



Schweizerische Eidgenossenschaft
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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 Annual Reporting on Projects



Swiss GAW/GCOS Office
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gaw-gcos@meteoswiss.ch



Based on Article 15 para. 1 and Article 16 para. 1 of the Swiss Meteorology and Climatology Ordinance (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 to 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 annually report to MeteoSwiss on the work carried out, the resources used and the activities planned for the following period. This report is due by 31 July of each year. After review by MeteoSwiss, the report will also be made available to the Swiss GAW/GCOS Scientific Steering Committee (SSC).

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. 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.

The content requirements for reporting are set as follows:

1 Introduction (max. 0.5 page)

- Background information on the activities financially supported by GAW-CH and/or GCOS-CH in accordance with the agreement (project goal, organisation, relation to GCOS IP and/or GAW IP, relation to GCOS Switzerland Strategy, etc.)

2 Annual Report (max. 3 pages)

The annual report provides a **review** of all relevant activities of the previous project year (not calendar year). The report contains the following sections:

2.1.1 Status report to the attention of the Swiss GAW/GCOS Scientific 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

Please always refer to any timetable, work packages, tasks or milestones according to the submitted proposal.

- Description of completed and ongoing activities and work packages according to the proposal
- Explanation in case of deviations from the activities planned according to the proposal

Please fill out this Table according to the submitted proposal and status of the activities.

Work package	Tasks, milestones, deliverables (if any)	Scheduled completion according to the proposal:	Status approximately in %	Please write down if there are any delays with the scheduled WP. If there are, what is the new planned schedule?	If there are any delays, please write down why and elaborate, if necessary, in the annual reporting.	If there are any delays, are there repercussions on other WPs until the end of the project?	Comments
WP 1	█ █ █	█ █ █	█ █ █	█ █ █			
WP 2	█ █ █	█ █ █	█ █ █	█ █ █			
...	█ █ █	█ █ █	█ █ █	█ █ █			

2.1.3 Outreach

- List of communication activities of the past year (e.g. website, publication, conferences, presentations, national GAW/GCOS coordination meetings...)

2.1.4 Publication of data and results

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

2.1.5 Annual accounts

- Project accounting: table of payments received according to the payment profile in the agreement 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.

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

2.1.6 Conclusions

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

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)

3.1.3 Budget

- Project accounting: Tabular overview of expected payments and budgeted expenditure, reported by cost category (remuneration, direct costs, miscellaneous) according to the submitted proposal. Please explain any deviations from the submitted proposal.
- For past years that have already been accounted for, please copy and paste from Section 2.1.5.

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