Guidance 16a: Typical adaptation plan elements

Key elements of an adaptation plan	*What to look for*	*Why it matters*
Objectives and priorities	▪ Clear, time-bound adaptation objectives ▪ Alignment with business/portfolio strategy	▪ Focuses actions and resources ▪ Substance is clear; not greenwashing
Risk assessment	▪ Identification of material physical climate risks ▪ Use of credible data/scenarios	▪ Underpins rationale for action ▪ Avoids blind spots
Adaptation actions	▪ Targeted measures (technical, executive, nature-based) ▪ Prioritisation of no/low regret measures ▪ Avoidance of maladaptation	▪ Demonstrates intent and feasibility ▪ Maximises benefits, minimises harm
Implementation and resources	▪ Clear roadmap and timelines ▪ Assigned responsibilities ▪ Financial plan for adaptation investments	▪ Moves plans to action ▪ Ensures accountability
Metrics and monitoring	▪ Defined KPIs/targets ▪ Regular monitoring, reporting and feedback mechanisms	▪ Tracks effectiveness ▪ Supports regulator/investor reporting
Governance and stakeholders	▪ Management oversight and roles ▪ Stakeholder engagement, especially vulnerable groups	▪ Builds legitimacy and buy-in ▪ Surfaces hidden risks
Review and improvement	▪ Process for regular review and updates ▪ Flexibility to adjust as risks evolve	▪ Maintains relevance ▪ Reduces risk of lock-in of poor choices

Guidance 16b: Checklist for assessing the credibility of client adaptation plans

Adaptation plan section	*Red (R)*	*Amber (A)*	*Green (G)*
Objectives and priorities	No/unclear objectives	Generic or incomplete objectives	Clear, time-bound objectives aligned with strategy
Risk assessment	No assessment or superficial analysis	Partial, desk-based or outdated assessment	Robust, data-driven and asset-specific risk identification
Adaptation actions	No/unclear actions; only studies/intentions	Some actions identified, but uncosted or not prioritised	Detailed, prioritised and resourced adaptation measures
Implementation and resources	No KPIs or tracking mechanisms	Some KPIs with irregular monitoring or review	Clear KPIs with regular monitoring and adaptive feedback loop
Metrics and monitoring	No clear oversight or stakeholder input	Informal or partial responsibility with limited engagement	Board/senior management oversight and evidence of broad engagement
Governance and stakeholders	Not considered	Acknowledged but not addressed	Risks and opportunities mapped with mitigation and engagement factors covered
Review and improvement	Static plan with no defined review cycle	Infrequent of informal review	Explicit triggers for update with scenario-based adaptive process