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Confédération suisse  
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Swiss Confederation

Federal Department of Home Affairs FDHA  
**Federal Office of Meteorology and Climatology MeteoSwiss**

**MeteoSwiss**

GCOS Switzerland Agreements

# Guidelines for Annual Reporting on Core Tasks

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Within the framework of the GCOS Switzerland agreement, the parties to the agreement report annually to MeteoSwiss on the work carried out. This report is due by the date specified in the agreement. The annual reports will also be made available to the GCOS Switzerland Steering Committee (StC).

The report contains the following chapters:

- Introduction
- Annual Report (review of the past year incl. annual accounts)
- Annual Workplan (prospects for the coming year incl. budget)

The report can be provided in any of the Swiss national languages or in English. Please put [gcoss@meteoswiss.ch](mailto:gcoss@meteoswiss.ch) in Cc.

The content requirements for reporting are set as follows:

## 1 Introduction (max. 0.5 page)

- Background information on the activities financially supported within the framework of GCOS Switzerland in accordance with the agreement (e.g. history of measurements, measurement parameters, organisation, relation to GCOS, etc.)

## 2 Annual Report (max. 3 pages)

The annual report provides a **review** of all relevant activities of the previous year. The report contains the following sections:

### 2.1.1 Status report to the attention of the GCOS Switzerland Steering Committee

- Summary (5-max. 10 lines) of the most important activities, special incidents and possible challenges of the previous year. Please submit this status report **in English**.

### 2.1.2 Activities

- Description of completed and ongoing activities according to the agreement respectively the preceding annual programme
- Explanation in case of deviations from the activities planned according to the agreement respectively the preceding annual programme

### 2.1.3 Outreach

- List of outreach activities of the past year (e.g. website, publication, conferences, presentations, etc.)

### 2.1.4 Publication of data and results

- Information on access to data and results collected within the scope of the agreement

### 2.1.5 Annual accounts

- Project accounting: table of payments received and expenses incurred, reported by cost category (remuneration, direct costs, miscellaneous) according to the submitted proposal.

- Explanation of deviations from the budget according to the agreement respectively the preceding annual programme

<b>Position</b>	<b>Project Year 1 (CHF)</b>	<b>Project Year 2 (CHF)</b>	<b>Project Year 3 (CHF)</b>
Carry-forward	-		
Payment MeteoSwiss			
<b>Total income</b>			
Remuneration			
Direct Costs			
Miscellaneous			
<b>Total expenses</b>			
Grand Total			

### 2.1.6 Conclusions

- Assessment of the current state of fulfilment of the tasks in accordance with the agreement

## 3 Annual Workplan (max. 1 page)

The annual workplan provides an **outlook** on all relevant planned activities for the coming year. The workplan includes the following segments:

### 3.1.1 Activities

- Description of scheduled activities for the following year
- Description of any challenges that may arise

### 3.1.2 Outreach

- List of outreach activities planned for the following year (e.g. website, publication, conferences, presentations, etc.)

### 3.1.3 Budget

- Project accounting: Tabular overview (see 2.1.5) of expected payments and budgeted expenditure, reported by cost category (remuneration, direct costs, miscellaneous) according to the submitted proposal