



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: WDS/PWS/WMO-No.1099/PWS-26

GENEVA, 4 February 2013

Subject: "Guidelines for Creating a Memorandum of Understanding and a Standard Operating Procedure between a National Meteorological or Hydrometeorological Service and a Partner Agency" (WMO-No. 1099, PWS-26)

Action required: To circulate this information to relevant staff members and inform them of the Website where the publication is located

Dear Sir/Madam,

I am very pleased to inform you that the latest Public Weather Services (PWS) Programme publication entitled, "Guidelines for Creating a Memorandum of Understanding and a Standard Operating Procedure between a National Meteorological or Hydrometeorological Service and a Partner Agency" (WMO-No. 1099, PWS-26), is now available in English. Preparations to have this publication translated and produced into Arabic, French, Russian and Spanish are currently underway, and these language versions of the publication will be available in due course. In the interim, the English version of this publication can be accessed electronically at the WMO PWS Website at the following web-link:

http://www.wmo.int/pages/prog/amp/pwsp/publicationsguidelines_en.htm

These Guidelines have been developed by Mr Jim Davidson (Australia) and Mr Jon Gill (Australia), with contributions from the core members and associated experts from the former "Commission for Basic Systems Open Programme Area Group on Public Weather Services (PWS) Expert Team on PWS in Support of Disaster Prevention and Mitigation (CBS/OPAG-PWS ET/DPM)", now known as the "Commission for Basic Systems Open Programme Area Group on Public Weather Services Expert Team on Meeting User Needs in Reducing the Impacts of Hydrometeorological Hazards (also referred to as the "ET/DPM)". We wish to take this opportunity to express our appreciation for all parties involved who contributed to this important publication.

The purpose of this publication is to assist National Meteorological and Hydrological Services Management to engage with users of the services and products provided by their Service, in a manner that is formal, and in which procedures and responsibilities of all stakeholders are well defined.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6684)

cc: Hydrological Advisers to Permanent Representatives)
Members of the former and current CBS/OPAG-PWS ET/DPM) (for information)

It is hoped that you and your Service will find this publication both informative and useful. Should your Service require paper copies of this publication, you are kindly requested to contact Ms Haleh Kootval, Chief of the Public Weather Services Programme at WMO, via e-mail at: HKootval@wmo.int.

Yours faithfully,

A handwritten signature in black ink, consisting of a stylized 'J' followed by a long, sweeping horizontal line that curves upwards at the end.

(J. Lengoasa)
for the Secretary-General