



Schweizerische Eidgenossenschaft  
Confédération suisse  
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Swiss Confederation

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

**MeteoSwiss**

GAW-CH and GCOS-CH Agreements

# Guidelines for Final Reporting on Projects

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Swiss GAW/GCOS Office  
April 2025  
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Based on Article 15 para. 1 and Article 16 para. 1 of the Ordinance on Meteorology and Climatology (MetV; SR 429.11) Switzerland can financially contribute to the following programmes:

1) The Global Climate Observing System (GCOS) programme of the World Meteorology Organization, the United Nations Educational, Scientific and Cultural Organization UNESCO, the United Nations Environment Programme UNEP and the International Council of Scientific Unions ICSU and;

2) the Global Atmosphere Watch (GAW) programme of the WMO.

The MetV further defines that this contribution from the Swiss government can, among other, support projects that contribute to the GCOS Implementation Plan (Article 15 para. 2 lit. c) or the GAW Implementation Plan (Article 16 para. 2 lit. f). To implement the objectives established in the MetV, the Federal Office of Meteorology and Climatology MeteoSwiss coordinates Switzerland's GAW and GCOS programmes (GAW-CH; GCOS-CH), operates the Swiss GAW/GCOS Office and concludes agreements with third parties.

Within the framework of these agreements, the agreement partners hand in a final report to MeteoSwiss at the end of the project period. The final report includes a **summary** and a **scientific report** covering the entire project. The final report should not contain any financial reporting. The financial reporting for the entire project period as well as the final status report for the attention of the GAW/GCOS Scientific Steering Committee (SSC) must be handed in separately, in accordance with the guidelines set for the annual report<sup>1</sup>.

The final report is due at the end of the project period, at least three months before the end of the agreement and is a prerequisite for the final payment. After the Swiss GAW/GCOS Office accepts the final report, the Swiss GAW/GCOS Office publishes it and/or adds the link on the GAW/GCOS Switzerland website ([www.gcos.ch](http://www.gcos.ch)).

The report shall be provided in English and shall cover the sections described below. The project partner may alter or add to the structure if considered useful. The Swiss GAW/GCOS Office reserves the right to request a revised version from the project partners, should any of the requirements of the report defined in this template not or only partially be met. Please send the report to [gaw-gcos@meteoswiss.ch](mailto:gaw-gcos@meteoswiss.ch).

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<sup>1</sup> The document *Guidelines for Annual Reporting on Projects* is available on the GAW/GCOS Switzerland website.

## 1 Cover page (1 page)

- Project title;
- Project duration;
- Type of report (final report);
- Name(s) of author(s)
- Name(s) of Institute(s);
- Please write down the following funding information, depending on whether the project was supported through:
  - o a GAW-CH call for proposals: “with the support of the Federal Office of Meteorology and Climatology MeteoSwiss, in the framework of GAW-CH”
  - o a GCOS-CH call for proposals: “with the support of the Federal Office of Meteorology and Climatology MeteoSwiss, in the framework of GCOS-CH”
  - o a joint GAW-CH/GCOS-CH call for proposals: “with the support of the Federal Office of Meteorology and Climatology MeteoSwiss, in the framework of GAW-CH/GCOS-CH”
- Picture (if available) with reference.

## 2 Summary (max. 1 page)

- Brief overview of all activities carried out including special incidents and main outcomes of the project.

## 3 Scientific report (max. 10 pages, excluding references)

### 3.1 Introduction

- Background and context including but not limited to motivation and scientific relevance, information on project goals, project organisation, and relation to GCOS IP<sup>2</sup> and/or GAW IP<sup>3</sup>, relation to GCOS Switzerland Strategy<sup>4</sup>;
- Brief overview of work done.

### 3.2 Methods and activities

- Detailed description of methods used, data, study area (if applicable) and completed activities according to the proposal. If applicable, please mention if and how data adhere to the principles of FAIR<sup>5</sup> and TRUST<sup>6</sup>.

### 3.3 Results

- Main results of the project.

### 3.4 Conclusions and limitations

- Main conclusions of the project;
- Assessment of the project outcome compared to the proposal;
- Limitations to the project and brief explanation;

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<sup>2</sup> [GCOS Implementation Plan](#)

<sup>3</sup> [GAW Implementation Plan: 2024-2027](#)

<sup>4</sup> [GCOS Switzerland Strategy 2017-2026](#)

<sup>5</sup> FAIR: Findable, Accessible, Interoperable, and Reusable (see <https://www.nature.com/articles/sdata201618>)

<sup>6</sup> TRUST: Transparency, Responsibility, User focus, Sustainability, and Technology (see <https://www.nature.com/articles/s41597-020-0486-7>)

- Explanation in case of deviations from the activities planned.

### 3.5 Outreach work, publication of data and results

- List of main communication activities carried out during the project (e.g. website, publications, media coverage, conferences, and presentations);
- Information on access to data, developed software (if applicable), and results possibly collected within the scope of the project.
- Note: please always mention the funding information (see Sect. 1) in project publications.

### 3.6 Outlook

- Remaining open questions and next steps after project end. Will the project continue in any form? What further impacts does the end of the project have? What further objectives should be pursued?

### 3.7 Acknowledgements

### 3.8 References (max. 3 pages)