Reality Check Workshop: “Adaptation on the Ground”
Guidelines for Presenters

OVERVIEW

Resilient Cities’ signature element, showcasing urban adaptation in action

Resilient Cities 2014, the 5th Global Forum on Urban Resilience and Adaptation in Bonn, Germany, is the global platform for actors from all sectors to exchange information on and strategies for making cities more adaptive and resilient to the effects of climate change.

The “Adaptation on the Ground” Reality Check Workshop is a niche, two hour session that focuses on the reality of climate change adaptation for a particular metropolitan region, city, or town. The workshop provides a localized case study with lessons learned that has global relevance for developing effective approaches to urban climate change adaptation and resilience-building.

Objective - The aim of Reality Check Workshops is twofold:

1. To provide the international urban development and adaptation community in the audience with the opportunity to learn from the challenges of and responses to climate change of a particular urban space; and

2. To provide the local government and other main actors of the particular metropolitan region or city with the opportunity to receive an assessment of their challenges and critical feedback on the local response strategy from peer cities and experts.

Outcomes – Key outcomes of the workshops are:

1. Participants gain a better understanding of the unique geographic, climatic, societal, economic and cultural conditions of a place; the expected local impact of climate change; available data and analyses undertaken; the development of an adaptation strategy; and actions taken to date;

2. Presenters learn from critical questions, comments and benefit from expert advice;

3. Proceedings from the workshop will be available online following the conference to serve as a reference case for global urban adaptation and resilience efforts.
FORMAT

The Reality Check Workshop is designed as a two-hour, facilitated session with interactive presentations and discussion.

Participation is limited to the city delegation and a maximum of 30 audience participants. Space allowing, 15 more observing participants may be admitted, including members of the press. Participants will have the opportunity to register online in advance. The organizer reserves the right to decide on acceptance with the aim of a multi-sectorial and balanced composition of the group.

A projection screen, pin boards, white boards, and flipcharts will be available for the display of maps, production of charts and capturing of notes.

ACTORS and ROLES

There are five types of actors involved:

1. Delegation of city and local actors
2. Facilitator
3. Participants from local governments
4. Expert participants
5. Observing participants and media

1. Delegation of city and local actors

The involvement of a delegation of the most relevant actors affirms that climate change response strategies require actions and contributions by the local community, all levels of government, technical agencies, business, experts and other stakeholders. The city delegation consists of 4-6 people who represent different responsibilities and expertise involved in city management, urban planning, climate risk and urban vulnerability assessment, infrastructure (transport, power, water, sewage) planning and management, etc. Typically, a delegation would consist of a combination of the following actors:

- Mayor
- City planner
- Risk and vulnerability assessment expert (from university, consulting firm, development bank etc.)
- Expert from national meteorological service
- Community group (NGO, CBO) representative
- Local newspaper/radio/TV journalist
- Local business representative (particularly where public private partnerships have been created)
2. Facilitator

The facilitator will structure and run the workshop session. S/he will prepare the session in close consultation and coordination with the members of the Reality delegation. City delegates may designate their own facilitator or the organizers will provide an international expert.

3. Participants from local governments

The organizers will seek to have representatives from other cities of comparable type, conditions, challenges or needs participate in the session. This will allow for city-to-city learning and advice.

4. Expert participants

The participants in the Resilient Cities 2014 congress comprise a major part of the global urban adaptation expert community. The organizers will strive to have a broad range of technical expertise present in the room to enable constructive inputs and feedback.

5. Observing participants and media

Depending on available space, the organizers will admit a limited number of up to 15 media representatives and observing participants.
EXAMPLE SESSION FLOW – To be used as a guide and adjusted as necessary

<table>
<thead>
<tr>
<th>Before session</th>
<th>Organizer, facilitator</th>
<th>Prepare room: hang up maps, charts, posters etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running Time</td>
<td>Total Time</td>
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**INTRODUCTION**

| 10’ | 10’  | Facilitator | Welcome and introduction to session methodology. Introduction to members of the city delegation. Taking stock of expertise in the room: different groups in the audience asked to identify themselves (e.g., town planners, transport planners, hydrologists, journalists, consultants etc.) |

**CHALLENGE**

| 10’ | 20’ | Delegation presenters | Introduction to the place (metropolitan region, city, town): history; topography, climate, water resources, soils, vegetation; economic base; social structure; etc. – use of slides, video films, maps, posters can aid this presentation. |
| 10’ | 30’ | Climate expert + Delegation presenters | Explanation of the expected local effects of climate change to which the place will be exposed, the specific vulnerabilities, and likely impacts. |
| 10’ | 40’ | Participants + presenters | Questions & answers. |

**RESPONSE STRATEGY**

| 20’ | 60’ | Delegation presenters | Climate change adaptation planning undertaken to date; methodology in detail. Overview of climate change awareness initiatives (if applicable). Q & A during the presentations. |
| 10’ | 70’ | Facilitator | Interactive process to distill open questions, local adaptation tasks to be tackled, as well as political, societal, financial etc. barriers; Input accepted from participants. |
| 20’ | 90’ | All | Break-out groups for “issue-addressing” and “problem-solving.” |
| 20’ | 110’ | Facilitator, Rapporteurs from groups | Plenary reporting back from groups; findings and recommendations collected and discussed. |
| 5’ | 115’ | Facilitator | Summary of outcomes, suggested next steps and workshop follow up. Thank yous. |

| 120’ | END | |


GUIDELINES FOR PRESENTERS

Tips for an effective workshop:

- **Keep it interactive** - The Reality Check Workshop is a learning opportunity for both delegates and participants. As such, it is intended to be more of a discussion than a presentation. Allow adequate time for questions and take advantage of your audiences’ expertise by giving them an opportunity to reflect on the information, discuss their ideas, and provide measured feedback.

- **Keep it practical** – Each city operates within a specific context with its own unique set of challenges and opportunities. Thus, it is important to focus on the enabling factors which brought your city to this point in time. What challenges did you face? How did you overcome them? How can these lessons be applied in other cities?

- **Keep it real** – Avoid glossing over challenges and difficulties. Presentations should address the strengths and weaknesses of the adaptation/resilience strategy and planning and implementation process.

- **Consider your audience** – Decide what you want the audience to take away from the session and how to achieve this. Anticipating questions other cities may have will help determine what should be covered in the presentations.

- **Identify knowledge gaps** – Decide what your delegation would like to take away from the workshop. What questions do you have and what aspects of the project would benefit from critical feedback? Direct the discussion to address these topics during the breakout groups.

- **Keep to time** – Draft a schedule for the workshop that includes time for questions, breaks, set up, etc. Have the facilitator review this during the introduction. Most importantly, delegate a timekeeper you can rely on to keep the session on schedule and respect their cues.

- **Remember your objectives and outcomes** - City delegates should refer to the general objectives and outcomes, outlined above, while designing their presentation as well as the specific objectives and outcomes laid out in the session description (more information below).
Questions to consider:

What are the major risks/vulnerabilities being addressed?
   How were they identified, assessed, and analyzed?
What are the expected impacts of these risks?
   Environmental, social, and economic.
   How will these impacts vary across space and time? across different stakeholders and communities? Who is most vulnerable?
What is the specific context of these risks and the planned response?
   Local history, resources, geography, climate
   Systems involved – social, economic, infrastructure, energy, food, water, etc.
How was the response policy/plan developed?
   How was it initiated? framed?
   What were the major and minor objectives?
   Was it incorporated into other policies or planning agendas?
   What challenges and opportunities arose during the planning process?
How is the response being implemented?
   Timeline, financing, participating partners and organizations, target beneficiaries
   What are the challenges and opportunities?
How are/were local stakeholders and community members involved?
   Community groups, businesses, NGOs, research institutions, etc.
   How did the assessment, planning, and implementation process incorporate local knowledge and bottom-up solutions?
   Were there outreach and/or awareness campaigns?
What role did governance structures or legal frameworks play?
   Were there opportunities for vertical or horizontal integration?
What have been the major and minor outcomes?
   What were the key lessons learned?
   What worked well?
   What would you have done differently?
How can other municipalities learn from your experience?
Cities featured previously in Resilient Cities Reality Check Workshops are:

- Dhaka, Bangladesh; Durban, South Africa; Miami, United States; and Quito, Equador (2010).
- Ho Chi Minh City, Vietnam; Lagos, Nigeria; London, UK; and Semarang, Indonesia (2011).
- Sorsogon, Philippines; Copenhagen, Denmark; La Paz, Mexico; and Ancona, Italy (2012).
- Vancouver, Canada; Dar es Salaam, Tanzania (2013).

More information about previous congresses and Reality Check Workshops can be found on the [Resilient Cities Series](#) website and our [Congress Presentations](#) page.