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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 Projects



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Based on article 4, paragraph 1, of the Ordinance on Meteorology and Climatology (MetV; SR 429.11), Switzerland makes an annual financial contribution to the Global Climate Observing System (GCOS). The GCOS programme is an initiative of the World Meteorological Organization WMO, the United Nations Educational, Scientific and Cultural Organization UNESCO, the United Nations Environment Programme UNEP and the International Council of Science and Humanities ICSU. Within the framework of this federal contribution, projects that contribute to the realisation of the international GCOS Implementation Plan (GCOS IP) can be supported (art. 4 para. 2b MetV). For this purpose, the Federal Office of Meteorology and Climatology MeteoSwiss, where the Swiss GCOS Office is located, enters 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 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. The Swiss 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 [gcoss@meteoswiss.ch](mailto:gcoss@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 GCOS Switzerland in accordance with the agreement (project goal, organisation, relation to GCOS 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 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 and work packages according to the proposal
- Explanation in case of deviations from the activities planned according to the proposal

### 2.1.3 Outreach

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

#### 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 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 proposal

<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 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

- Estimate of anticipated expenses. Explanation of any significant deviations from the proposal.