The CCC would like to clarify some of the details of this specification following queries from potential suppliers. We recognise that the timescales for this project are very challenging and that there is a need to be mindful of what can feasibly be achieved within the project timelines. For example, we recognise achieving full consensus within working groups may not be possible and the detail of the recommendations in task 5 will be limited by the detail of the working groups’ discussions. With this in mind, we want to ensure a quick start is possible following kick-off and that workshop discussions are not starting from a blank page. To facilitate this, the CCC will provide:

* **Attendees lists for the workshop.** The CCC will be responsible for contacting and liaising with attendees and managing attendance, recognising the importance of having the right stakeholders present. Finalised dates for workshops will be agreed with the contractor at kick off but attendees will be approached in advance of this.
* **Pre-workshop briefing materials.** The pre-workshop briefing materials prepared by the CCC and shared with attendees will include background material on the project as well as sector specific information on possible objectives, risks, hazards, exposure, vulnerabilities and adaptation actions derived from the [CCC’s adaptation monitoring framework](https://www.theccc.org.uk/publication/ccc-adaptation-monitoring-framework/?chapter=3-how-we-monitor-progress-on-preparing-for-climate-change#a-monitoring-maps) and the [UK’s third climate change risk assessment (CCRA3)](https://www.theccc.org.uk/publication/independent-assessment-of-uk-climate-risk/). In addition to preparing workshop attendees, the CCC will use these materials and wider preparatory work to set the scope for workshop discussions and inform the workshop agendas alongside suppliers’ bids. Bidders’ suggestions for how the tasks should be structured will be welcomed alongside this input from the CCC. This includes suggestions for the use of the optional workshops but the timescales in the specification will need to be adhered to.
* **Consultation on recommendations.** The recommendations required in task 5 will be produced in consultation with the CCC, noting the detail of these will be limited by the scope of working group discussion. The recommendations should focus on which sectors, or areas within those sectors, should be prioritised, rather than details of potential modelling approaches, although such details are useful to record when they arise. The CCC will be using the recommendations alongside the outputs of other research projects and broader information to come to a final decision on what sectors to prioritisefor more detailed sector analysis. Consultation with the CCC and any learning that can feed into the recommendations should develop and be communicated on an ongoing basis as the project progresses.