



World Meteorological Organization

Weather • Climate • Water

# MOUs and SOPs

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# A Memorandum of Understanding (MOU) and its importance

- Is a formal arrangement to guide the joint activities between two or more parties
- Expresses a convergence of will between parties for common line of action.
- In case of NMHSs it supports delivery of quality information and services (e.g. warnings to enable citizens make effective decisions regarding their health, safety and economic activities)
- NMHSs commonly develop MOUs between themselves and media or disaster management agencies



# General principles for developing an MOU

- Mutual desire and shared commitment to working together
- MOU causes no conflict with existing arrangements between the parties, nor with any either party might have with other organizations
- Clear, unambiguous and easy to review and update
- Includes provisions for review and updating
- Should be developed with assistance of legal, financial or other relevant experts.



# Structure of an MOU

- Identification of parties
- Background (context, general objectives, purpose ...)
- Definition of Terms
- Legislative context (reference to relevant registration)
- Aim (intended outcome, benefits ...)
- Scope (circumstances MOU applies/does not apply)



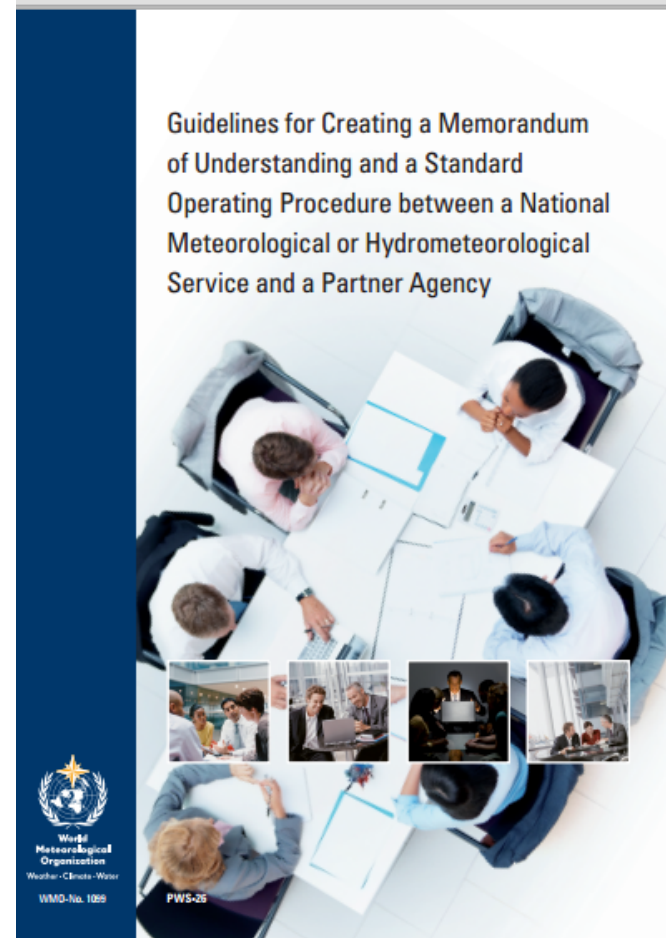
# Structure for an MOU

- Joint undertakings and responsibilities
  - Cooperative activities of each party
  - Resources exchange arrangements
  - Timelines, milestones
  - Communication protocols
- Terms of Operation
  - Duration of MOU
  - Cancellation
  - Review process
  - Dispute resolution
  - Waivers and rights for claims against one another
  - Copyright provisions
  - Privacy
  - Amendment principal



# Structure template for an MOU

- Official endorsement (signature block)
- Focal Points (Names and contacts)
- Annexes as required (work plan, milestones, timelines, budgetary matters)
- The Metonian Example



■ **Reference:** [http://library.wmo.int/pmb\\_ged/wmo\\_1099\\_en.pdf](http://library.wmo.int/pmb_ged/wmo_1099_en.pdf)



# Standard Operating Procedures (SOPs)

- SOPs are agreements that focus upon operational or procedural matters (more than an MOU would)
- For example, how two agencies will routinely work together during a severe weather event
- An effective SOP communicates who will perform the task, what materials are necessary, where the task will take place, when the task shall be performed, and how the person will execute the task



# General principals for developing an SOP

- An SOP is a prescribed set of steps to be followed routinely or when certain defined conditions arise (e.g., when severe weather develops)
- Contains a written procedure of tasks that need to be undertaken
- SOP checklist steps provide operational staff a ready reference of what is expected thus avoid risk of missing key actions
- SOPs best written simply so anyone can follow the instructions hence procedure is completed in the same way and to the same standard always





# General principals for developing an SOP

- Capture the most efficient and effective ways to perform an operation.
- Help an agency produce predictable, reproducible results consistently
- SOPs ensure NMS delivers consistent services and products and provide a baseline against which service standards can be reviewed.



# Structure of SOPs

- Name of the organization
- The title of the SOP (Identifies activity/procedure)
- An identifying code number (for different tasks)
- Version number
- Table of contents
- The authorization page (Organization, Signatures, date)
- Page numbers



# Structure of SOPs

- Procedural text (clear) and include:
- Purpose, scope and applicability (what?, who?)
- Task (people, skills, safety, target)
- Method summary
- Definitions



# Synergized Standard Operating Procedures (SSOPs)

- **What are SSOPs?**
- SOPs that are harmonized for effective coordination among national, regional and local governments, and across social and economic sectors
- Sensitive to varying of cultures
- Flexible and applicable in a variety of situations
- Integrates NMHSs, the Disaster Management Agencies, and the Tsunami Warning Centers and other agencies in a detailed manner



# Synergized Standard Operating Procedures (SSOPs)

- Why SSOPs?
- To enable Multi-hazard Early Warning Systems work efficiently and effectively through:
  - improved coordination and synchronization,
  - clearly defined roles and responsibilities
  - Increased homogeneity
  - development of new SOPs by stakeholders who need but do not have SOPs



# Synergized Standard Operating Procedures (SSOPs)

- How may SSOPs be realized?
- Development of the Manual on SSOPs, currently under development
- A policy framework to guide the development of SSOPs and into account the different agencies, governments
- Regular updating of SOPs
- Simplifying the language for ease of understanding
- Training and capacity development





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Thank you for your attention

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