Facilitators' Notes for Module 7 – The Adaptation Team (45 Minutes)

Objective:

- Discuss and evaluate key features of a local climate change adaptation team

Description	Expected Time
Quick Verbal Introduction Noting that a number of municipalities have taken different approaches to organizing an adaptation team. **Small Group Discussion – Constructing the Ideal Adaptation Team** Organize participants in small groups. Groups will be formed to explore the development of a cross-departmental adaptation team leading a municipality-wide process or a regional adaptation team that involves more than one municipality. Each group should keep notes of its deliberations on a flip chart and should appoint a reporter. Each group will be asked to discuss: *Desirable Skills and Knowledge* ▪ What kinds of knowledge does the team need to have at the outset, or to develop as the work proceeds? *Members of the Team* ▪ Who should be on the team? *Mandate and Structure of the Team* ▪ Should the team have a time-limited or long-term mandate? ▪ Who would the team report to and how? ▪ Key tasks the team would be asked to do in the first year? ▪ Who would lead the team? ▪ How often would the team or teams be expected or able to meet? ▪ What kind of time commitment could/should be expected for the team leader? For other team members?	5 minutes 30 minutes
Report Back and Discussion Each group will report back on their ideal team, and the facilitator will help participants discuss commonalities among the characteristics of the ideal adaptation group, and explore reasons for the differences.	10 minutes