Document **Annex 1: Reporting on the Floods Directive - a user manual**

Organisation **European Commission**

Directorate-General Environment

Versioning	Date	Action	Author
1.0	15/12/2018	Document generation	Alberto Telletxea
1.4	06/03/2019	Redesign of the reporting structure	Alberto Telletxea

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1   Introduction

This guideline document explains Reportnet (the European Environment Agency's electronic infrastructure) for data collection on:

1. Floods Directive - Units of Management and Competent Authorities - **http://rod.eionet.europa.eu/obligations/775**

2. Floods Directive - Preliminary Flood Risk Assessment and Areas of Potential Significant Flood Risk - **http://rod.eionet.europa.eu/obligations/776**

3. Floods Directive - Flood Hazard Maps and Flood Risk Maps **http://rod.eionet.europa.eu/obligations/777**

4. Floods Directive - Flood Risk Management Plans **http://rod.eionet.europa.eu/obligations/778**

And reporting information to the EU Commission in pursuance of the **F**loods **D**irective (2007/60/EC).

The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA). The guideline addresses the whole reporting process involving:

- Acquiring the reporting obligation from Reportnet,

- Downloading data definition, reporting templates and supporting documents,

- Uploading Floods Directive data on the Central Data Repository in Reportnet.

2   How to find the reporting obligation for FD on Reportnet (ROD)

ROD is the part of Reportnet where you can find the EEA's reporting obligations database. It contains records describing environmental reporting obligations that countries have towards international organisations.

This is the direct link to access to the details of the FD reporting obligations:

https://rod.eionet.europa.eu/instruments/630

Legislative instrument details: Floods Directive

Classification	15.10.10 General provisions and programmes
Legal name	Directive 2007/60/EC of the European Parliament and of the Council of 23 October 2007 on the assessment and management of flood risks
Short name	Floods Directive
CELEX reference	32007L0060
Identification number	2007/60/EC
Issued by	European Parliament and Council
URL to issuer	http://ec.europa.eu/environment/water/fl...
Parent legislative instrument	
Valid from	26/11/2007
Abstract	The purpose of this Directive is to establish a framework for the assessment and management of flood risks, aiming at the reduction of the adverse consequences for human health, the environment, cultural heritage and economic activity associated with floods in the Community.
	The Directive covers all types of floods, including fluvial, pluvial, coastal and groundwater floods as well as floods from artificial water-bearing infrastructure and may exclude floods from sewerage systems.

Reporting framework	
Reporting obligations	Floods Directive - Preliminary Flood Risk Assessment and Areas of Potential Significant Flood Risk [Article 4 & 5]
	Floods Directive - Flood Hazard Maps and Flood Risk Maps [Article 6]
	Floods Directive - Flood Risk Management Plans [Article 7, 8 & 10]
	Floods Directive - Units of Management and Competent Authorities [Article 3]
	Floods Directive - Units of Management and Competent Authorities
	Floods Directive - Preliminary Flood Risk Assessment and Areas of Potential Significant Flood Risk
	Floods Directive - Flood Hazard Maps and Flood Risk Maps
	Floods Directive - Flood Risk Management Plans
DG Env review of reporting theme	Water
Geographic scope	European Union

3 How to find data definition, reporting templates and supporting documents

In the reporting obligations help page "Floods Directive - 2019-2022 Reporting", http://cdr.eionet.europa.eu/help/Floods/Floods_2018/index.html, you will find:

- UML with the data specifications,

- Links to XML schemas;

- Access BD and Shapefile templates for data reporting

- Supporting documents:

  - Descriptive Reporting Guidance

  - Spatial Reporting Guidance

- Web tools for data transformation:

  - Conversion tool from Access to XML for the tabular data;

  - Conversion tool from Shape files to GML for the spatial data.

- Data quality assessment specifications for descriptive and spatial data.

4 How to deliver data under FD through Reportnet

Step 1: User accounts and access permissions

In order to report, an Eionet account with user name and password is required as well as the permission to upload the national delivery. Please request user accounts and access permissions for the person(s) responsible for uploading the files through your National Reporting coordinators for water directives (see http://www.eionet.europa.eu/ldap-roles/?role_id=extranet-wise-nfp). These National coordinators are registered and authorised to make the permission requests to the EIONET helpdesk (helpdesk@eionet.europa.eu).

Step 2: Enter the Central Data Repository, login to your folder and add an envelope

When preparing for the FD reporting, you first have to go to the respective FD country folder in EEA's Central Data Repository (CDR) by using your EIONET user name and password. Go to, http://cdr.eionet.europa.eu/*<your country two-digit ISO code>*/eu, and click on the FD reporting obligations you will report. These are the reporting obligations available at CDR:

- Floods Directive Flood Hazard Maps and Flood Risk Maps - 2020
- Floods Directive Flood Risk Management Plans - 2022
- Floods Directive Preliminary Flood Risk Assessment - 2019
- Floods Directive Units of Management and Competent Authorities - 2019

Your country folder will follow this path:

- Floods Directive Unit of Management and Competent Authorities - http://cdr.eionet.europa.eu/*<your country two-digit ISO code>*/ floods2019/uomca_2019/

- Floods Directive Preliminary flood risk assessment - http://cdr.eionet.europa.eu/*<your country two-digit ISO code>*/eu/floods2019/pfra_2019/

- Floods Directive Flood hazard and risk maps - http://cdr.eionet.europa.eu/*<your country two-digit ISO code>*/eu/floods2019/fhrm_2020/

- Floods Directive Flood Risk Management Plans - http://cdr.eionet.europa.eu/*<your country two-digit ISO code>*/eu/floods2019/frmp_2022/

Once you are on your country folder and under the reporting obligation of your interest:

a) Go to the specific pre-created folder/collection where you will upload your data or documents.

See in the graphs below the hierarchy of folders you will find in your country folder by the different reporting obligations. In blue the pre-created folders and in green the envelopes you should create where it is allowed to report data (e.g. XMLs-GMLs). In addition, we provide the sequence order of reporting under each reporting obligation by numbering the different folders.

If there is only one UoM in your country you are requested to still use this structure and upload the XML files other than National under "UOM + (name of the unit of management)" folder.
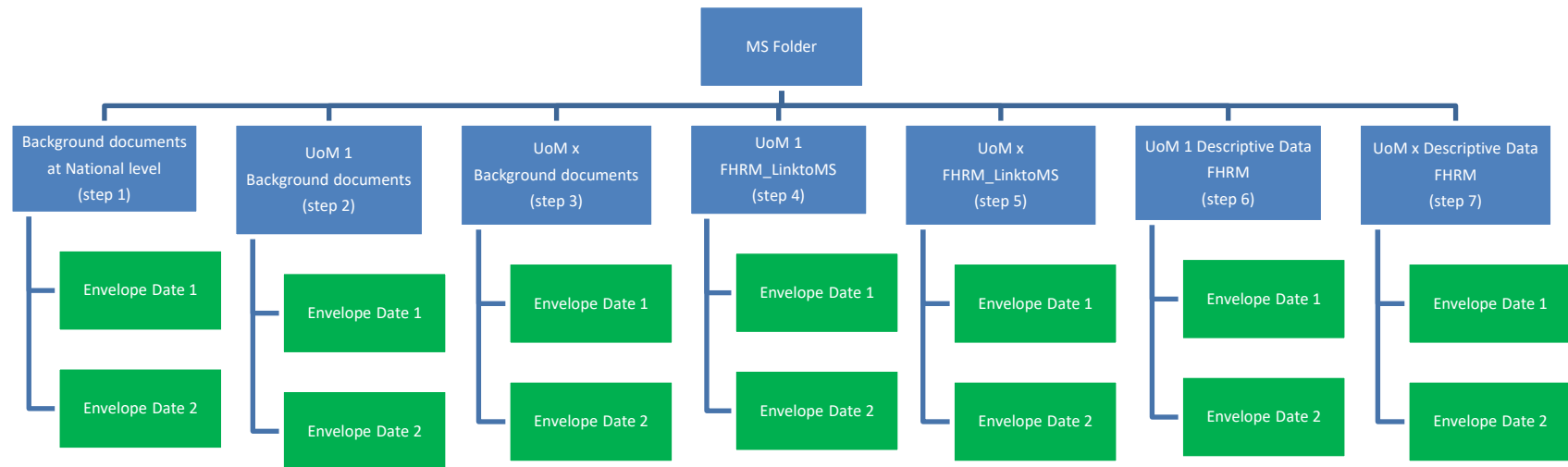
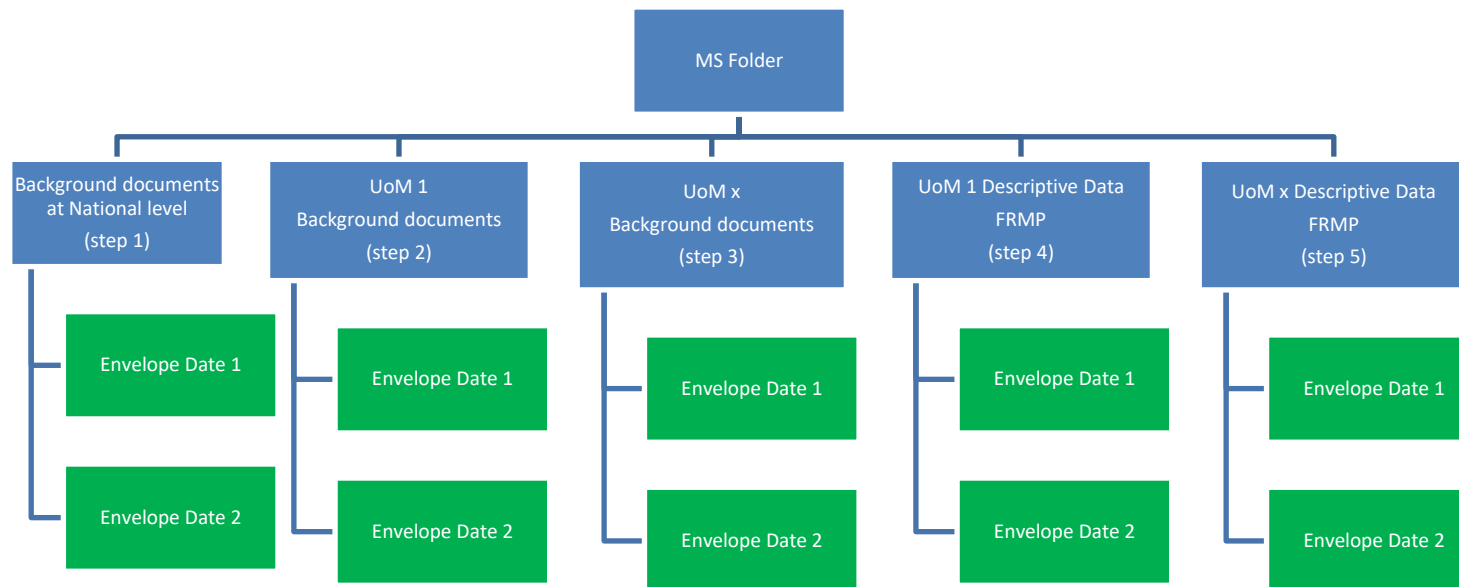**Floods Directive Units of Management and Competent Authorities - 2019**
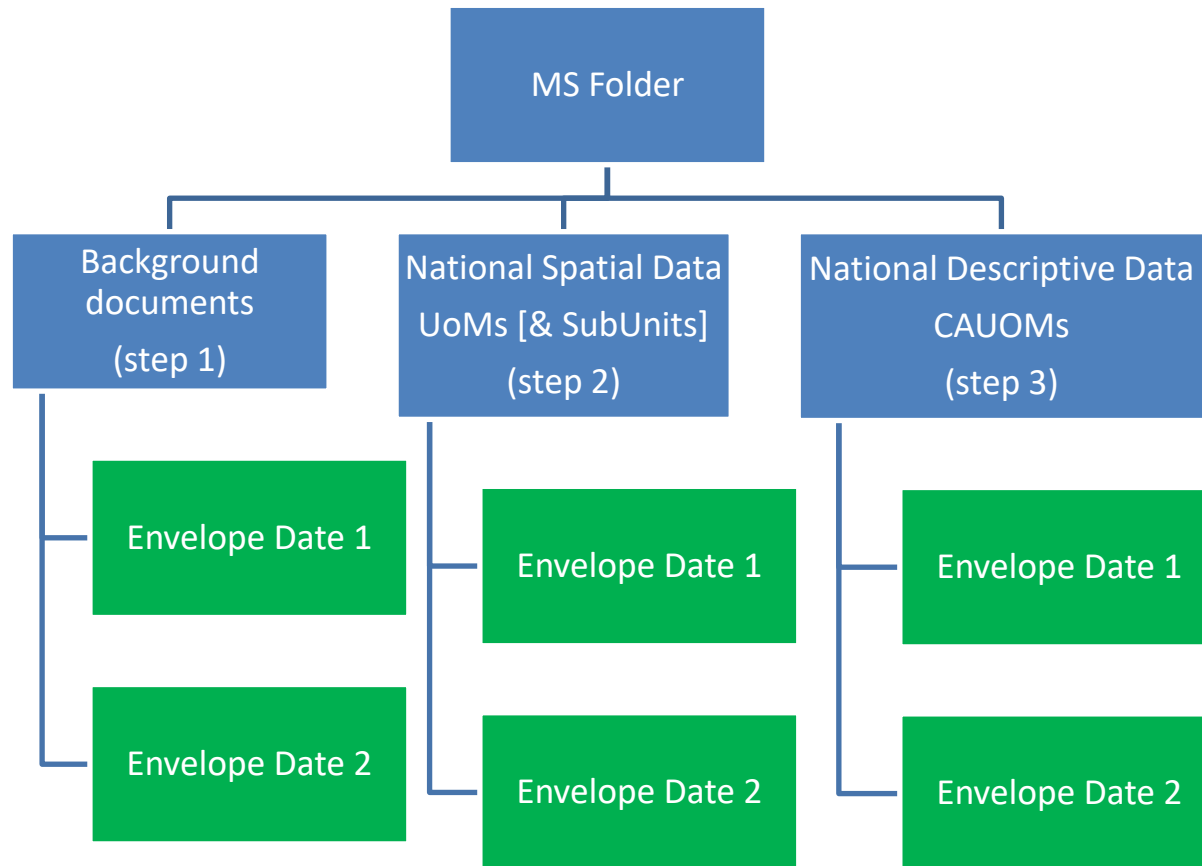
Floods Directive Preliminary Flood Risk Assessment - 2019
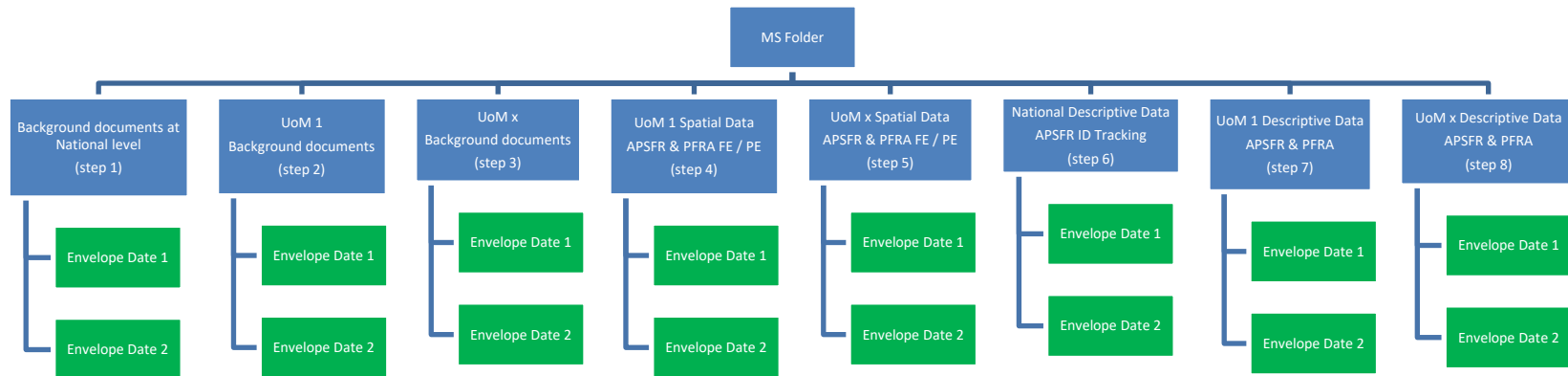
Floods Directive Flood Hazard Maps and Flood Risk Maps - 2020

Floods Directive Flood Risk Management Plans - 2022

b) Now add a new envelope, which will store all the data files or documents from a delivery. Add a title for the envelope based on the submission date, following this convention:

Title: *YYYYMMDD*

Envelope description and coverage note fields are optional.

New envelope

Add Envelope

Fill out the fields in this report profile and click *Add*. This will create an *envelope* into which you make the delivery.

Title	
Description	
Relating to which year	Whole Year ⬍ to
Coverage	Austria
Coverage note	
	Add

Step 3: Upload your WFD2016 data

a) Get to the folder level and open the new envelope you have created by clicking on its title. Activate the task, by clicking on the related button. Activating means that you have reserved the envelope for yourself to work on. Other users will not be able to modify it. Your new envelope is now in Draft status and files can be added.

Activate task

b) Upload your data from your own system using the "add file" option in the envelope. You can always interrupt your work and continue your contribution at a later time without losing data. You can also upload your data files in a single Zip file. The zip file upload makes it possible for you to add a large number of files in one upload. The zip file will be uploaded and unwrapped.

The naming convention to be used for the files (GML and XML) is the following:

NameOfSchema(DataSetType)_CountryCode(2 characters)_YYYY-MM-DD.xml/gml

Where *NameOfSchema(DataSetType)* is one of the following options:

GML schema names	XML schema names

GML_APSFR	APSFR
GML_PFRA_FutureEvents	APSFRIdTracking
GML_PFRA_PastEvents	CA_UOM
GML_SubUnits	FHRM
GML_UoM	PFRA
	FHRM_LinkToMS

Some examples:

APSFR_NL_2019-02-22.xml

GML_APSFR_*RO_2019-02-01.gml*

Note: In the Descriptive and Spatial Reporting Guidance is specified that the descriptive data needs to be uploaded as XML files and the spatial data as GML files. You can use the online conversion tools provided at http://cdr.eionet.europa.eu/help/Floods/Floods_2018/index.html to convert from Access to XML and Shape files to GML.

For the Access to XML tool you just need to upload the Access DB as MS Access format following the structure given at the CDR reporting page.

For the Shape to GML you need to upload a ZIP containing the different files required (.dbf, .prj, .sbn, .sbx, .shp, .shx)

See below captures of these existing tools.

Page updated on November 28th 2018

Access2XML: Conversion tool for the Floods Directive Access database

Use this tool to convert the **Floods Access database** to a XML file.

Note:

EEA Reportnet works best with Google Chrome (recommended) or Mozilla Firefox. **The use of Internet Explorer is not recommended.**

Instructions:

- Click the "Choose File" (or "Browse...") button to select the Access database you want to convert.
- Click the "Upload File" button to upload the Access Database (please be patient, some files may take a while to upload).
- Provide a valid e-mail address and click the "Execute" button.
- When the conversion is ready, the system will send you an e-mail, with a link to the converted file.
- You can then download the file.

inputpath [Seleccionar archivo] Ningún archivo seleccionado [Upload File]

In addition, please provide us a valid e-mail address. The system will deliver in your mailbox a link with the generated XMLs (zipped)

E-mail: [_____]

Step 4: Quality assessment of data files uploaded

Once the data files have been uploaded, they could be assessed based on the following quality assurance validations:

- Schema checks: these will be able to be executed just after the uploading of each data file.
- Within schema checks: these will be able to be executed just after the uploading of each data file.
- Cross schema checks: for these checks to run it is required to upload all the files in advance as the checks use data reported in different files.
- Statistics: these validations provide an overview of the data delivered in terms of counts of elements reported by each schema.

The description of these quality checks are included in an excel sheet "QA specifications" available in the CIRCA BC:

https://circabc.europa.eu/ui/group/9ab5926d-bed4-4322-9aa7-9964bbe8312d/library/8f57d424-8053-49b4-b388-9e340f984cd2?p=1&n=10&sort=modified_DESC

https://circabc.europa.eu/ui/group/9ab5926d-bed4-4322-9aa7-9964bbe8312d/library/d53c5fbf-c0cd-4d08-be95-6e6111de2c84?p=1&n=10&sort=modified_DESC

You can either self-test all the QA validations for all your data files by clicking "Run automatic QA"; this will take a few minutes.

Run automatic QA

Or you can also run the quality assessment at data file level by clicking the "Run QA #1" and "Run QA #2". "Run QA #1" bottom will run the schema check and "Run QA #2" bottom will run the within schema checks. See a capture below.

Corresponding error reports will be displayed at the envelope level. Errors identified as "blockers" will not allow you to run successfully the next step, which is the release of the envelope. Blockers are obtained when the data files delivered have missing or erroneous elements that may corrupt the integrity of the European database or undermine the consistency of the reported data.

The analysis of the errors will allow you to update your files as necessary and run the QA again until there are no blocking errors (see Step 6b below). In the next step, which is the release of the envelope, all the quality assessments will be run automatically again for all of the data files finally uploaded. The statistics of the data delivered will also be generated.

It is strongly advised to run all the QA routines first and to try to release the envelopes only when all blocking errors have been solved.

Step 5: Releasing the envelope

a) Once you are satisfied with the data files delivered and no blocking errors have been found in the quality checks, complete your delivery by clicking on the release envelope button.

The purpose of release is to signal that the data have been delivered and will automatically deactivate the envelope for further processing by the Commission and the EEA representatives.

b) Once you click on "Release envelope", the quality assessment rules are run automatically for all the data files uploaded.

Only envelopes with NO blockers will able to be released. In this automatic quality assessment are considered blockers:

✓ Missing or erroneous elements that may corrupt the integrity of the European database or undermine the consistency of the reported data (mentioned above).

✓ An incomplete envelope. All the required data files need to be delivered in each envelope. For the XML and GML data files list please refer above in Step 2 of this section where is defined which files should be uploaded into each folder/envelope.

To have an overview of the quality assessment results please go to the "Data Quality" tab of the envelope, see below a captures of a QA a test sample.

| Overview | Draft delivery | Edit properties | History | Data quality |

Results of automatic data quality checks

This page displays summary information from all automatic data quality checks for this envelope. If you want to see more detailed results, just follow the "Show more.." links to the individual feedback items.

GWB.xml

- **ERROR**: 4 errors found Show more...
- **BLOCKER: The file does not conform to the data model defined in the XML Schema and blocks your submission. The XML Schema data model specifies the element names, document structure and data types.** Show more...

GWMET.xml

- **ERROR**: 1 error found Show more...
- **BLOCKER: The file does not conform to the data model defined in the XML Schema and blocks your submission. The XML Schema data model specifies the element names, document structure and data types.** Show more...

Monitoring.xml

- **ERROR**: 4 errors found Show more...
- **BLOCKER: The file does not conform to the data model defined in the XML Schema and blocks your submission. The XML Schema data model specifies the element names, document structure and data types.** Show more...

By clicking on "Show more…" you will see the details of each QA messages.

Feedback: AutomaticQA result for file Monitoring.xml: XML Schema validation | Back to envelope |

Subject:	AutomaticQA result for file Monitoring.xml: XML Schema validation
Posted automatically on:	25 Sep 2015 07:44
Task:	Automatic quality assessment
Referred file:	Monitoring.xml

XML Schema validation

`BLOCKER` The file does not conform to the data model defined in the XML Schema and blocks your submission. The XML Schema data model specifies the element names, document structure and data types.

The file was validated against http://dd.eionet.europa.eu/schemas/WFD2016/Monitoring_2016.xsd

The following table lists the contradictions in document structure, elements using wrong data types or missing mandatory values.

Type	Position	Error message
ERROR	Line: 2, Col: 374	Cannot find the declaration of element 'Monitoring'.

Step 6a: Automatic release of the envelope

If there are no blocking errors, the envelope will be released successfully and a confirmation of receipt according will be automatically provided. Only files in released envelopes are considered to be officially delivered. A copy of this confirmation of receipt should be delivered to the Commission through the respective Permanent Representation in order to formalise the reporting obligation.

Step 6b: Replace file(s) of causing blockers

In case of blocking errors the envelope will not be released and will remain in draft, you will need to replace the files that provide blocking errors and release the envelope again.

Step 7: Close envelope

Finally, the envelope released will be automatically closed.

The data will be subject to further processing and assessment. In case any serious quality issue is discovered during that further processing, the data reporter will be requested to resubmit data. In this case, the data reporter will be notified through the Reportnet-CDR using a standard message.

In order to receive the notification of the actions automatically by email, **it is strongly recommended that the data reporter be subscribed to the CDR notifications in Reportnet**.

In case resubmission, a new envelope will need to be created and all required files in that envelope will need to be uploaded again, even if only some of the files have been updated. Partial submissions in envelopes are not allowed. In addition, only full XML or GML files are accepted.

5   Help desk and support

For support on the reporting activities and issues that may arise in the process, MS can use the following helpdesk support e-mail:

floods.helpdesk@eionet.europa.eu