Tool 2: Climate Core Team and Stakeholder Consultation

This tool helps Local Governments (LG) to identify and work effectively with stakeholders to implement the Simplified ClimateResilientCITIES process. It enables the LG to convene a Climate Core Team and a Stakeholder Committee and clearly define their roles. These groups will support the LGs to carry out participatory consultations to prepare their Climate Resilience City Action Plan.

Consultation should be a two-way process of dialogue and deliberation between the Climate Core Team leading the planning process and different stakeholders including government agencies, local NGOs, community groups, university partners and private sector organizations. A participatory stakeholder engagement can effectively engage different groups, especially in situations where there is controversy or complexity and a need to build consensus around possible solutions.

The LG needs to determine what form(s) of stakeholder consultations it will conduct. Most likely the LG will already have a consultation system which it uses. It may even have existing stakeholder meetings which can be used for its Climate Performance, identification of climate actions and implementation.

SECTION A: FORMING A CLIMATE CORE TEAM WITH ROLES AND RESPONSIBILITY

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 Simplified ClimateResilientCITIES 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, cooperation and communication, buildings, energy use, pollution, waste, food security, biodiversity, 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’.

Climate 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
- Lead the city government's efforts to participate in the programme
- Ensure the Simplified ClimateResilientCITIES Methodology 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