APPENDICES

**Mainstreaming Climate Change Adaptation in Small Island Developing States**

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Appendix 1: Topic Guide 1 – Interviews with National Officials

1. **Introduction to the interview process**
* Thank interviewee for his/her time
* Confirm that he/she has received and reviewed the Participant Information Sheet (if no, allow time for this to be done and recap some of the main points)
	+ Ask interviewee if he/she has any questions regarding the Participant Information Sheet or the research
* Ask him/her to review and sign the consent form
	+ Check that the audio device is working properly, if interviewee consents to its use
* Record on audio device:
	+ Date
	+ Interview start time
	+ Name of interviewer
	+ Interviewee code:
		- Region name:
			* CBN = Caribbean
			* PAC = Pacific
		- Organisation category/scale/level:
			* NTL = National government
			* REG = Regional organisation
		- Organisation/official type:
			* CC = Climate change
			* DV = Development
			* EN = Environment
		- Two numbers representing the interview number, e.g. -01, -02 etc.
* Explain that the questions have been designed to elicit open-ended responses and that responses should be as detailed as possible
* Also explain that while there are pre-set questions, follow-up questions may be asked in order delve into or explore further responses given
1. **Introductory questions to establish rapport and expertise**
2. How many years have you been working on climate change/development/environment issues for your country?
3. In what capacities have you been working on climate change/development/environment issues?
4. **Questions re national climate change adaptation policy responses**
5. What has been your country’s policy response to climate change?
6. Which policy responses are effective and why?
7. Which policy responses are not effective and why?
8. Would you say that policies relating to climate change adaptation in your country are coordinated (or coherent, compatible, complementary, integrated, mainstreamed)?
9. If so, describe the ways in which they are coordinated.
10. If no, describe the ways in which they are not coordinated.
11. Describe the ways in which your country has tried to coordinate the climate change adaptation policy response in different government departments.
12. Describe the ways in which your country has tried to coordinate the climate change adaptation policy response in different sectors.
13. Describe the ways in which your country has tried to coordinate climate change adaptation policies with development policies.
14. Are there any factors that are causing (or driving) your country’s coordination (or integration, mainstreaming) of climate change adaptation policies (with development policies)?
	1. If so, describe the factors (or drivers).
	2. If so, describe the ways in which they may be enhanced.
	3. If no, explain why there are no drivers.
15. Are there any factors that are hindering your country’s coordination (or integration, mainstreaming) of climate change adaptation policies (with development policies)?
	1. If so, describe the factors (or barriers).
	2. If so, describe the ways in which they may be overcome.
	3. If no, explain why there are no barriers.
16. What climate change responses should national governments lead on and why?
17. What climate change responses should local governments lead on and why?
18. What climate change responses should regional organisations lead on and why?
19. **Interview conclusion**
* Record on audio device:
	+ Interview end time
* Ask if he/she has any further questions about the research, now that the interview has been concluded.
* Thank the interviewee for his/her time and help.

Appendix 2: Topic Guide 2 – Interviews with Regional Officials

1. **Introduction to the interview process**
* Thank interviewee for his/her time
* Confirm that he/she has received and reviewed the Participant Information Sheet (if no, allow time for this to be done and recap some of the main points)
	+ Ask interviewee if he/she has any questions regarding the Participant Information Sheet or the research
* Ask him/her to review and sign the consent form
	+ Check that the audio device is working properly, if interviewee consents to its use
* Record on audio device:
	+ Date
	+ Interview start time
	+ Name of interviewer
	+ Interviewee code:
		- Region name:
			* CBN = Caribbean
			* PAC = Pacific
		- Organisation category/scale/level:
			* NTL = National government
			* REG = Regional organisation
		- Organisation/official type:
			* CC = Climate change
			* DV = Development
			* EN = Environment
		- Two numbers representing the interview number, e.g. -01, -02 etc.
* Explain that the questions have been designed to elicit open-ended responses and that responses should be as detailed as possible
* Also explain that while there are pre-set questions, follow-up questions may be asked in order delve into or explore further responses given
1. **Introductory questions to establish rapport and expertise**
2. How many years have you been working on climate change/development/environment issues at the regional level?
3. In what capacities have you been working on climate change/development/environment issues at the regional level?
4. **Questions re regional climate change adaptation policy responses**
5. What has been your region’s/organisation’s policy response to climate change?
6. Which policy responses are effective and why?
7. Which policy responses are not effective and why?
8. Would you say that policies relating to climate change adaptation in your region are coordinated (or coherent, compatible, complementary, integrated, mainstreamed)?
9. If so, describe the ways in which they are coordinated. Give country-specific examples, if possible.
10. If no, describe the ways in which they are not coordinated. Give country-specific examples, if possible.
11. Describe the ways in which your region/organisation has tried to coordinate (or integrate, mainstream) climate change adaptation policy responses at the national level across the region.
12. Describe the ways in which your region/organisation has tried to coordinate (or integrate, mainstream) the climate change adaptation policy responses across different sectors at the national level.
13. Describe the ways in which your organisation has tried to support the coordination (or integration, mainstreaming) of climate change adaptation policies with development policies across the region.
14. Are there any factors that are causing (or driving) your region/organisation to support the coordination (or integration, mainstreaming) of climate change adaptation policies (with development policies) at the national level across the region?
	1. If so, describe the factors (or drivers).
	2. If so, describe the ways in which they may be enhanced.
	3. If no, explain why there are no drivers.
15. Are there any factors that are hindering your region/organisation to support the coordination (or integration, mainstreaming) of climate change adaptation policies (with development policies) at the national level across the region?
	1. If so, describe the factors (or barriers).
	2. If so, describe the ways in which they may be overcome.
	3. If no, explain why there are no barriers.
16. What climate change responses should national governments lead on and why?
17. What climate change responses should local governments lead on and why?
18. What climate change responses should regional organisations lead on and why?
19. **Interview conclusion**
* Record on audio device:
	+ Interview end time
* Ask if he/she has any further questions about the research, now that the interview has been concluded.
* Thank the interviewee for his/her time and help.