

# Standard Operating Procedure (SOP)

## Issuance and Communication of Resolutions or Decisions

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### Purpose

This SOP details the **issuance and communication of resolutions or decisions**, covering the standardized process for drafting, reviewing, approving, and distributing official documents. It ensures timely and clear dissemination to all relevant stakeholders, maintains transparency, and supports compliance with organizational policies and legal requirements. The procedure promotes effective communication to facilitate accurate implementation and follow-up actions associated with the resolutions or decisions made.

### Scope

This SOP applies to all staff, departments, and committees involved in the creation, approval, and distribution of official resolutions or decisions within the organization.

### Definitions

Term	Definition
Resolution	A formal expression of intent or decision agreed upon by a governing body.
Decision	An official determination made by authorized personnel or bodies.
Stakeholders	Individuals, groups, or organizations affected by or having an interest in the resolution or decision.

### Responsibilities

- **Originator:** Drafts the initial resolution or decision document.
- **Reviewers:** Examine the draft for accuracy, clarity, and compliance.
- **Approving Authority:** Grants final approval.
- **Communications/Secretariat:** Ensures distribution and archiving.
- **Recipients:** Acknowledge receipt and implement related actions as required.

### Procedure

1. **Drafting**
  - The Originator prepares a draft resolution or decision using the official template.
  - Relevant facts, references, and rationale are documented within the draft.
2. **Review**
  - The draft is circulated to designated Reviewers for comments, edits, and feedback.
  - Amendments are incorporated as needed.
3. **Approval**
  - The finalized draft is submitted to the Approving Authority.
  - Once approved, the document is signed and dated as required.
4. **Issuance**
  - Approved resolution or decision is assigned a reference number and entered into the official register.
  - Electronic and/or physical copies are generated as needed.
5. **Communication**
  - The Communications/Secretariat distributes the document to all relevant stakeholders via appropriate channels (e.g., email, portal, notice board).
  - Receipt is confirmed and recorded when necessary.
6. **Archiving**
  - All documents are stored securely in accordance with organizational policies and retention schedules.
7. **Follow-up**
  - Implementation of actions arising from the resolution or decision is monitored and reported as

required.

## **Distribution List**

- Executive Management
- All departments affected by the resolution/decision
- Communications/Secretariat Office
- Other stakeholders as identified in the document

## **References**

- Organizational Policy Manual
- Legal compliance guidelines
- Records Management Policy

## **Review and Revision**

This SOP will be reviewed annually or as needed to incorporate process improvements or compliance changes.