

Guide

County Director of Meteorology monthly report - template



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

**COUNTY DIRECTOR OF METEOROLOGY'S MONTHLY
REPORT**

(NAME OF COUNTY) COUNTY (MONTH, YEAR)

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

HIGHLIGHTS

Achievements

- *(Up to three bullet points highlighting issues described in this report)*

Challenges

- *(Up to three bullet points highlighting issues described in this report)*

Requests for action by KMD headquarters

- *(Up to three bullet points highlighting issues described in this report)*

1. Data collection and management

1.1 New equipment installed/activated/reactivated *(Use one line for each item of equipment)*

Type of equipment	Location	GPS coordinates	Date of activation	Who paid for the equipment?	Who manages the equipment?	Frequency of data submission to KMD	Comments
Manual rain gauge <i>(add a new row for each item of equipment)</i>	<i>(Location, Ward, Sub-County)</i>		<i>(Day/month/year)</i>	<i>(Name of organisation)</i>	<i>(Name of organisation or description of individuals responsible)</i>	<i>(Say how frequently KMD receives the data, not how frequently it is recorded)</i>	<i>(Optional)</i>
Automatic rain gauge							
Automatic weather station							
Other <i>(please specify)</i>							

1.2 Existing equipment that has ceased to function or submit data to KMD *(Use one line for each item of equipment)*

Type of equipment	Location	GPS coordinates	Date of last valid data	Brief description of problem	Action taken by CDM	Further action required by KMD headquarters
Manual rain gauge						
Automatic rain gauge						
Automatic weather station						
Other <i>(please specify)</i>						

2. Information outputs

2.1 CDM bulletin production

Type of bulletin	Date of issue
Weekly county forecast	<i>(Leave blank if no bulletin issued)</i>
1.	
2.	
3.	
4.	
Monthly forecast	
Seasonal forecast	
Severe weather warning	
Other (please describe)	

2.2 Bulletin dissemination

Email recipients	WhatsApp and other social media	SMS direct from CDM	SMS, email and WhatsApp via partners	Secondary dissemination via community intermediaries	Broadcast by
<i>(number)</i>	<i>(number)</i>	<i>(number)</i>	<i>(number)</i>	<i>(number of information recipients, based on an estimate of how many people regularly receive information from a community intermediary, within 24 hours of publication)</i>	<i>(name(s) of radio and TV stations that broadcast KMD county forecasts and severe weather warnings regularly)</i>

3. Stakeholder engagement *(Only list interactions which have resulted in significant outcomes or feedback. Include any training delivered)*

Description of stakeholder	Type of interaction	Outcome of engagement	Feedback received on KMD information products
1. <i>(Job description of individual(s) and name of organisation)</i>	<i>(State whether face-to-face meeting, email exchange, phone call etc)</i>	<i>(Describe briefly any significant outcomes, if there were any)</i>	<i>(Describe briefly the stakeholder's views on the accuracy, timeliness, relevance and usefulness of KMD information outputs any information about the impact these outputs have achieved)</i>
2.			
3.			
4.			
5.			
6. <i>(Add more rows for additional interactions if required)</i>			

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

Brief description of issue	Action taken by CDM	Action required by KMD headquarters (if any)
1.		
2.		
3.		

5. Remarks

(Include here any important information or comment on issues relevant to the county that have not been captured by the headings above)