ReportNet Folder Management for WFD Reporting 2010 (v2010-02-10)

For submission of schemas, shape files and other documents envelopes need to be created in ReportNet. As the reporting comprises potentially hundreds of files then good envelope organisation within ReportNet is recommended.

Only designated reporters can set up envelopes and upload files.

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> Naming convention key:
>
> - Country code (ISO code)
> - River Basin District MS code (EURBDCode)
> - Schema (SWB/GWB/PA/SWMethods/GWMethods/RBMP_POM/SWST/GWST/MON)
> - Feature set name - as an acronym (GWB/SWB/PA/RBD/SU) – *shapefiles only*
> - Abbreviation or file numbering – SWBs, GWBs and Protected Areas can be delivered in more files if convenient. If this is the case, an abbreviation should be used using the tables 7.2.6.2.1, 7.2.6.3, 7.2.6.4 on page 30 of the spatial reporting guidance – *shapefiles only*
> - of the provided feature set name type should be included
> - Date: this should be the date of data submission (Upload date) – YYYYMMDD

1. Enter the Central Data Repository (CDR) by going to http://cdr.eionet.europa.eu

2. Click on the country for which you want to make the delivery

3. Go to: 'European Union (EU), obligations' -> 'Water Framework Directive: River Basin Management Plans'

4. Under the reporting obligation, subcollections have been pre-created for 'National level' and for each River Basin District. *If the River Basin Districts differ from what will be reported, please contact helpdeskWFD@atkinsglobal.com to have the folders updated.*

5. Go into the 'National level' collection. Only the schema RBDSUCA and its associated shapefile are reported at national level.

> 5a. Create an envelope called 'March 22 2010'
>
> 5b. Upload the RBDSUCA schema
>
> > Naming convention: **[country code]_RBDSUCA_[dateYYYYMMDD].xml**
>
> 5c. Upload the RBDSUCA/SU spatial dataset. Have the shapefile with metadata zipped locally and use the 'Upload zipfile' button which unpacks the zip in the envelope.
>
> > Naming convention: **[country code]_RBDSU_[dateYYYYMMDD].shp**

6. The remaining schemas and spatial information are reported at RBD level. Go into the subcollection for the RBD to be reported.

> 6a. Create an envelope called 'Copy of RBMP, POM and background documents'
>
> 6b. Upload all the pdf or doc files of the river basin management plans and programmes of measures, including international roof reports as appropriate (see agreement at Water Directors meeting in Paris). The files can be zipped locally and uploaded using the 'Upload zipfile' button which will unpack all the files into the envelope. *No schemas or shape files to be uploaded into this envelope.*

6c. Create an envelope called 'March 22 2010'.

6d. Upload XML files for the RBD level schemas. Full submissions only are expected.

RBD level schemas should be reported using the following naming convention:

[country code]_[EURBDCode]_[schema]_[dateYYYYMMDD].xml

6e. Upload the shapefiles associated with each schema into the same envelope. Have the shapefile with metadata zipped locally and use the 'Upload zipfile' button which unpacks the zip in the envelope.

Shapefiles should follow the following naming convention:

[Country ID]_[EURBDCode]_[Feature set name]_[abbreviation or file numbering]_[Date]

7. When the submissions are completed and the QA results reviewed, release the envelope. Only files in released envelopes are considered to be officially delivered.

8. A 'Confirmation of receipt' will be produced by the system. A copy of this should be delivered to the Commission.

9. After Release the responsibility goes over to the 'data processor', which in this case will be the Commission consultant Atkins and the European Environment Agency. Depending on the outcome of a) the interpretation of the Automatic QA and b) the results of additional manual checks, each envelope will be technically accepted or rejected. Dialogue with the designated reporter will be initiated to review any issues.

10. Corrections to uploaded files and re-submissions. If the envelope has not been released, overwrite the file in the envelope. If the envelope has been released, create a new envelope named using the upload date and upload the file there. Full schema submissions only.