**Your Logo Here**

**COUNCIL NAME - Adaptation Working Group - Step 1**

***Meeting 1***

(Amend below as required. All timings are indicative. You may choose to do this over two meetings)

The aims of the meeting are to:

1. **Understand the need for the adaptation planning process.**
2. **Agree on a Terms of Reference.**
3. **Develop Adaptation Scoping exercise to capture relevant projects and opportunities for alignment.**
4. **Introduce next steps ahead of Workshop 1**

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| **Time** | **Agenda** |
| 10:00 | **Introductions** |
| 10:10 | **Why do we need a Climate Adaptation Plan?**   * *Discussion and Clarification* |
| 10:40 | **Terms of Reference**   * *You can talk through TOR and leave it to be finalised at next meeting if there are no amendments* |
| 10:50 | **Adaptation Scoping Exercise**   * *Working Group to discuss and add to the work begun by the Adaptation Lead* |
| 11.20 | **Next Steps - Vulnerability Assessment (Workshop 1) Methodology**   * *The first of the large Workshops mentioned above is ‘Workshop 1’ in Step 2. This is a vulnerability assessment where participants use GIS maps to capture current and future risks from extreme weather.* * *Understand what has to be done ahead of Workshop 1* |
| 11:30 | **Close** |