



ASAP's Living Guide to the Principles of Climate Change Adaptation

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Illuminate this document with existing case studies:

<https://goo.gl/forms/5imfd71giwObB3Xl1>

1. Introduction

This document is designed to articulate the values, norms, goals, and practices that have emerged through over a decade of experimentation, research, and on-the-ground work in the climate change adaptation field. It is meant to be accessible by both experienced and new members of the field. This is not a how-to guide for undertaking an adaptation process. Rather, it is a collection of fundamental principles for engaging in professional activities in the field of climate adaptation. These principles also underpin all of ASAP's education and training activities for adaptation professionals and climate-affected professionals. This is an iterative effort: practitioners, workers, and applied researchers in the climate change adaptation field have ongoing opportunities to improve this document.

2. Values & Beliefs

Adaptation professionals are responsible to act on the basis of values in addition to knowledge. ASAP's Code of Conduct & Professional Ethics articulates the values and beliefs that the American Society of Adaptation Professionals, and its members, hold. These values and beliefs form the foundation for equitable, ethical, and effective climate change adaptation and climate resilience practice.

- Climate change is a real and serious danger to all sectors and systems. Its root causes must be addressed.
- Adaptation and resilience build stronger, more prepared regions, ecosystems, communities, economies, neighborhoods, and households.
- The natural world has intrinsic value and provides countless essential services.
- Adaptive decision making, creativity, innovation and transformative problem solving are essential tenets of work that addresses new and changing climate conditions.
- Individuals and communities on the frontlines of climate change hold expertise and resilience that should be centered in adaptation processes and decisions.
- Science and Traditional Ecological Knowledge are critical foundations for our climate adaptation knowledge.
- Grave injustices of the past, which have been allowed to perpetuate today, have created an unjust and inequitable society. Climate change exacerbates these inequities.

These values are consistent with the ASAP's Justice, Inclusion, Equity, and Diversity Statement which articulates ASAP's commitment to advancing racial justice in its organization, among its members, and in the field of climate change adaptation and climate resilience.

3. Desired Outcomes

This section articulates the core outcomes that adaptation professionals should seek to achieve through your work: enhance adaptive capacity and reduce exposure and sensitivity. You should work to enhance adaptive capacity and reduce exposure and sensitivity for all individuals, communities, and systems. You should seek to first and foremost do so for those on the frontlines of climate change. People and communities on the frontlines of climate change are those that experience the consequences of climate change first and worst. They include people who are both highly exposed to climate risks because of the places they live and have fewer resources, capacity, safety nets, or political power to respond to those risks because of widespread discrimination, promoted by histories of colonialism, white supremacy, domination of nature, and economic exploitation. They include Black people, Indigenous Peoples, people of color, people with low incomes and from low income backgrounds as well as other individuals and communities such as immigrants, those at-risk of displacement, old and young people, people experiencing homelessness, outdoor workers, incarcerated people, renters, people with disabilities, and chronically ill or hospitalized people.

Enhance adaptive capacity

Adaptation action seeks to enhance a system's ability to prepare for and adjust to climate change -- including climate variability and climate extremes. When taking action to enhance adaptive capacity, it is valuable to acknowledge that poor individuals and communities may have less capacity to adapt because of widespread discrimination, promoted by histories of colonialism, white supremacy, domination of nature, and economic exploitation. It is also helpful to acknowledge that rich individuals and communities may experience greater amounts of financial loss during extreme events.

Reduce exposure and sensitivity

The consequences of climate change can be reduced in magnitude by decreasing exposure and sensitivity, thus decreasing vulnerability. Reduce exposure by creating conditions for people to stay out of harm's way, for example: disincentivizing building in the floodplain. Reduce system sensitivity by protecting the things that regulate that system, for example: protecting the tree canopy that mitigates extreme urban heat. Further reduce overall vulnerability by improving the underlying conditions that make one susceptible to harm, such as health, economic status, and access to resources. Acknowledge that reducing exposure and sensitivity, such as by retreating from a coastal settlement, can result in the diversion or loss of social, economic, or environmental resources. You should understand and plan for these potential losses.

4. Principles

This section articulates the principles for doing quality climate change adaptation work. Due to the expansive nature of the adaptation field, some principles will apply more strongly in certain areas of work. You should expect to experience tension between principles and seek to cultivate relationships and identify tools to remain aware of how they are prioritizing application of some principles over others and seek to find balance that best contributes to desired outcomes.

Think in systems

Acknowledge that we live in an interconnected world, and consider how problems, actions, and solutions relevant to one component in a system can trigger changes in the other components. Holistically consider the multitude of intersecting risks that social and ecological systems face. This includes risks derived from both climate and non-climate hazards. Look holistically at the benefits of solutions and actions. Articulate and maximize co-benefits to increase the inherent value of projects, and increase partnerships, support, and collaboration.

Address the root causes of climate change

Acknowledge that adaptation will only be successful in the long-term if concurrent mitigation efforts are successful at maintaining safe levels of carbon dioxide in the atmosphere. Ensure that climate change adaptation actions are consistent with and supportive of mitigation actions. Certify that adaptation actions are low-emissions. Work in synergy with climate change mitigation whenever possible. Appreciate limits to adaptation and push mitigation.

Recognize context

Contextualize adaptation research, policies, practices, communication, and actions to the appropriate issues, location, and scale. Understand existing, underlying conditions and vulnerabilities that climate change may exacerbate before deciding what adaptation action to take. Design strategies to adjust over spatial and temporal scales, and account for variability and extremes. Assess localized outcomes of adaptation actions.

Safeguard people

Safeguard the health, well-being, safety and existence of all people affected by an adaptation action. Focus on more vulnerable populations, engage those who have traditionally been disenfranchised, and consider multiple, intersecting vulnerabilities, systemic injustice, and oppression when identifying problems and solutions. Assess all strategies to ensure that they do not have disproportionate negative impacts on these populations. If possible, adaptation strategies should actively strengthen these populations.

Safeguard nature

Explicitly address the needs of ecological systems, including fish, wildlife, and plants, in adaptation strategies. Assess all actions to ensure that they protect or enhance the capacity of ecosystems to sustain function over time, and that human communities can continue to sustainably derive benefits from them in the long-term.

Use best available science and knowledge

Ensure adaptation-related decisions are consistent with and responsive to the best-available science about climate change and current knowledge of how it will affect human and natural systems. Use the full range of scientific tools, including both quantitative and qualitative methods, community knowledge, Traditional Ecological Knowledge, collaboration among the sciences, and the informed co-production of knowledge. When given the opportunity to design or implement an adaptation process, follow a vetted adaptive management process. Update policies and shift priorities as new information becomes available.

Use projections about future conditions

Whenever possible, use projected future conditions, rather than averages over time, when planning for social, economic, ecological and other impacts, and in assessing prospective risk and vulnerability. Incorporate the full range of possible climate outcomes in assessments and plans, including highly uncertain events, acknowledging that conditions are becoming increasingly dynamic. Consider projected future conditions across all variables that may influence the outcome of adaptation actions, such as demographic and economic conditions. Continually re-evaluate underlying goals in light of new knowledge about projected changes.

Avoid harm

Evaluate the impacts of adaptation actions on potentially affected systems, scales, and sectors for both short- and long-term time horizons. Guard against maladaptation by assessing potential impact across sectors, scales, and systems and by engaging multiple, diverse stakeholders in the process. Consider externalities, minimizing disproportionate impacts to some at the benefit of other regions, generations, social groups, or systems. Recognize that sometimes the optimal solution requires some level of harm to a sector, system, or population. In those instances, seek to minimize harm and maximize options of people with less political and social power.

Understand injustice and work towards justice

Grave injustices of the past, which have been allowed to perpetuate today, have created an unjust and inequitable society. Climate change exacerbates these inequities, as those who are the least responsible or climate change are often the most impacted.

Widespread discrimination, promoted by histories of colonialism, white supremacy, domination of nature, and economic exploitation have created systems that inhibit otherwise capable communities and ecosystems from thriving. Understand systemic injustice and oppression and the resulting barriers to adaptation. Address injustices at their core whenever possible to remove these barriers and create the conditions needed for individuals, communities, and systems to be able to adapt.

Ensure fairness in decision making

Adaptation professionals inform and influence decisions, design decision making processes, and make decisions that affect people, nature, and the systems on which they depend. Decision makers hold power. That power is sometimes used to limit people's access to decision-making structures, particularly people and communities on the frontlines of climate change. It is critical that climate change adaptation creates opportunity for the people on the frontlines of climate change to build power through decision making. Use what power you hold to help ensure that all decisions and the processes by which they are made include representatives from all affected groups. Whenever possible, those in power should use the principle of "decide with, not for." In situations where one must decide "for," they should seek to maximize transparency, accountability, and follow-through and minimize harm and maximize options. Seek to especially minimize harm and maximize options for people who have little political power due to historical injustices.

Ensure equitable distribution of costs and benefits

Ensure that the costs of adapting to climate change and the benefits of adaptation actions are equitably distributed. This means paying particular attention to individuals and groups on the frontlines of climate change, those disproportionately affected by climate impacts, and historic inequities in the distribution of benefits.

Network and learn together

We are all in this together, and our successes amplify and build on each other. Adaptation is contextual, but there are similarities in approaches across regions and sectors. Create templates and models that can be modified, tailored, or adapted to a particular context. Create the conditions for transferring and scaling solutions. Acknowledge that sharing best practices, learning by doing, and iterative and collaborative processes can help support local and overall progress. Use case studies, organizations spanning sectoral boundaries, and networks to connect and learn. Avoid reinventing the wheel by continuously communicating successes and challenges with peers and colleagues. Develop new, innovative ideas through dialogue and collaboration.

Collaborate

Integrate a diverse set of individuals and types of organizations into adaptation work, including representatives from government entities at all scales, non-governmental organizations, corporations and businesses, community groups, and philanthropy.

Create opportunities to include people at multiple levels of organizations, and unaffiliated individuals. Create a common agenda that is beneficial to all parties. Develop shared processes and align effort to maximize connection and efficiency. Involve all partners in all actions, from problem identification through evaluation. When feasible, create infrastructure and dedicated staff that cuts across sectors and organizations.

Use existing best practices

Many of the promising practices for adaptation work are general best practices that apply outside of the adaptation field as well. Two prominent categories are program design and management, and communications and engagement. The sections below describe best practices for each that should be applied in adaptation work.

Program design and management

As with other changes to the status quo, adaptation happens through programs, initiatives, projects, and plans. You should apply best practices for designing and managing them, including:

- Establish needed financial and human capacity.
- Consider project longevity and continuity, especially with respect to political changes and funding changes.
- Design for and incentivize implementation.
- Maintain contact with stakeholders throughout the program's life.
- Establish shared goals and expectations with stakeholders.
- Maximize effectiveness and efficiency by modeling work on pre-existing models or templates modified for your context.
- Monitor and evaluate your work to inform improvements in future projects.

Communication and engagement

Effectively communicate and engage with all those impacted by your work, particularly residents affected by climate impacts or adaptation actions. Best practices for effective communication and engagement include:

- Articulate co-benefits to encourage stakeholder support.
- Use language and concepts that resonate with your audience.
- Respect and consider people's point of view, especially people who have experienced oppression or trauma
- Work with organizations spanning sectoral boundaries, community organizations, and other trusted messengers to communicate and engage.
- Establish shared goals and objectives with stakeholders.
- Use transparent and iterative processes.
- Be respectful of people's time and wary of stakeholder burnout. Lower barriers to engagement by paying people for their time, communicating with them in their language of choice, and offering food and childcare.

Take care

Many of us are in the climate adaptation field because of our love of nature, people, and places. We work tirelessly to address climate change everywhere – prioritizing communities on the front lines. Through this work, we often understand and feel the loss of nature and the impacts on people and communities that will continue to worsen under business as usual. We cannot unknow what we know and oftentimes, that can cause anxiety, grief, and trauma for professionals working in this field. In order to continue being of service to our planet, communities, colleagues, and families for the long-term, we need to take good care of ourselves. This includes regularly checking in with ourselves and each other on our emotional and physical well-being. Several useful methods of taking care of ourselves include, but are not limited to:

- Get outside and reconnect with nature!
- Set healthy boundaries that include taking breaks from work.
- Practice active hope and gratitude.
- Lean into uncertainty and practice flexibility.
- Remain open-minded.
- Practice asking for help before, during, and after a crisis occurs.
- Practice empathy, compassion, and gratitude toward yourself and others.
- Develop and maintain healthy routines and outlets for stress.
- Connect with your neighbors and community.

ASAP provides resources and group sharing experiences (i.e., member-led support groups) to help its members actively foster nourishing ways to sustain themselves through the difficult, long work of adaptation and building just and safe climate futures.

5. Strategies and Approaches

This section articulates tried and true strategies and approaches for gaining traction for adaptation action and maximizing its effectiveness. Context will dictate which approaches are most applicable and how they should be used.

Recognize and Activate Leadership

Understand that leaders with the ability to spur adaptation action come from all places in society. Seek out and recognize leaders and create platforms for their voices and ideas. Activate leadership where it is latent to spur greater adaptation action and increase the reach of adaptation benefits.

Mainstream climate change information & adaptation action

Seek out opportunities for integrating climate change information and adaptation actions into systems, budgets, plans, policies, projects, and practices of all kinds. Consider adaptation at the inception of an action, rather than added in the middle or as an afterthought. Use mainstreaming opportunities to increase project co-benefits.

Improve connection to improve resilience

Recognize that strong social connections make human communities more resilient and that protected and connected natural spaces create more resilient ecosystems. Take actions that increase connections among people, between human communities and natural systems, and between tracts of land suitable for species to thrive.

Ensure flexibility, robustness, and redundancy

Manage uncertainty about the future by implementing actions and processes that can respond to changing circumstances (flexible) and perform well under a variety of conditions (robust). Manage the tradeoffs between flexibility and robustness by creating safeguards in the case of failure (redundancy). Consider near and long-term implications of action. Account for future climate influence on long-term project impacts.

Optimize incentives and penalties to promote ideal outcomes

Optimize social, financial, legal, and regulatory incentives and penalties to achieve preferred adaptation outcomes, avoid maladaptation, and form the foundation for many adaptation actions and successes.

Use windows of opportunity

Use windows of opportunity, such as natural disasters or scheduled updates to plans, to build support for adaptation action. Balance this reactive strategy with use of other, proactive strategies such as mainstreaming.

6. Categories of Action

This section articulates categories of action that encompass most types of adaptation work. Review this section to see examples that illustrate how the principles, strategies, and approaches described above can be put into action.

Measure and Learn

Monitoring changes in the climate system, gathering and analyzing data to build understanding of climate impacts and climate risk, and monitoring and evaluating actions taken to adapt to climate impacts.

Examples:

- Enhance, develop, test, or deploy inventory, monitoring, observation, and information systems at multiple scales to detect and describe climate impacts on people, built environment, fish, wildlife, plants, and ecosystems.
- Assess the vulnerability and risk of communities to climate impacts.
- Monitor and communicate progress towards implementation of climate adaptation projects.
- Evaluate adaptation options, including social, environmental, and economic costs and benefits.
- Monitor and evaluate the outcomes and impacts of adaptation projects and programs
- Process and reflect on the lessons from adaptation projects and programs and integrate them into future projects and programs.

Principles, Strategies, and Approaches in Action

- Think in Systems: Formulate research questions based on a holistic understanding of threats and risk. Evaluate projects based on a holistic understanding of success. Design observation systems and research projects that look at entire systems.
- Collaborate: use partnerships to fund research, put monitoring systems in place, and collect data.
- Network and Learn Together: share data, analysis frameworks, and lessons learned.
- Use projections about future conditions in assessments

Plan

Considering climate science, climate impacts, and climate risk in institutional planning

Examples

- Incorporate adaptation into existing plans, such as state or local hazard mitigation or comprehensive plans; species, habitat, or land management plans; and sector-specific planning such as water resources or coastal plans
- Create new planning processes, following a vetted adaptive management approach.

Principles, Strategies, and Approaches in Action

- Use Best Available Science to inform planning, and follow a vetted adaptive management process when designing your planning activities.
- Use projections about future conditions when determining what you are planning for
- Collaborate: Coordinate climate change planning efforts across jurisdictions, such as at the regional scale. Consider establishing a central coordinating body responsible for addressing climate change and long-term planning.
- Mainstream climate change information & adaptation action: incorporate adaptation into existing plans, capitalizing on co-benefits of integrated planning.
- Address the root causes of climate change by planning to create conditions that will simultaneously increase climate resilience and decrease greenhouse gas emissions.
- Use communication and engagement best practices to integrate diverse individuals into the planning process and ensure plans represent the interests of the full fabric of the community.

Fund and Invest

Repurposing, leveraging, or obtaining public or private funds to finance or invest in adaptation actions

Examples

- Integrate adaptation into capital improvement plans and budgets
- Create a microfinance system to provide capital for small neighborhood projects.
- Establish an infrastructure bank to leverage private finance for climate resilient capital projects.
- Use municipal plastic bag fees to fund stormwater improvements and prepare for severe urban heat.
- Apply for public and private grants.

Principles, Strategies, and Approaches in Action

- Ensure equitable distribution of benefits: prioritize allocating adaptation funding to those who are most vulnerable to climate impacts.
- Mainstream: optimize use of existing funding sources and leverage existing investments.
- Align incentives and penalties to promote ideal outcomes: use financial penalties from maladaptive actions towards adaptation work.
- Use windows of opportunity: Use climate-related extreme events and disasters as an opportunity to open a conversation about the cost of inaction, and inspire allocation of additional funds to climate adaptation work.
- Think in Systems: holistically articulate and exploit co-benefits to create additional value in adaptation work and encourage allocation of additional funds.

Develop and Deploy Technology

Developing and deploying climate-resilient technologies, and technologies that enable climate resilience.

Examples

- Create drought-resistant crop varieties
- Establish advanced early warning systems
- Advance low-carbon energy technology

Principles, Strategies, and Approaches in Action

- Ensure flexibility, robustness, and redundancy of technology so it is resilient in the face of changing future conditions.
- Think in systems: Address problems and solutions holistically by designing technology that addresses complex problems and offers multifaceted solutions.
- Network and learn together: dialogue and iterate with colleagues and users to create truly useful products and services.

Communicate and Engage

Communicating with people and institutions the information they need to prepare for climate impacts, communicating information about adaptation actions being taken on their behalf, and engaging individuals and institutions in iterative processes to increase the effectiveness and equity of climate adaptation action.

Examples

- Disseminate climate information and decision support tools to people and institutions, and hear and integrate their feedback to improve them.
- Develop and deliver trainings and workshops to help practitioners and the public build adaptation-related knowledge and skills, and hear and integrate feedback to improve them.

Principles, Strategies, and Approaches in Action

- Recognize context: tailor information, tools, and education products and processes to local culture, needs, hazards, and assets.
- Use communication and engagement best practices
- Use windows of opportunity: Use climate-related extreme events and disasters as an opportunity to encourage increased participation in education and engagement opportunities and increased use of climate adaptation information and decision support tools.
- Mainstream: communicate and engage on climate adaptation through existing, well-used channels in the community.

Build Physical Infrastructure

Building new or improved physical infrastructure aimed at providing direct or indirect protection from climate hazards.

Examples

- Preserve and restore habitat features to maintain ecosystem function and resilience to climate change.
- Install nature-based infrastructure, such as bioswales and green roofs, to increase urban flood and heat resilience.
- Enhance pumping, piping and storage infrastructure and drainage systems to protect from intense urban flooding.

Principles, Strategies, and Approaches in Action

- Use program design and management best practices: in particular, monitor and evaluate projects to ascertain effectiveness and improve future projects.
- Network and learn together: explore what others have done and learn from their successes and challenges.
- Mainstream: incorporate climate considerations and adaptation principles into existing plans for infrastructure projects.
- Use projections about future conditions to design infrastructure that will function well under future climate conditions.
- Ensure flexibility, robustness, and redundancy in structural design.

Shift Management Practices and Recurring Behavior

Incorporating climate adaptation considerations into land management, and day-to-day practice and behavior of professionals and laypeople

Examples

- Encourage use of climate-resilient soil, land management, and livestock management techniques.
- Encourage adaptation action on personal property such as rainwater collection and energy efficiency practices.
- Conserve, restore, and establish new ecological connections among conservation areas to facilitate fish, wildlife, and plant migration, range shifts, and other transitions caused by climate change.
- Optimize urban street tree maintenance protocols for new climate conditions.
- Create targeted education and outreach efforts and stewardship opportunities that help institutions, communities, or individuals achieve behavior or management change.
- Develop and bolster human and social capital to increase connectedness of communities.

Principles, Strategies, and Approaches in Action

- Recognize context: promote behavior change and management practices that align with local culture, capacity, and needs
- Network and learn together: explore options and offer ideas based on experiences in other places.
- Align incentives and penalties to promote ideal outcomes
- Think in systems: emphasize co-benefits of behavior changes, such as cost savings from energy efficiency.

Change Policy and Law

Revising, or creating new, law, policy, or regulation that requires or incentivizes adaptation action and penalizes maladaptation.

Examples

- Ensure local policies and regulations reduce exposure to hazards. For example:
 - Modify local ordinances to limit development and redevelopment in coastal high hazard areas.
 - Implement buy-out and relocation programs.
- Create policies that encourage nature-based infrastructure. For example:
 - Eliminate regulatory barriers to installing living shorelines.
 - Create financial incentive for incorporating green infrastructure into new commercial/industrial buildings.
 - Require cool roofs on new homes.

Principles, Strategies, and Approaches in Action

- Ensure equitable distribution of costs and benefits by assessing how law and policy changes will impact different populations
- Think in systems: ensure changes in policy, law, and regulation do not transfer problems from one place to another.
- Align incentives and penalties: use law and policy changes to encourage adaptation action and discourage maladaptation.
- Ensure flexibility, robustness, and redundancy: create processes for policy and law to continue to change over time.
- Mainstream: change existing laws and policies where feasible, and create new when needed.
- Use windows of opportunity: use increased desire for action, such as following a natural disaster, as a window of opportunity for success in proposed law and policy changes. Design desired law and policy in advance to be ready when an opportunity arises.

Appendix 1: Research Protocol Summary

Research purpose: Advance and bring greater consistency to the work of climate adaptation and community resilience professionals. Inform the work of climate-affected professionals.

Research Scope: Identify generally agreed upon leading adaptation practices.

Methodology: qualitative content analysis with a combined deductive and inductive approach.

Methods

1. Identify unit of analysis: “promising practice” (ie “principle”).
2. Conceptualize analysis matrix articulating existing knowledge about “promising practice” categories.
3. Gather data by content. Data sources:
 - a. Notes from informal ASAP focus groups on this topic.
 - b. Self-identified “promising practices” (ie - practices, themes, approaches, strategies, implementation actions) as they appear in executive summaries, tables of contents, conclusions, or recommendations sections of **major climate adaptation synthesis reports**.
4. Group: relate pieces of data to analysis matrix, and code: develop new groupings.
5. Categorize: develop and synthesize groupings to create list of promising practices/principles.
6. Write report: contextualize, model, conceptualize, synthesize, and challenge the promising practices.

Assumptions

1. List of major climate adaptation synthesis reports is comprehensive.
2. Synthesis report authors have summarized the most relevant information about promising practices in something identifiable as such (e.g. executive summary, conclusion, list of practices or themes.)

Biases

- Researcher used judgment about what is or is not relevant data for the report (see assumption #2 above)
- ASAP focus group rigor has not been assessed.
- Some synthesis reports *capture* what is being done on the ground, and some reports *analyze* what is being done and make recommendations based on effectiveness. Researcher did not identify an objective way to differentiate between the two.

Mechanism for ensuring rigor: Iterating with ASAP members and other individuals from across sectors and scales in the climate change adaptation community.

Appendix 2: 2019 Update Summary

Between Jan-Sep 2019, ASAP updated the Living Guide to incorporate themes from new field-spanning literature published since the first version of the Living Guide was released and thus ensure that the Living Guide remain “living” and serving ASAP members and the adaptation field as best as possible. The aims of the updates were to ensure that the Living Guide is consistent with the current practice of adaptation, broaden the scope of the Guide’s principles and actions, create a more robust and inclusive document, and demonstrate the existing principles through case studies.

To begin this work, ASAP collaborated with Masters students in the Spring 2019 Climate Change Adaptation, Mitigation and Resilience course at Antioch University of New England. The students reviewed the original literature from which the Living Guide was derived, as well as additional peer-reviewed sources from the field, to find case studies relevant to the principles and categories of action, as well as identify themes that could be better incorporated into the Living Guide. Students found a variety of practical examples showcasing the Values, Beliefs, Strategies, and Approaches listed in the Living Guide; they found that while the original principles were comprehensive, they were not exhaustive. This fluid, reflexive approach to examining climate adaptation literature allowed for reflection on the soundness of the Living Guide framework as well as opportunities to expand on the founding principles and actions. ASAP acknowledges and thanks those who participated in this project: Adam Galambos, Olivia Jones, Antone Lima, Suzannah Macdonald, Flick Monk, Erik Nielsen, Virginia Patsun, Jessica Poulin, Shaylin Salas, Meagan Sylvia, Raleigh Tacy, Morgan Urquia, Gabriel Vazquez, Dr. Christa Daniels (course instructor).

ASAP staff reviewed the students’ final report and materials to compile a list of recommendations for improving the Living Guide. Overall, the student project and subsequent staff analysis revealed that the guide did not require a substantial number of content changes. However, the review identified the following recommendations which informed changes made in this updated version:

- Recognizing limitations and barriers to adaptation, and the conditions that create them, as well as what is necessary to make adaptation and its benefits accessible to all.
- Leadership: while the Living Guide does a good job of describing the importance of being a leader, it could more specifically call out the value of recognizing and activating leadership outside of traditional adaptation professional roles.
- Better describing and articulating expectations for resolution of tensions and conflicts that may exist between principles as they are applied in real life scenarios.
- Thinking about how to optimize the structure and format of the Living Guide to be more conducive as a guiding document for adaptation practice; as a first step, better differentiating between the roles of values, beliefs, approaches, and strategies.
- Determining the role of the Living Guide in articulating the need for, and principles of, transformative change.
- Better integrating Justice, Inclusion, Equity, and Diversity principles into the Living Guide.

Appendix 3: 2021 Update Summary

In February-March 2021, ASAP updated the Living Guide to better compliment the ASAP Code of Conduct and Professional Ethics and to more fully integrate justice, equity, diversity, and inclusion (JEDI) language and concepts.

To better compliment ASAP's Code of Ethics, ASAP extracted the Values and Beliefs from various sections of the Living Guide and consolidated them into one summary section which fully mirrors the extended Values and Beliefs section of the Code of Ethics.

The JEDI language and concepts integrated into the Living Guide came from ASAP's staff JEDI education, engagement with the ASAP member JEDI Committee, and from the *Georgetown Climate Center Equitable Adaptation Legal and Policy Toolkit* and the *NAACP Our Communities, Our Power: Advancing Resistance and Resilience in Climate Change Adaptation - Action Toolkit*. This part of the revision included:

- Revising language in all sections to conform with norms ASAP developed via the above resources/engagements, including using asset-based framing whenever possible and using a specific definition for "communities on the frontlines of climate change."
- Integrating concepts and language from ASAP's Justice, Inclusion, Equity, and Diversity statement, which was adopted by the organization in April 2020.
- Revising the Principles section to include a principle addressing each concept -- justice, equity, diversity, and inclusion -- in a distinct manner.

To accomplish this work, ASAP staff collaborated with members of the Code of Ethics Working Group and the JEDI Committee Leadership team. Those ASAP members reviewed suggested changes to the Living Guide and the Code of Ethics, offered additional suggestions, and insights, and approved final changes to the changes in both documents. ASAP acknowledges and thanks those who participated in this update: Beth Gibbons, Josh Foster, Shameika Hanson, Sharon Hausam, Rachel Jacobson, Julia Kim, Vanessa Lueck, Kim Lundren, Susi Moser, Breana Nehls, Hugh (Gil) Peach, Kyle Sullivan, Lily Swanbrow Becker, Galen Treuer, and Emily Wasley.