

SOP Template: Decision-Making and Drafting of Resolution

This SOP details the **decision-making and drafting of resolution** process, covering the systematic approach to analyzing issues, gathering relevant information, consulting stakeholders, and formulating clear and effective resolutions. It ensures decisions are made transparently, logically, and in alignment with organizational goals, followed by the precise drafting, review, approval, and documentation of resolutions to facilitate implementation and accountability.

1. Purpose

To establish a structured, transparent, and accountable process for decision-making and drafting of resolutions within the organization.

2. Scope

This SOP applies to all organizational units and individuals involved in the preparation, drafting, review, and approval of resolutions.

3. Responsibilities

Role	Responsibility
Initiator	Identifies the need for a resolution and starts the process.
Resolution Committee/Team	Leads the analysis, information gathering, stakeholder consultation, and drafting.
Stakeholders	Provide necessary input and feedback during consultation.
Approving Authority	Reviews, approves, and authorizes the resolution.
Records Officer	Maintains documentation and archiving of approved resolutions.

4. Procedure

- 1. Identify Issue or Need:**
 - Recognize and define the issue requiring a resolution.
- 2. Preliminary Analysis:**
 - Collect relevant data, facts, and contextual information.
- 3. Stakeholder Consultation:**
 - Identify and engage relevant internal and external stakeholders for input.
 - Document feedback and integrate as appropriate.
- 4. Drafting of Resolution:**
 - Formulate a clear and concise draft resolution outlining the background, objectives, actions required, and responsibilities.
 - Ensure alignment with organizational policies and objectives.
- 5. Internal Review:**
 - Circulate the draft for internal review and comment.
 - Revise draft based on feedback received.
- 6. Approval:**
 - Submit the revised draft to the appropriate approving authority.
 - Record approval or requests for further changes.
- 7. Finalization and Documentation:**
 - Finalize the approved resolution and assign an official resolution number.
 - File and archive the resolution according to organizational policies.
- 8. Communication and Implementation:**
 - Disseminate the resolution to all concerned parties.
 - Monitor and provide post-implementation feedback as needed.

5. Documentation

- Resolution drafts
- Stakeholder feedback forms
- Approval records
- Final signed resolutions
- Archiving logs

6. Review and Revision

This SOP shall be reviewed annually or as needed to incorporate best practices, regulatory changes, or organizational restructuring.