



Our ref.: 04432/2025/S/DPS

25 April 2025

Subject: Business Continuity Management Guidelines for the World Meteorological Organization (WMO) Members

Action required: To consider sharing contributions **by 31 May 2025**

Dear Sir/Madam,

I am pleased to announce that *The Business Continuity Management Guidelines for WMO Members* (WMO-No. 1361) is now available in the World Meteorological Organization (WMO) e-Library, available in all six official WMO languages.

Endorsed at the seventy-eighth session of the Executive Council (EC-78) in 2024, these guidelines provide a structured approach to business continuity management (BCM). They introduce key concepts, implementation steps, and include templates and examples tailored to the needs of National Meteorological and Hydrological Services (NMHSs). The document outlines the organizational structure, scope and fundamental requirements for establishing and maintaining BCM capabilities within NMHSs. It also highlights commonalities, complementarities and distinctions between various management systems to enhance internal coordination and integration, reducing overlaps and duplication.

In line with [Resolution 11 \(EC-78\)](#) – Business Continuity Management Guidelines, a Task Team on BCM has been established under the Commission for Weather, Climate, Hydrological, Marine and Related Environmental Services and Applications (SERCOM). This Task Team supports Members in implementing BCM through the development of practical **training materials** that cover critical service areas and the full value chain of warning services.

I encourage NMHSs to actively utilize this resource to strengthen their strategies and practices while fostering peer-to-peer collaboration.

Additionally, I welcome **contributions of good practices and lessons learned**, which may be incorporated into the development of such training materials. Please send your submissions **by 31 May 2025** to Ms Xiao Zhou, the Secretariat focal point for BCM (xzhou@wmo.int).

I would like to take this opportunity to thank you and your NMHS for your continued support in promoting the activities of WMO.

Yours faithfully,

Ms Ko Barrett
for the Secretary-General

To: Permanent Representatives of Members with WMO

cc: Hydrological Advisers