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

(Version 15 December 2017)

Contents

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.

Finding UWWTD reporting obligations

- Go to http://rod.eionet.europa.eu/index.html
- Select issue: Water
- Select Organisation: Comission – European Comission
- Click on GO icon
- Scroll to find „Reporting obligation for: Urban Waste Water Treatment Directive - National Implementation Programme (Art. 17)
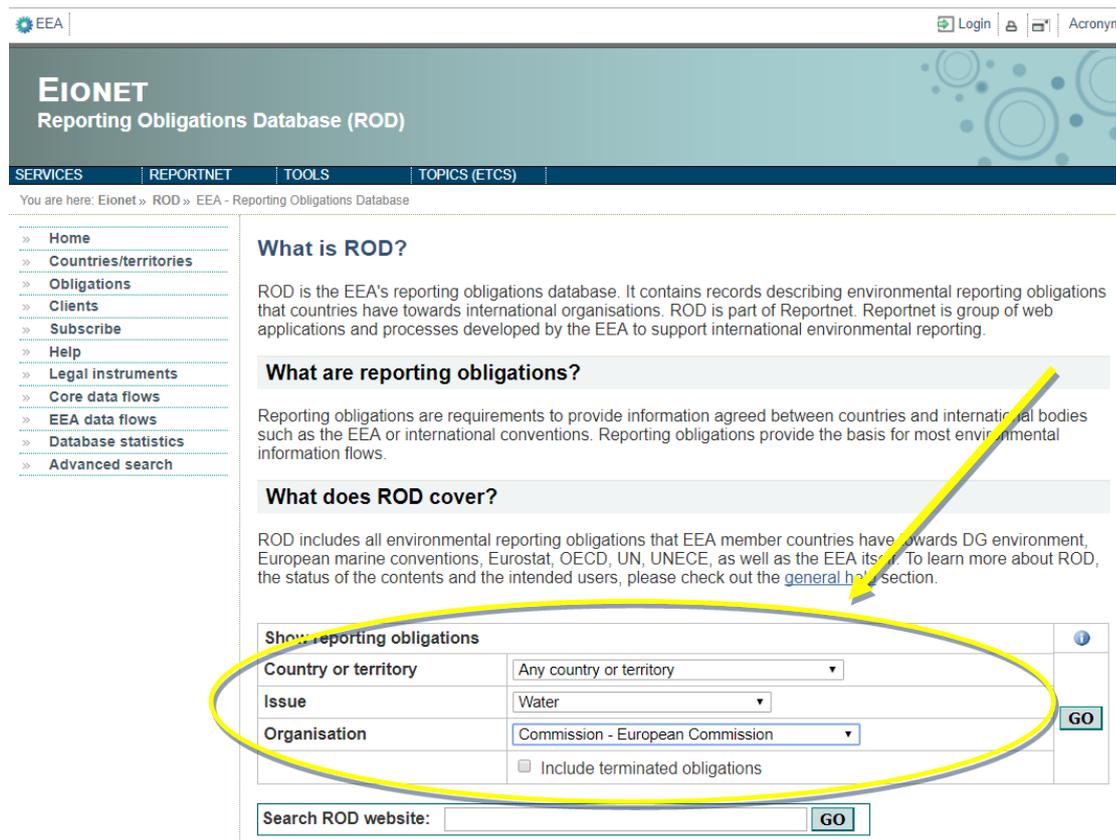
Fig. 1 searching in ROD

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"

Direct link to UWWTD Art 17 reporting guidelines

http://cdr.eionet.europa.eu/help/UWWTD/UWWTD_524
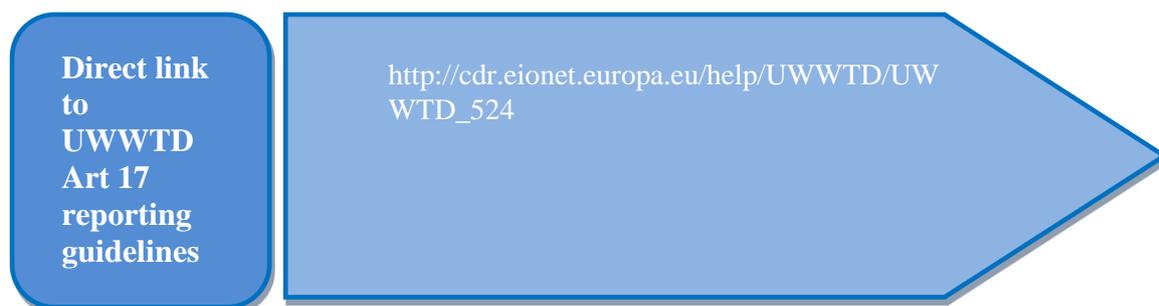
The list of documents relevant for the reporting under the Article 17 of the UWWTD includes the following:

- 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.
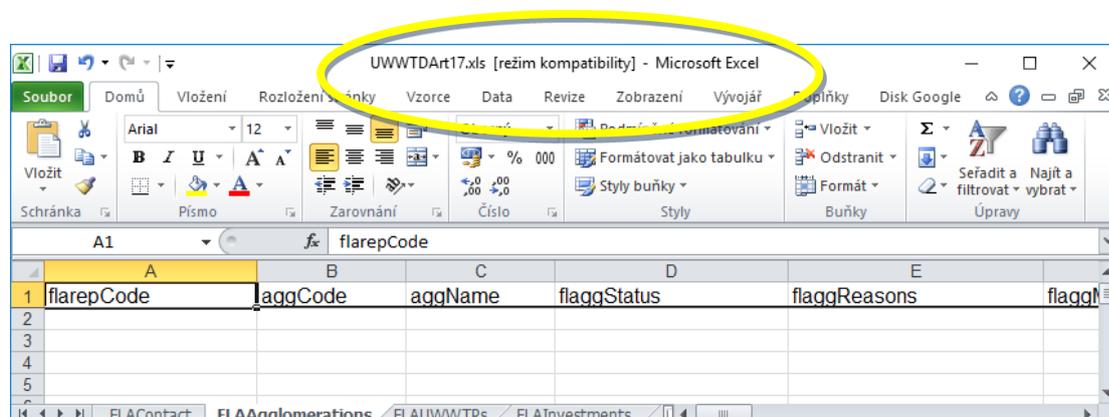
Fig 2. Microsoft excel template

Please note!

It 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

| MS Internal QC | • Data compilation into the Microsoft excel templates/xml |
| | • Internal data checks |

| CDR QC | • Reportnet automatic quality control on CDR after data upload |

| Additional QC | • Consistency between Art. 17 and Art.15 data |
| | • Review of the datasets |
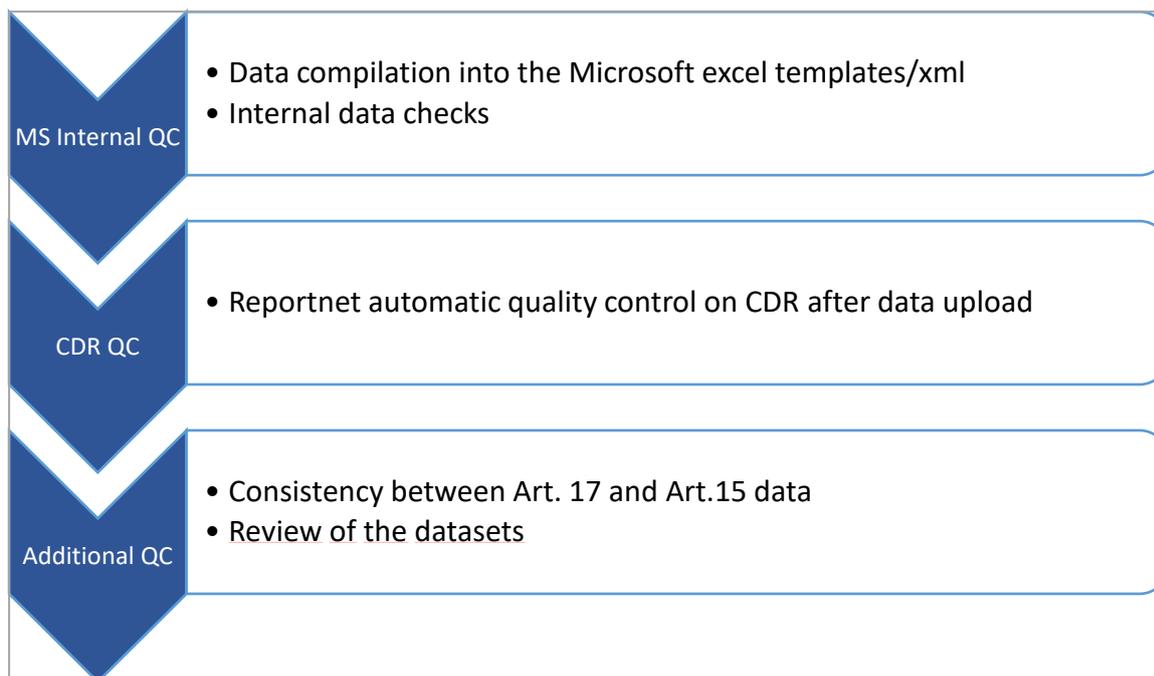
5. How to deliver data under the Article 17 of the UWWTD through Reportnet

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.

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

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/coltwoiuq/
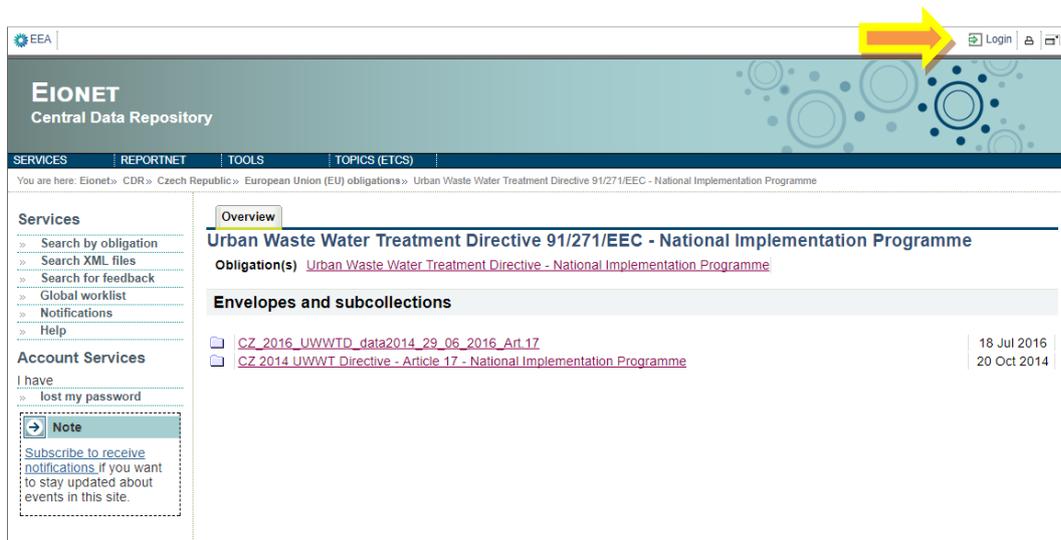
Fig.3 Eionet CDR login

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.

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.

> Run automatic QA

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).

Fig. 4 automatic QA result
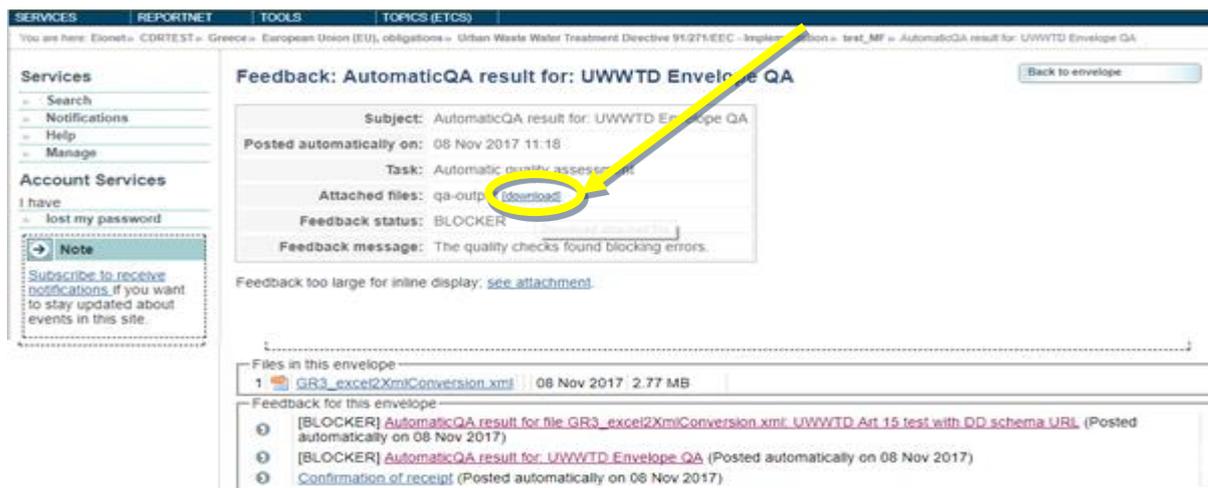
Fig. 5 automatic QA result

The following tests were performed against the file

- Table UWWTD Art 17 / FLAAgglomerations - BLOCKER
- Table UWWTD Art 17 / FLAContact - OK
- Table UWWTD Art 17 / FLAInvestments - BLOCKER
- Table UWWTD Art 17 / FLAUWWTPs - OK

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 - OK
- 6. Date correctness test - OK
- 7. Investments cost test - ERROR
- 8. Expected generated load value test -
- 9. Load collected and load addressed via IAS values test - OK
- 10. Agglomerations codes consistency test -
- 11. History - Expected Completion Date consistency test - OK

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.

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
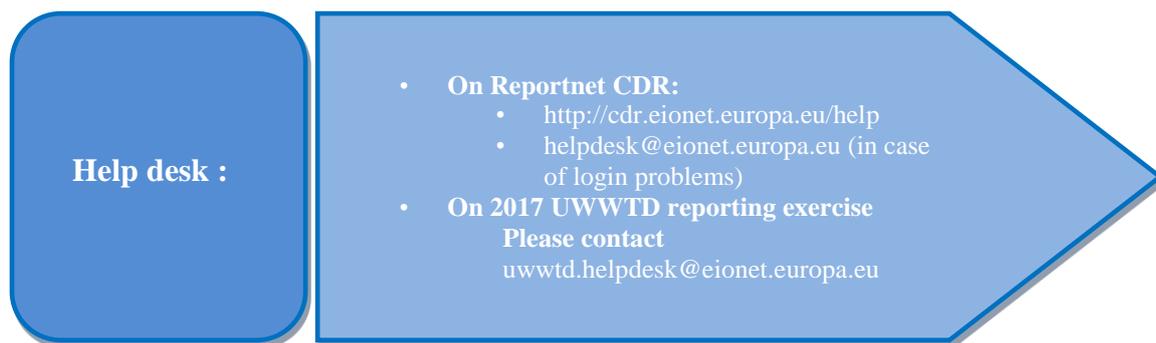
Help desk :

- **On Reportnet CDR:**
  - http://cdr.eionet.europa.eu/help
  - helpdesk@eionet.europa.eu (in case of login problems)
- **On 2017 UWWTD reporting exercise**
  Please contact
  uwwtd.helpdesk@eionet.europa.eu