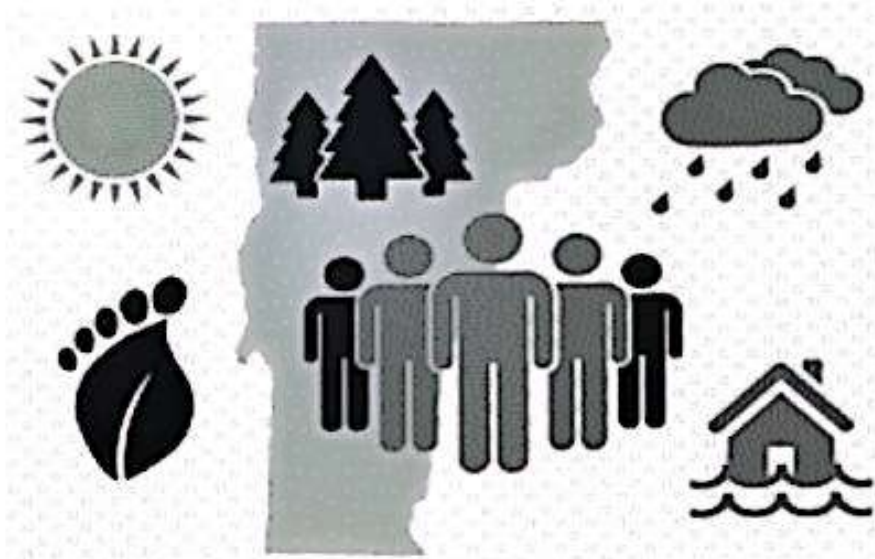




## Climate Change Policy

### Health Education and Development Society (HEADS)



#### Abstract

This Climate Change Policy affirms HEADS' commitment to climate resilience through comprehensive adaptation, mitigation, and awareness strategies. It outlines structured approaches for integrating environmental sustainability across all programs, including disaster preparedness, low-carbon development, and green livelihoods. Through capacity building, institutional strengthening, and multi-stakeholder engagement, HEADS aims to reduce climate risks and enhance community resilience. The policy aligns with national frameworks and global goals such as the Paris Agreement and SDGs, ensuring that climate action is embedded across all organizational levels and operations.

Last Updated: January 2025

[www.heads-ngo.org](http://www.heads-ngo.org)



**Background:**

Health, Education and Development Society (HEADS), is a non-profit, non-political and non-governmental organization registered in Pakistan under the Societies Act 1860. Since its establishment in 2013, HEADS has been actively engaged in the developmental and humanitarian sectors. The organization is led by a dedicated Board of Governors (BoG), consisting of professionals with diverse educational backgrounds and capabilities. HEADS operate under a comprehensive set of policies designed to ensure transparency, accountability and efficiency in its systems and operations. HEADS Currently registered in the Islamic Republic of Afghanistan, and established an office in the capital city, Kabul.

Throughout its history, HEADS has worked closely with communities and various stakeholders, addressing a wide range of issues, including but not limited to Education, Health, Protection, Livelihoods, Community Infrastructure (CPIs), Shelter and Settlement, Community Development, Institutional Capacity Building, Research, Gender Equality, Legal Counselling, Referral Mechanisms, Social Accountability, Right to Information, and Governance.

In addition to these programmatic areas, HEADS place a strong emphasis on cross-cutting themes, including social mobilization, gender mainstreaming, inclusion, and resilience in all its core programs. These themes reflect the organization's commitment to addressing the holistic needs of communities and promoting sustainable development.

**Vision:** Every Individual regardless of background or circumstances enjoy equal opportunities and rights with dignity.

**Mission:** Empowering Communities through strategic investment in human capital and institutional capacity development, raising sustainable development at the grassroot level.

**Objectives:**

- Support and develop replicable models and strategies for sustainable human resource development through skills development initiatives.
- Network and collaborate with the Govt. Departments, NGO's, CBO's, WOs and international agencies/donors for sustainable development.
- Support initiatives for sustainable community-based gender sensitive development with particular focus on; Human and institutional Development, Natural Resource Management, Drinking Water Supply, Environmental Sanitation, Education, Agriculture, Health & Nutrition, Disaster Management and Micro Credit & Enterprise.
- Create economic and recreational opportunities for youth through skill enhancement programs for peace promotion.
- Enable equitable access to quality education and healthcare, raising holistic community development and well-being.
- Promoting Social Inclusion and Empowerment;
- Strengthen Resilience to Climate Change and Environmental Degradation.
- Advocacy for Peace, Human Rights, and Social Justice.
- Building Disaster Resilience and Preparedness





## Introduction

Climate change poses significant threats to communities worldwide, impacting livelihoods, public health, and environmental sustainability. The Health Education and Development Society (HEADS) acknowledges the urgency of addressing climate challenges through adaptive and mitigative measures. This policy outlines HEADS' commitment to integrating climate resilience into all its programs and operations.

## Pakistan's Vulnerability to Climate Change

Pakistan faces increasing threats from climate change, including frequent extreme weather events (floods, droughts, heatwaves), glacial melt causing water scarcity, changing precipitation patterns affecting agriculture, rising vector-borne diseases, and ecosystem degradation.

## Objectives of the Policy

HEADS aims to:

- o **Enhance climate resilience** by integrating climate adaptation and mitigation strategies across all organizational programs.
- o **Strengthen institutional capacity** through dedicated staffing, capacity building, and governance frameworks for climate action.
- o **Promote sustainable environmental practices** by adopting renewable energy, waste reduction, and carbon footprint minimization strategies.
- o **Foster community resilience** by supporting local adaptation initiatives and increasing awareness about climate risks.
- o **Ensure policy monitoring and accountability** through annual impact assessments and sustainability reporting.

## Scope of the Policy

The HEADS Climate Change Policy applies to all organizational programs, operations, and stakeholders, ensuring a comprehensive approach to climate resilience, adaptation, and mitigation. This policy is relevant to:

- o **HEADS Staff & Leadership** – Ensuring climate considerations are integrated into decision-making, project planning, and operations.
- o **Programs & Development Initiatives** – Mainstreaming climate resilience across health, education, disaster management, and livelihood projects.
- o **Communities & Beneficiaries** – Engaging vulnerable populations in climate adaptation strategies, awareness programs, and sustainable practices.
- o **Partners & Stakeholders** – Collaborating with government agencies, NGOs, private sector entities, and research institutions to enhance climate action.
- o **Environmental & Regulatory Compliance** – Aligning with national and international climate policies, including the Paris Agreement, UN SDGs, and national climate frameworks.



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## **Climate Change Adaptation**

HEADS will conduct vulnerability assessments to identify climate risks in target communities. Implement community-based adaptation measures like water harvesting, drought-resistant crops, and resilient infrastructure. Promote sustainable livelihoods to enhance resilience. Integrate climate considerations into local development planning.

## **Disaster Preparedness**

HEADS' strategy includes risk Assessment through identifying hazards, vulnerabilities, and socio-economic impacts. Preparedness Planning includes developing disaster response frameworks, evacuation plans, and resource allocation. Early Warning Systems will be established by including technology-driven alerts for disasters. Conducting drills and training programs for emergency responders and communities. Strengthening hospitals, schools, and emergency services while stockpiling essential supplies. Raising awareness, empowering local leaders, and fostering partnerships for disaster risk reduction and Strengthening multi-agency response mechanisms for effective emergency management.

## **Climate Change Mitigation**

To reduce emissions, HEADS will improve energy efficiency in industries, transport, and agriculture. Promote afforestation and reforestation to absorb carbon and restore ecosystems. Advocate for green policies supporting renewable energy and emissions reduction. Encourage low-carbon transportation, including electric vehicles and public transit and will support waste reduction and recycling to minimize methane emissions from landfills.

## **Capacity Building & Institutional Strengthening**

Effective climate action requires ongoing learning and adaptation. HEADS is committed to equipping its staff, partners, and communities with the necessary knowledge and skills to address climate-related challenges. HEADS will provide staff training on climate change and its impact on health, education, and development. Will build partnerships with academic institutions and research organizations for knowledge sharing and Strengthen monitoring and evaluation mechanisms to track climate action effectiveness.

## **Structured Training & Awareness Programs**

- Develop climate change training modules for all HEADS staff, ensuring they understand the fundamentals of climate science, risk reduction, and sustainability.
- Conduct community awareness campaigns on climate adaptation strategies, disaster preparedness, and green practices.
- Establish annual workshops and refresher training for project teams, field workers, and stakeholders.
- Integrate climate resilience training into youth and educational programs.

## **Dedicated Climate Change Unit & Staffing**

To ensure effective implementation of climate resilience initiatives, HEADS will establish a Climate Resilience Unit with dedicated personnel.





## **Key Staff Roles & Responsibilities**

- **Climate Resilience Coordinator:** Oversees climate policy implementation, liaises with partners, and ensures compliance with climate frameworks.
- **Environmental Sustainability Officers:** Lead field assessments, sustainable project implementation, and advocacy initiatives.
- **Community Climate Liaisons:** Work with local communities to develop tailored climate adaptation solutions.

## **Research & Knowledge Sharing**

- Collaborate with academic institutions and research organizations to develop data-driven climate policies.
- Establish an online knowledge hub where HEADS staff and partners can access the latest climate adaptation and mitigation resources.

## **Institutional Strengthening & Governance**

- Form a Climate Action Steering Committee (CASC) to oversee climate-related initiatives, ensuring policy alignment with global best practices. Establish an interdepartmental coordination mechanism to integrate climate considerations into all HEADS projects.

## **Awareness Raising & Advocacy**

HEADS will organize awareness campaigns and educational workshops on climate adaptation and mitigation. Utilize social media, radio, and community events to spread climate messages. Engage local leaders, religious institutions, and youth groups to mobilize grassroots climate action.

## **Mainstreaming Climate Change Across HEADS Programs**

Integrating climate resilience across all sectors ensures long-term sustainability and risk reduction.

## **Climate-Smart Health & Education Initiatives**

- Implement climate-sensitive public health interventions, addressing climate-related diseases and environmental health risks.
- Develop eco-friendly school infrastructure and promote climate education in curricula.

## **Sustainable Livelihoods & Green Economy**

- Support climate-resilient agriculture practices such as agroforestry, water conservation, and organic farming.
- Promote renewable energy adoption in rural development projects.
- Encourage green business models and circular economy principles within community enterprises.

## **Disaster Risk Reduction & Resilience Building**

- Align HEADS' DRR initiatives with climate change adaptation strategies.
- Strengthen early warning systems for climate-induced disasters.
- Enhance infrastructure resilience against extreme weather events.



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## **Implementation Timeline & Budget Allocation**

To ensure systematic execution, HEADS will implement this policy in the following phases:

- **Phase 1 (0-6 months):** Establish the Climate Resilience Unit, initiate staff training, and develop monitoring frameworks.
- **Phase 2 (6-12 months):** Launch community engagement programs, climate adaptation projects, and pilot renewable energy initiatives.
- **Phase 3 (1-3 years):** Expand national and international partnerships, integrate climate action into all HEADS programs, and scale up sustainable practices.

## **Financial Commitment & Resource Mobilization**

- Develop a **dedicated climate action fund** to support ongoing and future climate initiatives.
- **Seek donor funding, grants, and CSR contributions** for sustainability projects.
- Allocate a percentage of HEADS' annual budget to climate resilience activities.

## **Policy Monitoring, Compliance & Reporting**

Effective climate governance requires structured monitoring, evaluation, and transparency mechanisms.

HEADS will arrange and develop Climate Impact Assessments & Reports through annual climate risk and impact assessments to measure progress in climate adaptation efforts. Will develop a Carbon Footprint Tracking System to monitor and reduce emissions within HEADS' operations. And will Publish an annual Sustainability Report detailing HEADS' achievements, challenges, and future commitments to climate resilience.

## **Compliance with National & International Climate Frameworks**

- Align all policies with Paris Agreement commitments, UN Sustainable Development Goals (SDGs), and national climate strategies.
- Ensure compliance with environmental laws and green regulations in all programmatic interventions.

## **External Policy Audits & Community Feedback Mechanisms**

HEADS will Introduce independent third-party audits to review climate policy effectiveness and adherence. HEADS will also Establish community-based monitoring mechanisms to collect local insights and refine climate interventions.

## **Policy Review & Updates**

To ensure continued relevance and effectiveness, the HEADS Climate Change Policy will be subject to regular reviews and updates.

- **Annual Review** – The policy will be reviewed annually by the Climate Resilience Unit to incorporate emerging climate risks, new scientific insights, and evolving regulatory frameworks.
- **Stakeholder Consultations** – Inputs from government agencies, NGOs, community representatives, and climate experts will be gathered to enhance policy effectiveness.



- **Performance Monitoring** – Climate-related impact assessments, carbon footprint tracking, and sustainability audits will be conducted to measure progress.
- **Policy Adjustments** – Necessary revisions will be made based on monitoring data, external evaluations, and best practices in climate governance.



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## BOD Meeting Minutes

Date: January 06, 2025

Participated by:

Raza Ullah Jan	Executive Director
Uzma Amin	Chairperson Board
Samina Khanam	Board Member
Nawaz Ali Shah	Board Member
Amabareen Banori	Board Member
Muhammad Jidran	Board Member
Abid Ali	Board Member
Tahira Nasreen	Board Member
Sayed Ali Shah	Director Program
Asif Ali	Director Finance
Ramsha Khan	HR Officer

### Agenda Items:

- Change in Leadership position
- Formation of the Annual Report, Annual Budget, and Strategic Plan.
- Completion of the NDRMF Capacity Improvement Action Plan.
- Processing for Charity Commission in Balochistan and Khyber Pakhtunkhwa.
- Revision of HEADS policies.
- Renewal of Society Act Registration for 2025.

### Proceedings & Outcomes:

The meeting commenced with the recitation of the Holy Quran, followed by a formal welcome note delivered by the Chairperson, Ms. Uzma Amin, and the Executive Director, Mr. Raza Ullah Jan. The discussions focused on the agenda items and organizational improvements.

- The Board decided to shift Mr. Raza Ullah Jan from the position of Chairperson of the Board of Directors (BOD) to Executive Director of HEADS, following the resignation of Ms. Samina Khanam from the role of Executive Director. Ms. Khanam has now joined the Board as a Board Member. Additionally, Dr. Uzma Amin has been appointed as Chairperson of the Board, effective immediately.
- The Board emphasized the importance of preparing Annual Report/ Annual Budget and Strategic Plan to assess the organization's current standing and plan strategically for the upcoming year.
- As HEADS has been conditionally accredited by the National Disaster Risk Management Fund (NDRMF) for six months, the Board reviewed the shared Capacity Improvement Action Plan. It was decided to prioritize its completion within the stipulated timeframe, recognizing this as a crucial opportunity for the organization.



- The Board agreed to initiate the process for Charity Commission registration in Balochistan. Police verification for the Charity Commission in Khyber Pakhtunkhwa will be expedited to obtain the certification promptly.
- A comprehensive review of organizational policies was conducted. The Board proposed and approved necessary amendments to align with current needs and best practices.
- It was noted that the Society Act Registration expired in December 2024. The Board resolved to apply for its renewal for 2025 without delay.

The meeting concluded with a thorough review of the agenda items, ensuring they aligned with the organization's strategic objectives. The Board expressed optimism about the successful execution of the discussed initiatives. The Chairperson concluded the meeting with a vote of thanks.

Signed on this Monday January 06, 2025 by authorized signatory.



Dr. Uzma Amin  
Chairperson Board



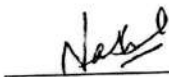
Mr. Raza Ullah Jan  
Executive Director



Ms. Samina Khanam  
BOG Member



Mr. Muhammad Jidran  
BOG Member



Mr. Nawaz Ali Shah  
BOG Member



Miss. Ambareen Banori  
BOG Member



Mr. Abid Ali  
BOG Member



Miss. Tahira Nasreen  
BOG Member



Mr. Sayed Ali Shah  
Program Director HEADS



Mr. Asif Ali  
Director Operations HEADS



Miss. Ramsha Khan  
HR Officer



## Policy Review & Update Record

A Board meeting was held on January 6, 2025, with the key agenda of reviewing and updating all organizational policies of HEADS. The Board advised the management to undertake a comprehensive policy review to ensure relevance, compliance, and alignment with organizational goals and evolving operational needs.

In line with this directive, all organizational policies were reviewed and amended on January 31, 2025, under the leadership of the Executive Director and with the involvement of the Finance & Audit Committee and relevant departments.

The review process included:

- A thorough evaluation of existing policies.
- Revisions based on internal assessments, audit findings, regulatory requirements, and best practices.
- Incorporation of feedback from staff and stakeholders.
- Updates to enhance clarity, accountability, and operational effectiveness.

### Means of Verification:

Revised policy documents, review reports, and documented feedback and approval records.



( H E A D S )

Raza Ullah Jan  
Executive Director