Diagram: Operations of Cari-WOP's Secretariat

**Responsibilities**

- Assess knowledge and skills needs
- Draft Twinning/exchange Request
- Submit Request to WOP Secretariat
- Assign staff to handle WOP activities
- Prepare report on progress
- Sign MOU

- Maintain database
- Process work Plan/budget
- Prepare Work Plan/Budget
- Identify source of Funding
- Draft MOU
- Monitor and evaluate progress
- Prepare Reports
- Facilitate Review meetings

- Review utility Request
- Determine Resource Capacity
- Draft preliminary Offer
- Submit offer to WOP
- Sign MOU
- Implement MOU
- Prepare/Submit Report

**Legend:**
- CAWASA: Caribbean Water & Sewerage Association Inc.
- CWWA: Caribbean Water & Wastewater Association
- WOP: Water Operators Partnership