

Notes:

- 1) **Page lengths are suggestive only.** Different adaptation options may require different page lengths for each section – this is okay.
- 2) **Overall page length should be between 5-10 pages.**
- 3) **Anything in italics is instructions.** Delete it from the write-up.
- 4) **Anything in (non-italic) boldface type is a topic header.** Retain these in the write-up.
- 5) **Delete these notes from the write up.** The top of page 1 should begin “HC1. Option Title,” modified as necessary. E.g., HC1. Surveillance and Control of Diseases; HC2. Health Assessments; and so on – your facilitator will be responsible for the numbering.

HC1. OPTION TITLE

Include a 1 to 2 sentence description of your policy option. Focus your description on what the option is (e.g., develop a statewide reporting mechanism and database) and what problem it is meant to address (e.g., to monitor potential increases in disease incidence due to warmer temperatures).

Option Description (total 1-2 pp – this section should be high priority for February meeting)

The Issue: Describe the problem that motivated your policy option. Explain the overall context of the problem (social, economic, natural, etc) as well as the contribution of climate change. Keep it brief – only a few sentences.

Overview: Describe the policy option in a few sentences. More detail will follow in the “Option Design” section below, so you only need to provide a few sentences that describe the policy option. This description should provide slightly more depth than the description immediately under the “Option Title.” Think of it as the elevator speech.

Objective: Explain how your policy option relates to the problem described in “The issue” section. For example, does it address the factors that condition the problem directly? Or does it improve information, provide logistical assistance, identify research needs, or something else? Clearly articulate the goal of the policy option in a simple and concise way. Again, please limit to only a few sentences. Start this section with a one-sentence underlined goal statement and use more space as needed to clarify that goal.

The Need: Describe why this option is necessary. Do current trends or projections indicate that the goals identified in the “Objective” section are unlikely to be realized without the intervention of this option?

Option Design (total 2-4 pp – this section should be high priority for February meeting)

Structure: Provide a comprehensive and detailed account of the policy option. This will be an elaboration of the “Overview” section above. Focus on the organizational details of the policy option. For example, are you suggesting the creation of a new government function? A new responsibility for an existing government agency? How will the policy option work? Is it mainly government action? Public/private partnerships? Incentives to influence private action? Be specific to your policy option and avoid generalities.

Targets: Include specific quantitative targets or goals, if possible. This will operationalize the description of “Objectives” above in a way that facilitates implementation and evaluation of the policy option to see if it is achieving its intended effects.

Timing: *When would the policy/program/action need to be in place to mitigate impacts/vulnerability, how long would planning/implementation of the option require, and over what time frame can results be expected?*

Participants/Parties Involved: *List all parties that might have a stake in or be involved with implementation of this policy option, including individuals, federal/state/local government agencies, non-governmental organizations, private foundations, corporations, and others involved or potentially involved in this issue. Briefly describe how each party is involved. It is reasonable to simply provide a bulleted list of participants with a one or two sentence description of the involvement of each.*

Evaluation: *What type of monitoring and evaluation of the adopted policy, once implemented, would be needed to gauge effectiveness? Are there any quantitative metrics identified in the “Targets” section above that could facilitate evaluation? Would this policy option potentially need course corrections to ensure that it is achieving the desired outcomes? What kinds of course corrections, such as periodic reviews, sunset clauses, or independent advisory panels could be built into the policy option?*

Research and Data Needs: *Does sufficient information exist to implement the policy option now with reasonable confidence that it will provide the intended benefits? If specific research or data are needed to design or implement this policy option, please describe them here. Would additional research or data allow for more effective policy option design or implementation? Please identify whether any research or data needs are high or low priority and why.*

Implementation Mechanisms (total ½ - 1 p – this section should be medium priority for February meeting)

Please provide a discussion of how the option could be implemented. This does not have to be the end-all be-all of your policy, but some effort should be spent thinking critically about how to go from a good idea to good work on the ground. For example, what steps need to be taken to implement the policy – does it require a feasibility study, new legislative authority, the creation of a new advisory group, committee, or government agency? What other preparatory work needs to be accomplished to implement this policy option?

Related Policies/Programs and Resources (total ½ - 1 p – this section should be lower priority for February meeting)

Related Policies and Programs: *Do current governmental, non-governmental, or private programs exist that are relevant to this policy option? Please list them and describe in some detail. Err on the side of including too much information and too many potentially relevant programs/actions (these can be trimmed down later). Are there potential synergies with other efforts being undertaken in other sectors, states, or otherwise? Are these other actions or efforts ongoing? Episodic? Are there other significant participants or stakeholders in these efforts? Who are they?*

Available Resources: *What resources already exist to address this issue. Are there funding mechanisms in place to institute this policy? Is the necessary expertise available? Does an existing governmental body have the necessary authority and/or practical ability to implement this policy option? Are there unconventional resources available, such as indigenous knowledge or social networks?*

Feasibility (total ½ - 1 p – this section should be lower priority for February meeting)

Feasibility: *Can the state realistically implement the proposed action? Is the proposed action within state authority or is it more appropriately the role of the federal government, localities, individuals, etc? Do the necessary legal, administrative, financial, technical, and other resources exist, and are they available for use on this proposed state action? This discussion does not need to cover political feasibility, which may be addressed by the Sub-cabinet.*

Constraints: *Are there potentially limiting factors for this policy option? Does the policy require public buy-in? Are there stakeholders with competing views? Will there be a long delay between actions taken and benefits realized? Are there other potential logistical, geographical, financial, technical, or procedural constraints?*

Adaptation Benefits and Costs (total ½ - 1 p – this section will not be filled out yet)

This section will be added later, but will include as complete a discussion of the benefits and costs of the policy option as possible. These estimates may include qualitative descriptions or quantitative or monetized estimates if possible. Discussions should include co-benefits of the policy (benefits to CO₂ mitigation objectives) and ancillary benefits that are unrelated to the impact at hand (e.g., job creation). A discussion of key assumptions, uncertainties, and any documentation or data sources used to produce the estimates should also be included.

TWG Approval and Deliberations (total ½ p or less – high priority for February meeting)

This section indicates the level of approval within the TWG, and is a place to indicate any minority views on the option, as well as caveats or ideas to keep in mind as implement the policies. This will likely appear only briefly in the final appendix of options, but is important for the AAG.