

Extract of Draft Flood Protection Gap Project Plan (PIP)

Section 1.2 Desired Outcome of the work

The output of the analysis will be presented as part of a seminar to be hosted in late H1 2024 where other stakeholders may be invited to speak to encourage collaboration amongst key stakeholders to develop solution(s) to narrow the flood protection gap.

Section 1.3 Scope of 2024 Work

b) Host a seminar in H1 2024 to present results of analysis and to facilitate discussion on how to narrow the future flood protection gap.

The agenda for this event will be driven by the output of the analysis work due to commence in Q1 2024. By hosting a roundtable meeting of senior insurance underwriters in November 2023, we have insight into the challenges, from the insurance industry's perspective, with the use of insurance as a mechanism to contribute to the narrowing of the flood protection gap in Ireland.

...

The timeline of the procurement of the flood model vendor data will dictate when the project team will be in a position to host the seminar. Based on estimated timelines around the delivery of the requisite analysis by the flood model vendor it is anticipated that the seminar will take place in June 2024.

ACTIVITY PLAN						
<i>Lists Key Milestones and their estimated Completion Dates</i>						
#	PHASE / DELIVERABLE	MILESTONE	ESTIMATED COMPLETION DATE	TASK OWNER	STATUS <small>Not Started / In Progress / Completed</small>	RAG
8.	Design	Agree goal / desired result of Seminar	31.03.2024		In progress	G
10.	Implementation	Identify suitable date for Seminar event in June 2024	28.02.2024		In progress	G
14.	Implementation	Finalise format / agenda for Seminar	30.04.2024		Not started	N/A
15.	Implementation	Identify key stakeholders who need to be briefed in advance of Seminar	30.04.2024		Not started	N/A
16.	Implementation	Schedule meetings with key stakeholders in advance of Seminar	30.04.2024		Not started	N/A
17.	Implementation	Issue invites for Seminar	30.04.2024		Not started	N/A
20.	Implementation	Host Seminar	30.06.2024		Not started	N/A
21.	Implementation	Document output of Seminar and feed into future planning	31.07.2024		Not started	N/A

Flood Protection Gap Project Milestones

[Redacted text]

As previously noted, the project is split into two strands – Data Analysis and Stakeholder Engagement. It is intended that the output of the data analysis will feed into the key deliverable of the stakeholder engagement strand, the Flood Risk Protection Gap Seminar planned for June 2024.

Milestones common to both strands:

- Document key scope and objectives of the data analysis work and the seminar, notably
 - What are we trying to get out of the work being done?
 - What are the limitations of the work we’re doing – define what is in and out of scope?
 - February 2024
- Document roles and responsibilities (as far as possible) – February 2024
- Identify key stakeholders who may need to be briefed as the project work progresses - February 2024
- Update Project Implementation Plan (PIP) – early February 2024

Data Analysis Q4 2023/H1 2024 Milestones:

Tender

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- Output from tenderer expected at latest mid-May 2024

Internal work

- [Redacted]

Commented [A1]: I suggest that we do a mock up of what kind of output we’d want for the seminar as early as possible. It’ll be blank of course, but I think it would be really useful to think through what we’d want to show, then discuss it with the tenderer (they will probably have a lot of ideas) and we’ll have built that into the tenderer’s work right from the get go. I’d write it all down in a powerpoint and put in placeholders for the kinds of graphs and analysis we’d want

So for instance (and [Redacted], I’m sure you’ll have a lot better ideas than me):

- We want a headline statement of the PG e.g. we estimate X thousand properties can’t get flood cover (assuming they ask for it) at the moment
- We want a split out of that by county / maybe maps showing where there’s a concentrated area with a lack of cover (?)
- We want info on flood defences i.e. say of the X,000 properties that can’t get cover, how many of those are in areas that are protected by schemes or are planned to be protected, how does that split out by permanent vs. demountable defence
- We want something on how all of this is going to change with climate change

I’m sure I’m forgetting plenty, but the idea would be to do a mock up early on so that we are sure we’ll get the kind of info we want.

I suppose we’d do this around the same time as the initial meeting with the tenderer, so maybe by end Feb if that sounds right?

- Prepare a presentation for inclusion in the Seminar planned for June 2024 – May 2024

Seminar Milestones H1 2024:

- Identify internal attendees – ██████████ of INS and FRGP, ██████████, CCU etc. – February 2024
- Agree date(s) that suits ██████████ – February 2024
- Book appropriate venue (River Suite rooms?) – February 2024
- Identify external speakers we would like to invite to speak at the event – February 2024
- Invite external speakers, finalise 2-3 – March 2024
- Revisit intended messaging at seminar as we receive results from the tenderer – February – May 2024
- Identify attendees both internal and external – April 2024
- Agree set up for the day – what style of event do we agree is most appropriate – April 2024
- Organise logistics for the day e.g. refreshments, invites, hosting duties, PA requirements – May 2024.
- Brief external speakers on objective of the event and the output of the data analysis to ensure consistent and aligned messaging on the day – April/May 2024.
- Brief key stakeholders on key messaging so they are aware in advance of seminar e.g. ██████████ – May 2024
- Arrange note taker for the day to record any contributions/questions on the day – May 2024
- Host event – June 2024

Commented [A2]: Also seek whatever internal support we might want. I'm sure we'll probably want help from Div ██████████ but I think it'd also be useful to have someone from Comms maybe who has organised an event like this in the past, just to point out pitfalls, give us a checklist and the like. Maybe you could ask ██████████ in the CCU who from Comms helps with the ██████████ because I think from an organisational perspective it's a pretty similar event.

Commented [A3]: I think we'll have to do a bit of the briefing point you have further down at this point i.e. make sure they are happy to talk about the sorts of topics we think will be useful

Commented [A4]: And send invites in April, or is that too soon?

At some point we also need to decide who from firms we want to invite – I think ██████████ might be good, but let's discuss