

Submission of annual information on plans and programmes under Commission Decision 2004/224/EC

and

Voluntary provision of plans and programmes for the abatement of air pollution under Council Directive 96/62/EC (Air Quality Framework Directive)

Guidelines for delivery using ReportNet tools

Version 1.0

## Background to the reporting activity: Council Directive 96/62/EC (Air Quality Framework Directive)

- The need for local, regional or national programmes for improvement in the ambient air quality is set out in Council Directive 96/62/EC of 27 September 1996 on ambient air quality assessment and management:  
<http://europa.eu.int/eur-lex/lex/LexUriServ/LexUriServ.do?uri=CELEX:31996L0062:EN:HTML>

# Background to the reporting activity: Commission Decision 2004/224/EC

- Member States will have to prepare attainment programmes showing how the limit values will be met on time for those areas where attainments by "business as usual" cannot be presumed. These programmes must be made directly available to the public, and must also be sent to the Commission. To facilitate a harmonized and structured way of reporting, detailed arrangements for Member States to submit the information on plans and programmes are laid down in Commission Decision 2004/224/EC.
- Text source: DG Environment at <http://www.europa.eu.int/comm/environment/air/ambient.htm#2>



# Voluntary provision of the plans/programmes related to Council Directive 96/62/EC

Member States have been asked by the Commission\* to also provide on a voluntary basis to facilitate the exchange of practices:

- Either deliver their plans/programmes in electronic format
- Or provide a hyperlink to the internet address where the plan/programme has already been made public

\* CAFÉ Steering Group meeting May 2005  
<http://www.europa.eu.int/comm/environment/air/cafemeetings/050511meeting.htm>



## MS Excel templates specified in Commission Decision 2004/224/EC)

- MS Excel templates for the required forms with information on plans and programmes as specified in Commission Decision 2004/224 are available in various languages from DG Environment website at: <http://www.europa.eu.int/comm/environment/air/ambient.htm#2>
- Example of the MS Excel template in English: [http://www.europa.eu.int/comm/environment/air/pdf/form\\_en.xls](http://www.europa.eu.int/comm/environment/air/pdf/form_en.xls)
- References to Form 1 and Form 2 in this guidance document refers to the forms in the above template.

# ReportNet Central Data Repository (CDR)

- Member states are asked to provide their data in electronic form in the Central Data Repository of ReportNet: <http://cdr.eionet.eu.int>
- This document provides guidance on the delivery process.
- The **European Environment Agency** (EEA) together with its network of member countries ([EIONET](#)) has established ReportNet to provide electronic infrastructure and tools for streamlining flows of environmental information in Europe.
- Additional information is available in the ReportNet brochure <http://www.eionet.eu.int/rn/reportnet2003.pdf>

# The structure of the delivery in CDR

- Member States are encouraged to create one envelope for their annual delivery in CDR under this data flow.
- All files relating to the annual delivery should be uploaded into this envelope. Additional envelopes should only be used for subsequent submissions of revised information.
- A recommended convention for naming and describing files in the CDR envelope is given in this document.
- A step by step guide on creating the CDR envelope and uploading the files is also provided in this document.
- The person(s) assigned to the delivery task needs to have an EIONET password and permission to upload official national data for Commission Decision 2004/224 EC.

# Recommended convention for file naming and description

- Member States may have prepared a large number of Plans and Programmes of different types and with different geographical coverage for the abatement of air pollution.
- Therefore a set of file naming conventions is proposed as part of these guidelines in order to make it easier to use the information uploaded to the ReportNet Central Data Repository (CDR).
- CDR allows you to assign an extra description to each file. Recommendations are also provided on using this description to help those using your data.



# Recommended convention for file naming in CDR

Three types of files are expected in this reporting activity:

1. MSExcel file containing the summary information for one plan or programme according to Commission Decision 2004/224
2. A hyperlink containing the internet address for a plan or programme, which has been published.
3. A zip file containing the complete set of documents for one plan or programme, which has not been published on the internet.

# Recommended convention for file naming

**The file naming convention is based on the following principles:**

- Plans or programmes may cover:
  - the full national territory
  - a group of air quality administration zones
  - one air quality administration zone
  - a part of one air quality administration zone.
- Plans or programmes with different objectives can cover the same geographical area

# A plan/programme covering the full national area

**Recommended name for the files:**

**Quest\_Decision\_2004\_224\_EC\_MS\_Xx[\_Vv]**

- **MS** is the Member State code as used in Form 1
- **x** is an identifier chosen by the MS in cases where there is more than one plan/programme covering the full national territory.
- **v** is a version number to be used if the file is re-submitted

The same name distinguished by file type extension is recommended for:

- MS Excel files with the information forms
- Hyperlinks for published plans/programmes
- Zip files containing the unpublished plans/programmes

# A plan/programme covering multiple zones

**Recommended name for the files:**

**Quest\_for Decision\_2004\_224\_EC\_MS\_Rr\_Xx[\_Vv]**

- **MS** is the Member State code as used in Form 1
- **r** is a regional identifier chosen by the MS in cases where there are plans/programmes covering multiple zones.
- **x** is an identifier chosen by the MS in cases where there is more than one type of plan/programme covering the same set of multiple zones.
- **v** is a version number to be used if the file is re-submitted

The same name distinguished by file type extension is recommended for:

- MS Excel files with the information forms
- Hyperlinks for published plans/programmes
- Zip files containing the unpublished plans/programmes

# A plan/programme covering a single zone

Recommended name for the files:

Quest\_Decision\_2004\_224\_EC\_MS\_Zz\_Xx[\_Vv]

- **MS** is the Member State code as used in Form 1
- **z** is the zone code as used in Form 2
- **x** is identifier chosen by the MS in cases where there is more than one type of plan/programme covering the same zone.
- **v** is a version number to be used if the file is re-submitted

The same name distinguished by file type extension is recommended for:

- MS Excel files with the information forms
- Hyperlinks for published plans/programmes
- Zip files containing the unpublished plans/programmes

# A plan/programme covering part of a zone

**Recommended name for the files:**

**Quest\_Decision\_2004\_224\_EC\_MS\_Lz\_Xx[\_Vv]**

- **MS** is the Member State code as used in Form 1
- **z** is the zone code as used in Form 2, which is partially covered
- **x** is identifier chosen by the MS in cases where there is more than one type of plan/programme covering the same part of the zone.
- **v** is a version number to be used if the file is re-submitted

The same name distinguished by file type extension is recommended for:

- MS Excel files with the information forms
- Hyperlinks for published plans/programmes
- Zip files containing the unpublished plans/programmes

# Recommended convention for additional file descriptions in CDR

- The file title option available when uploading the file in CDR should be used to provide an additional description indicating the geographical area covered by the plan or programme.
- The description should be the names of the city(ies) or municipality(ies) covered by the plan or programme as provided in Form 2.
- The step by step delivery guidance later in this document shows you how to use this option.



# The delivery procedure

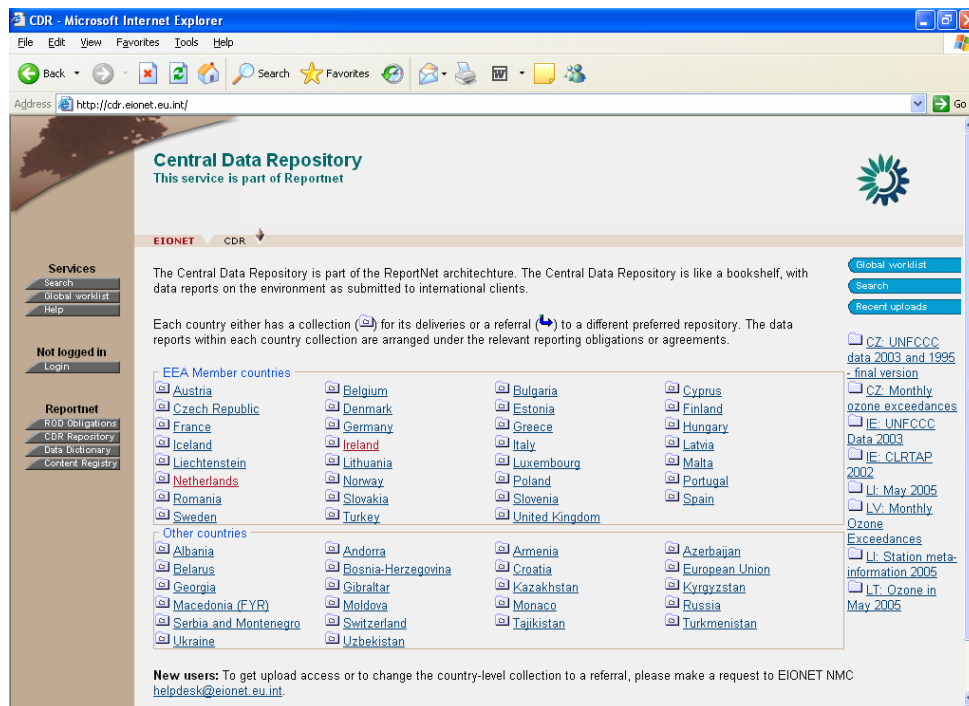
Step by step



# Obtaining permission to deliver in CDR

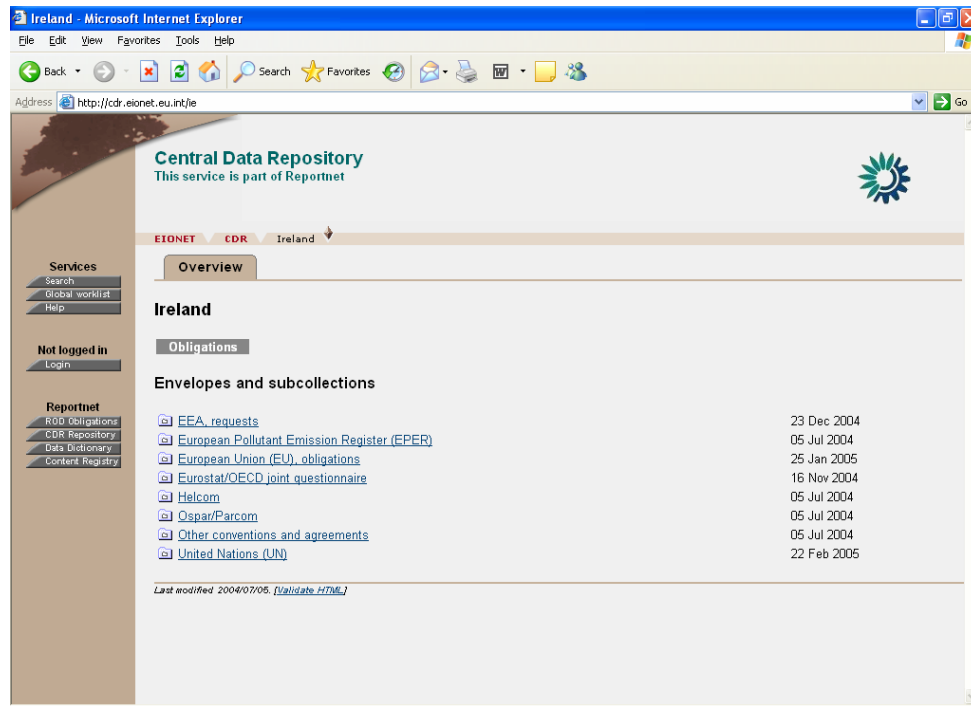
- **1<sup>st</sup> time users** need to contact EIONET helpdesk ([helpdesk@eionet.eu.int](mailto:helpdesk@eionet.eu.int)) for the right to upload official national data required under Commission Decision 2004/224/EC
  - Granted immediately if you already hold a relevant EIONET role:  
  
[EIONET PCPs and NRCs for Air Quality](#)
  - Otherwise the request will be checked with the EIONET [national focal point](#) for your country.
- New users will receive an EIONET username and password.

# Navigating to the delivery point (1)



- Navigate to the Central Data Repository (CDR) at:  
<http://cdr.eionet.eu.int>.
- Log in with your EIONET username by clicking on the **Login** button on the left side of the screen.
- Select your country.

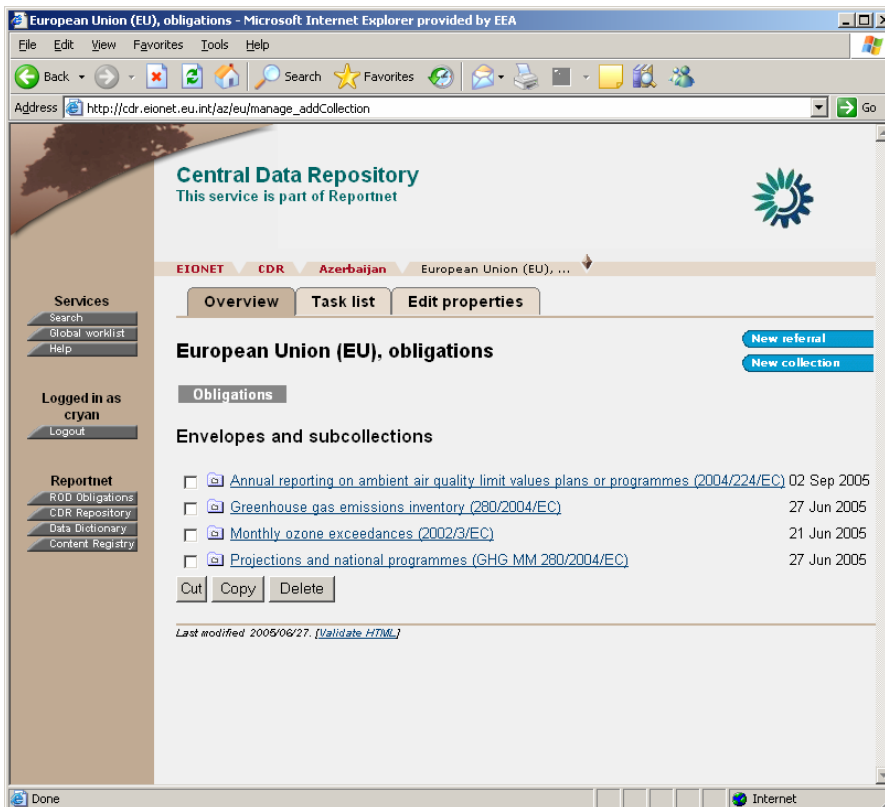
# Navigating to the delivery point (2)



- The next level shows a list of international data requestors\*.
- Select **European Union (EU), obligations**

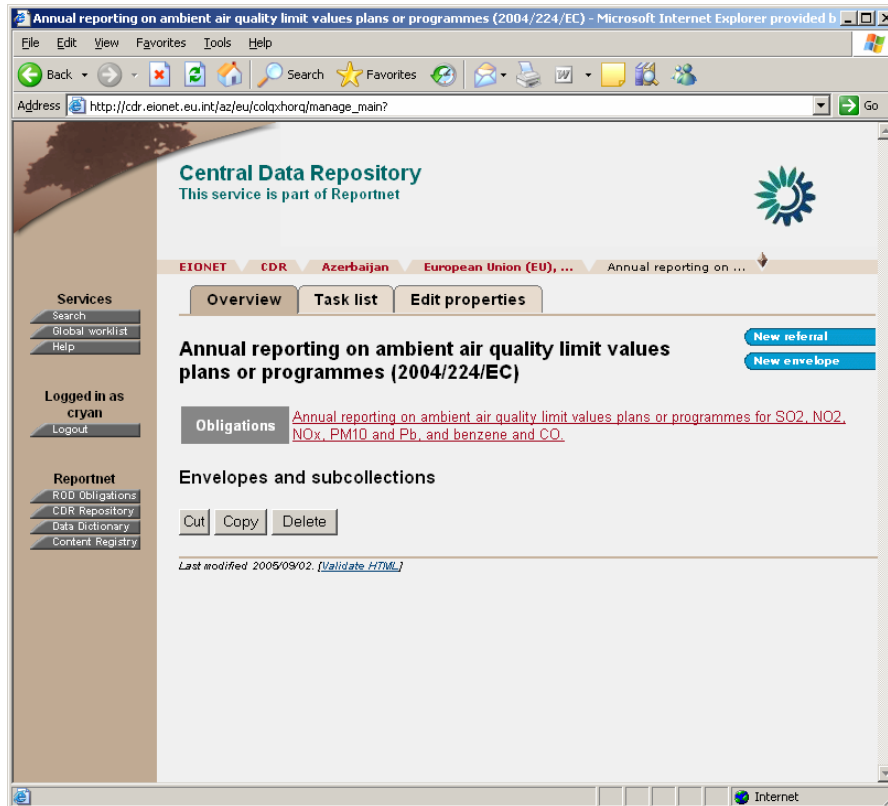
\* Some countries have organized their CDR folders in a different way. You can contact your EIONET [national focal point](#) if you need guidance

# Navigating to the delivery point (3)



- The next level shows a list of European Union reporting obligations.
- Select **Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC)**

# Creating the delivery envelope (1)



- Choose the button **“New envelope”** on the right of your screen.

# Creating the delivery envelope (2)

The screenshot shows a web browser window displaying the 'Add Envelope' form in the Central Data Repository. The browser's address bar shows the URL: [http://cdr.eionet.eu.int/az/eu/colq-horq/manage\\_addEnvelopeForm](http://cdr.eionet.eu.int/az/eu/colq-horq/manage_addEnvelopeForm). The page title is 'Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC) - Microsoft Internet Explorer provided b'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar includes 'Back', 'Forward', 'Home', 'Search', 'Favorites', 'Print', 'Stop', 'Go', and 'Refresh'. The page content includes a navigation menu with 'EIONET', 'CDR', 'Azerbaijan', 'European Union (EU), ...', and 'Annual reporting on ...'. The main content area is titled 'Add Envelope' and contains the following form fields:

Title	Annual reporting on ambient air quality limit values plan
Description	
Relating to which year	2001   Whole Year   to 2003
Coverage	Azerbaijan
Coverage note	

An 'Add' button is located at the bottom of the form. Below the form, there is a footer that reads: 'Last modified 2006/10/03. [Validate HTML]'.

- **Provide the envelope metadata.** This metadata is used by the ReportNet search engine.
- A helpful envelope title is useful for CDR users. An example would be: *"Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC)\_delivery 2005"*.
- The field "Relating to which year" refers to the dates of the exceedances not the date of your delivery.
- Use the "Add button" at the bottom of the screen to create the envelope.

# Open the envelope

Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC) - Microsoft Internet Explorer provided b

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address [http://cdr.eionet.eu.int/az/eu/colq:horq/manage\\_addEnvelope](http://cdr.eionet.eu.int/az/eu/colq:horq/manage_addEnvelope) Go

**Central Data Repository**  
This service is part of Reportnet

EIONET CDR Azerbaijan European Union (EU), ... Annual reporting on ...

Services  
Search  
Global worklist  
Help

Logged in as **crjan**  
Logout

Reportnet  
ROD Obligations  
CDR Repository  
Data Dictionary  
Content Registry

Overview Task list Edit properties

**Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC)** [New referral](#) [New envelope](#)

Obligations [Annual reporting on ambient air quality limit values plans or programmes for SO<sub>2</sub>, NO<sub>2</sub>, NO<sub>x</sub>, PM<sub>10</sub> and Pb, and benzene and CO](#)

Envelopes and subcollections

[Annual reporting on ambient air quality limit values plans or programmes \(2004/224/EC\) delivery 2005](#) 03 Oct 2005

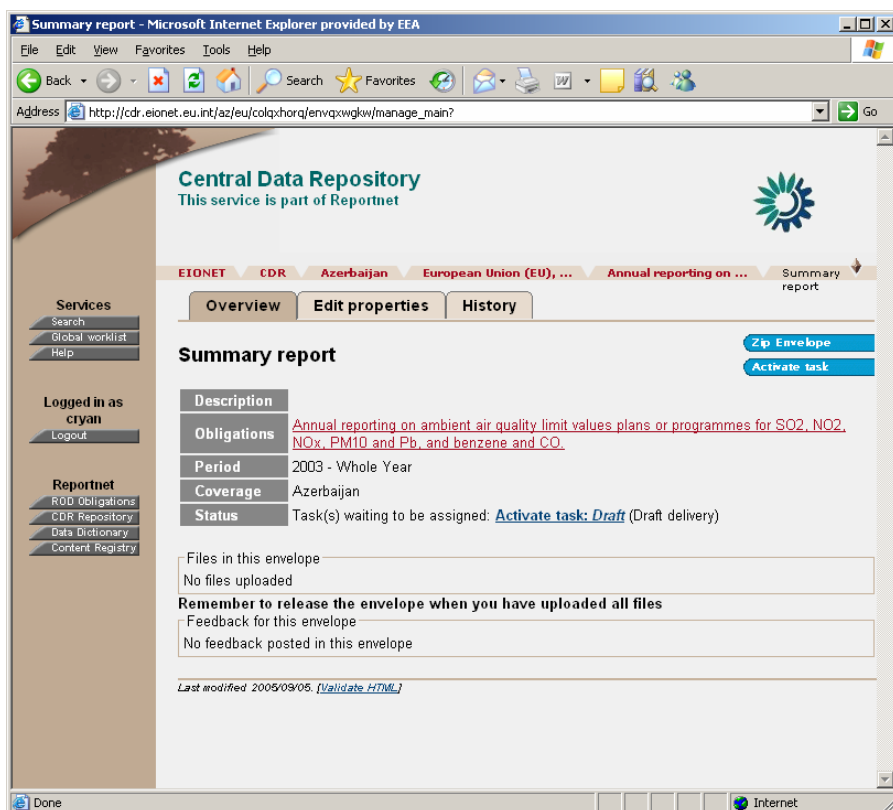
Cut Copy Delete

Last modified 2005/10/03. [[Validate HTML](#)]

Done Internet

Click on the envelope title

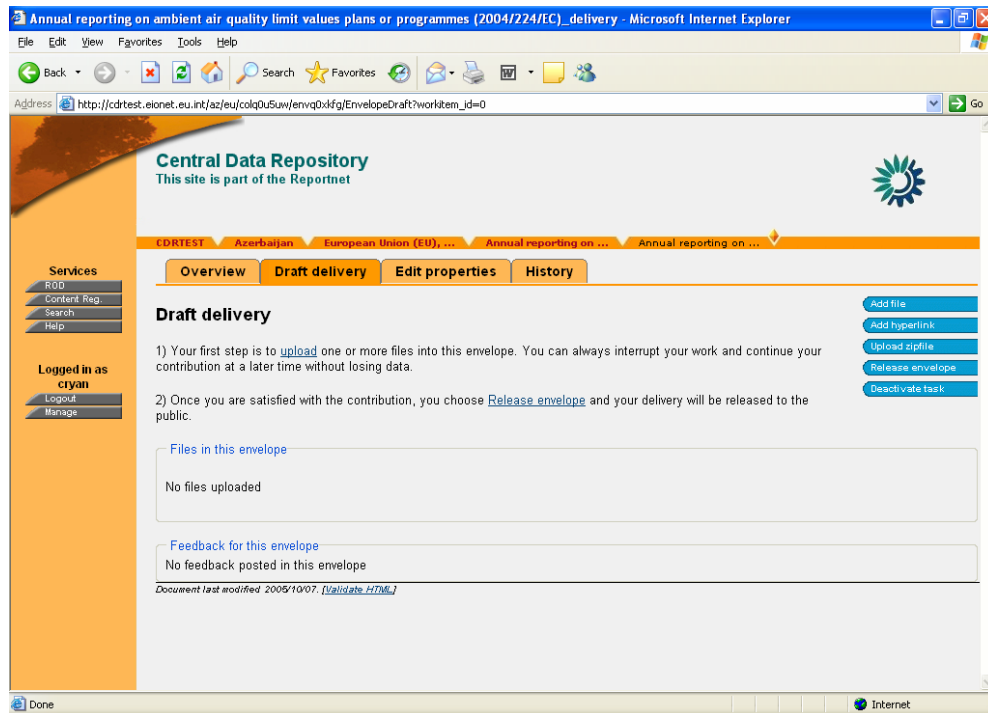
# Activate the envelope



- Click on the button “Activate task” on the right of your screen
- This means that the envelope is now reserved for your use.
- Nobody else can upload files to this envelope while it is reserved for you.
- You can modify this later if you need to handover the uploading task to another person.

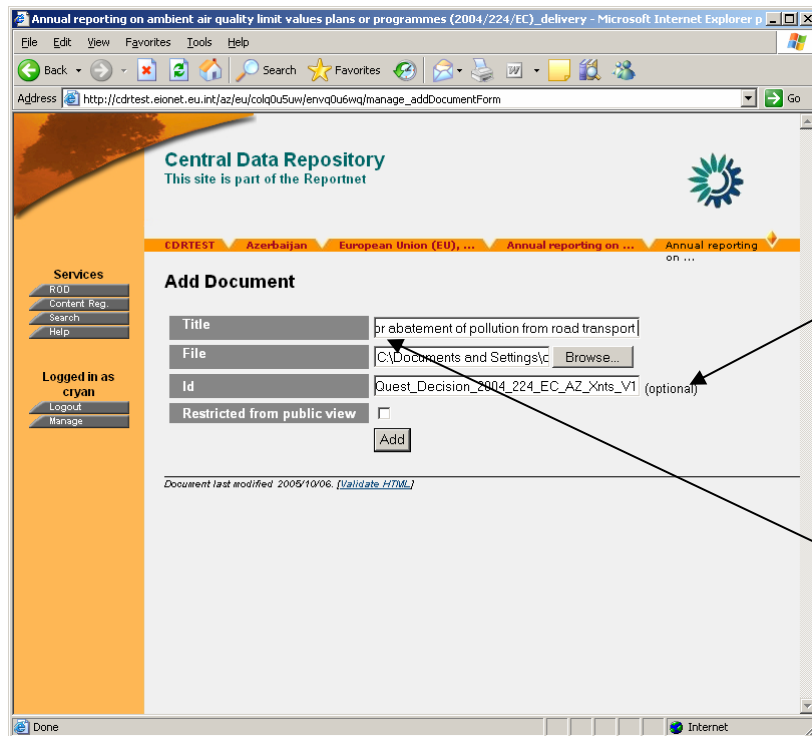


# Start your draft delivery



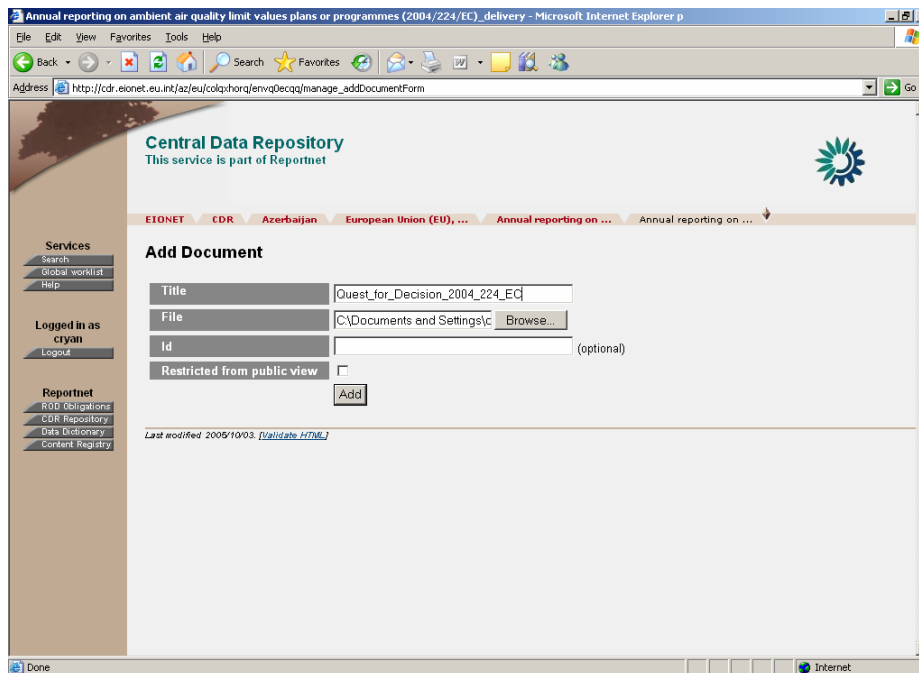
- It is recommended that files are uploaded in a specific way in this data flow so please read the whole guidance document before you start.
- There 5 buttons to the right of your screen:
  - “Add file” lets you upload a single file
  - “Add hyperlink” lets you upload an internet address.
  - “Upload zip file” lets you upload and automatically unpack a zip file
- Click on “Deactivate task” to permit a colleague to takeover the delivery process from you. Any files uploaded will still be in place.
- The “Release envelope” should only be used when the official national delivery is complete.

# Uploading a single file or a zip file which should not be unpacked (use this option when uploading the zip files containing the set of documents for a plan/programme)



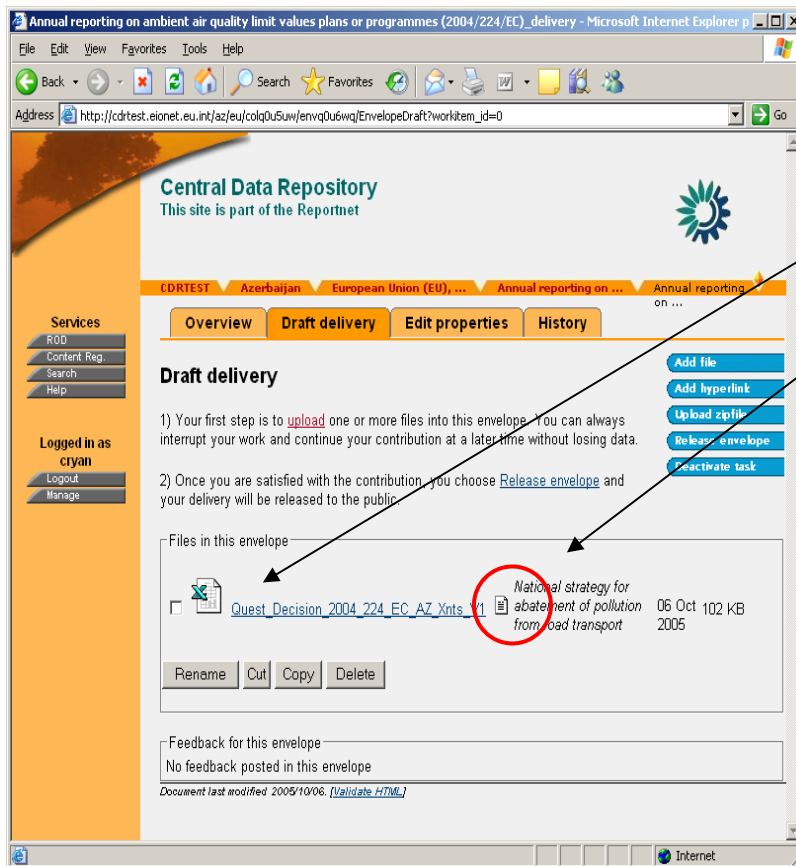
- Browse on your own system to select the file to upload.
- The Id field allows you to assign a new file name in CDR to the file being uploaded. The file will have the keep the name from your system if you leave the Id field empty.
- You can use the Id field to allocate the file name according to the recommended naming convention described earlier in this guidance document. Remember to include the file type extension (.xls or .zip) because the id must be unique.
- The Title field allows you to assign a description in CDR for the file in addition to the name.
- You can use the title to allocate descriptions according to the recommended description convention outlined earlier in this guidance document.

# Uploading a single file (2)



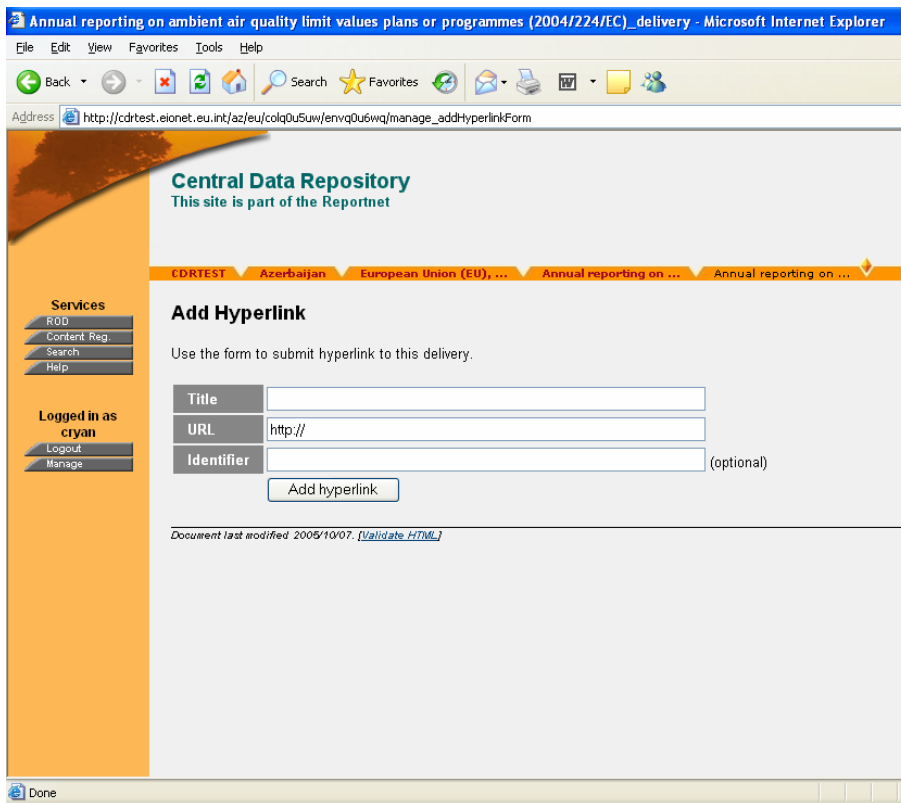
- Click on the “Add button” to upload the file into the envelope.
- Mark the “Restricted from public view” check box if the file should not be visible to the public in CDR.
- Restricting files is not normal ReportNet practice so there should be a good reason for taking this step.

# Uploading a single file (3)



- Users see the file with
  - the recommended name
  - the additional description
- Only authorised users will be able to see your file before you complete your delivery by releasing the envelope.
- The file can be opened by clicking on the central icon, which is outlined in red on the diagram.
- To edit the recommended name, use the checkbox and the rename option.
- To edit the additional description, click on the file name.

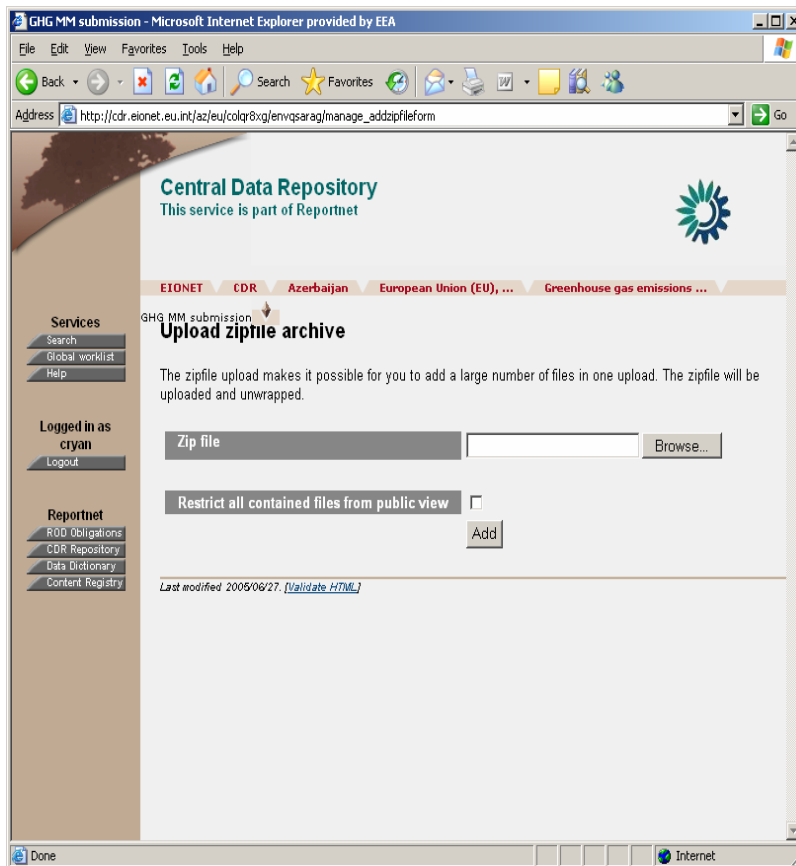
# Uploading a hyperlink



The screenshot shows a web browser window with the address bar displaying `http://cdrtest.eionet.eu.int/az/eu/colq0u5uw/envq0u6wq/manage_addHyperlinkForm`. The page title is "Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC)\_delivery - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains Back, Forward, Stop, Home, Search, Favorites, and Refresh icons. The page content features a header for "Central Data Repository" with the subtext "This site is part of the Reportnet". Below the header is a navigation bar with tabs for "CDRTEST", "Azerbaijan", "European Union (EU), ...", "Annual reporting on ...", and "Annual reporting on ...". A left sidebar contains a "Services" menu with links for ROD, Content Reg, Search, and Help, and a "Logged in as cryan" section with links for Logout and Manage. The main content area is titled "Add Hyperlink" and includes the instruction "Use the form to submit hyperlink to this delivery." The form consists of three input fields: "Title" (empty), "URL" (containing "http://"), and "Identifier" (empty, with "(optional)" to its right). Below the fields is an "Add hyperlink" button. At the bottom of the form, it states "Document last modified 2006/10/07. [Validate HTML.]". The browser's status bar at the bottom shows "Done".

- Insert the internet address where the plan/programme is published in the URL
- The Identifier field allows you to assign a new name in CDR to the internet address. A default will be created if you leave the Id field empty.
- You can use the Identifier to allocate the file name according to the recommended naming convention described earlier in this guidance document. Remember to include the file type extension (for example .htm) because the id must be unique.
- The Title field allows you to assign a description in CDR for the hyperlink in addition to the name.
- You can use the title to allocate descriptions according to the recommended description convention outlined earlier in this guidance document.

# Uploading a zip file ( do not use this option when uploading the zip files containing the set of documents for a plan/programme)



- Browse on your own system to select the zip file.
- Click on the “Add button”.
- The contents of your zip file will be unpacked automatically in the envelope.
- Mark the “Restricted from public view” check box if the files should not be visible to the public in CDR.
- Restricting files is not normal ReportNet practice so there should be a valid reason for taking this step.

# Completing your delivery

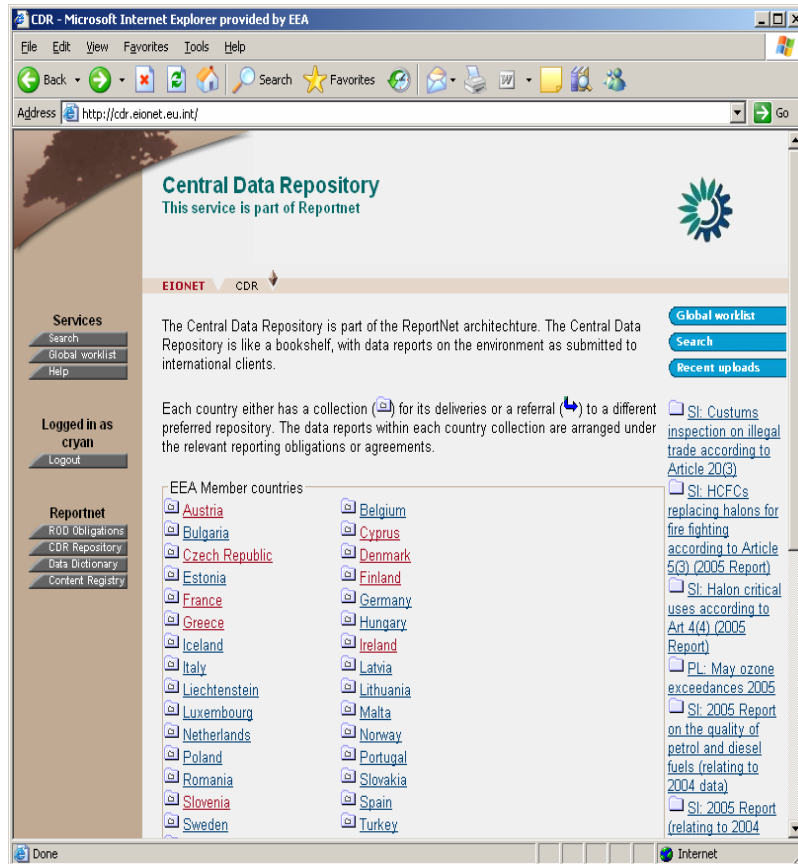
The screenshot shows the Central Data Repository (CDRTEST) web interface. The page title is "Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC)\_delivery". The user is logged in as "cryan". The page is in the "Draft delivery" state. It contains instructions for uploading files and releasing the envelope. A table lists the files currently in the envelope:

File Name	Description	Date	Size
<input type="checkbox"/> Quest_Decision_2004_224_EC_AZ_Xnas_V1.xls	National strategy for abatement of pollution from road transport	06 Oct 2005	102 KB
<input type="checkbox"/> Quest_Decision_2004_224_EC_AZ_Xnas_V1.zip	National strategy for abatement of pollution from agricultural practices	07 Oct 2005	345 KB
<input type="checkbox"/> Quest_Decision_2004_224_EC_AZ_Xnts_V1.xls	National strategy for abatement of pollution from road transport	06 Oct 2005	102 KB
<input type="checkbox"/> Quest_Decision_2004_224_EC_AZ_Xnts_V1.htm	National strategy for abatement of pollution from road transport	06 Oct 2005	

Buttons for file management (Rename, Cut, Copy, Paste, Delete) and envelope actions (Add file, Add hyperlink, Upload zipfile, Release envelope, Deactivate task) are visible.

- Click on the “**Release envelope**” button on the right of your screen only when you are satisfied all necessary files are in the envelope.
- The envelope is considered as ready for official submission when it is “released”. At this point the term “Draft” is removed.
- The envelope contents cannot be modified when the envelope has been released.

# Now your delivery can be processed (1)



- The delivery will be visible on the right side of the CDR front page when you release the envelope



# Now your delivery can be processed (2)

Results from dataflow search - Microsoft Internet Explorer provided by EEA

Address: http://cdr.eionet.eu.int/resultsdataflow?dataflow\_oris=http%3A%2F%2Fprod.eionet.eu.int%2Fobligations%2F3848years%3Aint%3Aic

Central Data Repository  
This service is part of Reportnet

EIONET CDR Results from dataflow ...

Results of dataflow search

Country	Title	Years	Obligation	Reported
Azerbaijan	<a href="#">GHG MM submission</a>	1990-2003	Greenhouse gas inventories	2005/06/27
Slovenia	<a href="#">GHG emissions (1986, 1990-2003) National Inventory Report</a>	1990-2003	Greenhouse gas inventories	2005/06/14
United Kingdom	<a href="#">EUMM_2005_Mar05</a>	2005	Greenhouse gas inventories	2005/06/09
Finland	<a href="#">Annual Greenhouse Gas Inventory Report to the UNFCCC for 1990-2003 by Finland under the Decision No 280/2004/EC</a>	1990-2003	Greenhouse gas inventories	2005/06/06
Austria	<a href="#">Resubmission 2 June 2005</a>	1990-2003	Greenhouse gas inventories projections and national programmes	2005/06/02
Netherlands	<a href="#">Re-submission CRF 2003 and LULUCF</a>	1990-2003	Greenhouse gas inventories	2005/05/30
Bulgaria	<a href="#">BG GHG Report 2003</a>	2003	GHG emissions and projections National programmes projections and	2005/05/26

- The delivery can be found by searching for Air Quality programmes and plans
- The Commission will be able to access your delivery immediately.

# Help is always available

- The EIONET helpdesk will provide advice and assistance to users making deliveries in CDR.
  - Contact helpdesk by email or by phone
  - [helpdesk@eionet.eu.int](mailto:helpdesk@eionet.eu.int)
  - Tel. +32 2 714 87 00
- Questions on the reporting process or this guidance document, contact Sheila Cryan at EEA
  - [Sheila.cryan@eea.eu.int](mailto:Sheila.cryan@eea.eu.int)
- Questions about the information to be reported, contact Andrej Kobe at DG ENV
  - [Andrej.Kobe@cec.eu.int](mailto:Andrej.Kobe@cec.eu.int)