

**Climate and Health Meeting**

*Template Invitation and Agendas*

Dear *Partner,*

We’re writing to request your participation in two upcoming meetings focused on exploring the health effects of climate change in our jurisdiction. We’ve invited staff from several different programs to come together, learn about the latest climate projections in Oregon, and provide input on how we might prioritize public health actions.

The meetings will be held at:

First Meeting

Date:

Time:

Place:

Second Meeting

Date:

Time:

Place:

In advance of our meetings, we hope you can review the [Oregon Climate and Health Profile Report](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Pages/Climate-and-Health-Profile.aspx). If you have any ideas for additional people within our department, or partner agencies, who would be interested in participating, please let me know.

We look forward to your participation.

Sincerely,

*Project Lead*

Climate Change and Public Health

Meeting Agenda #1

*Date, Time (60 minutes)*

GOALS:

* Understand the public health implications of climate change in Oregon
* Discuss what we can do at the local level to prepare for the changes ahead

AGENDA:

**Introductions** *(5 minutes)*

**Presentation** Oregon’s Climate and Health Profile – PowerPoint Presentation *(20 minutes)*

 Handouts: [Executive Summary](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Documents/oregon-climate-health-exec-summary.pdf) and [Infographic](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Documents/Oregon_Climate_and_Health_Info-Graphic.pdf)

**Discussion** General reactions *(10 minutes)*

* What stands out as major areas of concern?
* Are we currently experiencing challenges related to climate change?
* Do we feel prepared for the public health challenges ahead?
* What kinds of climate planning are already underway?
* Where are there opportunities for further collaboration?

**Activity** Break into pairs for short one-on-one conversations: *(10 minutes)*

* What are *your* biggest concerns when it comes to climate change?
* What are some ways that we can work toward addressing them?

Report out to the group: *(10 minutes)*

**Closing** Remind everyone of the next meeting (5 minutes)

*Note: If possible, take notes on a flip chart or white board during all of the discussion*

*Send meeting notes to the participants with a reminder of the next meeting*

Climate Change and Public Health

Meeting Agenda #2

*Date, Time (90 minutes)*

GOALS:

* Identify priority areas of concern
* Discuss next steps for climate action

AGENDA:

**Introductions** + summary of last meeting *(10 minutes)*

**Presentation**  Prioritizing Climate Impacts – PowerPoint Presentation *(20 minutes)*

Handouts: Criteria matrix of your choice

**Discussion** Describe the ranking exercise, answer questions *(10 minutes)*

**Activity** Walk through the ranking exercise*(45 minutes)*

**Closing** Explain next steps *(5 minutes)*

* You will use meeting notes and the ranking results to develop a local Climate Risk Profile
* Meeting participants will be asked to review the local Climate Risk Profile and provide feedback before it is finalized
* Ask participants if they would be able to serve as an ongoing climate change workgroup (perhaps meeting quarterly or every-other month)
* Share additional actions you plan to take and encourage participants to send you their ideas or opportunities as they arise

*Note: Capture the ranking results in a matrix, summarize results. Send the matrix back out to participants along with a draft Climate Risk Profile for their review.*