



Monitoring & Learning Framework

The monitoring and learning framework is intended to support the functions of:

- Accountability - to CBT and community project colleagues
- Guided reflection & learning – to adjust the projects that are underway and be useful to others
- Scalability – to provide insights and advice to CBT and others on spreading this approach

The information and questions gathered in this reporting process will be used by CBT to adapt the process along the way (if needed) and to improve the process in the future. It is also useful for structuring community reporting to the Learning Network. The report will be submitted 15 January 2010 and 31 July 2010 to adaptation@cbt.org.

Community _____
Contact Person and contact information _____

1. Activity and Milestones Summary

Please summarize the key events, activities and milestones related to your project.

Date	Activity / Milestones
Sept 09	
Oct 09	
Nov 09	
Dec 09	
Jan 2010	
Feb 2010	
March 2010	
April 2010	
May 2010	
June 2010	
July 2010	

2. Communications and Outreach

- Describe your community outreach and engagement approach and process.
- What are you learning about community engagement both in terms of process and content?
- Summarize in the table below the types of communication and outreach activities undertaken in your project. Please include details about the activity (i.e. workshops – 1 city staff workshop with 5 senior staff, 1 community workshop by invitation, 1 open house with approx 100 participants).

Products	Description
City newsletters	
Workshops	
Focus groups/kitchen Table meetings	
Total people reached face to face	
Media articles/interviews	
Blog entries	
Website stories	
Web updates on local site	
Other events	
Other	
Other	

3. Local Coordination

Using the table below, describe the activities undertaken to coordinate your project at the local level. Please use the types of activities listed as a guide and add different types of activities if relevant to your project.

Activities	Quantity
Steering committee meetings in person	
Steering committee meetings via telecom	
Steering committee meetings via other	

- b. Do you find it useful? (Describe why or why not)

- c. Please describe ideas for improving the resource kit.

- d. If you believe the kit is not the proper avenue for this type of material, please share any ideas you have to communicate the experiences of communities who undergo adaptation planning.

6. General Questions and Learning

- a. At each stage of your process, you likely had critical questions that other communities may also have in the future. Please share the key questions and related answers you had with the Technical Support members, CBT Advisory Committee, local Steering Committee and/or the local community and other experts.
- b. What worked best in your process and why? What doesn't work and why? Where are you most challenged?
- c. How did you handle unexpected events? (i.e. staff turnover, delays, etc)
- d. Please summarize the key lessons learned and recommendations for others.

7. Project Costs

Please use the Excel template provided to describe project costs.

Final Project Reflection Questions (reporting July 2010)

At the end of your project (July 2010), in addition to the above, please answer the following questions:

- a. What do you see as the policy and institutional barriers that Basin communities face in adapting to climate change?
- b. What advice would you provide to Basin communities contemplating embarking down a similar road?
- c. What advice would you provide to CBT in order to improve their support for communities preparing for the impacts of climate change?
- d. Is this the best approach for CBT to support this shift in community planning?
- e. Are there other approaches CBT should consider? If so, please describe.
- f. What changes would you recommend to the structure and function of the CBT Advisory Committee or CBT Technical Support Team to improve the process for the future?
- g. Please feel free to add additional comments.