

Adapt-CA Checklist

Staffing & Technical Capacity

Maturity Level	Agency Attributes	Value Added
Level 1: Initiation	<ul style="list-style-type: none"> <input type="checkbox"/> Adaptation champions identified <input type="checkbox"/> Key adaptation needs and available resources identified <input type="checkbox"/> Basic understanding of climate impacts, risks, and vulnerabilities among staff 	<ul style="list-style-type: none"> ✓ Key agency staff can articulate climate change impacts and significance for agency ✓ Increased internal expertise enables staff to evaluate risks and respond to opportunities
Level 2: Development	<ul style="list-style-type: none"> <input type="checkbox"/> Adaptation point-person and adaptation champions in key agency departments identified <input type="checkbox"/> Key technical support needs identified <input type="checkbox"/> Refined understanding of climate impacts, risks, and vulnerabilities in region <input type="checkbox"/> Opportunities for staff to increase understanding of adaptation 	<ul style="list-style-type: none"> ✓ A point-person can help keep adaptation on the agenda and considered in projects and activities, so it does not get “lost” ✓ A core team of adaptation staff and champions can begin coordinating efforts across departments thereby more effectively reduce risks and identify opportunities ✓ Increasing technical skills increases staff’s ability to leverage each other to address problems, and to integrate adaptation into a variety of projects
Level 3: Standardization	<ul style="list-style-type: none"> <input type="checkbox"/> Role of adaptation point-person and champions formalized and their job descriptions are updated to include new responsibilities <input type="checkbox"/> Additional adaptation champions recruited from key departments <input type="checkbox"/> Streamlined process to access technical resources <input type="checkbox"/> Investment in core technical resources <input type="checkbox"/> Adaptation and staff capacity building information tailored to the agency’s processes <input type="checkbox"/> Trainings provided on a regular basis for adaptation staff, department heads, and all other agency staff 	<ul style="list-style-type: none"> ✓ 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 ✓ Sufficiently advanced technical competency ensures that agency staff understand the importance of adaptation in successfully implementing their projects and achieving agency goals, and can articulate value proposition of adaptation efforts to ensure that it’s being valued appropriately against or with other priorities
Level 4: Optimization	<ul style="list-style-type: none"> <input type="checkbox"/> Adaptation staff elevated to a higher level within the organization and integrated with other senior staff <input type="checkbox"/> Investment in technical resources to conduct in-house analyses <input type="checkbox"/> Strong commitment to hiring and training staff to enhance agency’s adaptation expertise and technical skills <input type="checkbox"/> Agency-wide adaptation competency building plan and training curriculum 	<ul style="list-style-type: none"> ✓ 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