

## **Template work plan Step 2 (3 months, 10 working weeks)**

*NOTE: this is just a template, to be amended to fit the needs of the national society.*

### **Week 1**

Getting started (arranging office, reading background materials, communicating with the Climate Centre, etc.)

### **Week 2**

Preparing work plan, discussing it with key people within national society, getting approval from senior management.

### **Week 3**

Planning and holding meetings with key agencies in the country

- national climate change focal point in the Ministry of Environment
- national met office
- the national disaster management agency
- scientific institutes working on climate change (if any)
- regional knowledge centres with expertise on climate change (if any)
- NGOs working on climate change

Note: the Climate Centre can help you to get started on how to identify these people.

Objectives of this meeting:

- getting all relevant information on climate change in the country, such as research reports, national communications to the UNFCCC, and other materials
- knowing who in the country to contact for further information and updates on climate change
- knowing the government policy on climate change

[NOTE: the work plan should also specify who would participate in these meetings on behalf of the national society; either just the officer responsible for 'Preparedness for climate change, but possibly also others, such as officers from the main departments that might be affected'.]

### **Week 3**

Meeting with key agencies in the country.

### **Week 4-5**

Preparing an overview of key impacts of climate change in the country, and a preliminary assessment of potential impacts on the work of the national society. If you have identified good climate experts who are willing to assist your national society, it would be good to share your findings with them so they can check the science.

Note: the Climate Centre can provide assistance. It would also be good to send a first draft of the overview to the Climate Centre for feedback.

This overview will become the basis for the rest of the analysis, and the discussions in week 6-7.

**Week 6**

Half-day meetings with all key departments within the national society, and possibly interviews (in person or by phone) of key people from some of the branches, to discuss some of the preliminary findings discussed above. It would be good to start these meetings with a brief presentation of the key findings from the overview.

**Week 7-9**

Preparing the analysis and background document. In week 7 and 8, you should continue to consult with people from key departments in your national society to ensure they are comfortable with the descriptions.

During week 8, you should seek inputs/approval from the Climate Centre. In week 9, the final document should be approved by your national society's management.

During this time, you should think carefully about how to communicate this information within your national society. One option is to make the background document really easy to read and distribute it widely. In some cases, you might prefer to print a smaller number of copies of the background document, and use the rest of the budget for printing and distribution under Step 2 for alternative communication materials covering the same topics, such as a shorter leaflet or even a DVD. Please consult with the Climate Centre about these options. Note that this work needs to be done in the same period, so plan realistically!

**Week 10**

Finalizing the background document (including layout etc.), and preparing a budget to get it printed and distributed (this should be sent to the Climate Centre as part of the Second Cash Request). This includes preparing a distribution plan (who should get the document, and how will it be distributed).