Technical questions and answers

Contents

Introduction

This document provides answers to some questions raised by the Member States. If you have any further questions you are welcome to consult the helpdesks.

1 Questions to the Webform

1.1 Opening/closing the webform

1.1.1 Question: I cannot open the webform, what to do?

- Make sure that you are logged in.

- Please note: there is one "national data coordinator" who has rights to create the envelope and has responsibility for the final release of the envelope, which means to make the official submission of the IAS report. When the envelope has been created the "national data coordinator" has first to activate the task in order to allow the start of the editing/contributing of other users ("data collaborators"). He/she must then deactivate the task afterwards so that the other user can take over and activate the tasks for themselves.

1.2 Content in the selection lists

1.2.1 Question: What to do if I cannot see the selection list with "yes/no/currently unknown" for the question 3 of the report format?

- Click on the symbol to the left of the species name to expand the webform as shown in "Figure 9 –Select a species to answer question 3" in the user manual. If the selection list with the values "yes/no/currently unknown" is not visible, please try another browser such as Chrome/Firefox. Please note: Internet Explorer v.11 is deprecated for any kind of technology used at the moment in web development (it hasn't received any updates since 2014) and it should not be used unless there are no other alternatives.

1.2.2 Question: Can an additional unit for permits be introduced?

- An additional unit can be introduced if required and agreed upon by the Commission. Contact ENV-IAS-REPORTING@ec.europa.eu with cc to ias.helpdesk@eionet.europa.eu

- The unit "kg of specimens" was considered as meaningful (e.g. for the crustacean or fish) and added to the webform and the vocabulary on 7.2.2019

1.2.3 Question: The selection list for the NUTS for "part of the territory" does not contain the name of the region I am looking for

- For the IAS reporting the Nomenclature of territorial units for statistics (NUTS) is used. The maps and codes can be found at the IAS reference portal under the headline "Spatial references for parts of Member State's territory". The current NUTS is valid from 1 January 2018 and lists 104 regions at NUTS 1, 281 regions at NUTS 2 and 1348 regions at NUTS 3 level. The webform updated on 8.2.2019 is in line with these NUTS.

1.3 Known issues

1.3.1 The field for additional information ("question 16") does not show up when "no" has been selected for management measures ("question 15")

- Please use the field additional information for the species instead ("question 5"). This field can be used for additional information on species, distribution, spread and reproduction patterns as well as for justifications when "<u>no</u>" has been selected for management measures. When "<u>yes</u>" has been selected for management measures use the field for additional information in the section for measures ("question 16").

1.4 CDR functionalities

1.4.1 Question: Can I continue to use the test environment (CDRTEST)?

- Please use the official version of the webform on https://cdr.eionet.europa.eu/ for the reporting. As long as you do not release the envelope, you can edit and correct the data any time.

- The test environment on https://cdrtest.eionet.europa.eu/ does still exist and you can continue to use it for testing. However be aware that any fixing of bugs will only be done for the official version on CDR. The envelopes and data in the test environment (CDRTEST) will not be used for the reporting.

1.4.2 Question: Can I print out the information that I have entered in the webform?

- The information entered in the webform or uploaded as xml file can be automatically converted into an html page. This html page can be printed with the print function of the browser. See the user manual (>v.1.1) Annex II for further information.

1.4.3 Question: Is the released envelope visible to the public?

- The released envelopes are visible to the public.

  In general a CDR envelope can be restricted for public view; however this functionality is mainly for dataflow with sensitive data whereas the information on IAS should be freely available.

2 Questions to the XML schema and excel template

- The XML schema and the excel template are released.

- A mapping between XML schema and report formation is available in the reference portal (see http://cdr.eionet.europa.eu/help/ias_regulation/material/IAS-xml-schema-mapped-to-report-format)

  Regarding the excel template please note that the structure follows the xml schema. In case that you prefer to use the excel template please note that it might be useful to use the webform and fill in the information for one "test species". Then have a look at the automatically produced xml file in order to see what is expected to have in the xml template.

3 Questions to the QC results in CDR

- The results of the quality control checks in CDR are finalised now. Please use this information to check your data before you release the envelope.

4 Questions to the spatial data

4.1 Shapefiles

4.1.1 Question: Can I delivery one shapefile with the data for all species?

- As the shapefiles prepared by the JRC are separate for each species, we apply this principle also for the delivery of the distribution maps. The naming of the files must follow the species names as used by the JRC.
  (example: Belgium_SD_Vespa_velutina_nigrithorax.zip; and inside the zip file Belgium_SD_Vespa_velutina_nigrithorax.shp, .shx .dbf .prj).

  However in case that you prefer to delivery all species distribution in one shapefile please add a column to the file named 'EASINcode' which should contain the official EASIN codes such as R00644. The codes are available here
  http://cdr.eionet.europa.eu/help/ias_regulation/material/IAS-species-union-list

4.1.2 Question: Shall I also deliver a shapefile (empty) for species which are not present in my country?

- It is not necessary to upload spatial data files for species which are not present. For each IAS of union concern the question "Is the species present in the territory of the Member State?" has to be answered with yes/no/current unknown in the webform respectively the xml file. Thus there is no need to provide a spatial file for species that are not present.

4.2 Meta data

4.2.1 Question: Can I delivery one file for the meta data?

- The meta data can be provided for all species in one file.

5   Helpdesks

- When you contact the helpdesk please note: If any error messages are shown it would be useful to also upload a screen shot of these and please add the keyword 'IAS' to the subject line of the email.

For technical assistance with access to CDR	helpdesk@eionet.europa.eu
For assistance with filling in the web form	ias.helpdesk@eionet.europa.eu
For questions related to the content of the reporting	ENV-IAS-REPORTING@ec.europa.eu
For questions related to the preparation of the spatial data	JRC-EASIN@ec.europa.eu