



Scotland's centre of expertise connecting
climate change research and policy

Enhancing proposals for ClimateXChange research projects

Sarah Govan, Project Manager – Climate and land use

Alex Hilliam, Programme Manager

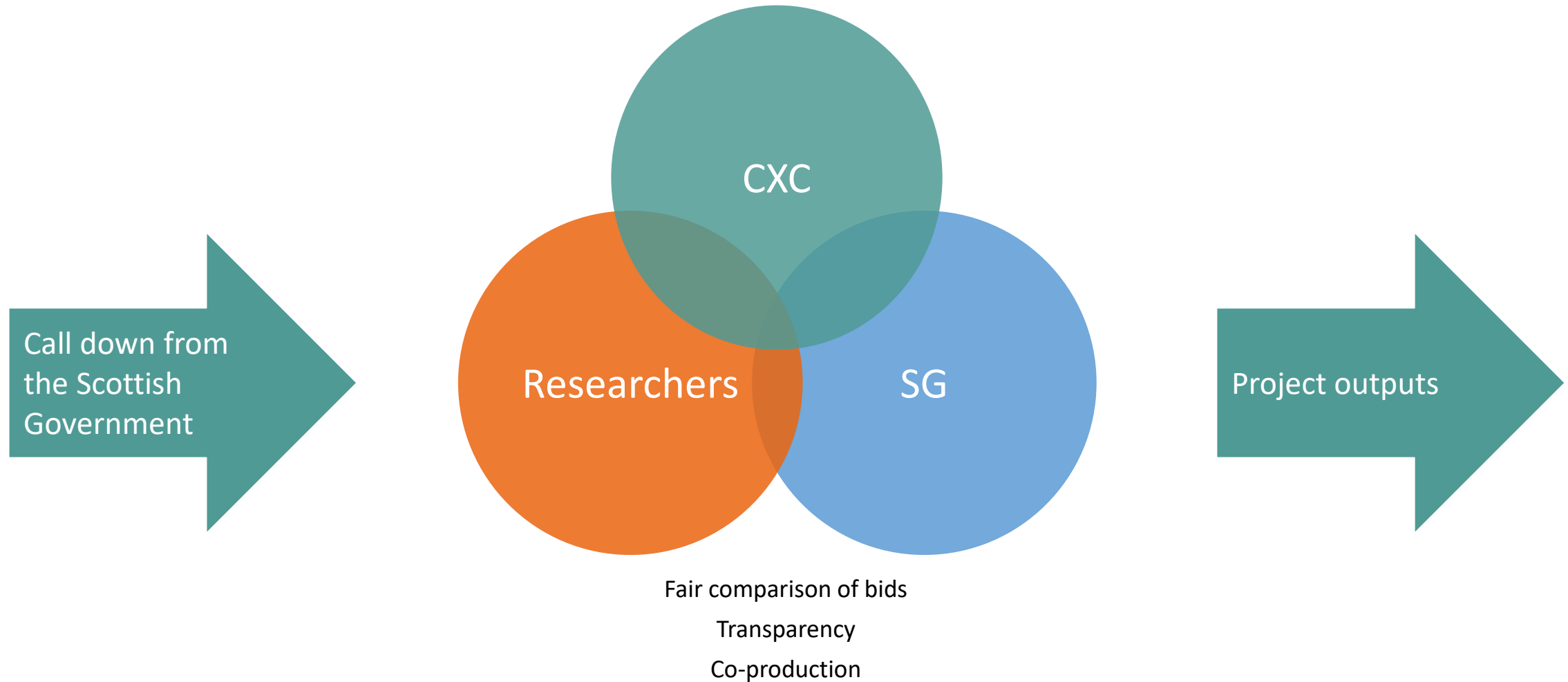
▶ Outline

- About ClimateXChange
- Quality criteria of project specifications
- Q&A
- Invitations to quote



- Scotland's centre of expertise on climate change
- Funded through the Scottish Government's Rural and Environment Science and Analytical Services Division (RESAS) since 2011
- Commission, manage and deliver research and analysis to support Scottish Government policy development on adapting to the changing climate and transitioning to net zero

▶ ClimateXChange: Working with us



► Understanding the research specification and the policy environment

- Clearly demonstrate that you understand the aim of the project and how your work will address it, **in your own words**
- Include relevant Scottish policy context and policy development timelines, with research and evidence needs
- Give information on the cross-sectoral nature of the project



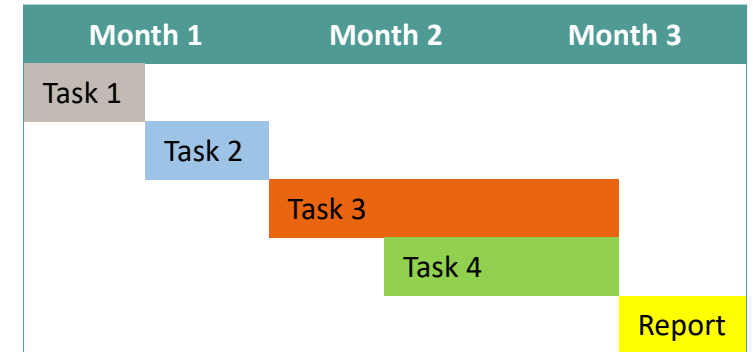
► Research methodology

- Explain your robust methodology in plain English, stating the outputs for each stage
- Describe the steps of data collection and analysis, and the rationale for choosing particular types of evidence
- Honestly address suitability, robustness and limitations of the chosen approach
- If/when listing academic references, clearly state how they relate to the specification



► Project management and staff resource

- Introduce the team that will deliver this project:
 - How their expertise meets the project requirements
 - More than the CV
 - Allocate staff to each task and analytical step
- Commit to availability of named team members
- Name the main contact person and how they will be involved throughout the project
- Reference compliance issues such as GDPR
 - If there aren't any issues, explain why



► Communication and report writing

- Describe the approach to writing **this** report
 - show an understanding of the audience
- Explain the process for delivering outputs, including QA processes
- Previous work:
 - Link to outputs/publications from specific team members
 - Explain relevance, including to writing for policy
- Detail the process for developing and added value of planned visualisations and presentations
- Detail specific data management tasks (and their related costs)



► Quality assurance and risk mitigation

- Detail your approach to quality assurance
 - Demonstrate checks and balances, address issues
 - QA throughout the project – who is responsible for checking?
 - More than one person – we can all become text blind !
- List risks at each stage of the project, tailored to **this** project
 - Include risks of staffing and data accessibility (eg do you need a data sharing agreement?)
 - Show that risks are considered in designing project

- | Risk description | Risk level (L/M/H) | Impact (L/M/H) | Mitigation action | Response action |
|------------------|--------------------|----------------|-------------------|-----------------|
| | | | | |
| | | | | |



Q&A

▶ Invitations to quote

- Working with us webpage



➔ Sign up to receive our invitations to quote



Scotland's centre of expertise connecting
climate change research and policy

 www.climatexchange.org.uk

 @climatexchange_

 ClimateXChange

Let us know how it went

