**Your Logo**

**Local Government Climate Action Network (LGCAN)**

***Workshop 3- Meeting Agenda***

***Date, Time***

**Link to Join the Meeting:** **Zoom Link Here**

**Please call in 5 minutes early for a prompt start. Thank-you.**

Please read the attached papers ahead of the meeting.

**Workshop Aims and Outcomes:**

The aims of the workshop are to:

1. **Utilise staff knowledge to shape the draft adaptation action plan; including identifying outcomes and priorities.**
2. **Further develop the Climate Adaptation Plan Working Group,**
3. **Understand the process for feeding in additional information.**

**Please note: This meeting will be recorded solely for the purposes of reporting.**

**Meeting Agenda: Amend Times and Details as required**

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| **Time** | **Agenda** |
| 10:30 | ***Introductions and Work so Far –***  |
| 10:40 | **What are the outcomes of the current draft Action Plan?** *Understanding the layout and how current actions meet priority risks.* |
| 10:55 | **Group Exercise 1:** *Assess draft actions against priority climate risks** *Participants break up by service area to assess to what extent the draft actions listed for their service meet the risks from climate change identified in the previous workshop.*

*40 Minute exercise, 15 Minute feedback* |
| 11.50 | **10 Minute Break** |
| 12.00 | **Group Exercise 2:***Define Priority Actions**Participants to:** *Sense-Check Draft Actions*
* *Identify priority actions and any missing actions for their service*

*35 Minute exercise, 15 Minute feedback* |
| 12:50 | **Next Steps and Call for Information***The process for contributing further information and sign-off over the coming months* |
| 13:00 | **Close** |