



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

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

MeteoSwiss

GAW-CH/GCOS-CH Agreements

Guidelines for Annual Reporting on Central Facilities or Monitoring

Swiss GAW/GCOS Office
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Within the framework of the GAW-CH and GCOS-CH 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 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. Please put gaw-gcos@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 GAW-CH or GCOS-CH in accordance with the agreement (e.g. history of measurements, measurement parameters, organisation, relation to GAW or GCOS, etc.)

2 Annual Report (max. 4 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 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

- Description of completed and ongoing activities according to the agreement, the proposal respectively the preceding annual programme. Please also mention any additional tasks requested by the Swiss GAW/GCOS Office from the outcome of discussion of the current financing period.
- 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 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	Year 1 (CHF)	Year 2 (CHF)	Year 3 (CHF)	Year 4 (CHF)
Carry-forward	-			
Payment MeteoSwiss				
Total income				
Remuneration				
Direct Costs				
Miscellaneous				
Total expenses				
Carry-forward				

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 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	Year 1 (CHF)	Year 2 (CHF)	Year 3 (CHF)	Year 4 (CHF)
Carry-forward	■	■	■	■
Payment MeteoSwiss	■	■	■	■
Total income	■	■	■	■
Remuneration	■	■	■	■
Direct Costs	■	■	■	■
Miscellaneous	■	■	■	■
Total expenses	■	■	■	■
Carry-forward	■	■	■	■