

**Preparing Cities for Climate Change:  
An International Comparative Assessment of Urban Adaptation Planning  
Semi-Structured Interview Instrument**

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## Abstract

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The research objective of this project is to conduct an international comparative assessment of urban adaptation planning. Cities throughout the world are experiencing chronic problems and extreme events that are being attributed climate change. Although there is a critical need for cities to protect their built, natural, and human environments, there is notable variability in the approaches they are taking. At one extreme, some cities are developing dedicated and integrated climate adaptation plans. At the other extreme are cities that have not established any plans or initiated any adaptation measures whatsoever. Drawing on theories of diffusion and capacity, and case study and survey methodologies, this comparative international research examines: (1) the types of plans for climate adaptation being adopted in cities; (2) factors associated with differences in the approaches urban municipalities are taking toward climate adaptation planning; and (3) the ways that the efforts of nongovernmental and community-based organizations complement, circumvent, and replace government adaptation initiatives.

The results from this inquiry will expand our understanding of the forces and factors shaping decisions related to urban climate action. They also will deepen our knowledge of how civil society actors affect the capacity local governments. Disaster risk reduction is a critical component of climate adaptation planning. Therefore, as a consequence of studying adaptation, this research will enhance our understanding of the social and political dimensions of planning for natural disasters. To ensure that the policy-relevant results reach decision-makers in cities, the findings will be summarized in a report and disseminated to members of climate and local government networks. The research findings also will form the basis for case studies that can be used in graduate-level courses and will contribute to the development of a web tool designed to assist cities in their adaptation initiatives. In addition to generating policy and educational materials, graduate students will have opportunities to gain experience conducting research in international settings.

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## AUTHORIZATION OF CONSENT FOR PARTICIPATION

### Preparing Cities for Climate Change: An International Comparative Assessment of Urban Adaptation Planning

You are asked to participate in a research study conducted by Dr. JoAnn Carmin from Massachusetts Institute of Technology. This study examines the type of climate adaptation plan you have developed in your city, the factors that led you to develop a plan, and the process through which the plan was developed. You are being asked to participate in this study because you were active in or familiar with adaptation planning in your city.

Please read the information below and ask questions about anything you do not understand before deciding whether or not to participate in the interview.

- This interview is voluntary. You have the right to refuse to answer any question and to stop the interview at any time.
- You will not be compensated for your participation.
- I would like your permission to record this interview. If you agree to have this interview recorded, you may revoke recording permission at any time. If you agree to be recorded:
  - Your confidentiality will be protected. Neither your name nor any other information that can identify you will be placed on the recording file or the transcript that will be made of the interview. Instead, your materials will be assigned a numeric code. Only the primary investigator named above will have access to information that links the numeric code to your identity.
  - I would like permission to indicate your name and position title in any publications where direct quotations or references to information you provide during this interview are used. If you do not grant permission, only the name of your organization and a generic position title will be used. Your name and actual position title will remain confidential.
  - The recording will be stored in a secure work space until December 2014, at which time it will be destroyed.

*I understand the procedures described above. My questions have been answered to my satisfaction and I have been given a copy of this form. I agree to participate in this study and to the following conditions (please check all that apply):*

#### Interview Permission:

I agree to be interviewed

#### Recording Permission

I give permission for this interview to be recorded.

I **do not** give permission for this interview to be recorded.

#### Identity Disclosure

In the event that I am quoted or information from this interview is used in publications, I give permission to indicate:  My name  My position title

Participant Name \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you have any questions or would like additional information about this research, please contact:*

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*If you feel you have been treated unfairly, or you have questions regarding your rights as a research subject, you may contact the Chairman of the Committee on the Use of Humans as Experimental Subjects, MIT, Room E25-143b, 77 Massachusetts Ave, Cambridge, MA 02139, Phone 001-617-253-6787.*



**AUTHORIZATION OF CONSENT FOR PARTICIPATION**  
**REVISED VERSION**

**Planning Resilient Cities:**  
**An International Comparative Assessment**

You are invited to participate in a research study conducted by Dr. JoAnn Carmin from Massachusetts Institute of Technology. This study examines the ways in which cities are planning for the impacts that natural weather and climate induced events can have on natural systems, the built environment, and human populations. You are being asked to participate because you are active in or familiar with one or more aspects of resilience or adaptation planning in your city.

Please read the information below and ask questions about anything you do not understand before deciding whether or not to participate in the interview.

- This interview is voluntary. You have the right to refuse to answer any question and to stop the interview at any time.
- You will not be compensated for your participation.
- We would like your permission to record this interview. If you agree to have this interview recorded, you may revoke recording permission at any time. If you agree to be recorded:
  - Your confidentiality will be protected. Neither your name nor any other information that can identify you will be placed on the digital file or the transcript that will be made of the interview. Instead, your materials will be assigned a numeric code. Only Professor Carmin and authorized members of the research team will have access to information that links the numeric code to your identity.
  - We would like permission to indicate your name and position title in any publications where direct quotations or references to information you provide during this interview are used. If you do not grant permission, only the name of your department or organization and a generic position title will be used. Your name and actual position title will remain confidential.
  - The recording will be stored in a secure work space until December 2020, at which time it will be destroyed.

*By signing below, you are indicating that you understand the procedures described above, your questions have been answered to your satisfaction, and that you have been given a copy of this form. If you agree to participate in this study, please indicate below the conditions that apply:*

**Interview Permission:**

I agree to be interviewed

**Recording Permission**

I give permission for this interview to be recorded.

I do not give permission for this interview to be recorded.

**Identity Disclosure**

In the event that I am quoted or information from this interview is used in publications, I give permission to indicate:  My name  My position title

Participant Name \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you have any questions or would like additional information about this research, please contact:*

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*If you feel you have been treated unfairly, or you have questions regarding your rights as a research subject, you may contact the Chairman of the Committee on the Use of Humans as Experimental Subjects, MIT, Room E25-143b, 77 Massachusetts Ave, Cambridge, MA 02139, Phone 001-617-253-6787.*



## Draft of Questions for Municipal Agencies/Departments

### I. Background

I would like to begin by getting acquainted with your city and its priorities. Can you tell me what you believe are your major goals? How would you characterize the economic development goals of the city? Does the city have any specific environmental or climate-related goals?

Can you tell me your understanding/ view of what sort of adaptation plan is present in your city?

### II. Process of adopting adaptation

Now that I understand the general vision and plans that are in place, I would like to know about the adaptation planning process. Could you tell me how the process was initiated that led the city/ your agency to begin working on climate adaptation? How the process developed?

What sort of leadership have you observed with respect to climate adaptation? Was there a particular person who initiated the idea? Any particular individuals in your agency/organization/ city that have been influential in making sure that adaptation planning took place? If so, what did they do? What sort of influence did they have?

Earlier you described the goals of the city. In what ways do you see adaptation planning supporting or being in opposition to the city's goals and priorities? What sort of advantages do you think adaptation planning offers the city? *For attracting business? For promoting development? For resident quality of life?*

In your opinion, what are the most pressing climate risks or threats to the city? Why did you identify these risks? On what basis?

Is there any relationship between perceived risks and the decision to pursue adaptation? The particular approach or focus of adaptation in the city? Were there any scientists or professional organizations or specific agencies that advanced these ideas in ways that influenced your climate adaptation work?

Were there any other factors that influenced your decision to initiate the adaptation planning process?

### III. Factors affecting adaptation planning

I would like know a bit more about factors and groups that may have led you to start working on climate adaptation planning. As some background, what are the main ways you get ideas and information about climate adaptation?

#### *Probes*

-Does the city participate in any international programs for local governments (e.g., like ICLEI?) -Were there any ways that these international programs influenced the decision to pursue adaptation or the way it is being pursued?

What about participation in other sorts of international organizations for local governments?

I know that sometimes international funders have been supporting demonstration projects and adaptation related projects. Have you been able to take advantage of any of these? If so, which ones? Did any funders require that you pursue any adaptation-related work or any sorts of environmental or vulnerability assessments to obtain their support?

What about the national government – how does national policy on climate change affect local action? What about impacts of the national government on infrastructure or disaster preparedness related to adaptation? Is the national government supporting any sort of adaptation demonstration project in which you are participating? Funding any sorts of environmental programs that you are able to take advantage of in the city?

What sort of environmental programs are present in the city? By this I mean general programs like green buildings, coastal protection, pollution reduction, or open space conservation? Are these connected in any way to your adaptation efforts?

Are there any firms/ businesses in the private sector that influenced your decision to pursue adaptation? In what ways are they helping to promote – or seeking to prevent - your work on climate adaptation? Did the city rely on any consultants or consulting firms to assist in developing adaptation plans?

In what ways were nonprofit organizations or NGOs involved in your decision to work on climate adaptation? Are they engaged in any activities that support or seek to prevent your work? *May need to ask questions that differentiate between activities and relationships government has with different types of NGOs (i.e., development, humanitarian, and environmental) and to identify specific organizations that are influential).*

What about community groups? Are there any local adaptation initiatives or projects taking place? Were any local groups influential in promoting adaptation planning in the city?

#### **IV. Interagency Coordination**

In what ways is your work on climate adaptation integrated with the work of other departments or agencies? If yes, in which way? If not, why?

Do you have any regular meetings or ways to exchange information and coordinate efforts?

#### **V. Challenges**

What are the main difficulties or obstacles that you face in your climate change adaptation work?





## Interview Questions for Person Initiating/Leading Planning Process

We are studying planning for urban resilience in cities around the world. We know that you have been instrumental in leading and advancing the adaptation planning process. We would like to make sure we understood what has transpired and then explore some of your experience with the process.

### I. Background

I would like to be sure I understand adaptation activities that have been taking place in the city. So, I would like to begin by asking if you could give me a brief overview of the adaptation planning process. In particular, I want to be sure I am familiar with how you initiated the process, how the process unfolded over time, and who was involved at each stage.

### II. Rationale and Experiences in Planning Process

Now that I have a better understanding of the way in which the adaptation process unfolded, I would like to explore your role in these activities.

- To begin, what was the catalyst or inspiration for you to initiate the adaptation planning?
- What was the rationale you offered for the need to address climate impacts? In other words, how did you “pitch” the idea for planning to (other) city officials? (Other) departments?
- What reactions have you encountered to the idea of adaptation and the need for a plan by (other) departments? (Other) city representatives and elected officials?
- In what ways do you believe that adaptation initiatives support the goals and priorities of the city? To what extent does it align with the IDP/ comp plan? Are there any ways in which you think it could undermine or alter city goals and priorities?
- What sort of advantages do you think adaptation planning offers the city? *Probes:* Attracting business? For promoting development? Improving environmental quality? Improving overall quality of life? Safety and security?
- What sort of political dynamics did you encounter at the municipal level with respect to initiating adaptation planning? What about over time? How have the politics of adaptation planning changed?

### III. Type of Plan

I would characterize your current adaptation plan as a [strategy, part of comp plan, part of climate action plan, comprehensive adaptation plan] **OR** I would characterize your current approach as focused largely on vulnerability or climate impact assessments [in case of cities that have not yet developed a plan per se but are moving in that direction]. Is that accurate?

- Why did you select this approach to planning as opposed to [say.....note one or two other options given what city has done]?
- What are the strengths and weaknesses that you have encountered with this particular approach?

### IV. Information, Ideas, and Influences

I would like to understand what sources you drew on for information and ideas.

- CCCI, ICLEI, and ACCCRN pilot cities only: I know that – UN Habitat-ICLEI- Rockefeller has been working with your city. How has your partnership with them shaped your thinking and activities? *Probes:* Influence/ shaping planning process, assessments, type of plan.
- (Other) donors and international institutions: Are there any international funders or development banks that are assisting with your initiatives? In what ways are they involved? How has your partnership with them shaped your thinking and activities? *Probes:* Influence/ shaping planning process, assessments, type of plan.
- Models: Were there any other plans or planning processes that you used as a model for any of your activities? *If so*, what ideas did you adopt/ adapt?
- Government officials: What was the role of elected officials in the planning process? To what extent did they support and assist you in your efforts? Influence the approach you took or content of the plan?

- Departments: What about different departments in the city? What role did they play in shaping ideas for the planning process and determining plan content?
- Nongovernmental actors: In what ways did NGOs, CBOs, or industry associations affect the planning process? The orientation or content of the plan? What about consultants
- International Influences: What about information you obtained at international conferences or through networks? Or, through participation in professional or city associations like ICLEI or UCLG? In what ways did these affect the planning process or plan content?
- Public participation: Were any provisions made / Are any provisions in place to engage the public in the planning process? *If so*: How were / will they be involved? Who ran / will run the process? What influence did they have/ will they have on the design of the final plan?
- Vulnerability assessments: I know that you conducted vulnerability assessments. How are these factored into the plan content?

#### **IV. Status and Implementation**

- What is the current status of the plan? Of implementation? What are your next steps? Implementation priorities?
- In what ways are different departments working with you or on their own to advance adaptation?
- Have any types of partnerships been established with nongovernmental actors?
- What types of NGO or CBO initiatives are present outside of governmental activities? In what ways do these affect your work? Adaptation overall?
- As you are moving forward, what types of information are you finding that you need? Where are you getting this information? To what extent are you generating information or testing out ideas locally versus learning from what other cities are doing?
- What types of resources – staff time, money, office space, etc – have been allocated for planning and implementation? How are you accounting for capacity limitations as you move forward with planning and implementation?

#### **V. Conclusion**

Are there any other issues with regard to the planning process or implementation that you think it is important to understand?



## Interview Questions for Municipal Departments

We are studying planning for urban resilience. By that we mean the ways that the city overall, as well as individual departments, are planning for unexpected weather and climate-related events such as natural disasters, food and water scarcity, the emergence new disease vectors, and changes in temperature and precipitation that affect could affect the built environment, ecosystems, and vulnerable populations. We are meeting with representatives from different departments and wanted to talk with you given your familiarity with resilience planning and activities in the city and your department.

### I. Background

I would like to get a feel for the goals of your department and for adaptation planning in the city, so I would like to begin with two very general questions.

- First, how would you characterize the goals of your department? What do you see as the most important issues that your department needs to achieve in the next five to ten years?
- The second general question I have is about adaptation planning. Can you tell me your understanding of what sort of climate adaptation and resilience planning and implementation are present the city?

### II. Citywide Planning Process

Since you indicated that climate adaptation planning efforts are taking place in the city, I would like to begin by exploring your experience of the process and your department's relationship with this initiative.

#### General Process

To begin, I would like to focus on the adaptation planning process. Can you tell me your experience of how this was initiated and how the process unfolded?

- What was the catalyst for the process being initiated? Were there any particular events or issues that led to the process being initiated?
- What sort of leadership have you observed in the adaptation planning process?
- How did you first learn of the process? What sort of rationale was offered for why adaptation planning was important or would benefit the city?
- In what ways was your department involved in citywide adaptation discussions and planning initiatives? Why did you get involved in the process?

### III. Adaptation and City Goals

Now that I have a better understanding of the process, I would like to explore the ways in which adaptation planning links to the broader goals, priorities, and agendas of the city.

- In what ways does do you see that adaptation supports the goals and priorities of the city? Are there any ways in which you think it could undermine or alter current goals and priorities?
- Do you think adaptation planning offers the city any advantages? *Probes:* Attracting business? For promoting development? Improving environmental quality? Improving overall quality of life? Safety and security?
- What sort of political dynamics have you observed at the municipal level with respect to initiating and moving forward on adaptation planning?

#### Risk and Vulnerability Assessments

I am interested in understanding the way in which risk and vulnerability influence adaptation planning. As far as you know, has the city been conducting or planning to conduct vulnerability assessments as a part of its adaptation planning process? *If so:*

- Can you tell me about what is planned/ how the assessments were conducted and what role your department has played/ will play in the assessment process?

#### City Adaptation Planning Influence on Departmental Activities

- How has the citywide process affected your department's planning and activities?

- In what ways do you see citywide efforts reinforcing or altering the current goals and priorities of your department?
- Are there any issues emerging/ aspects of the plan that require that you reorder or set new priorities? *If so*, how are you factoring these changes into your departmental planning or activities?

### III. Departmental Planning Process

At this point, I would like to shift away from examining citywide efforts and focus on adaptation and resilience planning activities taking place within your department.

#### Decision to Develop Strategy or Plan

Can you tell me, what sort of plans or strategies – either formal or informal - has your department developed to promote resilience/ adaptation? *If plan*:

- Positioning in department: Is having a plan of this sort something you have done in the past or is this a new initiative specifically developed to address resilience/ adaptation?
- Rationale for planning: Why do you develop a plan / strategy at the departmental level?
  - Leadership: What sort of leadership have you observed in the planning process? Was there a particular person who initiated the idea or been influential in advancing the process? If so, what did they do? What sort of influence did they have?
  - Hazards & events: Are there any pressing weather or climate-related risks or threats to the city that influenced your decision to plan?
  - Government influences: Were there any municipal or national requirements or government incentives that influenced your decision to initiate planning within your department?
  - International influences: Were there any international organizations that influenced your decision to pursue adaptation planning internally? What did they do? What sort of influence did they exert? *Probes*: International funders or intergovernmental organizations?
  - Models: Are there any other departments, either in your city or that you know of elsewhere that have developed a plan of this sort? Did this have any influence on your decision to plan?
  - Other influences on planning: Besides influential individuals and the presence of risks, were there any other factors that influenced the decision to initiate the adaptation planning process?

#### Participants in Planning Process

What process did you follow when you were developing the plan?

- Government participants: Did any municipal representatives from beyond the department participate in the process? What roles did they play?
- Nongovernmental actors: Were any organizations or groups beyond your department involved in the planning process? *Probes*: Universities, research institutes, consultants? NGOs, community groups? Businesses or industry associations? What roles did they play?
- Public participation: Were any provisions made / Are any provisions in place to engage the public in the planning process? *If so*: How were / will they be involved? Who ran / will run the process? What influence did they have/ will they have on the design of the final plan?

#### Plan Content

Can you describe the main resilience/ adaptation initiatives you are planning in your department?

*Probes*: Altering routines, embedding activities in routines, generating new policies, preparing manuals, guidelines, and educational materials.

- Content prioritization: Why did you prioritize these particular activities and initiatives? *Probes*: In what ways does cost and capacity factor into your selection of activities?
- Information: What sources of information did you use to generate ideas for what activities to pursue? What priorities to set? Can you think of any ideas or information obtained through sources such as professional association publications or international meetings and conferences? Did you look to any international sources for best practices?

- Models: Did you look at any other plans to get ideas for what your plan should include?
- Link to goals: In what ways do these activities support or alter departmental goals?
- Link to city plan: In what ways does your department plan align with/ deviate from the city plan?

*If no plan, but earlier indicated department was affected by city adaptation plan*

Given that your department's adaptation/ resilience initiatives are rooted in citywide efforts, I would like to explore how these are influencing your work and activities.

- Can you describe the main adaptation initiatives you are planning in your department, or changes you are making/have made to your ongoing portfolio of projects, procedures or operations, as a result of the city adaptation planning process?
- Why did you prioritize these particular activities and initiatives?
- To what extent are these activities required by municipal policy? National legislation?
- What sort of departmental dynamics emerged as a result of the city adaptation plan? Has it affected the any aspects of the structure or work performed by the department?

#### **IV. Implementation**

I would like to explore your implementation priorities and plans.

- Priorities: What are your implementation priorities? Why are these most important? *Probes*: National or municipal priorities, safety, past events, scientific evidence?
- Routines and new initiatives: To what extent does implementation require new programs and initiatives? Are there examples of instances where you will integrate adaptation into your ongoing work activities?
- Resource availability: What types of resources – staff time, money, office space, etc – has the city allocated for adaptation planning and implementation? Been reallocated from within the department?
  - In what ways do resources influence your selection of adaptation priorities and efforts?
  - Are there any staff who are/ will be dedicated to working on adaptation? *If so*, what are their responsibilities? Who does this person/team report to?
- Collaboration/ Coordination: In what ways are you collaborating or coordinating with other departments in the city on implementation? Are you working with agencies or representatives from other levels of government (regional/metropolitan, provincial or national)?
- Nongovernmental participants: Are there any NGOs, community groups or private industry associations involved in your implementation activities? What are these groups doing? How do they affect your work?

#### **V. Conclusion**

Is there anything else I should know about adaptation/ resilience planning and implementation within your department or the city?

## Interview Questions for Municipal Government/ City Management

We are studying planning for urban resilience. By that we mean the ways that the city is planning for unexpected weather and climate related events. We are talking to different departments about their efforts to prepare events such as natural disasters, food and water scarcity, the emergence new disease vectors, and changes in temperature and precipitation that affect could affect the built environment, ecosystems, and vulnerable populations. Given your overview, we thought it was important to meet with you so we could fully understand where resilience and adaptation planning fit within the city's agenda and priorities.

### I. Background

I would like to get a feel for the goals of the city and adaptation planning, so I would like to begin with two very general questions.

- First, how would you characterize the goals of the city? What do you see as the most important issues that the city needs to achieve in the next five to ten years?
- The second general question I have is about adaptation planning. Can you tell me what sort of adaptation planning and implementation are present the city?

### II. Adaptation Planning

I know that the city has been developing/ has an adaptation plan. I would like to learn about city government's involvement in and support for the planning process and for implementation

- Initial idea: How did you first hear of the idea for an adaptation plan? How was the idea presented to you? What sort of "pitch" was made for initiating adaptation planning?
- Leadership: What sort of leadership have you observed in the adaptation planning process? Was there a particular person who initiated the idea or been influential in advancing the process? If so, what did they do? What sort of influence did this person have?
- Risks: Are there any pressing weather or climate-related risks or threats to the city? How did these affect the decision to pursue adaptation and the approach that you took?
- Other influences on planning: Besides influential individuals and the presence of risks, were there any other factors that influenced the decision to initiate the adaptation planning process?

### III. Adaptation and City Goals

I would like to explore the ways in which adaptation planning links to the broader goals, priorities, and agendas of the city.

- In what ways does adaptation support the goals and priorities of the city? To what extent does it align with the IDP/ comp plan? Are there any ways in which you think it could alter goals and priorities?
- What sort of advantages do you think adaptation planning offers the city? *Probes*: Attracting business? For promoting development? Improving environmental quality? Improving overall quality of life? Safety and security?
- What sort of political dynamics were present at the municipal level with respect to initiating adaptation planning? What about now? Are there any current politics about this?
- What types of resources – staff time, money, office space, etc – has the city allocated for adaptation planning and implementation?

### IV. Learning About and Exchanging Information about Adaptation

- To what extent do you see adaptation planning taking root in other cities in [insert country name where research is being conducted, e.g. South Africa]? Cities around the world?
- To what extent do you share information with other cities about your adaptation initiatives? *Probes*: Do you hold any meetings or workshops for this purpose?
- To what extent do city representatives participate in international meetings and conferences? Do these have any influence on your climate planning activities?
- Does the city participate in any networks for local governments (or city managers) such as ICLEI, UCLG, ICMA? In what ways do these inform or influence your climate activities?

#### **V. Resilience Programs and Participation**

- Have you initiated any new programs or demonstration projects to address adaptation or resilience more generally? Climate mitigation? Sustainability?
- How does public participation factor into resilience and adaptation planning? Implementation? What provisions made to engage the public in the planning process?
- Are there any nongovernmental stakeholders that are involved with or influential in shaping adaptation or resilience activities in the city? *Probes:* NGOs, CBOs, industry associations?

#### **V. Conclusion**

Are there any other issues with regard to the planning process or implementation that you think it is important to understand?

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## Interview Questions for Nongovernmental Organizations

We are studying planning for urban resilience in cities around the world. By that we mean that we are looking at how cities and municipal departments are planning for unexpected changes and events. We are particularly interested in planning for weather and climate related events such as natural disasters, food and water scarcity, the emergence new disease vectors, and changes in temperature and precipitation that affect could affect the built environment, ecosystems, and vulnerable populations. Given your role in city activities, we wanted to meet with you so we could better understand what is taking place in the city and the relationship that nongovernmental actors like yourself have in resilience initiatives.

### I. Background

I would like to get a feel for your activities and involvement with the city, so I would like to begin with a few very general questions.

- First, can you tell me a little bit about your organization and your major disaster risk reduction/ development/ climate adaptation-related initiatives?
- What are the main departments in the city that you work with? What are your major initiatives or some examples of work you have done with or in support of city programs?
- Can you tell me your understanding of what sort of climate action and implementation activities are present the city?

### II. Adaptation Planning

I would like to explore your involvement in adaptation planning in the city. Can you tell me, in what ways have you been involved in the planning process?

- Did your organization have any influence on the decision to pursue adaptation? The design of the planning process? The decisions that were reached?
- Have you formed or do you participate in any partnerships or coalitions to advance climate adaptation in the city? Can you describe these initiatives?
- Can you tell me about other nongovernmental organizations or community groups involved in the planning process? What about governmental government departments or representatives? Are there any that are visibly involved? Influential in shaping the process and decisions?

### III. Implementation and Organizational Activities

I am interested in knowing about how you work with the city on adaptation and resilience in general, as well as your independent initiatives.

- Let's begin with your general work with the city. In what ways are you generally involved with the city's climate adaptation/ disaster risk management / development planning initiatives?
- What about adaptation? To what extent are you involved with implementation of any aspects of the adaptation plan(s) at city or departmental levels? *If so*, in what ways?
- What about your independent work? Do you engage in any independent (non-city) activities that are designed to promote adaptation or resilience? *If so*: What are these activities? Do you work with any other organizations? How do these activities sequence / align with city initiatives? Wh

### IV. Ideas and Views of Resilience

I am curious how you learn about climate-related issues. Where do you get your information about climate change and climate adaptation? *Probes*: International meetings and conferences? Networks? Other cities? Other organizations? Local constituents?

- How does your knowledge of climate change factor into the advice you give representatives for the city? Are there examples of this?



**V. General**

Is there anything else I should know about your organization's adaptation and resilience planning and implementation activities? Your involvement with city adaptation initiatives?

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## Interview Questions for Intergovernmental Organizations

We are studying planning for urban resilience in cities around the world. By that we mean that we are looking at how cities and municipal departments are planning for unexpected changes and events. We are particularly interested in planning for weather and climate related events such as natural disasters, food and water scarcity, the emergence new disease vectors, and changes in temperature and precipitation that affect could affect the built environment, ecosystems, and vulnerable populations. Given your role in city activities, we wanted to meet with you so we could better understand what is taking place in the city and the relationship that intergovernmental organizations have in adaptation and resilience initiatives.

### I. Background

I would like to get a feel for your activities and involvement with the city, so I would like to begin with a few very general questions.

- First, can you tell me a little bit about your major disaster risk reduction/ development/ climate adaptation-related initiatives in the city?
- What are the main departments in the city that you work with? What are some examples of work you have done with or in support of city programs?

### II. Adaptation Planning

In what ways have you been involved in the adaptation planning process?

- Did your organization have any influence on the decision to pursue adaptation? The design of the planning process? The decisions that were reached?
- Have you formed or do you participate in any partnerships or coalitions to advance climate adaptation in the city?

### III. Ideas and Views of Resilience

- Does your organization have a formal statement or approach to planning that you follow/ promote? *If so:* Can you describe this?
- Where do you get your information about climate change and climate adaptation? *Probes:* International meetings and conferences? Networks? Other organizations? Experience from work elsewhere?
- How does your knowledge of climate change factor into the advice you give representatives for the city? Are there examples of this?

### IV. Implementation

- To what extent are you involved with implementation of any aspects of the adaptation plan(s) at city or departmental levels? *If so,* in what ways?
- Are you engaged in any independent activities in the city that are designed to promote adaptation or resilience? *If so:* What are these activities? Do you work with any other organizations?

### V. General

- Is there anything else I should know about your adaptation and resilience planning and implementation activities?

### Interview Questions for Representatives from ICLEI, ACCRN, CCCI

We are studying planning for urban resilience in cities around the world. By that we mean that we are looking at how cities and municipal departments are planning for unexpected changes and events. We are particularly interested in planning for weather and climate related events such as natural disasters, food and water scarcity, the emergence new disease vectors, and changes in temperature and precipitation that affect could affect the built environment, ecosystems, and vulnerable populations. Given your role in city activities, we wanted to meet with you so we could better understand what is taking place in the city and how your organization is working with the city in its adaptation initiatives.

#### I. Background

I would like to get a feel for your activities and involvement with the city, so I would like to begin with a few very general questions.

- First, can you tell me a little bit about your major disaster risk reduction/ development/ climate adaptation-related initiatives in the city?
- What are the main departments in the city that you work with? What are some examples of work you have done with or in support of city programs?

#### II. Adaptation Planning

I know that you have been working with the city on adaptation planning. How would you characterize your general approach to adaptation planning and implementation?

- Is there any sort of standard template that you are using?
- What role do you play in working with the city? To what extent do you guide them in planning process? The types of assessments they conduct? The type of plan they develop?
- What ways do you adapt the approach for each pilot city? What are the city-level factors you consider as you work to assist cities in developing a process and plan that is appropriate to their needs?

#### III. Ideas and Views of Resilience

- Where do you get your information about climate change and climate adaptation? *Probes:* International meetings and conferences? Networks? Other organizations? Experience from work elsewhere?
- How does your knowledge of climate change factor into the advice you give representatives for the city? Are there examples of this?

#### IV. Implementation

- To what extent are you involved with implementation of any aspects of the adaptation plan(s) at city or departmental levels? *If so*, in what ways?
- Are you engaged in any independent activities in the city that are designed to promote adaptation or resilience? *If so*: What are these activities? Do you work with any other organizations?

#### V. General

- Is there anything else I should know about your adaptation and resilience planning and implementation activities?