How to use Reportnet for reporting data under the Nitrates Directive (91/676/EEC)

These brief guidelines explain how to use Reportnet (the European Environment Agency's infrastructure for data collection) for reporting data under the Nitrates Directive. (91/676/EEC). The reporting is organised in collaboration between DG Environment, the Joint Research Centre (JRC) and the European Environment Agency (EEA).

(Version February 2020)

Reporting templates and guideline documents

Updated reporting templates and guideline documents are available in Reportnet's Data Dictionary, in the "Exports" section at http://dd.eionet.europa.eu/datasets/3008, as illustrated below.

**User accounts and data upload permissions**

In order to upload data to Reportnet, an Eionet account with user name and password is required, as well as permission to upload the national delivery. The necessary arrangements have been made in February 2020. In case of difficulties with logging in, or any other questions related to your Eionet account, please contact the Eionet Helpdesk, via helpdesk@eionet.europa.eu.

Uploading data to Reportnet's Central Data Repository (CDR)

Please follow the below URLs for accessing your country's folder in CDR, which is the delivery place for your data.

Austria	https://cdr.eionet.europa.eu/at/eu/nid
Belgium	https://cdr.eionet.europa.eu/be/eu/nid
Bulgaria	https://cdr.eionet.europa.eu/bg/eu/nid
Croatia	https://cdr.eionet.europa.eu/hr/eu/nid
Cyprus	https://cdr.eionet.europa.eu/cy/eu/nid
Czechia	https://cdr.eionet.europa.eu/cz/eu/nid
Denmark	https://cdr.eionet.europa.eu/dk/eu/colqyikgg
Estonia	https://cdr.eionet.europa.eu/ee/eu/nid
Finland	https://cdr.eionet.europa.eu/fi/eu/nid
France	https://cdr.eionet.europa.eu/fr/eu/nid
Germany	https://cdr.eionet.europa.eu/de/eu/nid
Greece	https://cdr.eionet.europa.eu/gr/eu/nid
Hungary	https://cdr.eionet.europa.eu/hu/eu/nid
Iceland	https://cdr.eionet.europa.eu/is/eu/nid
Ireland	https://cdr.eionet.europa.eu/ie/eu/nid
Italy	https://cdr.eionet.europa.eu/it/eu/nid
Latvia	https://cdr.eionet.europa.eu/lv/eu/nid
Lithuania	https://cdr.eionet.europa.eu/lt/eu/nid
Luxembourg	https://cdr.eionet.europa.eu/lu/eu/nid
Malta	https://cdr.eionet.europa.eu/mt/eu/nid
Netherlands	https://cdr.eionet.europa.eu/nl/eu/nid
Norway	https://cdr.eionet.europa.eu/no/eu/colp0r2w/colqokorw
Poland	https://cdr.eionet.europa.eu/pl/eu/nid
Portugal	https://cdr.eionet.europa.eu/pt/eu/nid
Romania	https://cdr.eionet.europa.eu/ro/eu/nid
Slovakia	https://cdr.eionet.europa.eu/sk/eu/nid
Slovenia	https://cdr.eionet.europa.eu/si/eu/nid
Spain	https://cdr.eionet.europa.eu/es/eu/nid
Sweden	https://cdr.eionet.europa.eu/se/eu/colqub7dg
United Kingdom	https://cdr.eionet.europa.eu/gb/eu/nid

a) Login to your folder by using your Eionet user name and password.
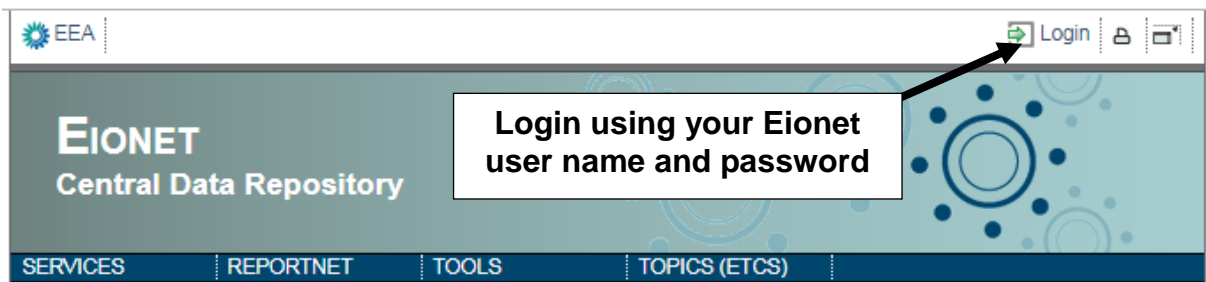
b) Create a new envelope which will contain your data. Proposed name for the envelope: **Nitrates Directive Report 2020**. Indicate the years to which the data relate. Envelope description and coverage note fields are optional.

New envelope

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

Activate task

d) Activate the task by clicking on the related button. Activating means that you have reserved the envelope for yourself to work on for a certain period. Other users will not be able to modify it in parallel. Your new envelope is now in Draft status and files can be uploaded.

Upload delivery

Running the data quality checks

Data uploaded via the Excel templates will be converted into XML format and copied into the envelope. One XML file per table will be generated. These files can be tested individually (use: Run QA #1) or all files at once (use: Run full QA), which will take a few minutes.

Run QA #1

Run full QA

The results of the data quality checks will be added into the envelope (section: Feedback for this envelope). In case of serious data errors, the following message will appear:

Status **The last AutomaticQA run has flagged this envelope as unfit for release.**

In this case, all detected errors need to be corrected, before the delivery can be released by using the function "Complete task".
After a successful envelope release, a receipt confirmation will be generated, which can be found in the feedback section of the envelope.

Complete task

Finish or go back to drafting?

There is a possibility to re-open the envelope so that you can make corrections e.g. upload a missed file. In order to do so, use: "Redeliver or finish" which will bring the envelope back to Draft state. You will have to activate the task (as before), add or remove files and eventually release the envelope again.

Back to drafting

If you are satisfied with your delivery, use "Finish" to complete the delivery. A completed delivery cannot be changed anymore. Any re-submissions will have to be made by creating a new envelope.

Finish

In case of questions

Eionet Helpdesk is available for providing technical assistance during the reporting process and can be reached via: helpdesk@eionet.europa.eu

For questions related to the content of the data set, please use this mail address:
JRC-NITRATES-DIRECTIVE@ec.europa.eu