

CIRCLE-2 Joint Initiative (JI) on Climate Uncertainties

Final Publication: Guidelines for Authors & Reviewers

CONTENTS

Goals of the Final Publication.....	2
General Messages	2
Case-study selection process (proposal).....	2
Timeline	2
Specific Notes for Each Chapter	4
Decisions to be made	Error! Bookmark not defined.

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This document intends to provide an integrated overview of the discussions and decisions taken so far, regarding the development of the Final Publication.

Throughout the document lead and contributing authors as well as reviewers are provided with information regarding the goals of the publication, its contents and the timeline that is to be followed, among other issues.

GOALS OF THE FINAL PUBLICATION

The overall aim of the publication is to demonstrate how dealing with climate uncertainty has had an impact on adaptation decision-making processes. In other words

- Show how uncertainties have been addressed;
- Provide guidelines on what types of decisions/approaches can be made in the face of specific types of uncertainty;
- Demonstrate how dealing with uncertainties has impacted/changed the decision-making process.

This is to be achieved by extracting key messages (lessons) from concrete examples (case-studies) and publishing them in a storytelling format and in style that is appealing to the target audience (e.g., decision-makers and policy-makers).

GENERAL MESSAGES

- **Avoid an academic approach:** Keep the publication simple. Use summaries in the beginning of each chapter for interest screening/validation of each reader. Let readers know from the very beginning that they may skip chapters in order to go directly to what they consider interesting/important. Try to use a 'sexy' format recurring to colours, boxes and citations.
- **Make sure the publication is synchronised:** let readers know, in each chapter, how the contents are interconnected (e.g., links to case-studies). This also helps readers skip to whatever interests them most.
- **Use a neutral, simple and straight forward language:** keep in mind the target audience of the publication and use the Chapter "Acronyms | Key terms | FAQs" to have readers further understand concepts and key terms. Care must be taken when providing messages on how uncertainty is referred to in policy making. A neutral framing should be adopted. In light of uncertainty, different courses of actions are legitimate and the choice is a matter of public dialog.
- **Keep it short:** use the KISS¹ principle and refer to annexes or links to further information whenever necessary. Keep in mind that stakeholders participating in the June workshop suggested that the Final Publication should be around 50 to 100 pages.
- **Involve decision and policy makers from the very beginning:** this is an essential step in guaranteeing that the publication meets their needs².

TIMELINE (PROPOSAL)

¹ Keep it Simple Stupid. The KISS principle states that most systems work best if they are kept simple rather than made complex, therefore simplicity should be a key goal in design and unnecessary complexity should be avoided.

² The coordination team is looking into this and some network participants (Manuel Gottschick and Saskia Werners) have indicated that they would try to appoint specific names. Updates will be made regularly.

The following timeline is proposed (timings are still a tentative):

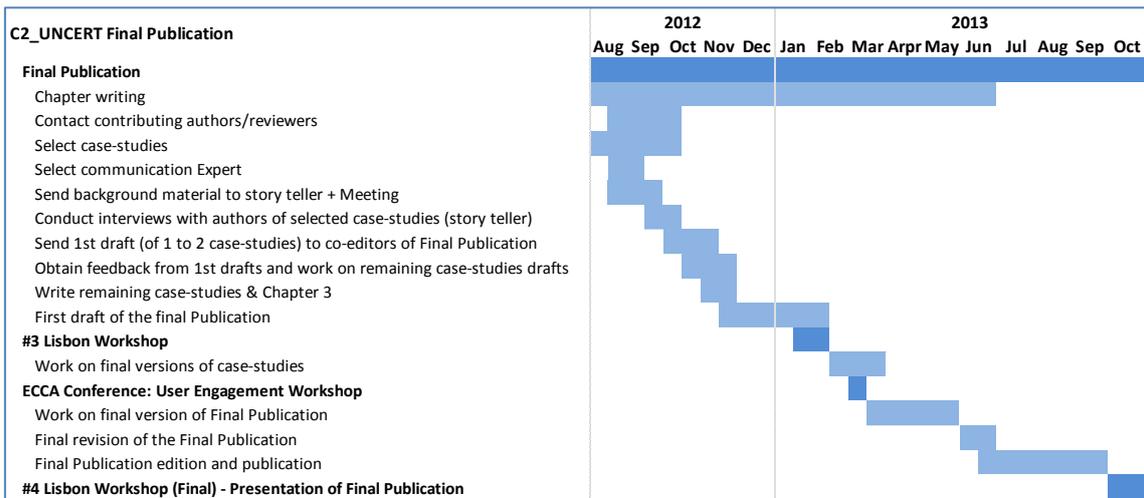


Figure 1 – Tentative timeline for the Final Publication development.

FINAL PUBLICATION STRUCTURE

This section provides an overview of the proposed structure of the Final Publication.

CHAPTER 1: INTRODUCTION AND MOTIVATION

1.1. PURPOSE AND SCOPE OF THIS PUBLICATION

Why is the guidance needed and who is it for.

1.2. WHAT ARE THESE UNCERTAINTIES AND WHY IS IT IMPORTANT TO INCLUDE THEM IN ADAPTATION PLANNING?

Identify why uncertainties exist and the nature of those uncertainties (including cascade of uncertainties).

Why it is important to include uncertainties and to communicate how they have been included and their impacts on the decision.

1.3. STRUCTURE OF THIS PUBLICATION

The chapters and what they cover.

An overview of the case studies - how and why they were chosen and their roles within the publication.

1.4. HOW COULD THIS GUIDANCE BE USED

CHAPTER 2: BACKGROUND AND STATE OF THE ART

2.1. SHORT REVIEW

Trends in climate change are expected to continue, although there is considerable uncertainty about the precise rate and the future impact. Vulnerability for climate change will therefore be greatly affected by the way behavioral, technical, and/or spatial adaptation strategies are implemented in urban development policies. A key element in adaptation policies is how decision-making deals with the various sorts of uncertainties, which may even steer the specific adaptation policy preferred in terms of enhancing resistance, resilience, robustness or flexibility. Dealing with uncertainties is therefore one of the critical criteria for decision-making on climate-proofing. Besides impact and adaptation assessments, models describing uncertainties are therefore crucial instruments in urban and regional climate proof developments, also showing how societies can respond to climate change and what are the merits and consequences of dealing with uncertainties are.

2.2. CONCEPTUAL FRAMEWORKS FOR DECISION-MAKING

1. Policy framework and climate risk governance
2. Efficient and effective policies on climate variability and change adaptation
3. Criteria and priorities for adaptation strategies
4. Strategies on dealing with uncertainties
5. Windows of opportunity for flexible and incremental adaptation strategies
6. Practical guidance for uncertainty-proof adaptation governance

2.3. TOOLS AND METHODS FOR DEALING WITH UNCERTAINTIES

1. Climate
2. Impacts
3. Decision methods

Background. Competent use of climate projections and risk and adaptation assessments for effective and efficient decision-making requires effective communication between science and policy. Such communication is often hampered by misunderstandings about the phenomenon of uncertainty in the science and the fundamental limits to climate change and impact predictions. Lack of systematic attention for unquantifiable uncertainties makes the perceived scientific foundation basis of climate policies prone to controversies, can undermine public support for climate policies, and increases the risk that society is surprised by unanticipated climate changes (Dessai and van der Sluijs, 2007),

CHAPTER 3: NATIONAL ADAPTATION STRATEGIES

3.1. OVERVIEW

- Overview table
- National strategies and action plans
- Sector coverage?

3.2. CONSIDERATION OF UNCERTAINTIES

- Climate change scenarios (national, subnational)
- Other (socio-economic, demographic, ...) scenarios
- Climate impact/vulnerability/risk assessments
- Guidance material
- Legal requirements

Note: The exact coverage depends on the data collected through the EPA Interest Group on Adaptation

3.3. SUMMARY

CHAPTER 4: CASE-STUDIES

4.1. INTRODUCTION

- Structure and selection criteria used
- Overview of all case studies (listed in table and geographical map). For each case it is indicated
 - Sector(s)
 - Types of organisations (public-private -NGOs)
 - Type(s) of uncertainties
 - Key messages

4.2. CASE DESCRIPTIONS

PER CASE

- Objective of the 'project' - what's the adaptation decision making process about
- Key message(s): what can be learnt about climate uncertainty from this case
- Story behind the key message (people involved, decisions taken and impact of decisions)
- More information on the case (websites, contact person)

CHAPTER 5: SYNTHESIS AND KEY MESSAGES

5.1 SYNTHESIS

- Key messages (as described in chapter 3) compared: overlap, conflicting messages...
- Common difficulties
- Benefits (and costs) for decision makers
- Linking practice and theory (chapter 2): differences – communalities.

5.2 KEY MESSAGES

- What are the benefits of addressing uncertainty in adaptation decision making for decision makers?
- Adaptation decision making under uncertainty: what does work and what not

CHAPTER 6: ACRONYMS | KEY TERMS | FAQs

6.1. LIST OF ACRONYMS

This section should be a work in progress where all used acronyms throughout the publication are listed here.

6.2. KEY TERMS

This section should include the usual terms. We intend to use the following sources as references:

- Climate-Adapt (including KvK and OECD glossary)
- UKCIP
- EPA
- Others...

6.3. FREQUENTLY ASKED QUESTIONS

We suggest that this section is subdivided into the following sub-sections:

- General (e.g., what is the need for such a guidance, why is a case-study approach used, etc.)
- Adaptation (e.g., what is the need for adaptation, what are the most common barriers for adaptation, what is 'good' adaptation and maladaptation, etc.)
- Uncertainty (e.g., what is uncertainty, what are the different types of uncertainties and how do they affect adaptation decision-making processes, etc.)

We intend to use the following sources as references:

- UKCIP
- Climate Change Adaptation and Disaster Risk Reduction - Frequently Asked Questions (Oxfam)
- Others...

SPECIFIC NOTES FOR EACH CHAPTER

This section provides an overview of the outcomes of the discussion among network members regarding each of the chapters to be included. In addition, names have been appointed to possible and confirmed contributing authors/reviewers for each chapter. It is the responsibility of each lead author to contact the interested persons listed. The coordination team may help lead authors with contact details, whenever necessary.

Chapter 1: Introduction and Motivation³

Discussion	<p>Overall comments:</p> <ul style="list-style-type: none">▪ Start with an appealing introduction with suggestions on the case studies the reader may read for specific findings.▪ Try to keep this chapter short. <p>Section 1.2:</p> <ul style="list-style-type: none">▪ Should be written from the perspective of decision-makers avoiding an academic approach;▪ Care should be taken to avoid overlaps with Section 2 of the Final Publication, using this section with the goal of motivating the reader. <p>Section 1.4:</p> <ul style="list-style-type: none">▪ This section should also include a description on how the publication ‘can’ and ‘cannot’ be used.
Contributing authors <i>[Proposed]</i>	<ul style="list-style-type: none">▪ Roger Street <i>[Lead]</i>▪ Other chapters’ authors expected to work with the lead author to develop sections 1.3 and 1.4
Reviewers <i>[Proposed]</i>	<ul style="list-style-type: none">▪ Carin Nilsson <i>[tbc]</i>▪ ...

³ The presentation can be found [here](#).

Chapter 2: Background and State of Art⁴

<p>Discussion</p>	<p>Overall comments:</p> <ul style="list-style-type: none"> ▪ This chapter should guide the reader into the chapter 3 and not promise ‘too much’. Links to specific case-studies should be made throughout this chapter; ▪ It is important to keep this chapter simple and light; ▪ Have a corresponding table that maps uncertainties according to their type; ▪ Have a general chapter on different types of uncertainties and models; ▪ It is also important to include information on how to deal with uncertainties in trans-boundary issues (e.g, Baltic Sea). <p>Section 2.2:</p> <ul style="list-style-type: none"> ▪ This section should also distinguish between policy cycles and decision-making cycles, as well as the interface between science and society/media; ▪ Try to keep this section short. <p>Section 2.3:</p> <ul style="list-style-type: none"> ▪ Care should be taken to ensure that factsheets describing methods and framework strategies are either included in the Final Publication or convene readers to where this information is available.
<p>Contributing authors <i>[Proposed]</i></p>	<ul style="list-style-type: none"> ▪ Leendert van Bree <i>[Lead]</i> ▪ Jeroen van der Sluijs <i>[volunteered]</i> ▪ ENEP WG CPC <i>[volunteered]</i> ▪ Manuel Gottschick <i>[volunteered]</i> ▪ Jaroslav Mysiak <i>[volunteered]</i> ▪ Erik Kielström SMHI (IMPACT 2C) <i>[suggested by Carin Nilsson]</i> ▪ Björn Weber (ECLISE & CSC) <i>[suggested by Carin Nilsson]</i> ▪ Martin Füssel <i>[for transboundary issue]</i> ▪ ...
<p>Reviewers <i>[Proposed]</i></p>	<ul style="list-style-type: none"> ▪ Rob Wilby <i>[suggested by Suraje Dessai]</i> ▪ Roger Street ▪ Kirsten Hollaender <i>[volunteered]</i> ▪ Roger Jones <i>[no indication of who suggested this contribution]</i> ▪ James Risbey <i>[suggested by Carin Nilsson]</i> ▪ Holgen Robrech (ICLEI) <i>[suggested by Carin Nilsson]</i> ▪ Birgit Georg (EEA) <i>[suggested by Carin Nilsson]</i> ▪ ...

⁴ Presentations can be found [here](#) and [here](#).

Chapter 3: National Adaptation Strategies⁵

<p>Discussion</p>	<p>Overall comments:</p> <ul style="list-style-type: none"> ▪ This chapter aims to give an overview of how uncertainties have been dealt with in implemented national adaptation strategies, e.g.: <ul style="list-style-type: none"> ○ What are the specific public policies which compel dealing with specific uncertainties in National Adaptation Strategies? ○ What impact has this had on decisions taken while developing the NAS or afterwards, within the NAS application? ○ How do national portals treat this information (e.g., probability scenarios vs. one scenario approach)? ○ What are the legal requirements regarding uncertainties (e.g., scenarios to be used; data quality; requirements put on ex-ante policy assessments etc.)? ▪ The contents of the chapter will be based on a questionnaire responded to by the EPA's. The target group is national decision-makers; ▪ This chapter has to treat messages conveyed about uncertainty in the NAS as part of the storyline which shall be written by a communication expert.
<p>Contributing authors <i>[Proposed]</i></p>	<ul style="list-style-type: none"> ▪ Martin Füssel <i>[Lead]</i> ▪ Team: EEA colleagues, 2 colleagues from ETC and 2 members from EPA's interesting group ▪ Markus Leitner ▪ Carin Nilsson <i>[tbc]</i> ▪ ...
<p>Reviewers <i>[Proposed]</i></p>	<ul style="list-style-type: none"> ▪ Markus Leitner <i>[volunteered]</i> ▪ Jaroslav Mysiak <i>[volunteered]</i> ▪ Carin Nilsson <i>[tbc]</i> ▪ Margaret Desmond <i>[suggested by David Avelar]</i> ▪ Robert Blesbrek <i>[suggested by David Avelar]</i> ▪ Sara Venturini <i>[suggested by David Avelar]</i> ▪ Sergio Castellari <i>[suggested by Jaroslav Mysiak]</i> ▪ ...

- **This chapter will count with the participation of a communication expert**

⁵ **Note:** This chapter was initially marked as Chapter 4. Discussions with network members lead to its reorganisation within the Final Publication.

Chapter 4: Case-studies^{6,7}

Discussion	<p>Overall comments:</p> <ul style="list-style-type: none"> ▪ The chapter should be written as if each case-study is a specific story. This means that there is a need to find story writers/science journalists to contribute for this chapter; ▪ Convey the dominant message of each case-study so that it stands out among complimentary messages. This main message should be conveyed in around 5 pages; ▪ Efforts should be made so that stakeholders included in the case-studies should also be reviewers. ▪ We need to be aware of overlapping between chapters.
Contributing authors <i>[Proposed]</i>	<ul style="list-style-type: none"> ▪ Annemarie Groot <i>[Lead]</i> ▪ Authors of selected case-studies ▪ Story writer ▪ Andrea Knierim <i>[suggested by Kirsten Hollaender]</i> ▪ Anna Bundschunh <i>[suggested by Kirsten Hollaender]</i> ▪ Manuel Gottschick <i>[suggested by Kirsten Hollaender]</i> ▪ ...
Reviewers <i>[Proposed]</i>	<ul style="list-style-type: none"> ▪ David Avelar ▪ Markus Leitner ▪ Decision-makers ▪ ...

- **This chapter will count with the participation of a communication expert**

⁶ The presentation can be found [here](#).

⁷ **Note:** This chapter was initially marked as Chapter 3. Discussions with network members lead to its reorganisation within the Final Publication.

Chapter 5: Synthesis and Key Messages^{8,9}

Discussion	<ul style="list-style-type: none">▪ No specific comments were made on this chapter.
Contributing authors [Proposed]	<ul style="list-style-type: none">▪ Annemarie Groot <i>[Lead]</i>▪ Kristie Ebi <i>[no indication of who suggested this contribution]</i>▪ Suraje Dessai <i>[tbc]</i>▪ ...
Reviewers [Proposed]	<ul style="list-style-type: none">▪ Jaroslav Mysiak <i>[volunteered]</i>▪ Carin Nilsson <i>[tbc]</i>▪ Marjolein Pynappels <i>[suggested by Annemarie Groot]</i>▪ Rob Swart <i>[suggested by Annemarie Groot]</i>▪ Julian Wright <i>[no indication of who suggested this contribution]</i>▪ Birgit Georgi (EEA) <i>[no indication of who suggested this contribution]</i>▪ Decision-makers▪ ...

Chapter 6: Acronyms | Key terms | FAQs¹⁰

Discussion	<ul style="list-style-type: none">▪ No specific comments were made on this chapter.
Contributing authors [Proposed]	<ul style="list-style-type: none">▪ All Final Publication co-editors▪ ...
Reviewers [Proposed]	<ul style="list-style-type: none">▪ Carin Nilsson <i>[tbc]</i>▪ Ana Gomes▪ Decision-makers and case-study authors¹¹▪ ...

⁸ Note: This chapter's contents were drafted without having Chapter 4 (National Adaptation Strategies) in mind.

⁹ The presentation can be found [here](#).

¹⁰ The presentation can be found [here](#).

¹¹ Ask authors and decision-makers involved in selected case-studies to provide a list of key terms and FAQs most commonly touched upon during their work.