

Guide

Developing a County Climate Information Services Plan

Authors:

Emma Visman (VNG Consulting/King's College London), Ayub Shaka (Kenya Meteorological Department (KMD)), Calistus Wachana (KMD), and William Githungo (KMD).

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Introduction - what are County CIS plans and why are they necessary?

In line with the process of devolution and decentralisation, KMD has established County Meteorological Offices (CMOs) in each county. KMD recognises the need for its CMOs to be providing climate information which is relevant for key decision makers within County Administration and the county's main livelihood groups. This, in turn, requires that CMOs establish an understanding of the specific types of climate information which these decision makers need, when they need the information, what format they need it to be provided in and when and how they need to receive it, to ensure that it can appropriately support specific decision-making processes. KMD has also recognised that the process of developing decision-relevant information requires engaging technical expertise from across different ministries (for example to develop livestock and agricultural advisories) and appreciating local and indigenous knowledge about weather and climate and their impacts on environment and livelihoods.

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Developing a County Climate Information Services Plan (CCISP) is a process by which the CMO undertakes to jointly develop with key stakeholders a plan through which climate information can best support the people in the county in addressing the socio-economic challenges which they face.

What is this guide and how to use it?

This guide maps out the key steps in the process of developing a CCISP. It is designed to be used in conjunction with the KMD CCISP template (see [Annex 1](#)). The template includes both generic text, appropriate for all county contexts, and highlights areas which require county-specific input. The guide outlines a number of approaches through which the CDMS can gather the information required to complete the county-specific input.

The CMO, managed by the County Director of Meteorological Services (CDMS), is responsible for initiating the process of developing and implementing the CCISP. KMD is responsible for providing guidance and resources, where required, to support the development and implementation of the plan. The active engagement of key stakeholders from across County Administration and the county's principal livelihood groups is essential to ensure that: (i) the plan is appropriate for meeting county-specific needs, (ii) the climate information produced by the CMO will be used and (iii) the CMO receives support from the County Administration and key stakeholders to enable the plan's effective implementation.

As outlined in Table 1 (see below), the process of developing a CCISP entails a number of steps:

1. Understanding the roles of KMD and the CMO within the county.
2. Undertaking a technical assessment of *existing* observation networks and data sources and reviewing the *current* development and communication of climate information products.
3. Identifying the climate information needs of key stakeholders across County Administration and amongst the county's principal livelihood groups, through:

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- Mapping key stakeholders across ministries, decentralized agencies and principal livelihood groups.
 - Finding out the climate information needs of each of these key stakeholder groups through direct discussion (including through focus groups, surveys, key informant interviews).
 - Reviewing key county policies and programmes, including the County Integrated Development Plan (CIDP), to assess how these have integrated climate issues and align with national, regional and international climate and development policies and programmes, and how relevant climate information could further strengthen them.
 - Scoping the reach of existing media channels and social networks.
4. Drafting the CCISP
 - Establishing county-specific goals and objectives for the County CIS plan;
 - Planning the required observation network;
 - Planning the climate information which will be produced by the CMO;
 - Planning the communications strategy.
 5. Reviewing and finalising the CCISP with key stakeholders and planning implementation, monitoring, evaluation and regular review of the CCISP.
 6. Implementing the plan.

This document is based on a one-week CCISP writeshop held in July 2016, undertaken within the UK government's Department for International Development (DFID)-funded Weather and Climate Information Services for Africa (WISER) programme's Western Kenya (Decentralised Climate Information Services for Decision Making in Western Kenya) project.

The document draws on key contributions from KMD head office and the CDMS of Kitui, Embu, Trans Nzoia, Siaya, Kakamega, Kisumu, Migori, Homa Bay, Busia, Bungoma and Vihiga Counties, as well as experience from the DFID Kenya-funded Adaptation Consortium (ADA) and CARE's Adaptation Learning Programme.

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Acronyms

ADA	Adaptation Consortium
CCISP	County Climate Information Services Plan
CCM	County Climate Monitor
CDMS	County Director of Meteorological Services
CIDP	County Integrated Development Plan
CIS	Climate Information Services
CMO	County Meteorological Office
DFID	Department for International Development
KMD	Kenya Meteorological Department
WISER	Weather and Climate Information Services for Africa

Annexes

1. [Kenya Met Department County Climate Information Service Plan template.](#)
2. [Questionnaire on information needs and access weather and climate information services.](#)
3. [Sample baseline survey for WISER Western project.](#)
4. [Synthesis score-card for collating information on county government use of weather and climate information services.](#)
5. [Sample seasonal score-card for post-seasonal review of weather and climate information services.](#)
6. [County Director of Meteorology monthly reporting template.](#)

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Key steps	Section of CCISP which this step will provide information for	Key activities	Potential approaches / methodologies / key source materials
1. Understanding the roles of KMD and the CMO within the county.	CCISP Section 1.1 and 1.2	1.1 Review the roles of the CMO and CDMS and the support provided by KMD 1.2 Review the principles of developing decision-relevant climate information 1.3 Review key KMD and national policies and planning regarding climate and development	KMD (2015) Strategic Plan for Development of Decentralised Services, working draft KMD CCISP template with core content (Annex 1)
2. Undertaking a technical assessment of <i>existing</i> observational networks and data, and reviewing current products and their communication.	CCISP Sections 1.5, 1.6, 3.1, 4.1	2.1 Review and map the county's existing observations network 2.2 Review existing climate data to produce an overview of the county's climatology, observed trends and current understanding of future trends 2.3 Review what climate information is currently provided for the county by the CMO and KMD and the channels through which these products are currently communicated	Employing approaches outlined in the CDM's Operational Manual Reviewing data held in CMO and KMD head office Reviewing all climate information currently produced by the CMO and KMD relevant to the county
3. Identify key stakeholders' climate information needs	CCISP Section 2	3.1 Mapping key stakeholders across ministries, decentralized agencies and principal livelihood groups. 3.2 Reviewing key county policies and programmes,	For 3.1, stakeholder mapping and analysis. For 3.2, KMD developing a template

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Key steps	Section of CCISP which this step will provide information for	Key activities	Potential approaches / methodologies / key source materials
		<p>including the CIDP, assessing how these align with national, regional and international policies and programmes, and where climate information could strengthen these.</p> <p>3.3 Finding out the climate information needs of each of the key stakeholder groups through direct discussion.</p> <p>3.4 Scoping the reach of existing media channels and social networks.</p>	<p>for reviewing CIDP to: assess how climate risks are addressed; review climate-related activities and; identify opportunities to strengthen integration of climate issues.</p> <p>For 3.3, useful approaches include: focus groups, surveys and key informant interviews</p> <p>For 3.4, scoping of communications channels and social networks through meeting with radio, TV, and integrating questions on trusted social networks within 3.3</p>
4 Drafting the plan	<p>4.1 feeds into CCISP Section 1.1, 2.1</p> <p>4.2 feeds into CCISP Section 3.2</p> <p>4.3 feeds into CCISP</p>	<p>4.1 Establishing county-specific goals, objectives and principles and ensuring alignment with both key county policies and national, regional and international policies, processes and programme</p> <p>4.2 Planning the required observation network.</p>	<p>Use data gathered in steps 1-3 to draft the content of the CCISP and review this with key stakeholders to ensure the proposed products and channels for communication are</p>

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Key steps	Section of CCISP which this step will provide information for	Key activities	Potential approaches / methodologies / key source materials
	Section 4.2 4.4 feeds into CCISP Section 5	4.3 Planning the proposed county-specific climate information to be provided. 4.4 Planning the communications strategy and reviewing this with key stakeholders. 4.5 Developing a budget for the CCISP	appropriate to support their decision making processes.
5 Reviewing the plan	5.2 feeds into CCISP Sections 6 and 7	5.1 Reviewing and finalising the CCISP with key stakeholders 5.2 Planning and agreeing with both key county stakeholders and KMD head office the implementation, monitoring, evaluation and regular review of the CCISP	Hold a meeting with representation from County Administration and the principal livelihood and social groups to formally review the draft CCISP. Identify and agree with key stakeholders processes for regular review and feedback at local (village, ward), sub-county and county levels.
6 Implementing the plan			

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1. Understanding the roles of KMD and the CMO within the county

Section 1.1 in the CCISP template outlines the reasons for developing the CCISP and KMD's mandate. Section 1.2 outlines the roles and responsibilities of the CMO and CDMS.

1.1 Review the roles of the CMO and CDMS and the support provided by KMD

KMD has developed the roles and responsibilities of the CMO and CDMS and these are included in the CCISP Common Content (see Annex 1).

It is important that the CDMS clarifies the support provided by KMD, including the schedule for issuing of daily, weekly and seasonal forecasts, as well as monthly updates, and the issuing of extreme weather events.

It is also important that the CMD/CMO reviews its roles and responsibilities, as well as its existing capacities and resources to ensure that the aims of the CCISP are realistic and achievable.

1.2 Principles guiding the development of decision-relevant climate information services?

Aware of the need to ensure that it is developing climate information which is relevant for decision makers, KMD has agreed a set of **guiding principles** recognising that effective CIS need to:

- Provide reliable probabilistic climate information
- Be relevant to users' needs and gender-sensitive
- Be accessible
- Foster increased trust through developing two-way channels of communication for co-production of weather and climate knowledge
- Support increased understanding, strengthening appropriate communication and use of probabilistic and uncertain information.

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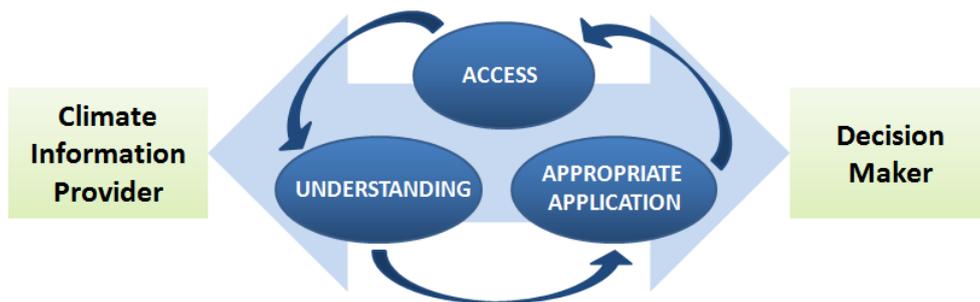


Section 2 of the CCISP requires a county-specific understanding of each of these principles.

CMOs can draw from the stakeholder discussions undertaken within step 3.2 (finding out the climate information needs of each of the key stakeholder groups) to illustrate each of the principles.

Producing relevant climate information is a process requiring engagement of users and technical expertise from across different sectors. As shown in Figure 1 below, the process involves (1) developing a shared understanding of decision processes, capacities and risks, (2) enabling access and channels for decision makers and climate information providers to communicate, and (3) supporting appropriate application of decision-relevant information. This process is recognised in the series of steps proposed for developing, implementing and monitoring a CCISP.

Figure 1: The process of developing decision-relevant climate information¹



1.3 Reviewing key KMD and national policies and planning regarding climate and development

CDMS need to be aware of provisions within the 2012 Constitution of Kenya (COK) relevant to KMD's provision of climate services².

Other key national policies and frameworks relevant to the development of the CCISP include:

¹ Kniveton et al (2016) adapted from Visman (2014).

² The COK Preamble states the people of Kenya need to be respectful of the environment which is our heritage and determined to sustain it for the benefits of future generations. See also in particular Articles 42, 69, 70, 71, 72, 162 (2).

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- The National Climate Change Action Plan 2013-2017
- Guidelines for CIDPs

Key KMD policies guiding the development of the CCISP include:

- KMD (2015) Strategic Plan for Development of Decentralised Services, working draft
- KMD (2015) Operations Manual for County Meteorological Directors
- Regional strategic plans (where these exist for the region concerned).

2. Undertaking a technical assessment of existing observational networks and data, and reviewing current climate products and their communication

Information from this assessment will inform CCISP Sections 1.5, 1.6, 3.1, 4.1 and 7.

2.1 Review and map the existing observations network in the county.

The CMO needs to ensure regular review and maintenance of its existing observations network across the county. This will include assessing services currently provided by Community Climate Monitors (CCMs).

If possible, include a map of the county's existing observations network in CCISP section 3.1.

2.2 Review the existing climate data for the County to produce an overview of average seasonal rainfall, observed trends and current understanding of future climate changes.

If available, include within the CCISP:

- A map of the county's main climatic zones, *CCISP Section 1.5*
- Maps of the average rainfall of each season across the county, *CCISP Section 1.5*

Section 5.2.2 of the County Directors Operations Manual provides some guidance on developing a local climatology.

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2.3 Review what climate information is currently provided for the county by the CMO and KMD and the channels through which these products are currently communicated

In reviewing the current provision of climate information to the county, CMOs will need to consider both the scientific quality and appropriateness of communication approaches employed. Key questions include:

- What weather and climate products are currently being produced (detailing the timeframe, geographic scale (national, regional, county, sub-county level), format, information and language in each type of climate product)?
- Which decision makers have the forecasts been developed for?
- Which media channels and organizations are they communicated through?
- Is the probabilistic nature of weather and climate information conveyed? If yes, how?
- What capacities has the CMO had to date to support stakeholders in understanding and using climate information?
- Have county stakeholders been engaged in the development of climate information services? If yes, how have they been engaged?
- How 'good' do the CMO and KMD assess their products to be across timeframes and geographic scales? (What level of technical/scientific skill do they assess their products to have)?
- Has there been regular feedback and review to ensure the continuous improvement of services?

3 Identify stakeholders' climate information needs

In developing the CCISP, the CMO is trying to identify how climate information can best support decision making across livelihoods, timeframes, sectors and levels of decision making. As outline in Figure 2 below, this requires considering the following key questions:

- What are the county's principal economic sectors/ main livelihood groups?
- How sensitive are decisions in each sector/livelihood to climate variability and changes?

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- How is the impact of climate variability and change currently being considered in decision making?
- What decisions are being made that may be better made with the input of relevant climate information?
- Would the ability to make appropriate decisions be improved by providing revised or additional kinds of climate information?
- How can climate information best reach decision makers, including the marginalised?

This analysis provides a foundation from which to develop a stakeholder engagement strategy to support the development of the CCISP.

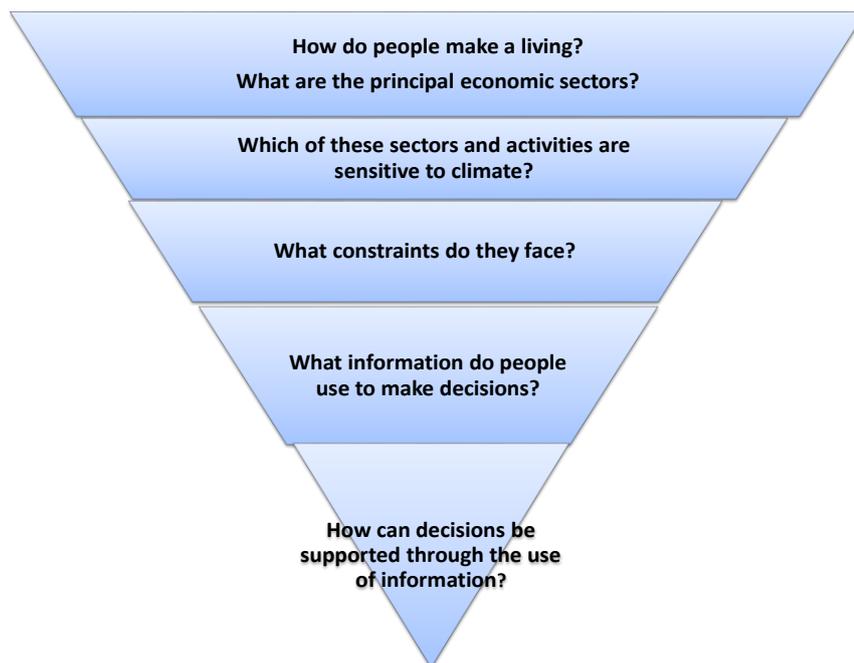


Figure 2: How climate information can support a specific decision making process³

³ Kniveton et al (2016), p7.

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3.1 Mapping key stakeholders across ministries, decentralised agencies and principal livelihood groups

Who are the principal users of climate information services? And how can the CMO best engage with each? This analysis will be vital to ensuring that you develop a CCISP which meets the needs of key decision makers in your county both within County Administration and key livelihood groups.

Key stakeholders are likely to include:

- County Directors and technical experts for agriculture, livestock, planning and the county's other principal economic sectors;
- County Committees engaged in key areas including contingency planning, developing the CIDP and budgeting;
- NGOs engaged in major rural development, disaster risk reduction and humanitarian response projects in the county;
- The Kenya Red Cross county coordinator;
- Senior representatives of the county's principal faith groups;
- Leaders of livelihood associations including: farmers', pastoralists' and/or fishermen's associations;
- Senior representatives of large public or private sector organisations; and
- Relevant sectoral experts from local universities and research institutes.

Stakeholder analysis comprises a series of steps including:

1. Identifying all key sets of actors directly or indirectly involved with or affected by CIS.
2. Identifying why climate information is important for each group and how it could effectively support each group's decision making processes.
3. When the actors have been identified, it is then useful to map the links between them.

Identification of key stakeholders can be undertaken through consultation with a group of well-informed decision makers from across key sectors and livelihood groups. The CMO should remain open to the identification of additional key

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stakeholders during in-depth consultation to identify specific climate information needs (steps 3.2 and 3.3).

There are a range of tools to support stakeholder mapping. These include power/interest mapping (as outlined below) and political economy analysis. Useful resources include:

People and connections is a tool for mapping target audiences and working out how to support them <http://diytoolkit.org/tools/people-connections-map/>

Christian Aid's power mapping tool supports analysis of stakeholders and consideration of how best to engage with and influence key actors
<http://www.christianaid.org.uk/Images/Power-Mapping-Power-Analysis-Tool-2.pdf>

CARE's Climate Vulnerability and Capacity Assessment Handbook (2009) outlines the process for undertaking institutional analysis, policy analysis and a venn diagram tool for identifying those institutions most important to at risk communities
http://www.careclimatechange.org/files/adaptation/CARE_CVCAHandbook.pdf

The County Directors' Operational Manual also includes a section on stakeholder engagement. Section 3 defines who stakeholders are, what stakeholder engagement is and why it is important, types of stakeholder engagement, how to identify stakeholders and their interest, designing a stakeholder engagement strategy and meeting and using stakeholder feedback to inform the development of climate services.

Mapping stakeholders power and interest

This process maps the interest of stakeholders in CIS and their power in relation to decision making. It is especially helpful in allowing the CMO to develop a stakeholder engagement strategy for their CCISP.

As indicated in the figures below, the process divides stakeholders into four groups of people

- Low Power + Low Interest
- Low Power + High Interest
- High Power + Low Interest
- High Power + High Interest

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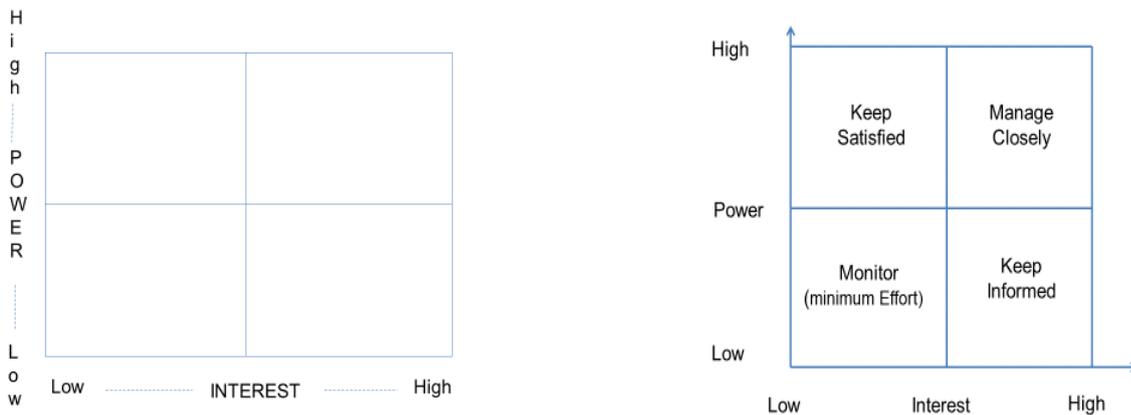


Figure 3: Mapping the power and interest of key stakeholders

The stakeholders in each group require different types of engagement:

High Power, interested people: The ‘manage closely’ group

These are people you must fully engage with and make greatest efforts to satisfy. They are “key players” who deserve maximum attention. It is important to identify who can influence them.

- Concentrate on these key players
- Involve them in governance/decision making
- Make reference to them regularly during consultative process

High power, less interested people: The ‘keep satisfied’ group

Put enough work into approaching these people to keep them satisfied, but not so much that they become bored with your message. Be sure to meet their needs as they have power and they may become interested.

- Engage and consult these stakeholders on specific areas of interest
- Try to increase their level of interest
- Aim to move them into upper right part of the matrix (the ‘manage closely’ group)

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Low power, but interested people: The ‘keep informed’ group’

Keep these people sufficiently engaged.

- Make use of their interest by involving them
- Keep them informed and consult them on specific issues
- Consider them as potential supporters/goodwill ambassadors

Low power, less interested people: The ‘monitor’ group

Monitor these people, but do not bore them with excessive communication. They may become interested and/or powerful.

- Invest minimum effort
- Inform via general communications- newsletters, websites
- Aim to move them into the right part of the matrix (generating their interest)

3.2 Reviewing key county policies and programmes and assessing how these align with national, regional and international policies and programmes

A summary of the analysis of the CIDP should be included within CCISP Section 1.3.

It is important that the CMO review key county policies, including the CIDP, as well as the policies relevant to the county’s key livelihoods and economics sectors, including agriculture, livestock, health, roads and infrastructure. Using the information gathered in step 2.2, to collate both historical data and current understanding of future trends, the CMO needs to consider how development in the county has been impacted by observed trends, is affected by climate variability and may be impacted by longer-term climate change.

In analysing the CIDP, key issues to consider include:

- How sensitive is the CIDP (and the county’s principal economic sectors and livelihoods) to climate risks?
- Does the CIDP specifically recognise these climate risks?
- How does the CIDP integrate climate variability and change within its planning across key sectors and livelihoods? What specific climate-related activities are included within the existing plan?

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- Could the CIDP be strengthened by closer integration of climate risks? And, if so, how? Can you identify specific ways and practical activities which the CIDP could include to better address climate risks?
- What climate information do the decision makers developing the CIDP currently have access to?
- Is there additional climate information which the CMO could provide or develop to inform the development or review of the CIDP?

KMD is proposing to develop a template to support analysis of how the CIDP is currently integrating climate vulnerability and change. This will be extremely helpful in informing the review of CIDPs due in 2017.

3.3 Finding out the climate information needs of each of the key stakeholder groups through direct discussion

Information from this step informs CCISP Section 2.

A range of approaches, including focus groups, surveys and key informant interviews, can be used to understand the different climate information needs of key stakeholders. CMOs need to ensure consultation with a range of stakeholders from across different ministries, sectors and livelihood groups.

It is usually best to use at least two different approaches to enable cross-checking and so strengthen the evidence base. It is vital to ensure face-to-face and in-depth discussion, including in both groups and on an individual basis with representatives of key livelihood and decision making groups.

In meeting with social and livelihood groups, CMOS should conduct meetings with different groups to ensure consultation is representative of:

- **the main different types of livelihood** in the county. Farmers and livestock herders normally predominate. Coastal and lake side communities may also have large fishing communities. In counties with large urban populations, a community group in the main city should also be consulted.

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- **the main climatic zones.** If there are significant differences of climate within the county, a community should be consulted within each zone.
- **the main areas prone to weather-related hazards.** If any parts of the county are particularly exposed to weather-related hazards, such as floods or landslides, a community within this high-risk zone should be consulted.
- **Different genders as well as socially marginalised groups.** Separate discussions with women may enable more active consultation on their specific climate information needs. It will also be essential to ensure that consultation encompasses consultation with those social groups who are not of the majority religious, ethnic, livelihood or other social groups within the county.

In meeting with livelihood groups, key questions include the following (and this set of questions can be adapted to support relevant discussion with County Administration, key ministries and other relevant stakeholders):

Questions relating to how people's decisions, lives and livelihoods are affected by weather and climate:

- What are the main sources of livelihood in this ward/district/county?
- How are each of these affected by weather and climate? (For farmers include consideration of how each major crop is affected by weather and climate as well as considering access to markets).
- How are your houses and families affected by weather and climate? (Including consideration of flood risk, drought risk, climate-related health issues).
- What kind of weather and climate information do people in your area need? (Then **rank** priorities for the climate information needs identified).
- What are the specific responsibilities of women in the county?
- How do weather and climate impact on these responsibilities, for example in terms of collecting household water during periods of extended drought or caring for those most vulnerable, including children and old people, in case of floods and storms?

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Questions for scoping the channels through which to effectively communicate with key livelihood groups:

- How many households in the community have access to radio?
- Which radio stations do people listen to? List the top three stations.
- How often do most people listen to the radio? What time of day do most people listen to the radio? What kind of radio programmes do people in your community prefer to listen to?
- How many households in the community have access to TV?
- Which TV channels do people most watch? How often do they watch? What time of day do most people watch? What kind of programmes do people prefer to watch?
- How many households have access to a mobile phone? How many mobile owners have a smart phone or use their phone to access the internet? How many people use their mobile phones to send and receive SMS messages?
- Which channels of communication do men prefer to receive information through?
- Which channels of communication do women prefer to receive information through?
(Considering the channels already discussed as well as social networks including specific types of community meetings, such as women’s groups, religious networks, talking to friends and family).
- Which channels of communication are most effective in reaching women? Do these channels allow for information to reach women quickly in case of an extreme weather event, such as very heavy rainfall?
- Which are the primary and secondary languages spoken by people in your community?
- What proportion of people in your community can read and write?
- What language(s) do people find easiest to read in?

Questions related to people’s access to, understanding and use of climate information:

- Currently how easy is it for you to access weather and climate information relevant to your livelihood/decision making?
- What kind of weather and climate information do you currently receive? (For example seasonal forecasts, early warning, longer-term trends).

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- Through which channels do you receive this information? Identify the top three channels.
- Do you know where this information comes from (KMD and other providers)?
- How accurate is the weather and climate information which you currently receive?
- Do you currently use (scientific sources of) weather and climate information?
- Do you use local knowledge about the weather and climate and/or indigenous indicators? If yes, what are these?
- What decision have you made using weather and climate information?
- Did you find it difficult to use the information in your decision making? Do you feel confident in using weather and climate information in short-term planning (now to seasonal timeframes)? Do you feel confident in using climate information in long-term planning?
- Do you receive the information in time for it to support your decision making?
- What improvements could be made to existing products and services to make them more useful?
- How often do you need to receive weather and climate information?
- Do you have specific suggestions about how weather and climate information could be made more useful for you?

See Annexes [2](#), [3](#), and [4](#) for sample baseline assessment templates and questionnaires.

3.4 Scoping the reach of existing media channels and social networks

Map out the county's key media and communications channels, including social networks.

Meet with those running each of these media to find out about:

- their reach: how wide an area they cover;
- their principal audiences;
- the formats in which they provide information;
- the types of programmes they run;
- their scheduling (for example their weekly programmes or newspaper editions); and
- the languages they use.

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It is particularly important to find out whether each channel monitors and supports feedback, and how they do this. Find out if they currently provide weather and climate information and, if so, what type of information they provide, where they source this, how often they provide this and in what format.

Visit all the **local and regional radio and TV stations** which, in the discussions undertaken in Step 3.3, people in the county say they like and listen to or watch frequently to assess their:

- Main broadcast language(s)
- Type of programming
- Area of broadcast coverage
- Willingness and capacity to collaborate in the communication of CIS information.

It is important to bear in mind that these regional radio and TV stations may often be based outside the county, even though they have many loyal listeners and viewers among the local population.

Assess **mobile telecoms geographical coverage** of the county to determine:

- Which networks have the best population coverage
- Which networks have the best geographic coverage
- Which areas of the county do not have any mobile telecoms coverage

Assess the **level of internet access** of the main stakeholder groups in the county through desk research and meetings with community groups and County Administration.

To find out the channels through which to best reach key livelihood and social groups, including the most marginalised, step 3.3 includes questions specifically relating to the reach of the principal media channels and trusted social networks, including religious, livelihood and community leaders and groups.

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4.0 Drafting the CCISP

Include a list of all tables and figures included in the CCISP in the contents index of the plan.

Using the information gathered in steps 1-3, the CMO can draft a CCISP. It will be important to engage continual informal stakeholder input and review to build buy in to the overall CCISP. CMOs will need to remain mindful of their existing capacities and resources to ensure that the CCISP is realistic. Rather than risk disappointing stakeholders, the CCISP can provide a phased plan, bringing in additional services in an achievable timeframe.

4.1 Establishing county-specific goals, objectives and principles and ensuring alignment with both key county policies and national, regional and international policies, processes and programmes

The aim is for the CMO to develop aims and objectives which are relevant to the county context and align with national and international policies, standards and principles.

To complete CCISP Sections 1.1 and 2.1-2.2, the CMO will need to review the principles of developing decision relevant CIS (Step 1.2), key KMD and national policies on climate and development (Step 1.3), and feedback through stakeholder engagement undertaken in review key county policies (Step 3.2) and consultation with County Administration and key livelihood and social groups (Step 3.3).

4.2 Planning the required observation network

This information is required in CCISP Sections 3.2 to 3.5.

The planning of a county observation network should be based on the principle of mapping different atmospheric processes across time and horizontal scales, p59 in the County Directors' Operation Manual, section 4.3.1 'planning a county observation network'.

This section should also include a plan on how to ensure maintenance of meteorological equipment, both that managed by KMD and that owned by non-KMD entities. See the County Directors' Operation Manual, section 4.4.2 'developing an observations network maintenance plan'.

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4.3 Planning the proposed county-specific climate information to be provided

Steps 2.3, 3.2 and 3.3 will have provided information on the types of climate information key stakeholders require, as well as their prioritisation as to which of these are the most important to inform specific types of decision making.

The CMO then has to consider how it can best address these needs. CMOs will need to consider how they can work with colleagues from across key County Government ministries and relevant research institutes and sources of expertise to source the technical input required to develop advisories which can accompany the forecasts across timescales. The County Climate Outlook Forum (CCOF)⁴ provides a forum in which colleagues from across key ministries and livelihood group together review the seasonal forecast and develop advisories for the principal livelihood decisions in each ward. The CMO will need to establish how to engage similar levels of technical advice to accompany monthly, weekly, and daily forecasts as well as warnings of extreme weather events.

4.4 Planning the communications strategy and reviewing this with key stakeholders

Steps 2.3, 3.3 and 3.4 will have established an understanding of the most effective ways of ensuring that climate information reaches key stakeholders. It will be important to ensure that the approaches developed are sustainable and support regular feedback. Wherever possible they should link with existing channels and networks and secure the engagement of trusted members of the community.

4.5 Developing a budget for the CCISP

Based on the assessment for strengthening the observation network (step 4.2), the proposed climate products (step 4.3) and communications strategy (step 4.4), use the KMD 2016 Implementation Matrix for developing decentralised climate services to draft budgets for 1-3 and 5 years. Remember to include sufficient resources to enable regular communication, including CCOF in advance of each principal rainy season, and ongoing monitoring and review, including regular consultation with the major communications channels engaged in supporting communication of climate information and regular review with County Administration and key livelihood groups after each principal rainy season (step 5.2).

⁴ Also known as the Participatory Scenario Planning (PSP) process.

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5.0 Reviewing the plan

5.1 Reviewing and finalising the CCISP with key stakeholders

If resources allow, it is important to hold a meeting with representation from key County Administration ministries and devolved agencies, social and livelihood groups. This allows formal review of the draft CCISP and builds support and demand for climate services. Assuming high level representation from the County Administration, the review can also support a request for a formal endorsement by the County Government and contribution of a foreword for the CCISP.

It is very important to revise the CCISP after the review meeting to ensure that participants can see that their comments and feedback have been integrated within the plan.

It will be equally important to separately review the CCISP with those stakeholders consulted in step 3.3, both within County Administration and key livelihood and social groups. This will allow the CMO to feedback on how the CCISP has sought to address the issues raised within the initial consultation. Again this consultation builds support and demand for the county CIS.

If possible, the CMO should seek forewords to the CCISP from both the County Administration and KMD head office.

5.2 Planning and agreeing with both key county stakeholders and KMD head office the implementation, monitoring, evaluation and regular review of the CCISP

A key part of the review of the draft CCISP will be developing a methodology and timeframe for regular monitoring, review and updating of climate services for the county. Wherever possible, this should be integrated within existing policy and service review processes. The process will need to enable monitoring and review at all levels, including village/ward, sub-county and county levels.

Ideally monitoring will occur after each of the county's principal seasons. It will be extremely important to identify mechanisms for integrating formal review within the county's annual planning and budgeting schedule, as well as ensuring the meeting of KMD reporting requirements.

See [Annex 5](#) for a post-season review template.

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6.0 Implementing the plan

It is good if the CCISP can include a number of ‘quick wins’ - high impact, low intensity activities - to enable stakeholders to quickly see the additional benefits of strengthened county CIS. Such activities might for example include the development of regular weekly and monthly forecasts downscaled for the county and accompanied by guidance for key livelihood groups.

It is often advisable to run a pilot for a short period or within one section of the county to enable review and improvement prior to rolling out the proposed communications approach to the entire county. Ensuring monitoring and review of the pilot also ensures stakeholder engagement and buy in of the services being created.

See [Annex 6](#) for monthly report template for CDMS

7.0 Key source materials

The CIDP will be a key resource for developing the CCISP. Other useful reference materials include:

- The CCISP of other counties
- The Common Content of a CCISP (Annex 1)
- Climate Services Partnership Working Group on Climate Services Ethics (2015) Toward an ethical framework for climate services
- Githungo, W N, Kitui County Climate Information Services Plan, Working Draft 2014
- KMD (2015) Strategic Plan for Development of Decentralised Services, working draft
- KMD (2015) Operations Manual for County Meteorological Directors
- KMD (2016) Implementation Matrix for developing decentralised climate services
- Kniveton, D., Visman, E., Daron, J., Mead, N., Venton, R. and Leathes, B. (2016) A practical guide on how weather and climate information can support livelihood and local government decision making: An example from the Adaptation Consortium in Kenya, Working Draft, Met Office.
- Visman, E (2016) The County CIS plan: [Developing decision-relevant climate information](#), Adaptation Consortium

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