



Plan, do, review

MODULE 7

REVIEWING YOUR ADAPTATION PLAN

Adapting to climate change is an ongoing journey, not a one-time task. It involves continuously assessing, learning and improving your strategies to ensure your business remains resilient in the face of an uncertain future.

This module will guide you through the process of reflecting on your adaptation efforts, learning from your experiences, and making improvements to your plans. By integrating these practices into your routine business activities, you can enhance the effectiveness of your adaptation strategies and maintain a proactive approach to climate-related risks and opportunities.

Reflecting on your adaptation efforts

Reflection is a crucial part of the adaptation process. It involves looking back at your actions, assessing their outcomes, and understanding what worked and what didn't. Here's how you can incorporate reflection into your adaptation planning:



SET REGULAR REVIEW PERIODS

Establish specific times to review and update your adaptation plans. This could be quarterly, biannually or annually, depending on the nature of your business and the climate-related risks and opportunities you face.



GATHER FEEDBACK FROM YOUR TEAM

Engage your employees in the reflection process. Their on-the-ground insights can provide valuable information about the effectiveness of your adaptation measures.



DOCUMENT YOUR EXPERIENCES

Keep a record of what you've done, the challenges you met, and the successes you achieved. This documentation will be useful for future reference and for making improvements.



ANALYSE OUTCOMES

Compare your adaptation actions against your SMART objectives. Did you achieve what you set out to do? If not, what were the obstacles? Understanding these factors will help you refine your strategies.

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Learning from your experiences

Learning is about turning your reflections into actionable insights. It involves understanding why certain actions were successful or unsuccessful and using this knowledge to inform future decisions. Here's how you can enhance learning in your adaptation planning:

IDENTIFY KEY LEARNINGS

From your reflections, pinpoint the key learnings that can help improve your adaptation strategies. This could be specific tactics that worked well or areas where you need more resources or different approaches.

ENGAGE IN CONTINUOUS LEARNING

Stay informed about the latest climate science, adaptation strategies and industry best practices. Attend workshops, webinars and conferences to expand your knowledge and skills. This could be as simple as signing up to relevant newsletters or following key organisations on social media or attending conferences. Do what makes sense to your business and the resources you have available.

LEARN FROM OTHERS

Connect with other SMEs, both within and outside your industry. Sharing experiences and insights can provide new perspectives and innovative ideas for your adaptation planning.

FOSTER A LEARNING CULTURE

Encourage a culture of continuous improvement within your business. Promote open communication, where employees feel comfortable sharing their experiences and suggestions for adaptation.



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Improving your adaptation plans

Improvement involves using what you've learned to enhance your adaptation plans. It's about making iterative changes that incrementally increase the resilience of your business. Here's how you can effectively improve your adaptation strategies:

UPDATE YOUR RISK ASSESSMENTS

As you learn more about your climate-related risks and how they impact your business, update your risk assessments. This ensures that your adaptation plans remain relevant and effective.

REFINE YOUR STRATEGIES

Use your learnings to refine your adaptation strategies. This might involve adopting new technologies, changing operational procedures, or enhancing infrastructure.

SET NEW OBJECTIVES

Based on your reflections and learnings, set new, achievable objectives for your adaptation planning. These SMART objectives should align with your overall business goals.

MONITOR AND EVALUATE PROGRESS

Continuously monitor the implementation of your adaptation plans. Evaluate the effectiveness of your actions and adjust as needed.



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Monitoring and evaluation

To ensure that reflection, learning and improvement become part of your business-as-usual activities, embed monitoring and evaluation within your existing processes. Here are some practical options to achieve this:

- **Incorporate adaptation into meetings:** Include a regular update on adaptation progress in your management or board meetings. This could be a brief 10-minute segment where you discuss what has been done and what needs attention.
- **Annual reporting:** Add a section on climate resilience and adaptation efforts to your annual report. Highlight the actions you've taken, the results achieved, and the plans for the coming year.
- **Assign responsibilities:** Clearly define roles and responsibilities for adaptation within your team. Include these responsibilities in job descriptions and individual development plans to ensure accountability.
- **Use technology:** Leverage technology to track and analyse your adaptation efforts. Use project management tools, data analytics software and other digital resources to streamline the monitoring process.

Sharing your adaptation journey

Sharing your adaptation journey can provide added benefits, such as enhanced business reputation and learning from the experiences of others. These conversations can be held with any of your networks or associations; they do not have to have a sustainability or adaptation focus. Here's how you can share your progress:

- **Communicate with stakeholders:** Keep your stakeholders informed about your adaptation efforts. This includes employees, customers, investors and the local community. Transparency builds trust and shows your commitment to resilience.
- **Join networks and associations:** Become part of [networks and associations](#) that focus on climate adaptation and resilience. These provide opportunities to share your experiences and learn from others.
- **Publish case studies:** Create case studies detailing your adaptation actions, successes and lessons learned. These can be shared on our website, in industry publications or at conferences. If you want us to publish your case study, please email us.
- **Participate in community initiatives:** Engage in community initiatives related to climate adaptation. This not only helps build local resilience but also positions your business as a leader in sustainability.

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Find out more

I want more information on ...	Resource	
How to develop a comprehensive monitoring and evaluation framework	AdaptME toolkit	All



References

UK Climate Impacts Programme (UKCIP) (n.d). AdaptME toolkit:
ukcip.org.uk/wp-content/PDFs/UKCIP-AdaptME.pdf