

How to use Reportnet for reporting under the article 17 of the Urban Waste Water Treatment Directive (91/271/EEC)

(Version 15 December 2017)

Technical document: How to use Reportnet for reporting under the Article 17 of the UWWTD

Contents

Intro	duction 3
1.	How to find the reporting obligation for UWWTD on Reportnet (ROD) 4
2. docı	How to find and download data definition, templates and supporting ments
3.	How to compile tabular data for UWWTD reporting5
4.	Quality checking of the data7
5. Repo	How to deliver data under the Article 17 of the UWWTD through ortnet
6.	Confirmation of receipt13
7.	Help desk and support13

Introduction

These guidelines explain how to use Reportnet (the European Environment Agency's electronic infrastructure for data collection) for finding information and reporting information to the European Commission in pursuance of the Article 17 of the Urban Waste Water Treatment Directive (91/271/EEC). The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).

The guidelines addresses the whole reporting process involving:

- acquiring the reporting obligation from Reportnet,
- downloading data definition, reporting templates and supporting documents
- data compilation using xml schema or xls template
- uploading dataset on the Central Data Repository in Reportnet
- quality analysis of reported data
- confirmation of receipt

1. How to find the reporting obligation for UWWTD 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.



EEA		Elogin a 🖃 Acronyn
EIONET Reporting Obligations SERVICES REPORTINET	Database (ROD)	25)
You are here: Eionet » ROD » EEA - Re	eporting Obligations Database	
 Home Countries/territories Obligations 	What is ROD? ROD is the EEA's reporting oblig	ations database. It contains records describing environmental reporting obligations
Subscribe	that countries have towards inter applications and processes deve	national organisations. ROD is part of Reportnet. Reportnet is group of web loped by the EEA to support international environmental reporting.
» Legal instruments	What are reporting oblig	gations?
» Core data flows	initiat allo reporting own;	gunono i
 » EEA data flows » Database statistics » Advanced search 	Reporting obligations are require such as the EEA or international information flows.	ments to provide information agreed between countries and internatic all bodies conventions. Reporting obligations provide the basis for most environmental
	What does ROD cover?	
	ROD includes all environmental in European marine conventions, E the status of the contents and the Show, eporting obligations	reporting obligations that EEA member countries have uwards DG environment, urostat, OECD, UN, UNECE, as well as the EEA its r. To learn more about ROD, e intended users, please check out the <u>general hele</u> section.
	Country or territory	Any country or territory
	Issue	Water
	Organisation	Commission - European Commission
		Include terminated obligations
	Search ROD website:	60

Fig. 1 searching in ROD

2. How to find and download data definition, templates and supporting documents

In the reporting obligation, Reporting obligation for: Urban Waste Water Treatment Directive - National Implementation Programme (Art. 17) " you will find links to xml schema, data specification and supporting documents, which are available on EEA Eionet Central Data Repository General help website, under the section "Urban Waste Water Treatment Directive"



The list of documents relevant for the reporting under the Article 17 of the UWWTD includes the following:

- Data dictionary and codification of parameters for Article 17 reporting
- Microsoft Excel Template for Article 17 reporting
- Xml schema for Article 17 reporting
- List of automatic quality checks for Article 17 reporting

3. How to compile tabular data for UWWTD reporting

In the 2017 reporting exercise, Member States are asked to provide UWWTD tabular data in predefined templates.

The data requested should be derived from existing national and/or regional information systems within each Member State and the information and data needed to assess the compliance status for agglomerations and treatment plants under Article 15 reporting.

Member States are asked to provide the information on the status and on the forecasts for implementation of the UWWTD, in particular:

- 1. information on individual agglomerations and urban waste water treatment plants which have to become compliant, and
- 2. aggregated socio-economic information at national level

No information will be requested for agglomerations or treatment plants which are considered compliant, and for which there are no reasons to conclude that this situation would change within the next two years.

If the reference year used for the article 17 reporting is more recent that this used for article 15 reporting, it could be possible to have new, not compliant situations because of a better knowledge of the situation. In the same situation, it is also possible to have fewer, not compliant agglomerations than those identified under article 15 because the work has been achieved between the two reference years.

If no compliance assessment is yet possible (because the deadline in the Accession Treaties is not yet expired), detailed information showing the status of implementation already achieved or expected should be provided.

Aggregated socio-economic information at national level is requested to all MS, including those that reach very high compliance levels. This information will allow assessing the approach applied by Member States to address the identified problems and the actions needed to keep their achievements (e.g. maintenance/renewal etc).

In addition, Member States have the possibility, to provide additional information beyond the requirement of the Directive.

Reference year for 2017 reporting exercise:	 The information reported under Art. 17 must be consistent with the reference year used in reporting under the Art. 15. If the reference year used for the Art. 17 reporting is more recent that that used for Art. 15 reporting, it could be possible to have new, not compliant situations because of a better knowledge of the situation. 	
--	--	--

Member States have two options to create the requested UWWTD xml-files from tabular data and upload them into the CDR: The first option is to use Microsoft excel template. The other option consists of direct export of xml file from national databases.

🐹 🛃 🍠 🕶 (🗎 🗸 🗐	UWW	/TDArt17.xls [režim ko	mpatibility] - Microsoft Excel		– 🗆 X
Soubor Domů Vložení	Rozloženi v ánky	Vzorce Data R	evize Zobrazení Vývojář	Duplňky Disk God	ogle 🛆 🕜 🗆 🗟 🕮
🗎 🖌 Arial 🔹 1	2 🔹 🚍 🚍		Podrači i svinatování v	¦atra Vložit ≁ Σ	· 🛵 🏔
	A* A* ≣ ≣ ∃	🔤 - 🕎 - % 000	👿 Formátovat jako tabulku 🔻	ች Odstranit 👻 退	Seřadit a Najít a
* 💞 🔛 * 🖄 * 🔺	· 👎 🖶 🗞	,00, 0, ,00 →,0	📑 Styly buňky 🔻	🗒 Formát 👻 🖉	* filtrovat * vybrat *
Schránka 🗟 Písmo	🗟 🛛 Zarovnání	🖫 Číslo 🗔	i Styly	Buňky	Úpravy
A1 •	<i>f</i> _≭ flarepCo	de			~
A	В	С	D	E	A
1 flarepCode	aggCode	aggName	flaggStatus	flaggReasons	flagg
2					
3					
4					
5					
FLAContact FLAA	Agglomerations / Fl	AUWWTPs / FLAIn	vestments 🖉 🖣 💷		•
Fig 2 Microsoft an	col tomplat	0			

Fig 2. Microsoft excel template

Please note!

t is necessary to upload tabular data in correct format on CDR, otherwise the automatic quality control (QC) procedures will not be carried out after the data upload and the data provider will not receive feedback! Compliance assessment will use only the datasets uploaded in CDR which have passed the automatic QC.

• Option 1: Creation of xml files by using Microsoft excel template

Use the Microsoft excel template available on the CDR. The structure of the template follows the data dictionary. Complete the xls template with your data. Then, to convert your files to xml, send your data in the xls template to your country envelope on CDR, where it will be converted automatically.

Please note that it is no longer possible to use the webtool (as was available for previous reporting exercises) as the data structure has been changed.

• Option 2: Creation of xml files directly from the national databases

If the Member State has a national water information system and/ or a central database on UWWTD data, the Member State can compile the data directly into the required xml-format. XML-schemas are available on EEA Eionet Central Data Repository General help. The generated xml-format can then be uploaded to the CDR.

4. Quality checking of the data

The overall quality checking process consists of three steps as shown in the schema below:

- Data compilation quality check (internal)
- Reportnet automatic quality control on CDR (UWWTD Art.17 QAQC queries)
- Additional checks after data submission



5. How to deliver data under the Article 17 of the UWWTD through Reportnet

Step 1: User accounts and access permissions

Only authorized national reporters with an Eionet account, user name and password are able to upload the national delivery. The national reporters are designated by the national focal points (NFPs) and are listed in the list of "Authorised WISE data providers for UWWTD". Please inform ETC ICM (uwwtd.helpdesk@eionet.europa.eu) in case of changes in nomination of national reporters.

Step 2: Enter the Central Data Repository, login to your country folder and create an envelope under Urban Waste Water Treatment Directive 91/271/EEC - National Implementation Programme

When preparing for the Urban Waste Water Treatment Directive (UWWTD) delivery, you first have to go to the respective UWWTD folder in EEA's Central Data Repository, see the links in table 1 below.

Country	current URL
AT	http://cdr.eionet.europa.eu/at/eu/uwwt17/
BE	http://cdr.eionet.europa.eu/be/eu/uwwt17/
BG	http://cdr.eionet.europa.eu/bg/eu/uwwt17/
CY	http://cdr.eionet.europa.eu/cy/eu/uwwt17/
CZ	http://cdr.eionet.europa.eu/cz/eu/uwwt17/
DE	http://cdr.eionet.europa.eu/de/eu/uwwt17/
DK	http://cdr.eionet.europa.eu/dk/eu/uwwt17/
EE	http://cdr.eionet.europa.eu/ee/eu/uwwt17/
ES	http://cdr.eionet.europa.eu/es/eu/uwwt17/
FI	http://cdr.eionet.europa.eu/fi/eu/uwwt17/
FR	http://cdr.eionet.europa.eu/fr/eu/uwwt17/
GR	http://cdr.eionet.europa.eu/gr/eu/uwwt17/
HR	http://cdr.eionet.europa.eu/hr/eu/uwwt17/
HU	http://cdr.eionet.europa.eu/hu/eu/uwwt17/
IE	http://cdr.eionet.europa.eu/ie/eu/uwwt17/
IT	http://cdr.eionet.europa.eu/it/eu/uwwt17/
LT	http://cdr.eionet.europa.eu/lt/eu/uwwt17/
LV	http://cdr.eionet.europa.eu/lv/eu/uwwt17/
LU	http://cdr.eionet.europa.eu/lu/eu/uwwt17/
MT	http://cdr.eionet.europa.eu/mt/eu/uwwt17/
NL	http://cdr.eionet.europa.eu/nl/eu/uwwt17/
PL	http://cdr.eionet.europa.eu/pl/eu/uwwt17/
PT	http://cdr.eionet.europa.eu/pt/eu/uwwt17/
RO	http://cdr.eionet.europa.eu/ro/eu/uwwt17/
SE	http://cdr.eionet.europa.eu/se/eu/colsubdqw/
SI	http://cdr.eionet.europa.eu/si/eu/uwwt17/
SK	http://cdr.eionet.europa.eu/sk/eu/uwwt17/
UK	http://cdr.eionet.europa.eu/gb/eu/uwwt17/
NO	http://cdr.eionet.europa.eu/no/eu/colp0r2w/coltwoiug/

 Table 1: Member State URL to UWWTD Article 17 folder in EEA Central Data

 Repository



Fig.3 Eionet CDR login

a) Log into the UWWTD folder of your country by using your Eionet user name and password

b) Now create a new envelope into which your data will be uploaded. Add a meaningful title for the envelope (proposed title for the envelope is "UWWTD Implementation Programme YYYY"). YYYY stands for the reference year used in the report. Please note that the reference year should be indicated in the envelope heading. Envelope description and coverage note fields are optional.

c) Open the new envelope by clicking on its title.

d) 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.

Step 3: Upload your UWWTD data and make it available

Upload your Article 17 dataset from your own system using the "Upload delivery" option. The uploading menu provides you with a check box to restrict a file from public access should this be necessary. Files with access restriction can only be downloaded by privileged users. Please provide your data in correct up-to-date xls template. The data will be automatically converted to XML format.

Upload delivery

Run automatic QA

Step 4: Testing your data after uploading on CDR

Clicking the "Run automatic QA" allows you to run a syntax check and reference check of the uploaded file. Corresponding error reports will be displayed.

The errors are classified into four groups: blocker/error/warning/ information.

- **Blocker** serious issues, the envelope cannot be released
- **Error** the envelope may be released but some explanation is required. Please note, errors should be avoided. You should upload a file with errors only under exceptional circumstances.
- Warning less serious issues, does not prevent release of an envelope.
- Information minor issues, does not prevent release of an envelope.

If blockers or errors were identified by the QC, please correct your dataset, activate the task in your envelope once more, delete current datafiles containing blocker/errors and re-upload the whole delivery. Then run the full QC again. A related message is given in the status field of the envelope overview tab or under the "data quality" section (fig. 4-6).

Services	Overview 1	Edit properties Histo	Data quality		
Search	test_MF				Zip envelope
Notifications	Description				Activate task
Help	Obligations	Urban Waste Water Tre	reatment Directive - Implementation		
Manage	Period	2017 - Not applicable			
Account Services	Coverage	Greece			
have	Reported	08 Nov 2017 11:17			
lost my password → Note	Status	Task(s) waiting to be as confirmation of receipt to to draft in order to add/	assigned: Activate task: Redeliver t has been posted automatically. Yo tremove files.)	r or finish (The envelope is release or can now finish your delivery or g	ed. A jo back
Subscribe to receive notifications if you w	ant 🔿 Note				
to stay updated aborevents in this site.	ut If you data	a want to stay updated at low(s).	about events in this envelope Subs	cribe to receive notifications for this	s count , and the current
	- Files in this	envelope			
	1 📆 GR3	excel2XmlConversion xr	08 Nov 2017 2.77 MB		
	-Feedback fr	or this envelope			
	O [BLO	CKEPI Auto	AND INC. OR ADDRESS OF ADDRESS	clop xml: UWWTD 15 test with	DD schema URL (Posted
		natically on 08 Nov 2017	η		20
	[BLO	CKER] AutomaticQA res	sult for, UWWTD Envelope QA (Po	sted automatically h 06 Nov 2017	7)
	O COM	tomer Poste	red automatically on DS Nov 2017		

Fig. 4 automatic QA result

SERVICES	REPORTNET	TOOLS	TOPICS (ETCS)	
You are here: Elon	et» CORTEST» Gr	eece = Earopean Uni	on (EU), obligations - Urban Wasts Water Treatment Directive 91:271/EEC - Implementation - tes	at_MF = AutomaticQA result for UVWYTD Envelope QA
Services		Feedback:	AutomaticQA result for: UWWTD Envelope QA	Back to envelope
- Search				
 Notification 	15		Subject: AutomaticQA result for: UWWTD Ep. dope QA	
- Manage		Posted auton	natically on: 08 Nov 2017 11:18	
Account Sa	ndeer		Task: Automatic quality assesser of	
I have	TVICES	Att	ached files: ga-outp (idoanioad)	
 lost my par 	ssword	Feed	back status: BLOCKER	
→ Note		Feedbac	k message: The quality checks found blocking errors.	
Subscribe to notifications (to stay updat events in this	receive f you want ed about site	Feedback too k	irge for inline display, <u>see attachment</u> . nvelope	
		1 😭 <u>GR3_</u>	excel2XmlConversion xml 08 Nov 2017 2.77 MB	
		Feedback for	this envelope	
		(BLOC autom	CKER] AutomaticQA result for file GR3_excel2XmiConversion xmi: UVWVTD atically on 08 Nov 2017)	Art 15 test with DD schema URL (Posted
		O IBLOO	KERI AutomaticQA result for: UWWTD Envelope QA (Posted automatically	on 08 Nov 2017)
		O Confi	mation of receipt (Posted automatically on 08 Nov 2017)	201224231203262

Fig. 5 automatic QA result

The following tests were performed against the file

- Table UWWTD Art 17 / FLAAgglomerations BIOCKER
 Table UWWTD Art 17 / FLAContact OX
 Table UWWTD Art 17 / FLAInvestments BIOCKER
 Table UWWTD Art 17 / FLAUWWTPs OX

The following tests were performed against the table: UWWTD Art 17 / FLAAgglomerations

1. Conditional mandatory values test - BLOCKER 2. Data types test - OK
 3. Time reference period test - BLOCKER
 4. Codelist values test - OK 5. Duplicity test - 💽 Contendence of the set of th 10. Agglomerations codes consistency test -11. History - Expected Completion Date consistency test - 03 1. Conditional mandatory values test

Tested the presence of mandatory values - flarepCode, aggCode, aggName, flaggStatus, flaggReasons, flaggMeasures, flaggExpecDateStart, flaggExpecDateStartWork, flaggExpecDateCompletion, flaggInv BLOCKER - some mandatory values are missing

5 records detected

Fig. 6 automatic QA result

It is not possible to release the envelope as long as there are "blockers" identified by the QC. Note that you will be able to upload data with less serious errors flagged by the automatic QC, however in such cases it is likely you will be contacted by the ETC and asked for clarifications.

Step 5: releasing the envelope

Once you are satisfied that you have uploaded the correct file(s), QA process was executed, no blockers (and if possible no errors) are found, complete your delivery by releasing the envelope. First click the button "Activate task" and then "Release envelope" The purpose of release is to signal that the data have been delivered. Your dataset is now publicly available in the Reportnet Central Data Repository (CDR) unless you have applied access restrictions as explained above.

Activate task	
Release envelope	

Technical document: How to use Reportnet for reporting under the Article 17 of the UWWTD

Once the envelope is released, it is marked as an official delivery and the specific file cannot be further changed by the reporter. The status of the delivery will be "Task(s) waiting to be assigned: Final feedback" until the delivery has been inspected and accepted by the data manager at ETC or EEA.

The final feedback is provided by the ETC/EEA data manager (who now has the rights to activate the envelope). Once the data manager has inspected the delivery, the status changes to "Envelope is complete". If the data manager has technically rejected the delivery due to errors or incompleteness, reporters will be contacted and asked for clarifications. The data will need to be corrected by reporter and submitted under new envelope as described above (Steps 3-5). If the data manager has technically accepted the delivery, no further actions are necessary.

Once the status has been changed to "Envelope is complete", the delivery will be marked as an official delivery and the specific file cannot be changed; data updates, corrections and re-submissions can be delivered via separate envelope which enables clear and automated tracking of delivery versions in the database.

6. Confirmation of receipt

An acknowledgment of receipt is generated when an envelope has been released and completed. This confirmation document is available in the feedback section of the CDR envelope and a notification will be forwarded to the subscribers.

7. Help desk and support

