

## European Commission Biodiversity Knowledge Base

### Member State Instructions to completing the Country Profile

Individual Country Profiles have been generated for each Member State. The information collected through these Country Profiles will facilitate European nature and biodiversity assessments on progress in achieving the targets identified in the European Commission's Communication on **Halting the Loss of Biodiversity to 2010 and Beyond** and the associated **EU Biodiversity Action Plan** (BAP). Data is being collected for the full term 2010 evaluation.

This Instructions document is prepared to help Member States fulfilling their reporting requirements on the BAP. It is at the first stage distributed to those receiving personal access to ReportNet, the IT facility used for this reporting exercise, following the e-mail request of 16 December 2009 from François Wakenhut, Head of Biodiversity Unit ("Request to appoint BAP 2010 reporting data-coordinators"). Member States' BAP data-coordinators will have access to the Country Profiles on ReportNet from the 18<sup>th</sup> January 2010. The Instruction documents will be available on <http://cdr.eionet.europa.eu/help>. Please note that a separate, official note asking Member States to fulfil the BAP 2010 reporting requirement will be sent on the 18<sup>th</sup> January 2010.

Much of the data contained in the Profiles has been pre-filled by the members of the consortium assisting the Commission in the reporting exercise using available, official data sources. **Member States are required to verify pre-filled data and to provide certain additional data by 26 February 2010.** The Country Profile should be accessed and populated via ReportNet. The following instructions describe how to use ReportNet and how to complete the Country Profiles.

Data provided will be assessed and compiled into the final 2010 BAP report, having similar structure to the 2008 mid-term assessment. A final report will be made publicly available not later than October 2010.

#### Retrieving Country Profile from Reportnet

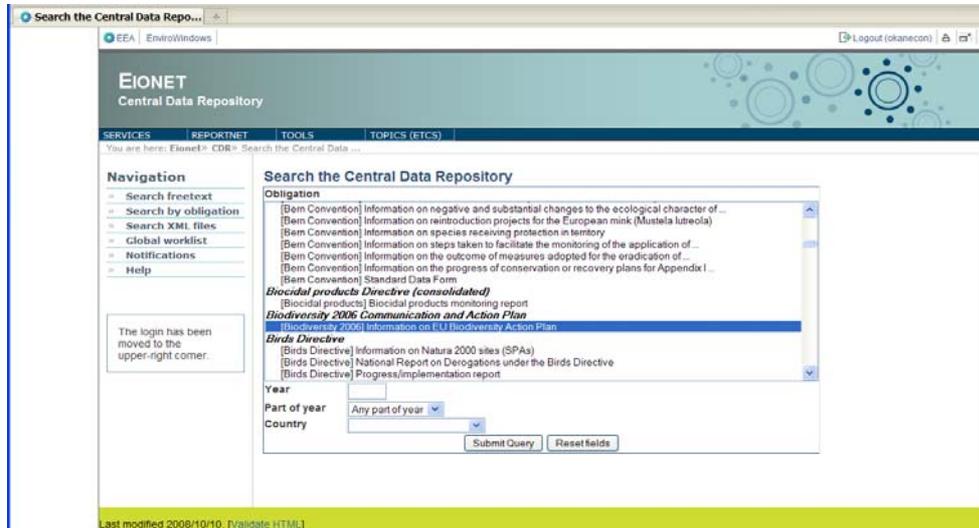
First **login into the Reportnet site** with your username and password. The login is in the top right hand corner. If you have any trouble logging in contact the Eionet Helpdesk at [helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu)

The first task is to **retrieve the country profile** file form the Reportnet system. To locate your country profile you can use a number of methods:

You can find the envelope containing the biodiversity country profile sorted by country under the following link:

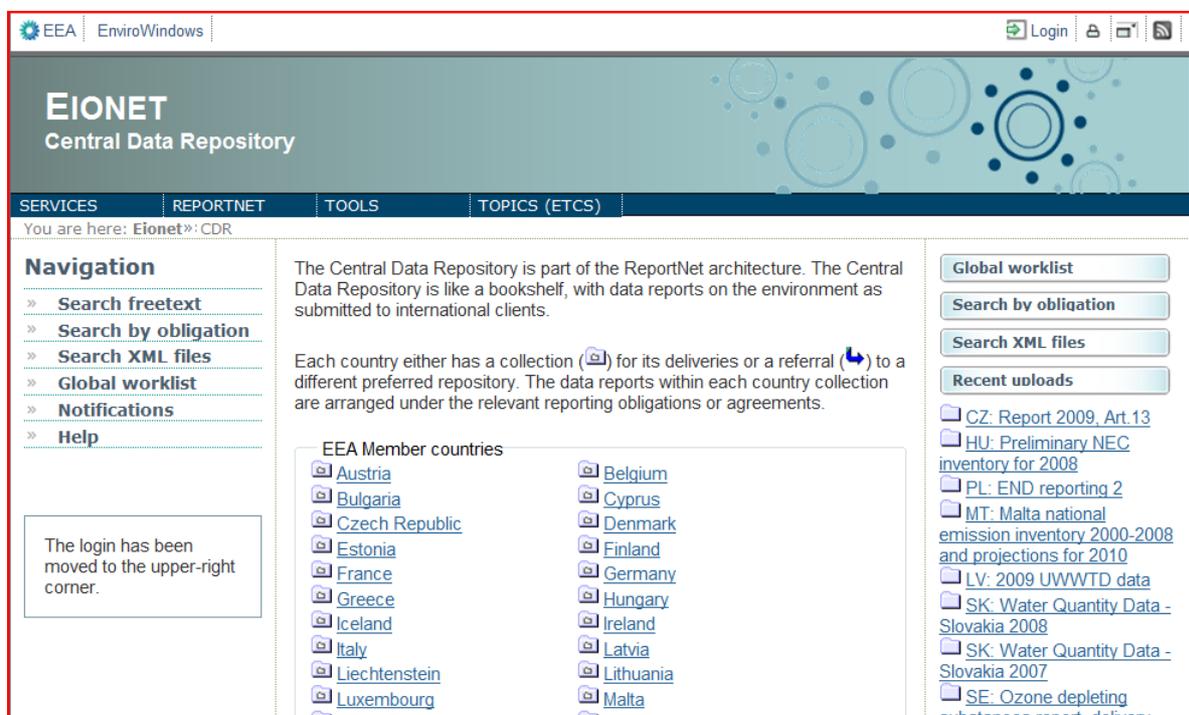
[http://cdr.eionet.europa.eu/resultsdataflow?dataflow\\_uris=http%3A%2F%2Frod.eionet.eu.int%2Fobligations%2F638&years%3Aint%3Aignore\\_empty=2009&partofyear=&country=&sort\\_on=getCountryName&sort\\_order](http://cdr.eionet.europa.eu/resultsdataflow?dataflow_uris=http%3A%2F%2Frod.eionet.eu.int%2Fobligations%2F638&years%3Aint%3Aignore_empty=2009&partofyear=&country=&sort_on=getCountryName&sort_order)

Alternatively to get to the same place on the site from the front page of the [Central Data Repository](#), click on [search by obligation](#) and scroll down until you can select the item “Information on EU Biodiversity Action plan” and then press the submit query button.



You should then see the same full country list.

You can also navigate to the envelope from the country list on the front page of the [Central Data Repository](#)



Pick your country; you will then see a list of the different sources of obligations; pick the European Union obligations; you should now see a list like the screen capture below.

The screenshot shows a web interface with a navigation menu on the left and a main content area. The navigation menu includes options like 'Search freetext', 'Search by obligation', 'Search XML files', 'Global worklist', 'Notifications', and 'Help'. A message box states 'The login has been moved to the upper-right corner.' The main content area is titled 'European Union (EU), obligations' and contains a list of 'Envelopes and subcollections'. The list includes various reports and directives with their respective dates. The entry 'Information on EU Biodiversity Action Plans' is highlighted in yellow.

Link	Date
<a href="#">Annual ozone 2003 (2002/3/EC)</a>	29 Sep 2004
<a href="#">Annual report (questionnaire) on air quality (2004/461/EC)</a>	01 Oct 2009
<a href="#">Annual reporting on ambient air quality limit values plans or programmes (2004/224/EC)</a>	29 Dec 2009
<a href="#">Bathing Water Directive Report</a>	22 Dec 2009
<a href="#">CLRTAP emission Submissions</a>	27 Jul 2009
<a href="#">Derogation Reporting (Birds Directive and Habitats Directive)</a>	07 May 2009
<a href="#">Drinking Water Directive Report (98/83/EC)</a>	13 Apr 2009
<a href="#">E-PRTR IOWWTP (Annex I footnote No. 4)</a>	10 Jul 2009
<a href="#">E-PRTR data reporting (Art. 7)</a>	25 Sep 2009
<a href="#">E-PRTR practice and measures (Art.16)</a>	10 Jul 2009
<a href="#">ELV Directive 2000/53/EC implementation reports</a>	14 Dec 2005
<a href="#">Emissions Trading Directive (2003/87/EC Art. 21)</a>	16 Jul 2009
<a href="#">Environmental Noise Directive</a>	17 Dec 2008
<a href="#">Eol Data (97/101/EC)</a>	01 Oct 2009
<a href="#">European Pollutant Release and Transfer Register E-PRTR (Regulation 166/2006)</a>	24 Jul 2009
<a href="#">Greenhouse gas emissions inventory (280/2004/EC)</a>	09 Apr 2009
<a href="#">Habitats Directive: Report on Implementation Measures</a>	20 Jan 2009
<a href="#">Information on EU Biodiversity Action Plans</a>	30 Sep 2009
<a href="#">LCP Directive (2001/80/EC) Article 15.3</a>	16 Jul 2009

Click on the link called “**Information on EU Biodiversity Action Plans**”, highlighted in the screen capture.

Whatever method you have used, you should now see a **link to the Biodiversity Knowledge Base Country Profile**, which is the envelope that contains the word file that needs to be verified and completed by the Member State.

Initially there should be one word file in the envelope that will be called CP(2 letter Country code)\_MSQ\_Blank (e.g. CPFR\_MSQ\_Blank for France). When you click on the file you will see a page similar to the screen capture below. Click on original to **download the file onto your local computer** and do not use any of the other options.

SERVICES REPORTNET TOOLS TOPICS (ETCS)

You are here: Eionet» CDR» France» European Union (EU), ...» Information on EU ...» Biodiversity Knowledge ...» Country Profile France

**Navigation**

- » Search freetext
- » Search by obligation
- » Search XML files
- » Global worklist
- » Notifications
- » Help

The login has been moved to the upper-right corner.

**File: CPFR\_MSQ\_BLANK** Back to envelope

The access to this file is limited, meaning it is not (yet) released for public view.

View file as

- [Original](#)
- [Show as simple text](#)
- [Show MS-Word as HTML](#)

Edit file properties

<b>Title</b>	Country Profile France
<b>File size</b>	3.10 MB (3247104 Bytes)
<b>Last uploaded</b>	30 Sep 2009 18:07
<b>Restricted from public view</b>	<input checked="" type="checkbox"/>

[Change](#)

Quality assessment

No quality assessment scripts available for this document.

Feedback posted for this file

**When you have downloaded the file you are ready to verify the prefilled information, and add the additional information that is required to be filled in by the Member State.**

### Filling in the Country Profile

The Country Profile is a Word document, and includes hidden features that will be used to collate the information collected in the Profiles. For these features to work, the document must be edited with a version of Word equal to or newer than Word 2003. If it is not possible to use a version equal to or newer than Word 2003, then use whatever version of Word that you have available, but please contact Conor O’Kane [c.okane@mrag.co.uk](mailto:c.okane@mrag.co.uk), to inform us of the version you will be using. If you have any other questions on filling in the country profiles, or these instructions you can also address them to Conor O’Kane at [c.okane@mrag.co.uk](mailto:c.okane@mrag.co.uk)

When you open the Word document you will see that all of the information is organised in tables. The rows of the main table include the details of the Measures of Progress to be completed (or that have been prefilled). The first row(s) are usually (but not always) a Table of qualitative and quantitative information. Next there is a Narrative Summary followed by Additional Clarifications. Where Member States are required to enter information there will also be Instructions relating to what is required, followed by a row for Data Sources. Rows for Verification by Member States, the Commission or the Contractor complete that Measure of Progress and the same structure is followed for the next measure.

There are two tasks required of the Member States: the first is to **verify the information that has been prefilled**, and the second is to **provide additional information where no pre-existing information source has been found** for a Measure of Progress (MOP). All of the information in the Country Profiles is colour coded; the rows to be filled in by you (Member States) are either **dark orange** or a **light orange**. The document has also been protected so that text can only be entered in these sections of the document.

### Verification

The prefilled parts of the profile are colour coded **green**, please check that the information is correct. If you wish to make any comments or clarifications please enter them at the box titled “Member State comments, suggested changes and points of clarification:” that is located at the end of the Measure of Progress. Once you have added any comments, or if you are happy with the prefilled information and do not wish to add a comment, then **please verify that section by simply adding the date (in the dd/mm/yyyy format)** in the **dark orange** verification box at the end of the section describing the Measure of Progress.

Note that for ‘Additional clarifications’ this box will only be completed if there are particular points that require further clarification that could not be addressed – they will often be blank

### Questions for Member States

In addition to verification of the **green** prefilled sections on the Country Profiles there are some Measures of Progress that are required to be filled in by you (Member States). Each Measure of Progress required to be filled in by you starts with a **dark orange** row, followed by lighter **orange rows** for the data to be entered. Often the first requirement is in the form of a ‘Table’. Some general rules when filling in data into the profiles are:

- Use numbers rather than words where possible
- Enter dates with the dd/mm/yyyy format.
- Where Yes and No answers are required only Enter Y or N and don’t add any extra text. If further information is needed, please put it in the additional clarifications box.
- All currency values should be in Euros
- Please take note of any formatting requirements, especially when units of measurements are specified.
- If there is no data, leave blank, if the data value is zero, please enter a 0. i.e Zero (0) means that the numeric value is zero. Blank means ‘no data’ or ‘Not Applicable’. However, it would be appropriate in this case to indicate under ‘Additional Clarifications’ either why there is no data or why it is not applicable.

After the data table there is a space to add a ‘Narrative Summary’ of the Measure of Progress. This text should be a summary of the data in the Measure of Progress, and should stand alone as a piece of text, i.e. it should not refer directly to the table above, but should summarise the key points from the table.

This is followed by a space to enter ‘Additional Clarifications’ on the data entered for the Measure of Progress that you feel may be required.

The next section (row) contains the ‘instructions’ to you for filling in the data for the Measure of Progress.

After the instruction is a row to name any ‘data source’ that was used to fill in the Measure of Progress, and provide a link to the data where possible.

The final part to be filled in for every Measure of Progress is a ‘verification’ box, which should be filled in with the date. You will notice that there are further verification boxes to be filled in by the Commission and Contractors<sup>1</sup>, but you only need to fill in the **dark orange** ones.

An example MOP is shown below, with the various sections indicated

Measures of Progress:		YES
To be completed by the Member State?		
What is the percentage of Natura 2000 sites with a management plan completed or in preparation?	% of Natura 2000 sites with a management plan completed	<input type="text"/>
	% of Natura 2000 sites with a management plan in preparation	<input type="text"/>
	% of Natura 2000 sites with no management plan completed or in preparation	<input type="text"/>
Additional detail & Narrative summary of the above information (text provided should be able to stand alone): <input type="text"/>		
Additional clarifications: <input type="text"/>		
Instructions for completing questions on the measure of progress above		Please indicate the percentage of Natura 2000 sites (number, not area) with i) completed management plans, ii) management plans in preparation, and iii) neither of both.
Data source (if any)	Reference or title: Weblink: <input type="text"/>	
When verified and signed off enter date 'dd/mm/yyyy' here (Member State) :		<input type="text"/>
When verified and signed off enter date 'dd/mm/yyyy' here, (Commission)		<input type="text"/>
When verified and signed off enter date 'dd/mm/yyyy' here, (Contractor) :		<input type="text"/>

Data table to be filled in

This text should be a summary of the data in the Measure of Progress, and should stand alone as a piece of text

Additional Clarifications on the data entered that you feel may be required- may be left blank

The instructions for filling in the MOP above

The name of any data source that was used to fill in the MOP, provide a link to the data where possible

To verify the information just enter the date into the too orange box

<sup>1</sup> [The verification box for Step 1 for the Contractor refers to them having prefilled the green parts of the profile and Step 2 is for finalisation of the Profiles after Member State and EC comments. The verification box for Step 1 for the Commission refers to the relevant Country Desks having checked all parts of the profile and Step 2 is for DGENV to sign off on the Measures of Progress indicating that the contractor may now finalise them.]

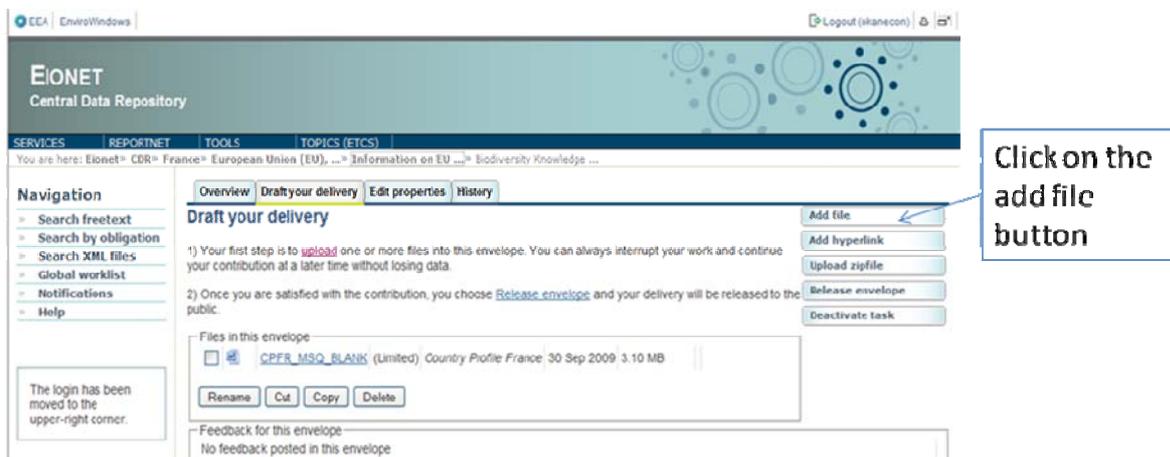
After ALL Measures of Progress have been completed the table on the header page also needs to be completed indicating the **contact person for data entry queries**, and **who has verified the whole file**. By then **dating this header table** it signifies that the **Member State has signed off on the Country Profile** and that it may now be used for undertaking subsequent Syntheses for the final Biodiversity action plan reporting.

### Uploading Country Profile to Reportnet

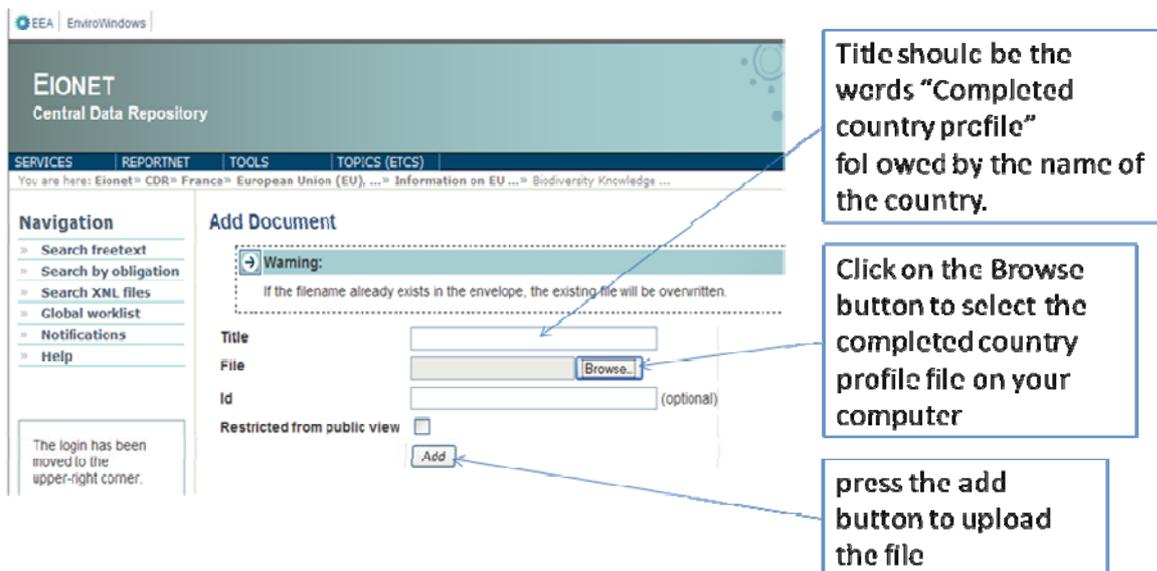
Once the Member State part of the country profile has been filled in and the whole document has been verified, then it is ready to be uploaded up onto Reportnet.

Change the file name to CP(2 letter Country code)\_Complete

Logon to Reportnet and navigate back to the envelope that you downloaded the profile from. On the right hand side you should see a button to 'Add file'. Click on the button.



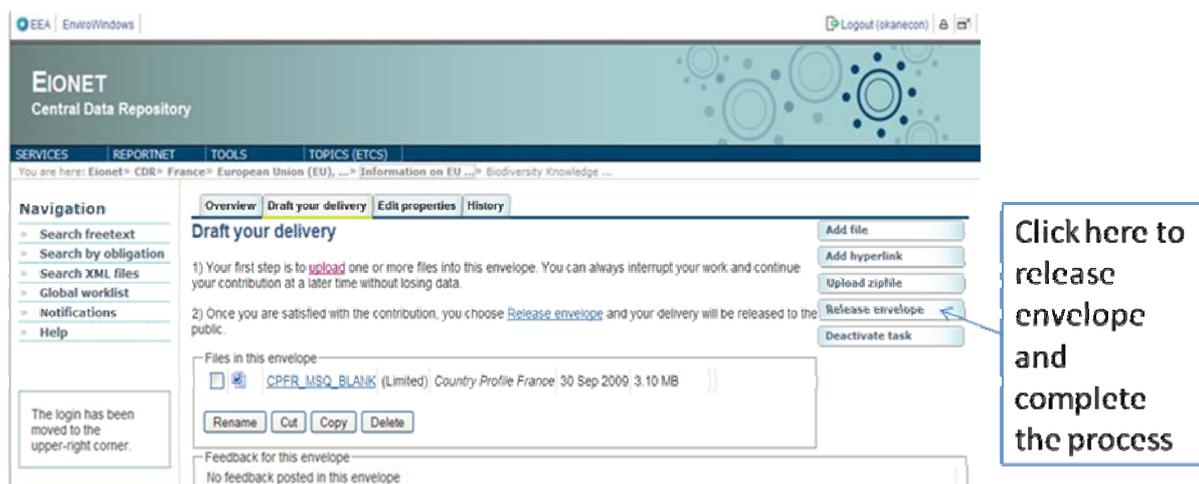
And you will then be presented with a new page to **upload the completed Country Profile** onto.



The Title should be the words “Completed country profile” followed by the name of the country. Click on the Browse button to select the completed country profile file on your computer, and then press the add button to upload the file. The file may take a little while to upload, but when it is complete you will receive a message to say that the file has been uploaded like this.



Once you have uploaded the completed profile, you must then release the envelope. Releasing the envelope, will make the document publically available, and will generate the notification that you have completed the questions for the Member States, and the verification of the prefilled information. To release the envelope, simply click on the release the envelope button, this will make the file public, and so completes the process.



Should you have any problems or questions regarding the functioning of Reportnet, please contact the Eionet Helpdesk at [helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu)

If you have any other questions on filling in the Country Profiles please contact Conor O’Kane at [c.okane@mrag.co.uk](mailto:c.okane@mrag.co.uk)