



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

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

**MeteoSwiss**

GCOS Switzerland Agreements

# Guidelines for Final Reporting on Projects



Swiss GCOS Office  
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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 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 GCOS Switzerland Steering Committee 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 GCOS Office accepts the final report, the Swiss GCOS Office publishes it and/or adds the link on the 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 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 [gcos@meteoswiss.ch](mailto:gcos@meteoswiss.ch).

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<sup>1</sup> [Guidelines for Annual Reporting on Projects](#)

## 1 Cover page (1 page)

- Project title;
- Project duration;
- Type of report (final report);
- Name(s) of author(s)
- Name(s) of Institute(s);
- Funding information: with the support of the Federal Office of Meteorology and Climatology MeteoSwiss, in the framework of GCOS Switzerland<sup>2</sup>;
- 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 reference to GCOS IP<sup>2</sup> and GCOS Switzerland Strategy<sup>3</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.

### 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;
- 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.

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

<sup>3</sup> [GCOS Switzerland Strategy 2017-2026](#)

### 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)