The purpose of this guide and PowerPoint template is to provide local authorities with a rapid and efficient way to monitor and report on progress, and disseminate outcomes from the case studies. These may evolve from an initial single page summary (reflecting higher-level intensions), to in-project updates, and ultimately a final two page summary. Of course, this does not preclude other outputs from the local authority staff or their consultants.

**Instructions:**

Using the headings and suggested text to create an initial project summary. As the project progresses edit existing text and add supplementary details, emphasising the learning outcomes and benefits accrued during the project. The relevant sections of text (from the word doc) should be copied and pasted into the PowerPoint template to produce the update. The following headings are provided as a guide, please use your discretion in ensuring the key learning points are readily understood.

1. **Header** {included in all updates}
   1. Name of Project:
   2. Overview Image
   3. Caption, incl. copyright
2. **Context** {included in all updates}
   1. Start to end dates
   2. CCA Funding amount
   3. Local authority name
   4. Website {if you have one include it, if not don’t worry}
3. **Overview** {included in all updates}
   1. 75 words on what the project is attempting to achieve {for first update}
   2. 50 words on what the project is attempting to achieve {for other updates}
4. **Outcome Tracker** {not essential for published summaries}

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | 1st Update  (date) | Mid-point (date) | End-point (date) |
| 1. {Outcome 1, eg. baseline geomorph & coastal changes} | *Started* | *Complete* |  |
| 2. {Outcome 2, eg model future change & update risk assessment} | *Ongoing* | *Complete* |  |
| 3. {Outcome 3, eg community liaison} | *Planned* | *Ongoing* | *Complete* |
| 4. {Outcome 4, eg undertake works} | *Planned* | *Ongoing* | *Complete* |
| 5. {Outcome 5, ….. } |  |  |  |
| *Suggested reporting terms: Planned / Started / Ongoing / Complete* | | | |

1. **What we are hoping to learn** {include in first update}
   1. What are we doing?
   2. What difference is this expected to have?
   3. What would other LA learn from this?
2. **What we’ve learnt so far** {include for in-project updates}
   1. 75 words reporting the key outcomes
   2. What difference has this had?
   3. What would other LA learn from this?
3. **What we have learnt** {include in final update}
   1. 3 to 5 main benefits / outcomes / learning points each explained with ca 50 words.
4. **Supplementary Image** 
   1. More detailed image showing progress, outcome, result, benefit
   2. Caption, incl. copyright
5. **Initial / Mid-Point / Final Quote** {Provide comms ready quote, appropriate for the stage of the project}
   1. Highlight the success or benefits of the project
   2. Name, Job Title, Organisation
6. **Tags**
   1. What social media tags would help articulate these messages:
   2. Eg #Adapt #CommunityEngagement #Dunes etc

**…………………………………………………………………………………………………………..**

**Worked example:**

1. **Header** {included in all updates}
   1. Name of Project: Nairn Dune resilience and adaptation
   2. Overview Image:
   3. Caption, incl. copyright: Dunes to the east (right) of the mouth at Nairn are narrow and erosional. ©DynamicCoast (2023)
2. **Context** {included in all updates}
   1. Start to end dates: 1st April 2023 to 31st March 2024
   2. CCA Funding amount: £83k
   3. Local authority name: Highland Council
   4. Website {if you have one include it, if not don’t worry}
3. **Overview** {included in all updates}
   1. 75 words on what the project is attempting to achieve {for first update}

*Our project aims to better understand the beach and dunes at Nairn, and improve the natural protection they provide to the Fishertown area of the town. Climate change is expected to increase the risks from erosion and flooding in these areas. We are developing a Dynamic Adaptive Pathway, allowing us to understand the level of protection provided by the dunes, the opportunities to enhance these, and the long-term adaptation that may be required.*

* 1. 50 words on what the project is attempting to achieve {for other updates}

1. **Outcome Tracker** {not essential for published summaries}

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | 1st Update  (date) | Mid-point (date) | End-point (date) |
| 1. {Outcome 1, eg. baseline geomorph & coastal changes} | *Started* | *Complete* |  |
| 2. {Outcome 2, eg model future change & update risk assessment} | *Ongoing* | *Complete* |  |
| 3. {Outcome 3, eg community liaison} | *Planned* | *Ongoing* | *Complete* |
| 4. {Outcome 4, eg undertake works} | *Planned* | *Ongoing* | *Complete* |
| 5. {Outcome 5, ….. } |  |  |  |
| *Suggested reporting terms: Planned / Started / Ongoing / Complete* | | | |

1. **What we are hoping to learn** {include in first update}
   1. What are we doing?

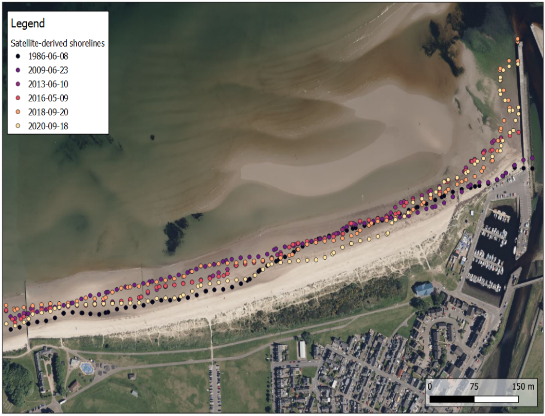
*We are using new approaches, which use recent satellite images and drone surveys to track the change to the dunes to update our understanding of the protection they offer.*

* 1. What difference is this expected to have?

*The change will inform new coastal change and flood modelling to identify future risks which then helps shapes Dynamic Adaptive Pathways to manage issues and ensure we become resilient in the future. We will be working closely with the community to explore and develop these plans.*

* 1. What would other LA learn from this?

We are developing and deploying new techniques to rapidly update risk assessments, and develop Dynamic Adaptive Pathways & identify trigger points.

1. **What we’ve learnt so far** {include in in-project updates}
   1. 75 words reporting the key outcomes
   2. What difference has this had?
   3. What would other LAs learn from this?
2. **What we have learnt** {include in final update}
   1. 3 to 5 main benefits / outcomes / learning points each explained with ca 50 words.
3. **Supplementary Image** 
   1. More detailed image showing progress, outcome, result, benefit
   2. Caption, incl. copyright: Satellite derived shorelines (MSL) at Nairn Beach. ©JBA/Highland Council (2023)
4. **Initial / Mid-Point / Final Quote** {Provide comms ready quote, appropriate for the stage of the project}
   1. Highlight the success or benefits of the project:

*“Our new approaches better understand the health of the dunes, allowing us to target resilience measures and allow time for adaptation planning’*

* 1. Name, Job Title, Organisation:

Dr Doug Pender. JBA.

1. **Tags & Media**
   1. What social media tags would help articulate these messages:

Eg #Adapt #CommunityEngagement #Dunes etc

* 1. Which partners should we be tagging?

Eg. NatureScot,