



Fifth Steering Committee **20-21 June 2023**

Outline of 1st SOFF Annual Report

Decision 5.10

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



Decision 5.10: Endorsement of the outline of 1st SOFF Annual Report

The SOFF Steering Committee

Endorses the outline of the 1st SOFF Annual Report and its dissemination plan.

Encourages

- Steering Committee members to provide final feedback to the SOFF Secretariat by 16th July 2023.
- All SOFF partners to support dissemination of the SOFF Annual Report including at high-level events.

Outline of 1st SOFF Annual Report

1. Introduction

This document reflects [Decision 2.5](#) of the SOFF Steering Committee requesting the SOFF Secretariat to present the outline of the first SOFF Annual Report at the fifth Steering Committee meeting.

Building on the SOFF Communication Strategy (Decision 5.9), the Annual Report shall contribute to the communication objectives. The proposed outline provides an overview of the content of the report and how SOFF will report on its first twelve months of operations, from 1 July 2022 to 30 June 2023. Additionally, this document includes information about dissemination and presentation of the report.

2. Annotated Outline

This list of chapters serves as the basis for the first Annual Report, to capture SOFF's first year of operations. By chapter, the number of pages indicates how much space is planned to be dedicated to the topic.

1. Foreword (~2 pages)

This section will give space for two forewords, representing the SOFF co-founders as well as beneficiary countries.

2. SOFF in numbers (~2 pages)

This section will provide a quick overview of SOFF's progress, expressed through numbers.

3. SOFF and Global Basic Observing Network (GBON) explained (~2 pages)

As it is the first Annual Report, this chapter will outline SOFF's work as a UN Fund and why it is needed, as a constituent element of the meteorological value chain. The text will include explanations on better data for better weather and climate forecasts, the GBON baseline and the role of the private sector.

4. SOFF's unique role (~2 pages)

This section will describe SOFF's position in the global climate finance architecture and its collaboration with the major climate funds. SOFF's role and contribution to the UN Secretary-General's Early Warning for All initiative will be highlighted here, including examples such as the "Water at the Heart of Climate Action" initiative. A quote from a senior representative from a climate and environment fund will showcase support for SOFF.

5. Theory of Change (~2 pages)

This chapter will explain SOFF's three phases, Readiness, Investment and Compliance, and how they feed into the Theory of Change.

6. *1st year: progress made (~6 pages)*

Numbers and visual elements will outline progress SOFF has achieved in its first twelve operational months along SOFF's three outputs.

Voices from beneficiary countries will be included through short interviews and quotes.

The Gender Action Plan will be showcased.

An overview of the contextual, institutional, and programmatic risks, including aggregated information on the country-level risks, trends and mitigation measures underway, will be included in this section.

Visually, a timeline of SOFF's first twelve months provides a quick overview of SOFF's speedy operations.

7. *Financial overview (~1 page)*

Funding targets of SOFF as part of the Early Warnings for All initiative Executive Action Plan will be contrasted with what has been mobilized so far, including progress of the SOFF Resource Mobilization and Outreach Strategy.

Financial decisions, donor pledges and UN Multi-Partner Trust Fund financial flows will be reported for full transparency.

8. *Looking ahead (~1 page)*

This chapter will offer an outlook for the next operational year.

9. *List of all SOFF partners – Everybody under one roof (~2 pages)*

3. Presentation and distribution

To maximize visibility, SOFF Annual Reports will be presented on the occasion of the United Nations Framework Convention on Climate Change (UNFCCC) Conferences of the Parties (COP). SOFF partners will support publications of SOFF Annual Reports by mentioning SOFF and its Annual Reports at high-level event occasions and on social media. Additionally, partners will be represented on a high-level at the SOFF COP side events.

It is suggested to disseminate the Annual Reports by

- Providing a digital PDF-File of the whole report
- Designing an additional small and simple handout, for easy distribution at in person events, including a QR-Code to the digital PDF-file report, for example a postcard
- Showcasing the report prominently on SOFF's website.

By limiting printed products, SOFF will ensure to minimize using and wasting resources. Paper that is used for printed products shall come from sustainable resources.