

# Workbook for Assessing Risks and Planning Adaptation

## Part 3: Report Cover, Executive Summary and Appendix

This document is the third and final part of the Workbook for the Adapt Northern Heritage tool *Risk Assessment and Adaptation Planning: Guidance on Managing the Impacts of Climate Change on Northern Historic Places*.

This Workbook should be used in conjunction with this Guidance.

This part of the Workbook should be used to complete the risk management process and the resulting Climate Risk Management Plan by creating a report cover and an executive summary.

Grey table cells indicate information carried over from tables in parts 1 and 2 of this Workbook. Yellow cells can be deleted.

In the **report cover**, please transfer, firstly, the name of the singular historic place, group of historic places or assessments of place categories to the relevant table. An image illustrating the historic place(s) can also be added. Please delete the tables not applicable. Secondly, complete the table *Assessment details*.

In the **executive summary**, please replace the depicted tables with the versions completed in part 2 of this Workbook.

For the **appendix**, please append the complete part 2 of this Workbook. If multiple copies of part 2 were created, append all of them.

Finally, delete this instruction page to complete the report.

This template was developed by the project Adapt Northern Heritage  
with funding from the Interreg Programme for the Northern Periphery and Arctic

# Climate Risk Management Plan

to assess historic places for climate change impacts and associated adaptation planning

*If you have chosen to assess a singular historic place, please use the following table.*

Name of place
<p><i>Insert a single photograph here, representing the historic place assessed in this report</i></p> <p>Figure 1 .....</p>

*If you have chosen to assess a group of historic places, please include the following table.*

Name of group
<p><i>Insert a single photograph here, representing the group of historic places</i></p> <p>Figure 1 .....</p>

*If you have chosen to assess place categories, please include the following table.*

Name of assessment
<p><i>Insert a single photograph here, representing the place categories assessed in this report</i></p> <p>Figure 1.....</p>

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Assessment details	
Names and affiliations of assessors	
Version number of the assessment	
Date of completion of the assessment	
Assessment type	<input type="checkbox"/> Advanced Level <input type="checkbox"/> Standard Level
Comments on assessment process	

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# EXECUTIVE SUMMARY

## Overview Historic Place / Group of Historic Places / Place Categories

*If you have chosen to assess a group of historic places, please include the following table.*

Geographic information (group of historic places)			
ID	Name of place	Place's address	Place's extent
1			
2			
3			
Summary of assessment of group of historic places			

*If you have chosen to assess place categories, please include the following table.*

Geographic information (place categories)		
ID	Name of category	Description of category
1		
2		
3		
Summary of assessment of place categories		

Name of historic place / place category to be analysed		ID where applicable
Description of historic place / place category and its wider surroundings		
Brief description of historic place / place category		
Brief description of place's immediate surroundings		
Brief description of places' wider environs		
Cultural heritage designations		
Designation	Title	
Key cultural significance values		
Key value	Rating	

## Overview Risk Assessment

<b>Summary of Risk Register (incl. Advanced Level)</b>		<input type="checkbox"/> Standard level: <b>Risks ratings are 0-16 (inherent risk)</b> <input type="checkbox"/> Advanced level: <b>Risk ratings are 0-64 (heritage risk)</b>		
<b>List of unacceptable risks</b> state risks consider as unacceptable at the respective time horizons ranked by decreasing risk rating				
Impact				
ID	Description	Risk rating		
		Time horizon 1	Time horizon 2	Time horizon 3
		Today		
<b>Highest-ranked acceptable risks</b> (state multiple if of the same rating at time horizon #1)				
Impact				
ID	Description	Risk rating		
		Time horizon 1	Time horizon 2	Time horizon 3
		Today		
<b>Summary of increasing risks</b>				
<b>Summary of decreasing risks</b>				
<b>Effect of occurrence of impacts on key cultural heritage values</b>				
Key values	Current rating	Revised rating	Comments	
<b>Conclusions</b>				

## Overview Adaptation Planning

Summary of Adaptation Measures Register				
Impact / Measure ID	Adaptation measure (short title)	Adaptation type	Location where measure would be installed	Potential effect on cultural significance including mitigation example
Impact investigated				Impact ID
Impact investigated				Impact ID

Assessment of pathways (Advanced Plus Level)
Pathways roadmap
<i>Insert here a single image / photograph of the produced pathways roadmap</i>
Describe each of the created pathways
Name the preferred pathway, stating the reasons for this preference
State the actions, resources and responsibilities needed to commence the implementation of the preferred pathway
Define timescale for the next review of the adaptation pathways, including reason

# APPENDIX