Minutes

4th Meeting of the Adaptation Action Assessment Working Group

2.30-4.00pm, 20th July 2026

Venue: MS Teams

Attendance: Jillian Mahon (Chairperson and Climate Change Advisory Council and Adaptation Committee member), Sarah Cunningham (representing Mark Adamson), Lisa Johnson (Ecodiversity), Ina Kelly (Adaptation Committee), Carmel Kilcoyne (Climate Action Regional Offices), Keith Lambkin (Adaptation Committee), Sean Mckeown (Adaptation Committee), Darragh O' Neill (Adaptation Committee), Gráinne Uí Thuama (Department of Climate, Energy and the Environment), Stephen Flood, Bryn Canniffe (both Climate Change Advisory Council Secretariat).

Apologies: Mark Adamson (Office of Public Works), Robert Devoy (Adaptation Committee).

1. Introduction

The Chairperson opened the meeting and thanked each of the members for their attendance.

2. Adoption of Agenda

The agenda for the meeting was adopted without amendment.

3. Review and Adoption of Previous Minutes

The previous minutes were adopted. It was noted that it was planned to publish the minutes from each of the working group meetings on the website after the working group report is tabled to the Adaptation Committee and Council.

4. Final draft of the Adaptation Action Assessment questionnaire and guidance notes

Lisa Johnson presented the final draft of the Adaptation Action Assessment questionnaire and guidance notes for comment. She summarised the amendments that were made based on the comments received on the previous version from the DCEE, local government and OPW representatives. Several working group members provided comments on the drafts presented, including on the definitions in the guidance notes, the incorporation of a baseline year for several questions, evidence of impacts and outcomes and the need to provide further information to the respondents on the evaluation criteria. The pros and cons of offering respondents an opportunity to be interviewed were also discussed. It was agreed that the members would provide red line comments in writing only by 27th July.

5. Discussion on outstanding issues

The meeting discussed a number of outstanding issues.

- **Final outputs from the working group for approval of the Adaptation Committee and Council** – it was noted that a short report of working group with final questionnaires and guidance notes would be shared at August 27th Adaptation Committee meeting for approval and that the Working Group minutes and Scorecard Review Report would be published on Council website after the September meeting of the Council.
- **Testing the questionnaire, response framework and guidance notes** – it was agreed that OPW and the CAROs would test the functionality and usability of the questionnaire and provide any feedback to the Secretariat.
- **Questionnaire for DCEE NAF and other Departments without SAPs –** the working group agreed that the Secretariat should issue a simplified / shortened version of the questionnaire to priority departments that do not have Sectoral Adaptation Plans for evidence gathering purposes. The priority departments identified were the Department of Enterprise, Tourism and Employment, Department of Finance and the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation for adaptation finance-related issues as well as the Department of Housing, Local Government and Heritage for built environment and planning-related issues. Other Government Departments where no Sectoral Adaptation plan exists will be addressed at a later date.
- **Proposed timelines for the 2027 assessment –** it was discussed that the Secretariat would inform the sector and local authority representatives of the new approach to the assessment and timelines at the National Adaptation Steering Committee meeting of 8th September and that the questionnaires and guidance documents would be shared by the end of September. It is planned for the sectors and local authorities to submit their responses by end of January and to conduct the assessment and complete the final report by end of April 2027.
- **Online dashboard element of the assessment –** As noted in previous meetings, it is essential that this assessment should ultimately be housed on an online dashboard and so it was noted that the Secretariat will continue to engage with the EPA on the feasibility of creating an online dashboard for submissions of the questionnaire responses and to show the assessment results in an online dashboard format for future years.

6. Any Other Business, Next Meeting and Closure

The meeting was adjourned at 3.45pm and the Chairperson thanked the members of the working group for their active engagement in the process.