Tool 1.2: Climate Core Team

This tool helps cities form a Climate Core Team (otherwise referred to as Core Team) responsible for coordinating the implementation of the Climate Action Planning process. The tool will provide support in identifying core team members, establishing terms of reference, and listing the team’s activities and responsibilities.

Political & Senior Management Support
Gaining Mayoral, political and senior management support for climate action and participation in the taskforce is critical to formalising and giving the requisite power to the core team.

Membership
Climate Action Planning is not linked only to the environment, so an effective Core Team will draw on staff from a range of departments. Engaging staff from different areas of city operations, with different points of view and areas of expertise, in the Climate Action Planning Process is an important early step.

The Core Team may consist of representatives from city departments who have responsibilities for, or an impact on, development planning, energy use, pollution, waste, food security, water security, public health, local economic development, infrastructure, and transportation. It is important to identify a Project Nodal Officer for the core team who can be the focal point for the process in the city.

It is also important to include senior decision makers, such as heads of department, as well as specialist and operational personnel, to ensure that staff members are directly supported in their day-to-day work by management and that resulting recommendations from the core team will be supported by senior management.

In case a similar committee / working group already exists within the city you could choose to consider this body as the ‘Climate Core Team’ as long as it adopts the ToR (mentioned in Exercise 1 below).

Core Team, Roles and Responsibilities
The identification of the Core Team members is a very crucial process as the Core Team will be responsible for driving the process in your city. However, it should be noted that the Core Team is not a fixed body and new members can be added as and when required. Given below are a set of suggested responsibilities that the Core Team should commit to:

- Serve as representatives for their city government’s divisions or sectors
- Attend and participate in the workshops to guide the climate action planning and expected outputs (tools, materials, reports)
- Lead the city government’s efforts to participate in the programme
- Ensure the Climate Action Planning Process is followed in its entirety
- Make sure that deadlines for each Phase are met
- Secure the participation of multiple contacts across the city government in the programme
- Organise and deliver workshops and stakeholder consultations with the stakeholder group at different stages of the project, to gather relevant information from them and incorporate their suggestions and inputs as appropriate
- Coordinate the necessary communication and collaboration with all relevant departments of the city and other stakeholders
- Support internal institutional capacity building to effectively fulfil the long-term climate resilience plan requirements
- Prepare a City Resilience Strategy and facilitate effective integration of planned initiatives into the city’s developmental plans