



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Our ref.: SG/ASG/SPO/RA-OP

GENEVA, 3 March 2010

Annexes: 2 (available in English only)

Subject: Preparation of operating plans for regional associations

Action required: Your submissions should reach the Secretariat not later than **16 March 2010**

Dear Mr President,

You may recall that the Fifteenth World Meteorological Congress (Cg-XV) endorsed the new approach to the WMO strategic planning. Cg-XV, through Resolution 27 (Cg-XV), requested “the regional associations and the technical commissions to adhere to the direction and priorities set forth in the Strategic Plan and to organize their programme structures and activities so as to pursue the top-level objectives and to achieve the expected results.”

In view of the Cg and EC requests to develop the Operating Plan on an organization-wide basis, involving technical commissions and regional associations from the outset of the strategic planning process (EC-LXI, paragraph 7.2.9 (a) refers), you are requested to develop operating plans for your respective regional associations as part of the draft WMO Operating Plan (OP) 2012-2015 for presentation at the meeting of the Executive Council Working Group on Strategic and Operational Planning (EC WG/SOP) to be held in Geneva from 29 to 31 March 2010. The Strategic Plan and the WMO Operating Plan will be approved by the Sixteenth World Meteorological Congress (Cg-XVI) and will therefore be presented to EC-LXII in June 2010.

Please find enclosed the template for developing an operating plan and a glossary of terms used in WMO strategic planning for your use in completing the task. The template is based on the process used to develop the Secretariat Implementation Plan and Budget.

To: Presidents of regional associations (P.RA-1725)

You are requested to identify:

- (i) The primary Expected Result (ER) that is of the highest interest for your Region;
- (ii) Review the Key Outcomes (KOs) provided in the draft Strategic Plan;
- (iii) Provide proposals (maximum two) of KO's that are 'unique' to the regional association if not captured in the current Plan;
- (iv) Verify with the department of the Secretariat responsible for the regional association that the Activities and Deliverables have not already been included in the Secretariat Implementation Plan and Budget proposal for 2012-2015; and
- (v) Provide to the Strategic Planning Office those parts of your Operating Plan which are not directly funded by the Secretariat (see (iv) above).

I would be grateful if your submissions are received not later than **16 March 2010** to provide adequate time to avail them to the members of EC-WG/SOP.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'J. Lengoasa', with a long, sweeping horizontal line extending to the right.

(J. Lengoasa)
for the Secretary-General