



Study to support the Evaluation of the EU Adaptation Strategy

Final report

Appendix 2C Stakeholder interviews Scripts and respondents





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Final report

Appendix 2C Stakeholder interviews Scripts and respondents

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1 Introduction

1.1 Purpose and scope of the evaluation

The current EU Adaptation Strategy¹ was published in April 2013. As indicated in the Strategy, in 2017 *“the European Commission will report to the European Parliament and the Council on the state of implementation of the EU Adaptation Strategy, and propose its review, if needed”*. Hence, in order to assess and measure the progress made since 2013 and to prepare the ground for the possible review of the Strategy, an evaluation is needed. This study provides support to the evaluation of the Strategy, examining its actual implementation and performance.

Drawing on available evidence, the study looks at the experience gained, the lessons learnt and assesses whether what has happened, in practice, meets the expectations of the Strategy when it was launched. The study analyses in which sectors the actions derived from the Strategy have shown good progress and the extent to which the implementation of each of the eight actions under the strategy has advanced.

The study has been carried out in compliance with the requirements of the Better Regulation guidelines². Under this evaluation, the relevance, effectiveness, efficiency, coherence and EU added value of the EU Adaptation Strategy have been assessed. The evaluation covers the period from the launch of the Strategy in 2013 to mid-2017. The approach reflects the relatively recent implementation of the Strategy and considers if its objectives and actions respond to the current needs and priorities in different policy sectors at local, national and transnational level.

The work builds on the work of other organisations, particularly recent assessments of the LIFE and Mayors Adapt programmes and a current evaluation of the Climate-ADAPT programme³.

The evaluation covers all Member States of the European Union.

1.2 Structure of the report

The Second Interim Report has been prepared by Ricardo Energy & Environment (Ricardo) in collaboration with Trinomics BV (Trinomics), the Institute for European Environmental Policy (IEEP) and Wageningen Environmental Research (Alterra), as part of a study to support the evaluation of the EU Adaptation Strategy. The report has been prepared for the Directorate General (DG) Climate Action (CLIMA) of the European Commission.

This appendix provides the scripts and invitation text used for the interviews as well as a summary of responses by Action under the Strategy and by evaluation criterion.

¹ http://ec.europa.eu/clima/policies/adaptation/what/documentation_en.htm

² Better Regulation Guidelines, SWD92017) 350 final. 7 July 2017. Available at: <https://ec.europa.eu/transparency/reqdoc/rep/10102/2017/EN/SWD-2017-350-F1-EN-MAIN-PART-1.PDF>. This is supported by a Better Regulation Toolbox

³ Note that a draft of this will only be available to the current study later in 2017

2 Method

Interview scripts were prepared for each of the 8 actions under the EU Adaptation Strategy. These are shown in Sections 3 - 10 and include the operational questions developed from the evaluation questions tailored for each Action. (See also Appendix 4 – Evaluation matrix)..

A letter of invitation was sent to potential interviewees (Section 11).

In some cases, the interviewee had a very specific interest in one of the actions. In other cases, the interviewee had an interest in several actions. In addition, many interviewees wished to answer questions in relation to all evaluation criteria, while others wished to focus on a subset of the criteria. A flexible approach was taken in initial discussion with the interviewee as to which questions under an action were of most interest, and whether more than one action should be covered.

The balance of interviewees was chosen in the light of responses to the targeted stakeholder survey. In particular there was a very low response to the survey from EU institutions and bodies and so a relatively high proportion of interviews was with staff from EU institutions and bodies to ensure that their input was available to the evaluation.

Within the evaluation, it was planned to undertake 50 interviews with 12 originally allocated to case studies and 38 to general interviews of a range of stakeholders for the evaluation. It was intended to undertake a minimum of 3 interviews for each of the actions, with additional interviews anticipated in particular for Action 1, which was anticipated to be a particular focus for Member State input, and Action 6, which covers 3 policy areas. A summary of the interviews undertaken and interviewees is in Section 12.

3 Interview script – Action 1

Interview script for EU Adaptation Strategy stakeholders

Action 1: Encourage all Member States to adopt comprehensive adaptation strategies

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

<p>My name is <insert> and I work for <insert>.</p> <p>We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.</p> <p>The study is examining the Strategy’s performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives</p> <p>The study will provide conclusions on:</p> <ul style="list-style-type: none"> • How the EU Adaptation Strategy has been implemented so far • What experience has been gained, what bottlenecks and lessons learnt • What possible reinforcements or revisions of the Strategy’s objectives and actions could be considered, including their critical assessment, if any. <p>In gathering evidence for the study, we are undertaking interviews with key stakeholders.</p>
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CONFIRMATION

<p>Please could I confirm that you are an appropriate person to interview?</p> <p>The interview will focus on your views about the Strategy’s implementation and performance.</p> <p>The interview will take approximately one hour.</p> <p>I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.</p>	<p>YES – APPROPRIATE PERSON</p> <p><i>Continue</i></p>
	<p>NO – TAKE REFERRAL</p> <p><i>The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the</i></p>

	<i>case, please note the new person's name and request their telephone number.</i>
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ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	YES <i>Continue</i>
	NO

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy's individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don't need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	<p>TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text).</p> <p>A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results</p> <p>Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information</p>
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
Op5a	Is there still a need for MSs to maintain and develop	

	comprehensive adaptation strategies?	
Op5b	Does there continue to be a need for the Commission to support MSs with the development of adaptation strategies?	
Op5c	What further support do MSs require to help than to adopt comprehensive adaptation strategies?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
Op6a	What specific actions have taken place at MS level to enhance climate adaptation?	
Op6b1	What is your opinion on the quality of the national adaptation strategies with which you are most familiar?	
Op6b2	How would you rate the quality of the NAS [in general / or of country x]? - scale: Very good, good, sufficient, insufficient, don't know.	
Op6b3	How do you reach that judgement [in Op6b2] – in terms of how it meets your expectations, or in	

	terms of how it compares with other national strategies?	
Op6c	When was the adaptation strategy (or elements of it) implemented?	
Op6d1	Did you consciously choose to follow the Commission's guidelines in the preparation of the Strategy?	
Op6d2	How useful did you find the guidelines? – scale: very useful, useful, not useful, did not use	
Op6e1	To what extent can the EU Adaptation Strategy take some credit for actions have taken place at MS level to enhance climate adaptation?	
Op6e2	What actions would have taken place in the absence of EU action to encourage adaptation plans?	
Op7a	What other factors have influenced actions taken MS level to enhance climate adaptation?	
Op7b	What is the relative importance/strength of these actions?	
Op8a	What specific barriers stood in the way of Member States developing national adaptation strategies?	
	Were these barriers expected or unexpected?	
Op8b	Did the EU Adaptation Strategy help to overcome any of these barriers?	
Op9a1	Has the adoption of comprehensive adaptation strategies been successful in enhancing the preparedness and capacity of MS to respond to the impacts of climate change?	
Op9a2	Why do you consider this is the case?	

EFFICIENCY

TOR Q7	How adequate were the resources for the overall implementation of the EU Adaptation Strategy and how proportionate were those resources across its eight actions?	
TOR Q8	How do the different stakeholders view the monitoring of the implementation of the EU Adaptation Strategy? Which aspects are perceived as an unnecessary burden, if any, and to what extent?	
Op10a1	Approximately how much time was spent preparing and disseminating the EC guidelines on preparing a national adaptation strategy? And the adaptation scoreboard?	
Op10a2	What other costs were involved in the preparation of the guidelines e.g. consultancy costs And the adaptation scoreboard?	
Op10b1	What other EC resources were provided in support of this action?	
Op11a1	How much effort was involved in the preparation of the Adaptation Strategy? Filling in the adaptation preparedness scoreboard?	
Op11b1	What did it cost in terms of staff time and other resources to prepare the Adaptation Strategy? Fill in the adaptation preparedness scoreboard?	
Op11c1	If you followed the Commission's guidelines, what aspects are unnecessary, if any? Which aspects of the adaptation preparedness scoreboard are unnecessary?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional	
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	level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
Op12a	Has the development of comprehensive adaptation strategies, as encouraged by the EU Strategy, fitted well with, and reinforced, other adaptation policies and initiatives, or the reverse?	
Op12b	What, if any, are areas where development of comprehensive adaptation strategies, as encouraged by the EU Strategy, has not fitted well with, and reinforced, other adaptation policies and initiatives?	
Op12c	What could be done to improve the fit of comprehensive adaptation strategies, as encouraged by the EU Strategy with other adaptation policies and initiatives?	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
Op13a1	In the absence of Commission action to encourage the development of a national adaptation strategy, would equivalent pressure have been applied by other institutions, e.g. at national level?	
Op13a2	How useful do you find the Adaptation Scoreboard? – scale: very useful, useful, not useful.	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

4 Interview script – Action 2

Interview script for EU Adaptation Strategy stakeholders

Action 2: Provide LIFE funding to support capacity building and step up adaptation action in Europe (2014-2020)

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

My name is <insert> and I work for <insert>.

We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.

The study is examining the Strategy's performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives

The study will provide conclusions on:

- How the EU Adaptation Strategy has been implemented so far
- What experience has been gained, what bottlenecks and lessons learnt
- What possible reinforcements or revisions of the Strategy's objectives and actions could be considered, including their critical assessment, if any.

In gathering evidence for the study, we are undertaking interviews with key stakeholders.

CONFIRMATION

Please could I confirm that you are an appropriate person to interview?

The interview will focus on your views about the Strategy's implementation and performance.

The interview will take approximately one hour.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

YES – APPROPRIATE PERSON

Continue

NO – TAKE REFERRAL

The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the

	<i>case, please note the new person's name and request their telephone number.</i>
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ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	YES <i>Continue</i>
	NO

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy's individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don't need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	<p>TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text).</p> <p>A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results</p> <p>Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information</p>
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
14a	Is there still a need for capacity building in Member States with respect to climate action?	
14b	Is there still a need to for the Commission to fund capacity	

	building projects for climate action at MS level?	
14c	What is the nature of the support that is still needed?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
15a	What funding has been provided for adaptation actions under the LIFE programme over the period 2014 to 2016?	
15b	What types of actions/projects have been implemented by MS in relation to adaptation?	
15c	To what extent have projects helped to promote adaptation in the vulnerable areas described in the strategy e.g. cross border management	
15d	To what extent have the supported projects helped to establish vulnerability assessments and adaptation strategies, including those with a cross-border nature.	
15e	To what extent have the supported projects promoted awareness-raising on adaptation, including	

	indicators, risk communication and management.	
16a	What drivers/barrier stood in the way of Member States implementing adaptation projects?	
16b	How did these drivers/barriers affect implementation?	

EFFICIENCY

TOR Q7	How adequate were the resources for the overall implementation of the EU Adaptation Strategy and how proportionate were those resources across its eight actions?	
TOR Q8	How do the different stakeholders view the monitoring of the implementation of the EU Adaptation Strategy? Which aspects are perceived as an unnecessary burden, if any, and to what extent?	
17a	Which resources were made available through LIFE+ to support capacity building and step-up adaptation plans?	
17b	Were the projects supported under LIFE+ sufficient to achieve the desired level of capacity building?	
	How do the stakeholders view the monitoring within LIFE+ of the adaptation projects and thematic area?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and	
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	<p>policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?</p>	
18a	<p>To what extent has the support to capacity building provided by the LIFE projects, been coherent with relevant:</p> <ul style="list-style-type: none"> • EU legislation and policies • International initiatives • National initiatives • Regional or sub-nations initiatives 	
18b	<p>What are the areas where there is less coherence?</p>	
18c	<p>What could be done to improve coherence in these areas?</p>	

EU ADDED VALUE

TOR Q10	<p>What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?</p>	
19a	<p>What was the added value of the LIFE programme projects in the climate adaptation area?</p>	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

5 Interview script – Action 3

Interview script for EU Adaptation Strategy stakeholders

Action 3: Introduce adaptation in the Covenant of Mayors framework (2013/2014)

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

My name is <insert> and I work for <insert>.

We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.

The study is examining the Strategy's performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives

The study will provide conclusions on:

- How the EU Adaptation Strategy has been implemented so far
- What experience has been gained, what bottlenecks and lessons learnt
- What possible reinforcements or revisions of the Strategy's objectives and actions could be considered, including their critical assessment, if any.

In gathering evidence for the study, we are undertaking interviews with key stakeholders.

CONFIRMATION

Please could I confirm that you are an appropriate person to interview?

The interview will focus on your views about the Strategy's implementation and performance.

The interview will take approximately one hour.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

YES – APPROPRIATE PERSON

Continue

NO – TAKE REFERRAL

The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the

	<i>case, please note the new person's name and request their telephone number.</i>
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ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	YES <i>Continue</i>
	NO

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy's individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don't need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	<p>TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text).</p> <p>A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results</p> <p>Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information</p>
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
Op20a	Is there still a need within Member States for adaptation at the sub-national and local level?	
Op20b	Does there continue to be a need for the Commission to encourage	

	action at the local and sub-national level i.e. by promoting the CoM?	
Op20c	What specific capacity building support is required at sub-national and local level with respect to adaptation actions?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
Op21a1	Does the CoM framework foster adaptation action at local and sub-national level?	
Op21a2	How has the Commission's activities to support the CoM framework helped with its success in relation to climate change adaptation?	
Op21b	What impact has the Covenant of Mayors had on your City's adaptation policy? (Direction; coverage; effectiveness)	
	Were these effects expected or unexpected (i.e. not considered at the moment when the strategy was adopted)?	
Op21c	What actions have been taken at sub-national and local level within	

	MSs to adopt comprehensive adaptation strategies?	
Op22a	What other factors may have influenced adaptation action at sub-national and local level	
Op22b	What has been their relative strength?	
Op22c	Where these factors expected or un expected when the Strategy was launched?	
Op23a1	What specific barriers stood in the way of adaptation action at sub-national and local level?	
Op23a2	What other drivers stimulated adaptation action at sub-national and local level?	
Op23b	Did the EU Adaptation Strategy help to overcome any of these barriers?	
24a	Has the adoption of cooperative mechanisms to the Covenant of Mayor framework been successful in enhancing the preparedness and capacity at the sub-national and local level to respond to the impacts of climate change?	

EFFICIENCY

TOR Q7	How adequate were the resources for the overall implementation of the EU Adaptation Strategy and how proportionate were those resources across its eight actions?	
TOR Q8	How do the different stakeholders view the monitoring of the implementation of the EU Adaptation Strategy? Which aspects are perceived as an	

	unnecessary burden, if any, and to what extent?	
Op25a	Which resources were made available to the CoM?	
Op25b1	Have the activities supported under CoM been sufficient to encourage adaptation at the sub-national and local levels?, e.g. development and implementation of local adaptation strategies/plans?	
Op25b2	What more could have been achieved with additional resources? What would have been the cost in terms of effectiveness had available resources been lower?	
Op26a1	Are you aware of the monitoring and reporting arrangements for the CoM?	
Op26a2	If so, what do you think of the monitoring and reporting arrangements for CoM?	
Op26b	What does it cost in terms of staff time and other resources to prepare the monitoring and reporting updates for CoM?	
Op26c	How appropriate do you find this level of effort and resources? How could this be improved?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
Op27a1	Has CoM activity fitted well with, and reinforced, other adaptation activity in your MS, or the reverse?	
Op27a2	Has CoM activity fitted well with other activity to encourage	

	effective local decision-making in your MS?	
Op27b	In what areas, if any, does the CoM activity not fit well with other adaptation activities?	
Op27c	Are there any specific aspects which could be added to the Strategy or changes, to make it more coherent with respect to local/ sub-national adaptation strategies?	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
Op28a	In the absence of Commission action to encourage the CoM, would an equivalent level of progress have been made?	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

6 Interview script – Action 4

Interview script for EU Adaptation Strategy stakeholders

Action 4: Bridge the knowledge gap

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

<p>My name is <insert> and I work for <insert>.</p> <p>We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.</p> <p>The study is examining the Strategy’s performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives</p> <p>The study will provide conclusions on:</p> <ul style="list-style-type: none"> • How the EU Adaptation Strategy has been implemented so far • What experience has been gained, what bottlenecks and lessons learnt • What possible reinforcements or revisions of the Strategy’s objectives and actions could be considered, including their critical assessment, if any. <p>In gathering evidence for the study, we are undertaking interviews with key stakeholders.</p>
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CONFIRMATION

<p>Please could I confirm that you are an appropriate person to interview?</p> <p>The interview will focus on your views about the Strategy’s implementation and performance.</p> <p>The interview will take approximately one hour.</p> <p>I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.</p>	<p>YES – APPROPRIATE PERSON</p> <p><i>Continue</i></p>
	<p>NO – TAKE REFERRAL</p> <p><i>The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the case, please note the new person’s name and request their telephone number.</i></p>

ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	<p>YES</p> <p><i>Continue</i></p>
	<p>NO</p>

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy’s individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don’t need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	<p>TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text).</p> <p>A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results</p> <p>Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information</p>
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
Op31a	Are there still important knowledge gap with respect to adaptation-related information in the EU?	
Op31b	If so, does there continue to be the need for the Commission to bridge any such knowledge gap?	

Op31c	What specific knowledge gaps can be best addressed through EU action?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
32a	What actions have been taken to identify and address any knowledge gaps, over the period 2013 to 2016?	
32b	To what extent can these actions be said to have led to better informed decision making?	
32c	What funding has been made available to address these knowledge gaps?	
Op33a	What other research activities supported at national or local level have helped to address key knowledge gaps?	
Op33b	What has been their relative strength?	
Op33c	Were these factors expected or unexpected when the Strategy was launched?	
Op34a1	What specific barriers stood in the way of EU activities to increase	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
Op37a	Has the research supported under H2020, and the research carried out by JRC, fitted well with, and reinforced, other adaptation research in your MS, or the reverse?	
Op37b	What, if any, are areas where research supported under H2020, and the research carried out by JRC, has not fitted well with, and reinforced, other adaptation research in your MS?	
Op37c	What could be done to improve the fit of adaptation research supported under H2020 or carried out by JRC with other adaptation research in your MS?	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
Op38a1	In the absence of Commission action to address the knowledge gaps through supporting research in H2020, would an equivalent level of progress have been made?	
Op38a2	In the absence of Commission action to address the knowledge gaps through the activities of JRC,	

	would an equivalent level of progress have been made?	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

7 Interview script – Action 5

Interview script for EU Adaptation Strategy stakeholders

Action 5: Further develop Climate-ADAPT as the ‘one-stop shop’ for adaptation information in Europe

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

<p>My name is <insert> and I work for <insert>.</p> <p>We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.</p> <p>The study is examining the Strategy’s performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives</p> <p>The study will provide conclusions on:</p> <ul style="list-style-type: none"> • How the EU Adaptation Strategy has been implemented so far • What experience has been gained, what bottlenecks and lessons learnt • What possible reinforcements or revisions of the Strategy’s objectives and actions could be considered, including their critical assessment, if any. <p>In gathering evidence for the study, we are undertaking interviews with key stakeholders.</p>
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CONFIRMATION

<p>Please could I confirm that you are an appropriate person to interview?</p> <p>The interview will focus on your views about the Strategy’s implementation and performance.</p> <p>The interview will take approximately one hour.</p> <p>I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.</p>	<p>YES – APPROPRIATE PERSON</p> <p><i>Continue</i></p>
	<p>NO – TAKE REFERRAL</p> <p><i>The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the</i></p>

	<i>case, please note the new person's name and request their telephone number.</i>
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ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] <i>Include as appropriate.</i></p> <p>Are you happy to proceed?</p>	YES <i>Continue</i>
	NO

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy's individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don't need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text). A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
39a	Is there still a need for a one-stop shop, for adaptation related information in the EU?	
39b	Is there still a need for the Commission to provide and/or	

	facilitate a one-stop shop, for adaptation related information in the EU ?	
39c	What is the nature of the support that is still needed?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
40a	What further updates to Climate-ADAPT have happened through the implementation of the EU Adaptation Strategy, over the period 2013 to 2016?	
40b	How is this monitored?	
40c	To what extent have these developments contributed to more informed decision making under the Strategy?	
41a	What other factors may have influenced the availability of information on climate change for use in decision making	
41b	What has been their relative strength?	
41c	Where these factors expected or un expected when the Strategy was launched?	

42a	What drivers have stimulated, or barriers have stood in the way of efforts to further develop Climate ADAPT?	
42b	How did these drivers/barrier affect implementation?	
43a	Has the further development of Climate ADAPT led to better informed decision making?	

EFFICIENCY

TOR Q7	How adequate were the resources for the overall implementation of the EU Adaptation Strategy and how proportionate were those resources across its eight actions?	
TOR Q8	How do the different stakeholders view the monitoring of the implementation of the EU Adaptation Strategy? Which aspects are perceived as an unnecessary burden, if any, and to what extent?	
44a	What resources were made available to fund and improve Climate-ADAPT?	
44b	Has the level of support been sufficient to turn CLIMATE ADAPT into a one-stop shop for adaptation information in Europe?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
45a	To what extent is the development of comprehensive adaptation strategies, as encouraged by the EU Strategy, coherent with relevant: <ul style="list-style-type: none"> • EU legislation and policies • International initiatives 	

	<ul style="list-style-type: none"> • National initiatives • Regional or sub-nations initiatives 	
45b	What are the areas where there is less coherence?	
45c	What could be done to improve coherence in these areas?	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
46a	To what extent has the Commission's activities to further develop Climate ADAPT, as part of the EU Strategy, added value to existing horizontal and vertical actions at MS level?	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

8 Interview script Action 6

Interview script for EU Adaptation Strategy stakeholders

Action 6: Facilitate the climate-proofing of the Common Agricultural Policy (CAP), the Cohesion Policy and the Common Fisheries Policy (CFP)

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

<p>My name is <insert> and I work for <insert>.</p> <p>We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.</p> <p>The study is examining the Strategy's performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives</p> <p>The study will provide conclusions on:</p> <ul style="list-style-type: none"> • How the EU Adaptation Strategy has been implemented so far • What experience has been gained, what bottlenecks and lessons learnt • What possible reinforcements or revisions of the Strategy's objectives and actions could be considered, including their critical assessment, if any. <p>In gathering evidence for the study, we are undertaking interviews with key stakeholders.</p>
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CONFIRMATION

<p>Please could I confirm that you are an appropriate person to interview?</p> <p>The interview will focus on your views about the Strategy's implementation and performance.</p> <p>The interview will take approximately one hour.</p> <p>I will send you draft interview notes today or tomorrow and would be grateful if you could</p>	<p>YES – APPROPRIATE PERSON</p> <p><i>Continue</i></p>
	<p>NO – TAKE REFERRAL</p> <p><i>The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better</i></p>

confirm that they accurately reflect your views, making tracked changes, where necessary.	<i>placed to answer the questions. If this is the case, please note the new person's name and request their telephone number.</i>
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ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	YES <i>Continue</i>
	NO

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy's individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don't need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	<p>TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text).</p> <p>A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results</p> <p>Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information</p>
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
OP49a1	How well are climate adaptation considerations taken into account in EU actions i.e. climate-proofing of operational programmes?	

Op49a2	Is there a need to better integrate climate change adaptation considerations into EU programmes?	
Op49b	Is there a need for the Commission to develop further regulations and guidelines to support the climate proofing with respect to adaptation?	
Op49c	In what areas is further strengthening required?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
50a	How has climate change adaptation been considered in key vulnerable sectors within environmental impact assessments within: i. The CAP ii. Cohesion policy iii. CFP over the period 2013 to 2016	
	Were the effects achieved expected or unexpected (i.e. not considered at the moment when the strategy was adopted)?	
Op51a1	What other activities may have promoted adaptation in key vulnerable sectors?	

	unnecessary burden, if any, and to what extent?	
Op54a	Which resources were made available to fund the production of guidelines on climate proofing EU policies and programmes?	
Op54b	Which resources were made available within cohesion, CAP and other funding for climate proofing?	
Op54c	Interview/Survey: How useful did you find the guidelines in climate proofing your policies/programmes? – scale: very useful, useful, not useful, did not use	
Op54d	Interview/Survey: Have the activities supported within cohesion, CAP and other funding been sufficient to climate proof these investments?	
55a	What are the monitoring arrangements?	
55b	Which resources are spent on these?	
55c	How appropriate is the level of effort required?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
Op56a	Has the the climate-proofing of CAP, Cohesion policy and CFP, as promoted under the Adaptation Strategy fitted well with, and reinforced, other relevant policies and initiatives, or the reverse?	
Op56b	What, if any, are areas where climate-proofing of CAP, Cohesion policy and CFP, as promoted under the Adaptation Strategy, has not fitted well with, and reinforced,	

	other adaptation policies and initiatives?	
Op56c	Are there any specific aspects which could be added to the Strategy or changes, to make it more coherent with. <ul style="list-style-type: none"> • EU legislation and policies • International initiatives • National initiatives • Regional or sub-nations initiatives? 	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
Op57a1	What would have happened in the absence of the Commission's activities to climate proof relevant policies?	
Op57a2	How could the involvement of the Commission have added more value?	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

9 Interview script – Action 7

Interview script for EU Adaptation Strategy stakeholders

Action 7: Ensuring more resilient infrastructure

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

<p>My name is <insert> and I work for <insert>.</p> <p>We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.</p> <p>The study is examining the Strategy’s performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives</p> <p>The study will provide conclusions on:</p> <ul style="list-style-type: none"> • How the EU Adaptation Strategy has been implemented so far • What experience has been gained, what bottlenecks and lessons learnt • What possible reinforcements or revisions of the Strategy’s objectives and actions could be considered, including their critical assessment, if any. <p>In gathering evidence for the study, we are undertaking interviews with key stakeholders.</p>
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CONFIRMATION

<p>Please could I confirm that you are an appropriate person to interview?</p> <p>The interview will focus on your views about the Strategy’s implementation and performance.</p> <p>The interview will take approximately one hour.</p> <p>I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.</p>	<p>YES – APPROPRIATE PERSON</p> <p><i>Continue</i></p>
	<p>NO – TAKE REFERRAL</p> <p><i>The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the case, please note the new person’s name and request their telephone number.</i></p>

ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	<p>YES</p> <p><i>Continue</i></p>
	<p>NO</p>

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy’s individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don’t need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	<p>TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text).</p> <p>A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results</p> <p>Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information</p>
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
Op58a1	How well are climate considerations taken into account in infrastructure investments i.e. climate-proofing of projects?	
Op58a2	Is there a need to better integrate climate change considerations into	

	infrastructure investment decisions?	
Op58b	Is there a need for the Commission to provide further support to project developers working on infrastructure and physical assets to climate-proof vulnerable investments ?	
Op58c	In what area is further strengthening required?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
Op59a	Are you aware of the technical standards and guidelines prepared by the European Commission for assessing the climate impacts in infrastructure?	
Op59b	Have you used of applied the standards/guidelines?	
Op59c	If so, how valuable were they?	
Op60a	What other factors have promoted the assessment of climate impacts as part of infrastructure projects and programmes?	
Op60b	How influential were these factors?	
Op60c	Were these factors expected or unexpected when the Strategy was launched?	

	production of guidelines to ensure more resilient infrastructure?	
Op63b	How useful did you find the guidelines in ensuring infrastructure is climate resilient? – scale: very useful, useful, not useful, did not use	
64a	What are the monitoring arrangements?	
64b	Which resources are spent on these?	
64c	How appropriate is the level of effort required?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
Op65a	Has the development of guidelines or procedures to assess the climate impacts of infrastructure, as promoted under the Adaptation Strategy fitted well with, and reinforced, other relevant policies and initiatives, or the reverse?	
Op65b	What, if any, are areas where the development of guidelines or procedures to assess the climate impacts of infrastructure, as promoted under the Adaptation Strategy, has not fitted well with, and reinforced, other adaptation policies and initiatives?	
Op65c	Are there any specific aspects which could be added to the Strategy or changes, to make it more coherent with respect to other actions relating to infrastructure planning.	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
Op66a1	What would have happened in the absence of the Commission's strategy action on resilient infrastructure?	
Op66a2	How could the involvement of the Commission have added more value?	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

10 Interview script – Action 8

Interview script for EU Adaptation Strategy stakeholders

Action 8: Promote insurance and other financial products for resilient investment and business decisions

INTERVIEWEE DETAIL (Interviewer to complete)

Name	
Organisation	
Contact details	
Date of interview	
Format (face-to-face or telephone)	
Interviewer	

INTRODUCTION

Blue text is suggested interview text. Red text gives comments.

<p>My name is <insert> and I work for <insert>.</p> <p>We are conducting a study on behalf of the European Commission DG Climate Action to support the evaluation of the EU Adaptation Strategy.</p> <p>The study is examining the Strategy’s performance and implementation and we are looking in particular at its eight Actions and the achievement of its objectives</p> <p>The study will provide conclusions on:</p> <ul style="list-style-type: none"> • How the EU Adaptation Strategy has been implemented so far • What experience has been gained, what bottlenecks and lessons learnt • What possible reinforcements or revisions of the Strategy’s objectives and actions could be considered, including their critical assessment, if any. <p>In gathering evidence for the study, we are undertaking interviews with key stakeholders.</p>
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CONFIRMATION

<p>Please could I confirm that you are an appropriate person to interview?</p> <p>The interview will focus on your views about the Strategy’s implementation and performance.</p> <p>The interview will take approximately one hour.</p> <p>I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.</p>	<p>YES – APPROPRIATE PERSON</p> <p><i>Continue</i></p>
	<p>NO – TAKE REFERRAL</p> <p><i>The person has already been identified as someone suitable to take part. They should only really refer you to someone else if they realise that a different person would be better placed to answer the questions. If this is the</i></p>

	<i>case, please note the new person's name and request their telephone number.</i>
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ANONYMITY

<p>The final version of the interview notes will be shared with the immediate project team and DG CLIMA. Your views (sometimes quoted) will be treated as anonymous and assigned not to you, but to your organisation. However, if you prefer, the views can be assigned not to your organisation but to a generic organisation type. Please express your preference.</p> <p>[With your permission, I will audiotape and take notes during the interview. The recording is only to help ensure that the notes capture the information you provide. If you agree to being audiotaped but feel uncomfortable at any time during the interview, I can turn off the recorder at your request] Include as appropriate.</p> <p>Are you happy to proceed?</p>	YES <i>Continue</i>
	NO

STUDY QUESTIONS

Ask interviewees to link their answers to the Strategy's individual Objectives or Actions or to a number of Actions or the Strategy in general (cross-cutting answers or experience), and insist that they provide actual examples of implementation.

The headings below (Relevance, effectiveness ...) are for our guidance only, and don't need to be used in the interview.

RELEVANCE

TOR Q1	To what extent do the objectives and actions of the Strategy (still) respond to needs within the EU and at international level?	TOR questions are for interviewer information only. These are the questions that will be addressed in the report. These are approached in the interview through the operational questions (blue text). A full set of operational questions is given for each action – the interviewer should select those most appropriate for the interviewee and in particular where more information is needed to complement the literature review and survey results Where the interviewee has completed the survey, reference can also be made to survey responses to seek additional information
TOR Q2	How relevant is the Strategy for the different stakeholders (EU Member States, regional and local authorities and private sector and businesses) at local, regional, national and supra-national level?	
Op67a1	How well developed is the market for insurance and other financial products for resilient investments?	
Op67a2	Is there a need for greater use of financial products such as	

	insurance to increase the climate resilience of investments?	
Op67b	Is there a need for the Commission to promote the use of insurance and other financial products for resilient investments and decisions?	
Op67c	In what areas is further support or promotion of activities required?	

EFFECTIVENESS

TOR Q3	To what extent have the objectives been achieved during the period 2013-2016?	
TOR Q4	To what extent has each of the eight actions of the Strategy contributed to these achievements? For each action explain the extent to which the effects achieved were expected or unexpected (i.e. not considered at the moment when the strategy was adopted).	
TOR Q5	What drivers and barriers (expected or unexpected) contributed to or stood in the way of implementation of the EU Adaptation Strategy and how did they affect it?	
TOR Q6	What effects has the strategy produced so far for different stakeholders, e.g. according to socio-economic background and vulnerability?	
68a	What actions have been taken by the Commission to engage with the insurance and financial sector on adaptation issues, over the period 2013 to 2016?	
68b	To what extent has this led to adaptation being embedded within risk management and insurance policy instruments?	
	Were the effects achieved expected or unexpected (i.e. not considered at the moment when the strategy was adopted)	
69a	What other factors may have led to the further development of the market for risk management and insurance policy instruments??	
69b	What has been their relative strength?	

69c	Were these factors expected or unexpected when the Strategy was launched?	
70a	What drivers have stimulated, or barriers have stood in the way of efforts to further develop the market for risk management and insurance policy instruments?	
70b	How did these drivers/barrier affect implementation?	
71a	Has the promotion of the market for disaster risk insurance led to the greater use of financial products, and internalisation of climate costs?	

EFFICIENCY

TOR Q7	How adequate were the resources for the overall implementation of the EU Adaptation Strategy and how proportionate were those resources across its eight actions?	
TOR Q8	How do the different stakeholders view the monitoring of the implementation of the EU Adaptation Strategy? Which aspects are perceived as an unnecessary burden, if any, and to what extent?	
Op72a1	What level of resources was invested in promoting insurance and other financial products with the financial community?	
Op72a2	How were these resources used? On what types of activity?	
Op72b1	Was the level of effort sufficient to deliver the desired outcome?	
Op72b2	If not, why not?	
73a	What are the monitoring arrangements?	
73b	What level of resources are spent on these?	
73c	How appropriate is the level of effort required?	

COHERENCE

TOR Q9	How well does the Adaptation Strategy fit together with other relevant EU legislation and policies, or similar initiatives at international, national or regional level? Are there any gaps or inconsistencies between policies? Are there components to be further developed or added to increase coherence of actions?	
Op74a	Have the Commission's efforts to engage with the insurance and financial sectors to promote more resilient investments, as promoted under the Adaptation Strategy fitted well with, and reinforced, other relevant policies and initiatives, or the reverse?	
Op74b	What, if any, are areas where the Commission's efforts to engage with the insurance and financial sectors to promote more resilient investments, as promoted under the Adaptation Strategy, have not fitted well with, and reinforced, other adaptation policies and initiatives?	
Op74c	Are there any specific aspects which could be added to the Strategy or changes, to make it more coherent with respect to other activities relating to engagement with the financial sectors.	

EU ADDED VALUE

TOR Q10	What is the added value of addressing climate adaptation at EU level, in addition to the vertical and horizontal cooperation at national level?	
Op75a1	What would have happened in the absence of the Commission's engagement with the insurance and financial sector?	
Op75a2	How could the involvement of the Commission have added more value?	

CLOSING

Thank you very much for taking part in this interview.

I will send you draft interview notes today or tomorrow and would be grateful if you could confirm that they accurately reflect your views, making tracked changes, where necessary.

The final version of the interview notes will be shared with the immediate project team and DG CLIMA. The information will be used to help understand how the Strategy has performed and where improvements might be made. Your views will be treated as anonymous.

If you have any further thoughts or documents that you think are relevant to this evaluation, please do not hesitate to email me at <insert details>

11 Invitation to interview

“Evaluation of the EU Climate Change Adaptation Strategy – Invitation to participate in a stakeholder interview

Dear xxxx

This is an invitation to participate in a stakeholder phone interview as part of an evaluation of the EU Climate Change Adaptation Strategy. The Commission is being assisted in this evaluation by a research consortium of Ricardo Energy & Environment, IEEP, Trinomics and Alterra.

You have been identified as a stakeholder with a high interest in at least one element of the Strategy and your response to this interview would assist our evaluation. The evaluation of the Strategy will provide conclusions on how the Strategy has performed, what experience has been gained and what lessons can be learned.

[include if appropriate. Thank you for participating in the recent survey – we would like to explore some areas in more detail.]

[Tailor as appropriate]. The interview will take approximately an hour and we anticipate that we can discuss one of the Actions under the adaptation strategy in that time. We would particularly welcome your views on Action [insert number and title]. If you have some more time, we could cover other actions and/or have a wider discussion about the strategy. A list of the strategy objectives and actions is below this message.

We appreciate that it is the holiday season, and so many people will be away. If possible, we would like to call you before 25th August. Please advise if this is possible or if alternative dates would be better for you.

Please contact me as soon as possible on:

Tel. number:

E-mail:

We look forward to hearing from you.”

[Insert name]

[Insert email signature with organisation and contact details]

The EU strategy on adaptation to climate change – Objectives and actions

(See also summary document at https://ec.europa.eu/clima/sites/clima/files/docs/eu_strategy_en.pdf)

Objectives	Actions
1: Promoting action by Member States	1: Encourage all Member States to adopt comprehensive adaptation strategies 2: Provide LIFE funding to support capacity building and step up adaptation action in Europe. (2014-2020). 3: Introduce adaptation in the Covenant of Mayors framework (2013/2014).
2: Promoting better informed decision-making	4: Bridge the knowledge gap . 5: Further develop Climate-ADAPT as the ‘one-stop shop’ for adaptation information in Europe

3: Promoting adaptation in key vulnerable sectors

6: Facilitate the **climate-proofing** of the Common Agricultural Policy (CAP), the Cohesion Policy and the Common Fisheries Policy (CFP).

7: Ensuring more **resilient infrastructure**

8: Promote insurance and other **financial products for resilient investment** and business decisions

12 Interviewees

34 targeted stakeholder interviews were undertaken with a total of 40 contributors.

A summary of the interviews by stakeholder type is in the table below

Stakeholder type	Interviews by stakeholder type
National Government body	7
Sub national Government	2
Municipal/city Government	1
Total, National, Sub-national and Municipal Government bodies	10
EU institution or body	14
Total, EU institutions or bodies	14
Private sector	1
University	2
Research organisation	1
Other international organisation	5
NGO	1
Total, Other stakeholders	10
Grand Total	34

In addition, written input was received from DG CLIMA.A3 on possible revisions to the EU Adaptation Strategy and this is included with the interviews

12.1 Responses by action

Across the interviews, responses were received on 47 actions, so a sub-set of the interviews addressed more than one action. 42 responses were in detail and 5 provided some information about an action. The number of responses by action and level of detail is in the table below.

	Objective 1			Objective 2		Objective 3			Total
	Action 1	Action 2	Action 3	Action 4	Action 5	Action 6	Action 7	Action 8	
Addresses many questions for an action	14	3	4	4	3	6	5	3	42
Addresses 1 to a few questions for an action	0	0	1	2	2	0	0	0	5
Interviews for each action	14	3	5	6	5	6	5	3	47

A summary of the actions addressed by stakeholder group is in the table below. (In this case, an identifier of the form “EUAS Int xx” is given to each interview. Interviews that addressed “1 to a few questions are denoted “(Y)”.

Interview	Organisation type	Country	Objective 1			Objective 2		Objective 3		
			Action 1	Action 2	Action 3	Action 4	Action 5	Action 6	Action 7	Action 8
EUAS Int 3	1 National Government body	Netherlands	Y							

Interview	Organisation type	Country	Objective 1			Objective 2		Objective 3		
			Action 1	Action 2	Action 3	Action 4	Action 5	Action 6	Action 7	Action 8
EUAS Int 5	1 National Government body	France	Y			Y				
EUAS Int 8	1 National Government body	Slovenia	Y					Y		
EUAS Int 9	1 National Government body	Austria	Y							
EUAS Int 10	1 National Government body	Belgium	Y				Y			
EUAS Int 15	1 National Government body	Malta	Y							
EUAS Int 30	1 National Government body	Portugal	Y	Y	Y			Y		
EUAS Int 12	2 Sub-national Government	Spain			Y					
EUAS Int 13	2 Sub-national Government	Portugal	Y							
EUAS Int 20	3 Municipal/city Government	Germany			Y					
Total	National, Sub-national and Municipal Government bodies		8	1	3	1	1	2	0	0
EUAS Int 1	4 EU institution or body	EU					Y			
EUAS Int 2	4 EU institution or body	EU	Y							
EUAS Int 4	4 EU institution or body	EU						Y		
EUAS Int 11	4 EU institution or body	EU				Y				
EUAS Int 14	4 EU institution or body	EU				Y				
EUAS Int 16	4 EU institution or body	EU								Y
EUAS Int 18	4 EU institution or body	EU			(Y)	(Y)	(Y)		Y	
EUAS Int 19	4 EU institution or body	EU							Y	
EUAS Int 21	4 EU institution or body	EU		Y						
EUAS Int 24	4 EU institution or body	EU						Y		
EUAS Int 26	4 EU institution or body	EU	Y			(Y)				
EUAS Int 27	4 EU institution or body	EU		Y						
EUAS Int 32	4 EU institution or body	EU						Y		
EUAS Int 33	4 EU institution or body	EU	Y							
Total	EU Institutions or bodies		3	2	1	4	2	3	2	1
EUAS Int 17	5 Private sector	Netherlands							Y	
EUAS Int 22	6 University	Portugal	Y							
EUAS Int 29	6 University	Ireland	Y			Y	(Y)			
EUAS Int 28	7 Research organisation	Greece					Y			
EUAS Int 6	8 Other international organisation	EU			Y					
EUAS Int 23	8 Other international organisation	Belgium							Y	
EUAS Int 25	8 Other international organisation	Germany							Y	
EUAS Int 31	8 Other international organisation	Other								Y
EUAS Int 34	8 Other international organisation	Belgium								Y
EUAS Int 7	9 NGO	Belgium	Y					Y		
Total	Other stakeholders		3	0	1	1	2	1	3	2
	Grand Total		14	3	5	6	5	6	5	3

A summary for all 47 interviews by action and stakeholder group is below.

Organisation type	Objective 1			Objective 2		Objective 3			Total
	Action 1	Action 2	Action 3	Action 4	Action 5	Action 6	Action 7	Action 8	
National, Sub-national and Municipal Government bodies	8	1	3	1	1	2	0	0	16
EU Institutions or bodies	3	2	1	4	2	3	2	1	18
Other stakeholders	3	0	1	1	2	1	3	2	13
Total	14	3	5	6	5	6	5	3	47

The input on possible revisions to the EU Adaptation Strategy is designated EUAS Int 35.

12.2 Responses by evaluation criterion

Many interviewees provided responses to questions that address all of the evaluation criteria. Some addressed a subset. A summary of the evaluation criteria addressed by stakeholder group is in the table below for the 42 interviews that addressed many of the interview questions for an action. Where stakeholders provided separate scripts for 2 or more actions, these are recorded separately.

Interview	Organisation type	Country	Action number	Evaluation criterion						Other
				Relevance	Effective-ness	Efficiency	Coherence	EU added value		
EUAS Int 3	1 National Government body	Netherlands	1	Y	Y	Y	Y	Y		
EUAS Int 5	1 National Government body	France	1	Y	Y	Y	Y	Y		
EUAS Int 5	1 National Government body	France	4	Y	Y					
EUAS Int 8	1 National Government body	Slovenia	1	Y	Y	Y	Y	Y		
EUAS Int 8	1 National Government body	Slovenia	6	Y	Y					
EUAS Int 9	1 National Government body	Austria	1	Y	Y	Y	Y	Y		
EUAS Int 10	1 National Government body	Belgium	1	Y	Y	Y	Y			
EUAS Int 10	1 National Government body	Belgium	5	Y	Y		Y	Y		
EUAS Int 15	1 National Government body	Malta	1	Y	Y	Y	Y	Y		
EUAS Int 30	1 National Government body	Portugal	1	Y	Y	Y	Y	Y		
EUAS Int 30	1 National Government body	Portugal	2		Y	Y		Y		
EUAS Int 30	1 National Government body	Portugal	3	Y	Y			Y		
EUAS Int 30	1 National Government body	Portugal	6	Y	Y			Y		
EUAS Int 12	2 Sub-national Government	Spain	3	Y	Y	Y	Y	Y		
EUAS Int 13	2 Sub-national Government	Portugal	1	Y	Y	Y	Y	Y		
EUAS Int 20	3 Municipal/city Government	Germany	3	Y	Y	Y	Y	Y		
Total	National, Sub-national and Municipal Government bodies	16		15	16	11	11	13		
EUAS Int 1	4 EU institution or body	EU	5	Y	Y	Y	Y	Y		
EUAS Int 2	4 EU institution or body	EU	1				Y	Y		
EUAS Int 4	4 EU institution or body	EU	6	Y	Y	Y	Y	Y	Y	
EUAS Int 11	4 EU institution or body	EU	4	Y	Y					
EUAS Int 14	4 EU institution or body	EU	4	Y	Y	Y		Y		
EUAS Int 16	4 EU institution or body	EU	8	Y	Y	Y	Y	Y		
EUAS Int 18	4 EU institution or body	EU	7	Y			Y		Y	
EUAS Int 19	4 EU institution or body	EU	7	Y	Y	Y	Y	Y		
EUAS Int 21	4 EU institution or body	EU	2		Y	Y	Y	Y		
EUAS Int 24	4 EU institution or body	EU	6	Y	Y	Y	Y	Y		
EUAS Int 26	4 EU institution or body	EU	1	Y	Y	Y	Y	Y		

Interview	Organisation type	Country	Action number	Evaluation criterion					
				Relevance	Effective-ness	Efficiency	Coherence	EU added value	Other
EUAS Int 27	4 EU institution or body	EU	2	Y	Y		Y		
EUAS Int 32	4 EU institution or body	EU	6	Y	Y	Y	Y	Y	
EUAS Int 33	4 EU institution or body	EU	1				Y	Y	
Total	EU Institutions or bodies	14		11	11	9	12	11	2
EUAS Int 17	5 Private sector	Netherlands	7	Y	Y				
EUAS Int 22	6 University	Portugal	1	Y	Y		Y	Y	
EUAS Int 29	6 University	Ireland	1		Y			Y	
EUAS Int 29	6 University	Ireland	4	Y	Y	Y	Y	Y	
EUAS Int 28	7 Research organisation	Greece	5	Y	Y	Y		Y	
EUAS Int 6	8 Other international organisation	EU	3	Y	Y	Y	Y	Y	
EUAS Int 23	8 Other international organisation	Belgium	7	Y	Y	Y	Y	Y	Y
EUAS Int 25	8 Other international organisation	Germany	7	Y	Y		Y		
EUAS Int 31	8 Other international organisation	Other	8	Y	Y				Y
EUAS Int 34	8 Other international organisation	Belgium	8	Y	Y			Y	Y
EUAS Int 7	9 NGO	Belgium	1	Y	Y	Y	Y	Y	
EUAS Int 7	9 NGO	Belgium	6	Y					
Total	Other stakeholders	12		11	11	5	6	8	3
	Grand Total	42		37	38	25	29	32	5

A summary for all 42 main interview responses by stakeholder group and evaluation criterion is in the table below.

Organisation type	Total number of responses	Evaluation criterion				
		Relevance	Effective-ness	Efficiency	Coherence	EU added value
National, Sub-national and Municipal Government bodies	16	15	16	11	11	13
EU Institutions or bodies	14	11	11	9	12	11
Other stakeholders	12	11	11	5	6	8
Total	42	37	38	25	29	32

Response rates are relatively uniform across all criteria, particularly for respondents from EU institutions and bodies. National, sub-national and municipal stakeholders, and also other stakeholders show slightly higher response rates for questions on relevance and effectiveness than for the other criteria. This lower response rate is particularly marked for “other stakeholders” for questions on efficiency and coherence where there were 5 and 6 responses respectively from 12 responses on actions.

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