

Guide

Collation of monthly County
Director of Meteorology reports -
template



REPUBLIC OF KENYA
MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES
KENYA METEOROLOGICAL DEPARTMENT

**ISSUES ARISING FROM THE COUNTY DIRECTOR OF
METEOROLOGY REPORTS FOR
*(MONTH, YEAR)***

Prepared by..... *(Name)*.....on.... *(Day, Month, Year)*

Approved by ... *(Name of director presenting the report)*.....on... *(Day, Month, Year)*

Issues for urgent consideration by senior management

- *(Bullet points highlighting issues described in this report, which require urgent consideration by senior management. Ideally, there should be no more than five bullet points)*

Trends observed

1. Data collection and management

(Mention here any achievements, challenges or other important issues which have been observed across several counties)

2. Information outputs

2.1 Dissemination of information products

(Mention here any achievements, challenges or other important issues which have been observed across several counties)

2.2 Feedback on KMD information products from users

(Mention here any type of feedback from information users which has been observed across several counties)

3. Stakeholder engagement

(Mention here any achievements, challenges or other important issues arising from stakeholder engagement activities which have been observed across several counties)

4. Other operational issues (including HR, IT, logistical and finance issues)

4.1 Description of issues

(Mention here any achievements, challenges or other important issues which have been observed across several counties)

4.2 Action requested by CDMs

(Describe briefly the response which CDMs have requested from senior management to deal with these issues)

County specific issues

(Mention here any important achievements, challenges or other issues which are specific to one particular county)

Recommendations to senior management

(This section would be completed by the KMD director presenting the report to the KMD Management Committee. It would provide a starting point for discussion of the issues raised in the report that require decisions by senior management. Any recommendations made here should be highlighted in the bullet points on page one of the report)