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METEOROLOGICAL OFFICE COMMERCIAL AND PUBLIC SERVICES HANDBOOK

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Meteorological Office Commercial and Public
Services Handbook.

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FOREWORD

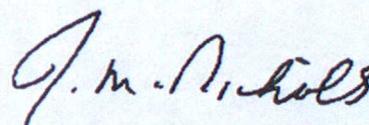
Meteorological services which are available to meet the requirements of commerce, industry and the general public are known as 'public services'. This handbook is for the use of all staff involved in their provision, either on repayment or as part of the free Public Meteorological Service. It contains regulations and guidance to assist in ensuring the customer receives a relevant high-quality service. The Handbook is not intended to be a sales manual, although clearly it contains information important to sales and marketing activity.

Clients for public services seek information because it has commercial or personal value. Their requirements and problems vary, and applications of meteorological information are spread across a wide range of activities. The Office divides its public services clients into a number of separate market sectors. These sectors form the basis of the organization of the material of this Handbook.

An indication of the needs of the client and how their relationship to specific meteorological variables is given for each market sector. Where national or regional services have been arranged or common procedures set up, these are described in detail; other services which are used less widely are not covered in detail.

The Commercial & Public Services Handbook is reviewed annually with the changes co-ordinated by S&B Admin. In early 1996 the Handbook will be updated again with a view to including the services provided by Defence Provision (DP).

September 1995



J.M. Nicholls

Director of Services & Business

PUBLIC SERVICES HANDBOOK

Record of amendments

Amendment list			
No.	Date	Incorporated by	Date
No 1	MAY 1991	V. MEYER	JUNE 1991
No 2	FEB 1993	J.H. Brown	FEB 1993
No 3	FEB 1993	J. Wainwright	13.5.93.
No. 4	Nov 93	A. Watt	22/11/93
No 5	OCT 94	N. Jeffries	26/10/94
No 6	SEP 95	N.V. Jeffries	5/12/95

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- 8 Services for retail, distribution and manufacturing and related companies, and commodity brokers
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- 12 Services for the professional and legal market sector
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