

# Adapt-CA Checklist

## Staffing & Technical Capacity

Maturity Level	Agency Attributes	Value Added
Level 1: Initiation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adaptation champions engage in adaptation initiatives and encourage resource sharing among staff</li> <li><input type="checkbox"/> Key adaptation gaps, needs, and available resources within the agency are identified</li> <li><input type="checkbox"/> Basic understanding among staff of climate impacts, risks, and vulnerabilities is established</li> </ul>	<ul style="list-style-type: none"> <li>✓ Key agency staff can articulate climate change impacts and significance for agency</li> <li>✓ Increased internal expertise enables staff to evaluate risks and respond to opportunities in their existing projects.</li> </ul>
Level 2: Development	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adaptation point-person is identified, along with adaptation champions across key agency departments</li> <li><input type="checkbox"/> Key technical support needs are identified on a project-by-project basis</li> <li><input type="checkbox"/> Access to technical resources throughout the agency is continually expanded</li> <li><input type="checkbox"/> Refined understanding of climate impacts, risks, and vulnerabilities in region</li> <li><input type="checkbox"/> Opportunities for staff to increase understanding of adaptation</li> </ul>	<ul style="list-style-type: none"> <li>✓ A point-person can help keep adaptation on the agenda and considered in projects and activities, so it does not get “lost”</li> <li>✓ A core team of adaptation staff and champions can begin coordinating efforts across departments, thereby more effectively reducing risks and identifying opportunities</li> <li>✓ Increasing technical skills increases staff’s ability to leverage each other to address problems, and to integrate adaptation into a variety of projects</li> <li>✓ Increased staff awareness of agency’s internal technical capacity</li> </ul>
Level 3: Standardization	<ul style="list-style-type: none"> <li><input type="checkbox"/> Role of adaptation point-person and champions are formalized and their job descriptions are updated to include adaptation responsibilities</li> <li><input type="checkbox"/> Additional adaptation champions are recruited from key departments and their roles are formalized</li> <li><input type="checkbox"/> Streamlined process for staff to access adaptation-related technical resources</li> <li><input type="checkbox"/> Investment in core technical resources to address gaps and needs for technical support</li> <li><input type="checkbox"/> Adaptation and staff capacity building is tailored to the agency’s processes</li> <li><input type="checkbox"/> Training on climate risks and adaptation strategies related to the agency provided on a regular basis for adaptation staff, department heads, and all other agency staff</li> </ul>	<ul style="list-style-type: none"> <li>✓ Having adaptation point-persons within each department increases the chances that adaptation activities will “fit” into existing department activities, systems, and practices, and enables greater coordination across departments so as to reduce gaps, minimize exposure, and increase overall organizational effectiveness</li> <li>✓ Sufficiently advanced technical competency ensures that agency staff understand the importance of adaptation in successfully implementing their projects and achieving agency goals; staff can articulate the value proposition of adaptation efforts to ensure that they’re being valued appropriately against or with other priorities</li> </ul>
Level 4: Optimization	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adaptation staff given opportunities for career advancement within the organization and integrated with other senior staff</li> <li><input type="checkbox"/> Continued investment in technical resources to conduct in-house assessment of adaptation measures</li> <li><input type="checkbox"/> Strong commitment to hiring and training staff to enhance agency’s adaptation expertise and technical skills</li> <li><input type="checkbox"/> Agency-wide adaptation competency-building plan and training curriculum developed and continually evaluated</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fully integrating climate adaptation into staffing roles and competencies allows staff to respond most efficiently to climate risks and take advantage of potential opportunities, enabling resiliency to support community well-being, as opposed to allowing climate impacts to threaten community well-being</li> </ul>