



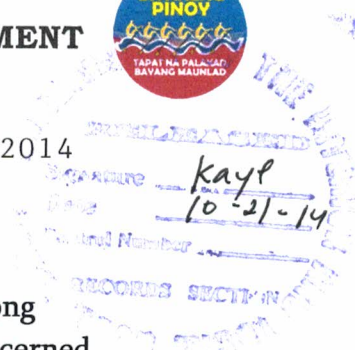
OCTOBER 21, 2014

MEMORANDUM CIRCULAR

NO: 2014-135

TO : Provincial Governors, City and Municipal Mayors, Punong
Barangays, DILG Regional Directors and All Others Concerned

SUBJECT : Guidelines on the Formulation of Local Climate Change Action Plan
(LCCAP)



1. Purpose

- 1.1 To clarify the roles and responsibilities of LGUs to deliver their mandates as provided for under RA 9729 (as amended by RA 10174)
- 1.2 To provide guidelines on the steps and processes in the formulation of Local Climate Change Action Plan (LCCAP)
- 1.3 To inform the process of mainstreaming and integration of DRR and CCA in local mandated plans

2. LGU Mandates in Climate Change Adaptation and Disaster Risk Reduction

- 2.1 As a political unit, LGU is mandated to exercise their inherent powers such as police power, as well as share with the national government the responsibility in the management and maintenance of ecological balance in their respective territorial jurisdiction (RA 7160, Sections 2a, 15, 3i). Being a corporate body, every LGU is mandated to promote the general welfare among the inhabitants within its territorial jurisdiction (RA 7160, Sections 2a, 16 and 17)
- 2.2 Section 11, (2) of RA 10121 (Disaster Risk Reduction and Management Act of 2010), states that LGUs shall ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
- 2.3 Section 14 of RA 9729 (Climate Change Act of 2009), as amended by RA 10174, provides that, LGUs shall be the frontline agencies in the formulation, planning and implementation of climate change action plans in their respective areas, consistent with the provisions of the Local Government Code (LGC), the National Framework Strategy on Climate Change (NFSCC), and the National Climate Change Action Plan (NCCAP)
 - 2.3.1 Barangays shall be directly involved with municipality and city governments in prioritizing climate change issues and in identifying and implementing best practices and other solutions;
 - 2.3.2 Municipal and city governments shall consider climate change adaptation, as one of their regular functions;

- 2.3.3 Provincial governments shall provide technical assistance, enforcement and information management in support of municipal and city climate change action plans;
 - 2.3.4 Inter-local government unit collaboration shall be maximized in the conduct of climate-related activities;
 - 2.3.5 LGUs shall regularly update at least annually, their respective action plans to reflect changing social, economic, and environmental conditions and emerging issues;
- 2.4 As provided for in Section 24 of RA 10174, the Commission shall develop criteria to prioritize use of the fund (PSF) based on, but not limited to, the following: ... (h) availability of climate change adaptation action plan.

3. The LCCAP Formulation Process

The following are the suggested steps in the formulation of LCCAP in consonance with the Rationalized Local Planning System:

3.1. Preparatory Stage

- 3.1.1 The Local Chief Executive, as the Champion shall organize a LCCAP Core Team, who will lead, oversee and ensure that an LCCAP will be drafted, eventually approved, implemented, regularly monitored and updated when necessary. It is recommended that the following LGU Offices be represented in the core team: Planning and Development, Health, Engineering, Agriculture, Social Welfare & Development, Budget, Treasurer, DRRM and LGOO. Other members may be selected from other offices and a representative from the SB may also be invited to be a member of the core team.
- 3.1.2 Conduct a climate change orientation for LGU officials, LGU functionaries and other key stakeholders such as the private sector, NGOs, community-based groups, the academe, media and other civil society representatives to be more informed and have a better understanding of the relevance and importance of climate change adaptation planning to LGU's sustainable development.
- 3.1.3 Agree on the purpose and scope of climate change adaptation planning. This is essential before proceeding with the assessment and planning steps considering the complexities of climate change.
- 3.1.4 In accordance with Section 2,(c) of the LGC, LGU which requires LGUs to always consult their constituents in planning and policy/decision making, identify the stakeholders who should be involved along with their interest, capacity and influence to the planning process.

3.1.5 LGU may seek assistance from DILG Regional/Field Office for Training on the Formulation of LCCAP

3.2. Data Gathering, Vulnerability Assessment, Risk Analysis and Validation

3.2.1. Revisit the LGU vision in the context of climate change adaptation and disaster risk reduction planning and see whether CCA-DRR agenda is already included, if not, it is recommended to include CCA-DRR elements.

3.2.2. Prior to the assessment, gathering of relevant data from the local government, relevant national government agencies and private sources is imperative and would be very helpful. Some of the important data and information that must be gathered, but not limited to, are the following:

- LGU Ecological Profile (using the most recent CBMS data)
- Local Development Indicators System (LDIS)
- Current/Updated CLUP, CDP, LDIP and ELA
- Local weather & climate data (from PAGASA or DOST)
- Hazard and risk maps (check PHILVOLCS for geophysical hazards, MGB for other geohazard maps such as rainfall-induced landslides, storm surges, liquefaction, and other development analysis from local scientific institutions from Universities and Colleges (local, national, international), the private sector, NGOs and projects funded by development partners).
- National and LGU produced GIS maps
- Other thematic maps held by government agencies
- Economic, Agriculture and Health data
- Inventory of existing infrastructures
- News clippings of climate & disaster events (if available, for a span of 20-30 years)
- Provincial, City, Municipal Climate Projections (refer to PAGASA and CCC websites)
- Other relevant information needed for vulnerability and adaptation assessment

3.2.3. Make use of other available tools and audit forms of other government agencies which are currently being used by LGUs to assess their current governance and management situation may also be used to gather additional data and information that can be used to assess and measure vulnerability of certain places, elements and sectors. Some of these tools and audit forms are:

- Infrastructure Audit (this is particularly important in assessing vulnerability and sensitivity of schools and other government buildings being used as evacuation centers and command response centers)
- Disaster Preparedness Audit
- Environmental Compliance Audit

- 3.2.4. Identify climate-related hazards, climate trends, anomalies and abnormalities that your LGU has observed and experienced (30 years span)
- 3.2.5. Conduct vulnerability and adaptation assessment (VAA) by looking at three factors namely: exposure, sensitivity and adaptive capacity
- *Exposure* is to identify elements, places, people & sectors exposed to the climate related and geologic hazards
 - *Sensitivity* is to determine the degree to which exposed people, places, institutions and sectors are impacted by climate change hazards today and in the future
 - *Adaptive capacity* is to determine the coping/adaptive capacity of the people, institutions places and sectors to the identified climate hazards

The purpose of VAA is to provide LGUs with information relevant in defining their adaptation priorities and plans. The VAA will also provide guidance in identifying where and what programs, projects and activities are needed to effectively manage the un-avoidable impacts of climate change

- 3.2.6. Ask the help of a climate science expert or Resource Persons (e.g. Climate Change Commission, scientific institutions and other Private Organizations focused on CCA/DRR issues and/or from Local Academic & Research Institutions) to interpret and translate local climate change related data and information (*maybe provincial or regional in scope*) into climate trends and identify/create climate change projections to be used in the different stages of LCCAP formulation
- 3.2.7. Prepare the result of the VAA taking into consideration the limitations in terms of scope and agreed objectives at the beginning of the assessment process. It is also important to include maps generated and all data gathered as part of the annexes or attachments. The list of people, sectors and institutions who participated in the VAA process must also be included in the report for future follow-up or involvement in the implementation of adaptation options and plans. The LGU may use the outline to prepare the VAA Report.

I. BACKGROUND & RATIONALE

- Rationale of the Plan
- LGU Profile
- Planning Context
- Planning Approach
- LCCAP Core Team & Stakeholders

II. VULNERABILITY & ADAPTATION ASSESSMENT RESULT

- Climate Related Hazards & Its Impacts to LGU
- Elements, Sectors and Institutions Exposed to CC Hazards & its Impacts
- Vulnerability and Cross-sectoral Analysis
- Adaptive Capacity
- Identified CC Adaptation Options (that will make up a large part of LGU's final Climate Change Action Plan)

III. ANNEXES

- The VAA Team Members
- Pictures
- MAPS (enhanced)
- Workshop Outputs (per sector)
- Attendance Sheets (participants & Resource Persons)
- List of References

3.3. Planning, Prioritization and Budgeting

- 3.3.1 Refer to the result of the VAA and Risk Analysis to determine what CC risks you want to reduce and what coping/adaptive capacities you want to enhance
- 3.3.2 Check with the goals, objectives and targets of the LGU for the period (short term, medium term & long term goals) as stated in the CLUP, CDP & ELA. Refer to the National Climate Change Action Plan (NCCAP), LGU mandates and current thrusts of the national and local government for project ideas and objectives
- 3.3.3 Enhance the objectives of the sectors (social, economic, infrastructure, environmental and institutional) by re-stating the current objectives or create additional objectives that would address the identified vulnerabilities and risks from projected climate hazards.
- 3.3.4 Check with the list of PPAs and legislations as stated in the CLUP, CDP & ELA, and then refer to the result of the VAA and Risk Analysis to determine what climate change options you want to implement in the short, medium and long term plans which should include program, project and policy actions to reduce LGU's vulnerability, develop its adaptive capacity and to build its overall resilience to climate change.
- 3.3.5 Although priority is given to the identification of the adaptation options, it is also strongly suggested to identify mitigation options (such as but not limited to energy and water conservation, improvements in energy and water efficiency and overall greening) to help reduce carbon footprints of the LGU and communities and contribute to the efforts of reducing our impact to the world's climate.
- 3.3.6 Prioritize programs, projects and activities and identify appropriate timeline for each, then recommend policies that would enable the implementation of the prioritized adaptation and mitigation options.
- 3.3.7 LGU may opt to use an alternative set of criteria as given below for prioritizing adaptation and mitigation options.

CATEGORY	GENERAL CRITERIA
Urgent	<ul style="list-style-type: none">• Projects that cannot be reasonably postponed• Projects that would remedy conditions dangerous to public health, safety and welfare• Projects needed to maintain critically needed programs• Projects needed to meet emergency situations

Essential	<ul style="list-style-type: none"> ▪ Projects required to complete or make usable a major public improvement ▪ Projects required to maintain minimum standards as part of ongoing program ▪ Desirable self-liquidating projects ▪ Projects for which external funding is available
Necessary	<ul style="list-style-type: none"> ▪ Projects that should be carried out to meet clearly identified and anticipated needs ▪ Projects to replace obsolete or unsatisfactory facilities ▪ Repair or maintenance projects to prolong life of existing facilities
Desirable	<ul style="list-style-type: none"> ▪ Projects needed for expansion of current programs ▪ Projects designed to initiate new programs considered appropriate for a progressive community
Acceptable	<ul style="list-style-type: none"> ▪ Projects that can be postponed without detriment to present operations if budget cuts are necessary
Deferrable	<ul style="list-style-type: none"> ▪ Projects recommended for postponement or elimination from immediate consideration in the current LDIP ▪ Projects that are questionable in terms of over-all needs, adequate planning, or proper timing

In addition, it may also help the LGUs if they can classify their projects as climate proofing of development projects or discrete climate change adaptation projects such as rainwater harvesting, identification and designation of no build zones.

Furthermore, a comprehensive cost-benefit analysis that also considers indirect costs and benefits, non-monetary values and externalities or other tools can also be used for prioritizing options.

3.3.8 Mainstream or incorporate the identified priority actions and policies in existing mandated LGU Plans and Investment Programs

3.3.9 For uniformity and compliance in formatting, use the specified LGU format for these plans as mandated or required in the Rationalized Local Planning System and prevailing DILG or other government guidelines

3.3.10 In case the LCCAP Team decides to also create a stand-alone plan on CCA that can be used in proposal writing or project development for fund sourcing, the group must use the prescribed format of the potential funding source or agency or make use of this narrative plan template in writing their Local Climate Change Action Plan.

Local Climate Change Action Plan	
I. Background	<p>This should include the following:</p> <ul style="list-style-type: none"> (a) Rationale (a brief discussion of the plan, how it was developed and the purpose and limitations of the plan) (b) LGU Profile (Ecological Profile, demographic trends, current land use and development issues and challenges) (c) Planning Context (LGU development priorities, Vision-Mission-Goal, LGU planning context including existing and implemented climate change plans and programs) (d) Planning Approach (Planning framework, guiding principles, stakeholders and engagement)

II. Vulnerability Assessment	This should discuss the results of vulnerability assessment in summary with the following details: <ul style="list-style-type: none"> Identified climate-related hazards and their impacts to the LGU Elements, sectors and institutions exposed to climate change impacts Summary and findings of vulnerability assessment (exposure, sensitivity and adaptive capacity) Vulnerability and cross-sectoral analysis Identified climate change key development issues
III. Plan Objectives	<ul style="list-style-type: none"> Link to LCCAP to the goals and objectives of CDP and CLUP Convert climate change issues into objectives
IV. Adaptation Actions	This part should include the following: <ul style="list-style-type: none"> Identified adaptation options (taking into considerations the PPAs in the CDP and ELA, LDIP) Prioritized PPAs(using GAM and CCC matrices, Urgency test, PFCC's ranking of Options), indicators, resource needed, budget sources and office/person responsible Identified enabling requirements (considering current LGU legislative agenda)
V. Monitoring and Evaluation	This should contain the following: <ul style="list-style-type: none"> The M & E Team M&E Plan and Targets

3.3.11 In case there is no prescribed format, the following matrix may be used, provided that, it should be supported by a VAA Report and Risk Analysis.

OBJECTIVES (per Sector)	PRIORITY PROGRAMS, PROJECTS, ACTIVITIES & POLICIES			INDICATORS (Objectively Verifiable Indicators of success/ performance)	INSTITUTIONS /SECTORS or DEPARTMENT INVOLVED/IN- CHARGED	RESOURCES REQUIRED (identify where is it included: (LDIP or AIP of Yr ___))
	SHORT TERM (1-3 YRS)	MEDIUM TERM (4-6 years)	LONG TERM (7 years & above)			
IMPORTANT REMINDERS:						
✓ <i>Always refer to VAA result to keep the link with Climate Change Impact in identifying adaptation and mitigation options</i>						

3.3.12 For LGUs with already adopted LCCAP, review by conducting vulnerability assessment and use climate projections in your analysis.

3.4. Monitoring and Evaluation

3.4.1 If there are M&E templates for the LGU mandated plans where the LCCAP, programs, projects and activities were mainstreamed (i.e., CDP or ELA) it is advisable to use the LGU or DILG required monitoring and evaluation formats for purposes of uniformity and compliance. An M&E plan with budget must be created to direct the activities of the monitoring team.

4. Funding for the preparation and implementation of LCCAP

4.1 Section 20 of RA 9729 (as amended by RA 10174) states that the fund (People's Survival Fund) shall be used to support adaptation activities of local government and communities. Taking from this provision, LGU may submit copy of their LCCAP to Climate Change Commission (CCC) for possible funding.

4.2 The NDRRMC-DBM-DILG Joint Memorandum Circular No. 2013-1 dated March 25, 2013 stipulates the allocation and utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF) for the following:

- Conduct of risk assessment, vulnerability analysis, and other science-based technology and methodologies to enhance LGU ecological profile, sectoral studies and maintain DRRM activities/climate change adaptation in CLUP and CDP (*Item 5.1.1*)
- Capability building (train, equip, organize, provide funding, sustain) on mainstreaming DRRM/CCA in development planning, investment programming/financing, and project evaluation and development (*Item 5.1.3*)
- Conduct of activities to review and integrate DRRM/CCA into various environmental policies, plans, programs, and projects (*Item 5.1.4*)

5. Role of the DILG Regional and Field Officers

The DILG Regional and field officers shall ensure provision of technical assistance to the LGUs in the formulation of LCCAP. The DILG Field Officers shall act:

- 5.1 As trainer or training facilitator, assist or train the LGUs on the formulation of LCCAP
- 5.2 As mobilizer and organizer, coordinate the provision of technical guidance necessary for LGUs to formulate their respective LCCAP. Establish a network of partners among the local resource institutions, national government agencies and other stakeholders to support the LGUs in LCCAP formulation and implementation.
- 5.3 As strong advocate for local governments, persuade LGUs to recognize the rationalized local planning system in the formulation of LCCAP and as entry point in mainstreaming CCA and DRR in local mandated plans, the CDP and CLUP.

Relative to this, all DILG Regional Directors are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular and as deemed necessary, provide guidance and technical assistance in the formulation of LCCAP of your LGUs in your respective region.

For compliance.


MAR ROXAS
Secretary



DILG-OSEC OUTGOING 14-05025