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| **Climate Change Action Planning**  **Steering Committee Meeting**  **Module 7 – Preparing an Action Plan** | | | |
| Meeting date | | [Insert] | |
| Time | | [Insert] | |
| Location | | [Insert] | |
|  | |  | |
| Purpose | | To organise the preparation of a Climate Change Action Plan [Insert any details on the scope of the plan] | |
| Materials required | | * *The climate change scenarios collated for modules 1 and 2* * *The priority risks identified during module 3* * *The emissions inventory completed during module 5* * *The priority actions identified in modules 4 and 6* | |
| Background reading | | * *Module 7* * *Climate Change Action Plan template* * *Climate Change Action Plans by other organisations from the LGSA Climate Change Action Pack website* | |
| **Time** | | **Subject / Action** | | **Outcome required** | |
| [Insert] | | Review the priority risks and emissions sources identified in modules 3 and 5 | | The Steering Committee is familiar with the issues the action plan is trying to address | |
| [Insert] | | Review the priority actions identified in modules 4 and 6 | | The Steering Committee is familiar with the actions that the action plan will include | |
| [Insert] | | Delegate the task of obtaining an opening commitment from the GM or Mayor | | Someone nominated to work with the GM or Mayor to obtain a suitable opening statement of support for the action plan | |
| [Insert] | | Delegate the tasks of writing the action plan | | Appropriate people have been nominated to complete individual sections of the action plan (introduction, mitigation, evaluation and review, etc.) | |

