

SOP Template: Drafting, Review, and Issuance of Decision or Resolution

This SOP details the process for **drafting, review, and issuance of decision or resolution**, encompassing initial preparation, thorough evaluation, necessary revisions, approval procedures, and final dissemination. The objective is to ensure that all decisions and resolutions are clearly articulated, accurately reviewed for compliance and completeness, formally approved by relevant authorities, and efficiently communicated to stakeholders to maintain transparency, accountability, and operational effectiveness.

Process Flow

Step	Responsibility	Description	Output/Documentation
1. Initial Preparation	Drafting Officer / Assigned Staff	Collect relevant information, supporting documents and applicable rules/regulations. Prepare initial draft of the decision/resolution.	Initial Draft
2. Internal Review	Immediate Supervisor / Legal Reviewer	Review the initial draft for legal, procedural, and factual accuracy. Suggest necessary amendments and ensure compliance with policies and standards.	Reviewed Draft with Annotations
3. Revision and Finalization	Drafting Officer	Incorporate comments and corrections from internal review; re-check for completeness and clarity.	Final Draft
4. Approval	Approving Authority	Submit final draft for formal approval. Approving Authority reviews and either signs or returns for further revisions.	Signed Decision/Resolution
5. Recordkeeping	Records Officer	Log the approved decision/resolution and relevant documents in the records management system.	Registered Document
6. Issuance and Dissemination	Assigned Staff	Disseminate signed decision/resolution to stakeholders and concerned parties. Archive proof of dissemination.	Proof of Issuance (e.g., email, receipt, acknowledgement)

Key Controls and Guidelines

- Ensure all drafts are reviewed at least once by a supervisor or legal officer.
- Use official templates and standard language, unless the subject requires deviation.
- Maintain confidentiality and document control throughout the process.
- Keep an audit trail of all revisions and approvals.
- Confirm receipt of the decision or resolution by stakeholders.

Responsibilities

- **Drafting Officer:** Prepares and revises drafts, ensures accuracy.
- **Reviewer/Supervisor:** Reviews for compliance, accuracy, and completeness.
- **Approving Authority:** Grants formal approval and signs the document.
- **Records Officer:** Manages recordkeeping and archiving.
- **Assigned Staff:** Handles dissemination and documentation of issuance.

References

- Relevant laws, regulations, and internal policies
- Official guidelines and templates for decisions and resolutions

Document Control

Version: 1.0
Effective Date: [Insert Date]
Prepared by: [Name/Role]
Approved by: [Authority Name/Role]
Next Review Date: [Insert Date]