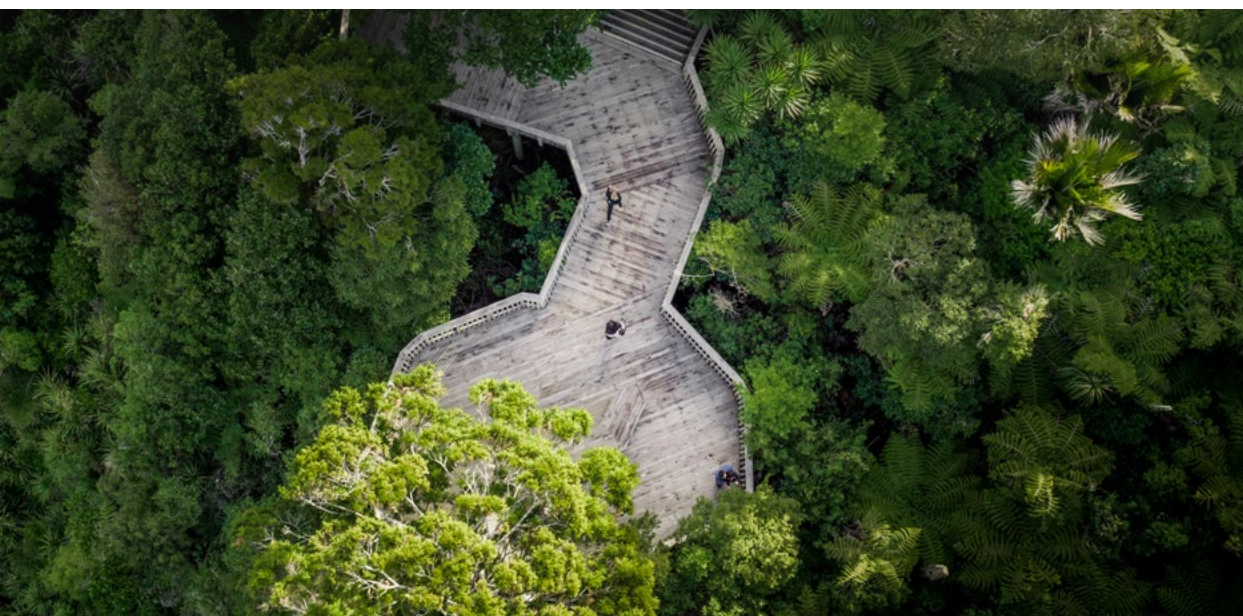
MODULE 6

DEVELOPING YOUR ADAPTATION PLAN

Planning for climate change is essential to ensure the resilience and continuity of your business. This module provides a straightforward introduction to business continuity and adaptation planning, equipping you with the knowledge to develop robust strategies that address climate-related risks and enhance your business's sustainability.

The timescale and complexity of planning for adaptation depends on:

- The nature of the risks you face
- Your business characteristics
- Your planning cycles
- The resources you have available.



Your planning can be as simple as a short conversation with team members or as complex as a strategic report. The important thing is to get started.

Business continuity plans and adaptation plans

A business continuity plan (BCP) is a proactive approach to preparing for unexpected disruptions, focusing on the short-term recovery and maintenance of critical business functions during crises. BCPs evaluate potential risks to essential components of your business and outline strategies to recover swiftly and efficiently, so that your operations remain effective despite disruptions.

In contrast, an adaptation plan is a strategic, long-term approach that addresses both current and future climate-related risks. It aims to enhance the resilience of your business by considering broader, systemic changes and implementing actions to mitigate long-term climate impacts.

While a BCP deals with immediate threats, an adaptation plan ensures your business evolves and thrives in the face of ongoing climate change.

These plans are essential parts of your adaptation planning and can be integrated to provide comprehensive risk management and resilience-building strategies. Both are valuable planning tools that can be used together. The risks you have identified in Modules 4 and 5 will support you in both types of planning.

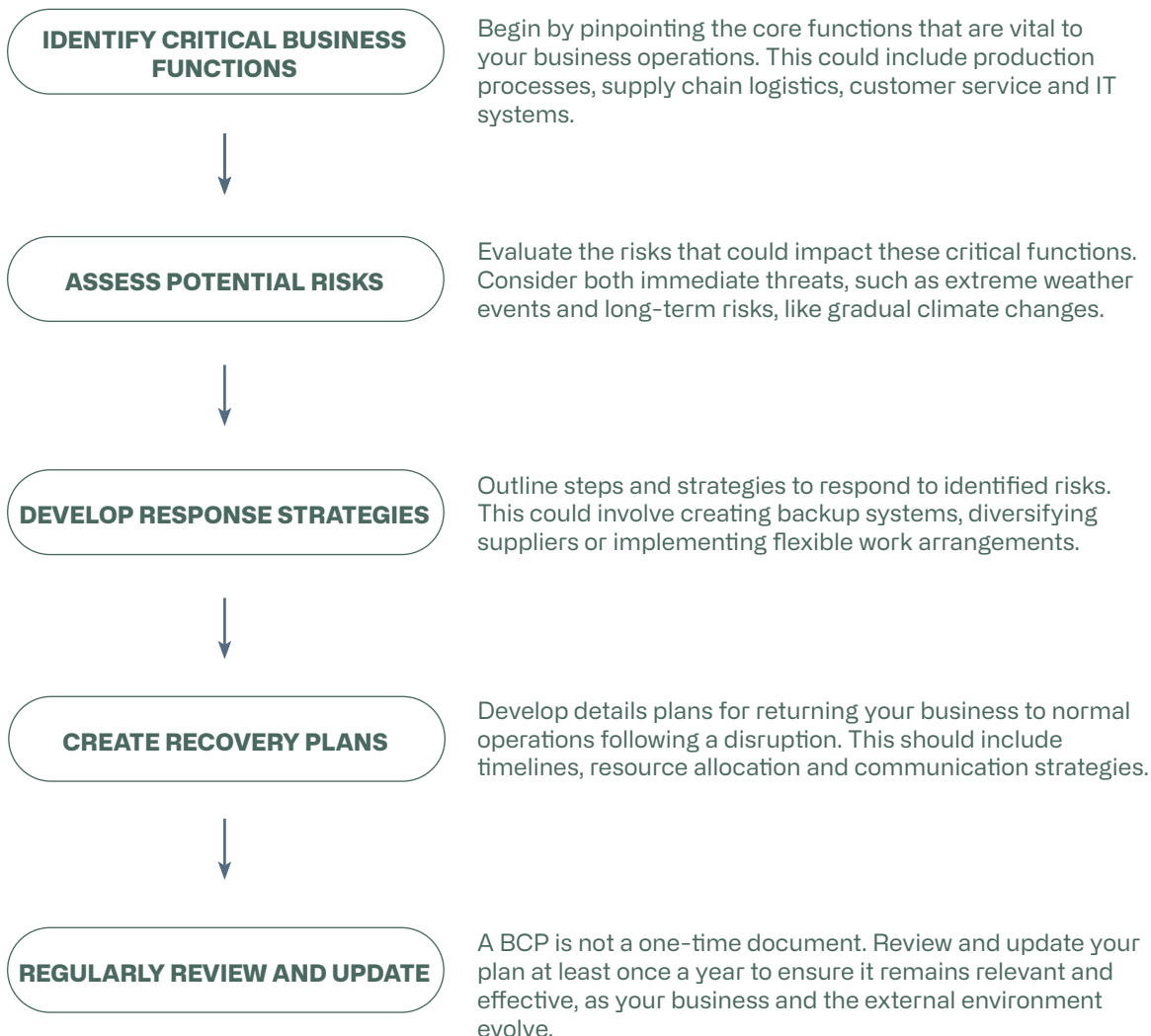
Developing your adaptation plan



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Creating an effective business continuity plan

Here's how you can create an effective BCP:



An effective BCP acknowledges the threats climate-related risks pose to your business operations and provides a structured approach to mitigate these risks, ensuring your business can withstand, recover from, and even avoid certain climate-related shocks.

For further support, try services such as [Auckland Emergency Management](#) and [WorkSafe](#). Both have a range of tools that can help your business become more resilient to disasters.

Developing your adaptation plan

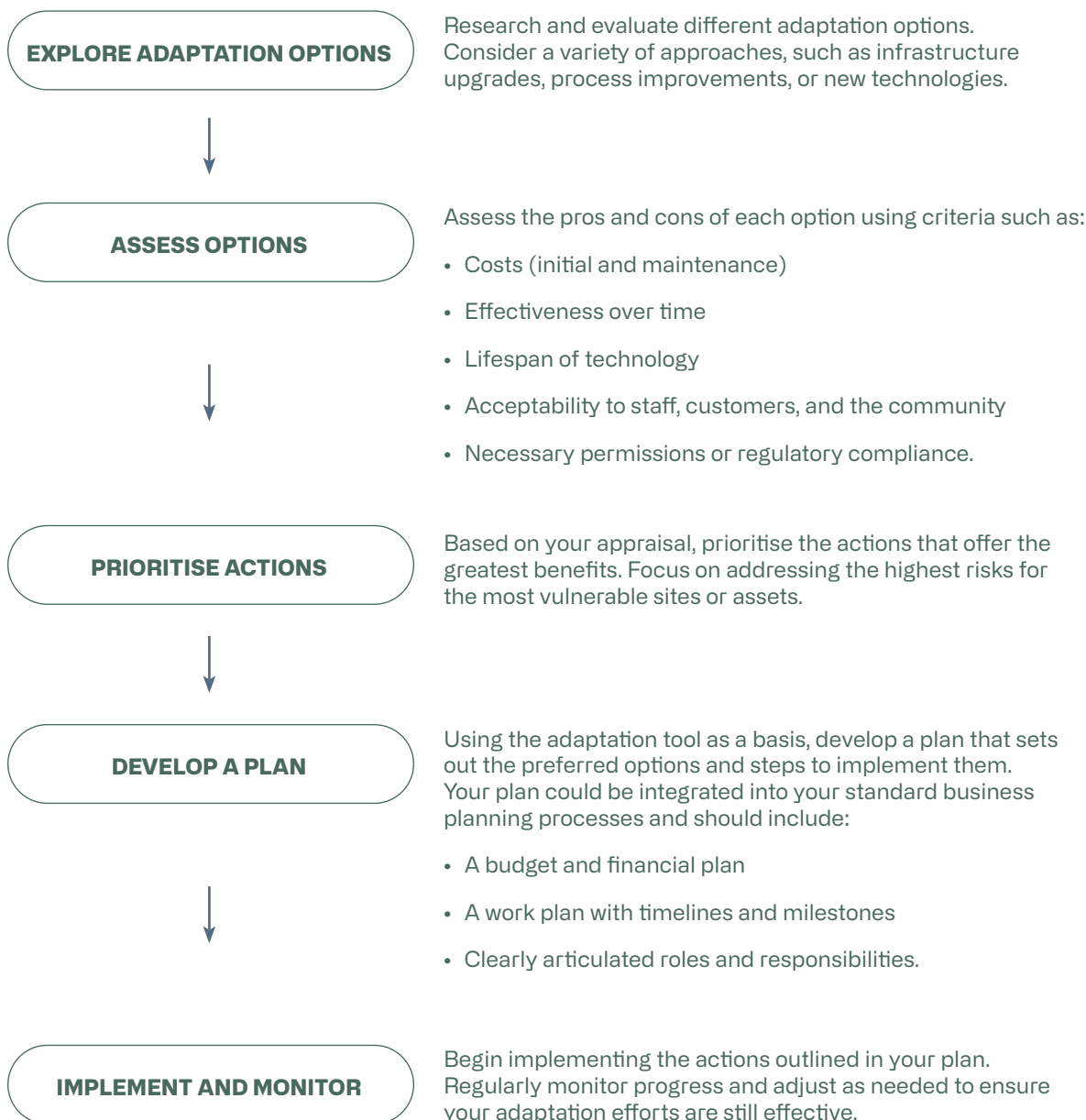


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Creating an effective adaptation plan

An adaptation plan outlines the actions you plan to take in response to the climate-related risks and opportunities that you've identified and assessed. It looks at current and future risks and often considers a longer period than a business continuity plan.

Our adaptation tool will provide a starting point to help you think about how to develop a basic adaptation plan. To address the risks you identified in Modules 5 and 6:



Developing your adaptation plan



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Adaptation planning and business continuity planning checklist

Our adaptation planning and business continuity planning checklist is a useful starting point before you start populating the adaptation planning tool. This checklist has been developed as prompts to help your business identify the key actions required. There will likely be others depending on your business. Where appropriate, consider delegating these actions to other people in your team, to ensure shared responsibilities for adapting your business.

STAFF AND CUSTOMERS

- ☐ Have you checked with your employees if their homes or travel routes are likely to be impacted by climate hazards?
- ☐ Have you considered the wellbeing and mental health of your employees and suppliers?
- ☐ Have you provided support or training to your employees on climate change and the impacts of climate hazards (i.e., extreme temperatures, precipitation)?
- ☐ Have you considered health and safety procedures for your employees who are at risk from climate hazards (i.e., extreme temperatures)?
- ☐ Have you got updated contact details for your staff, customers, and suppliers? Are you reviewing these every three to six months?
- ☐ Have you considered your legal obligations for the health and safety and working conditions within your workplace?

INPUTS AND OUTPUTS

- ☐ Have you considered how climate change will impact your product or service?
- ☐ Have you considered the impacts of climate hazards to your supply chain, including your logistics between suppliers and customers?
- ☐ Have you reviewed your business plans to align your future with the projected changes in climate? Do you have scope to innovate products and services to enter new markets or gain a competitive advantage?

- ☐ Have you considered how you can integrate climate change action within existing processes (e.g., business continuity plan, risk registers, maintenance regimes) to reduce workload?

ASSETS AND INFRASTRUCTURE

- ☐ Have you identified the specific climate hazards that your assets and infrastructure are exposed to?
- ☐ Have you considered if your business is at risk of flooding e.g., by reviewing the [Auckland Council Flood Viewer¹⁷](#) maps?
- ☐ Have you decided how your business can continue to run when an event occurs?
- ☐ Have you identified ways of making your assets and infrastructure more resilient to climate hazards (e.g., regularly cleaning gutters and drains)?
- ☐ Do you monitor how well your buildings and building services manage in extreme temperatures?
- ☐ Have you considered the financial implications of increased maintenance costs?
- ☐ Have you reviewed your insurance contracts to confirm the coverage of your assets and infrastructure to climate hazard?

¹⁷ Auckland Council has prepared GIS maps that visualise the predicted change in flooding for Auckland

Developing your adaptation plan



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TOOL: Climate adaptation planning

Use our adaptation planning tool to get started on your adaptation plan. It's important to bear in mind that how you evaluate adaptation options (as per the options assessment below) depends on your values as an SME (as per Module 4) and how your values affect your appetite for risk.

Key risks	Risk rating	Potential adaptation action	Options assessment			Prioritised actions based on the options assessment	Person responsible for the action	Start-by date and deadline date
			Qualitative factors	Approximate finance needed (\$, \$\$, \$\$\$, \$\$\$\$)	Approximate cost to business if this could not be done			
From the Climate Risk ID Tool – suggest putting the highest rated risks first	From the Climate Risk Rating Tool	Research and evaluate different adaptation options. Consider a variety of approaches, such as infrastructure upgrades, process improvements, or new technologies	Assess the pros and cons of each option using criteria such as effectiveness over time, lifespan of technology and necessary permissions or regulatory compliance	Insert one of the \$ estimates	E.g., replacement costs of infrastructure, reductions in sales etc.			

Developing your adaptation plan



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Integrating te ao Māori perspectives

For Māori-owned businesses, integrating te ao Māori perspectives into your BCP and adaptation plans is crucial. Māori cultural values play a significant role in shaping how climate-related risks and opportunities are perceived and addressed. It is useful to re-visit the principles highlighted in Module 3, including:

Manaakitanga (hospitality and care)

Focus on the wellbeing of your community. Ensure your plans consider the broader social impacts of climate change and aim to enhance the resilience of not just your business, and your whānau and local community.

Whakapapa (genealogy)

Recognise the interconnectedness of all things. View your business's climate-related risks and opportunities as part of a larger, holistic system that includes environmental, social and cultural dimensions.

By aligning your adaptation efforts with te ao Māori values, you can create plans that are culturally relevant, community-focused and environmentally sustainable.



Developing your adaptation plan



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Find out more

I want more information on ...	Resource	Page(s)
Business continuity planning	Business.govt.nz continuity and contingency planning video	All
Business continuity planning templates	Auckland Emergency Management BCP templates	All



References

Business.govt.nz (n.d). Continuity and contingency planning:

business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/continuity-and-contingency-planning