



USER MANUAL:

Delivery of reports pursuant to the IAS Regulation

via the CDR webform

Version 1.0

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Introduction

This manual explains how to access and use the IAS webform for delivering information pursuant to the IAS Regulation¹ to the European Commission via the Reportnet Central Data Repository (CDR) of the European Environment Agency (EEA).

How to deliver

All deliveries are provided via the Reportnet Central Data Repository (CDR). A summary of the delivery process is outlined below.

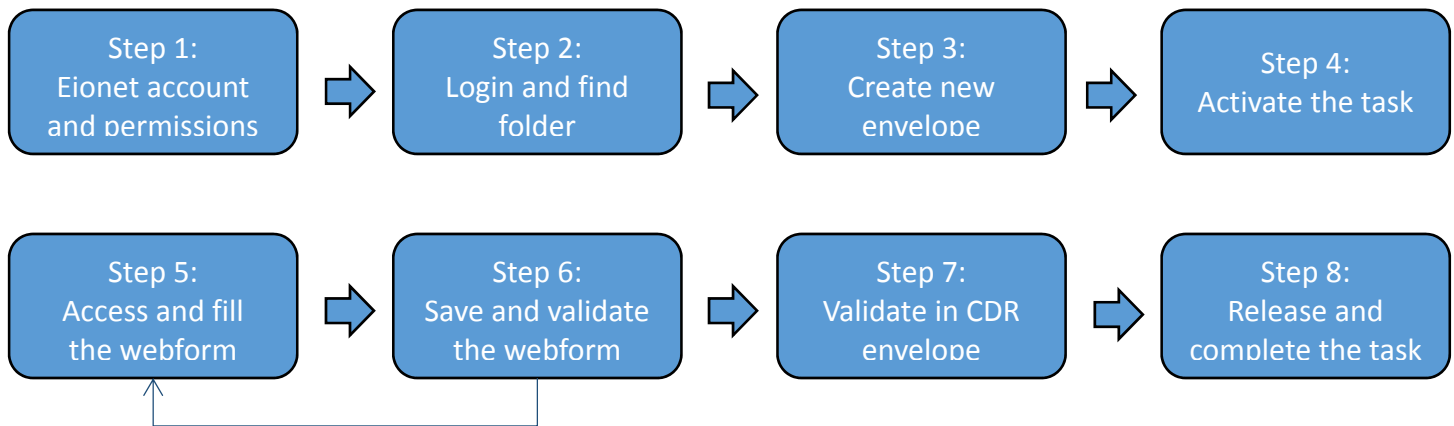


Figure 0-1 - Delivery process summary

IAS report delivery process

Step 1: Eionet account and access permissions

In order to access the webform, edit the required information for the IAS reporting and submit the report, an Eionet account with appropriate reporting permissions is required. If you are a nominated IAS national data coordinator (reporter), you will have the necessary permissions to edit and submit the report. As a nominated IAS data collaborator you can edit the webform, but the submission needs to be done by the national data coordinator.

Please contact the Eionet Helpdesk (helpdesk@eionet.europa.eu) in case of questions.

Step 2: Login to the Central Data Repository and open your folder

1. You can access Reportnet's Central Data Repository (CDR) at <http://cdr.eionet.europa.eu>
2. Login at the upper right corner and navigate to the Invasive Alien Species folder of your country. It is located in "European Union (EU) obligations" > "Invasive alien species (1143/2014/EU)". The url is

[http://cdr.eionet.europa.eu/\[two letter country code\]/eu/ias/](http://cdr.eionet.europa.eu/[two letter country code]/eu/ias/)

¹ Regulation (EU) No 1143/2014 of the European Parliament

Step 3: Create a new envelope

Now create a new envelope which will contain your data delivery by clicking on the button 'New envelope' at the upper right corner of the screen:

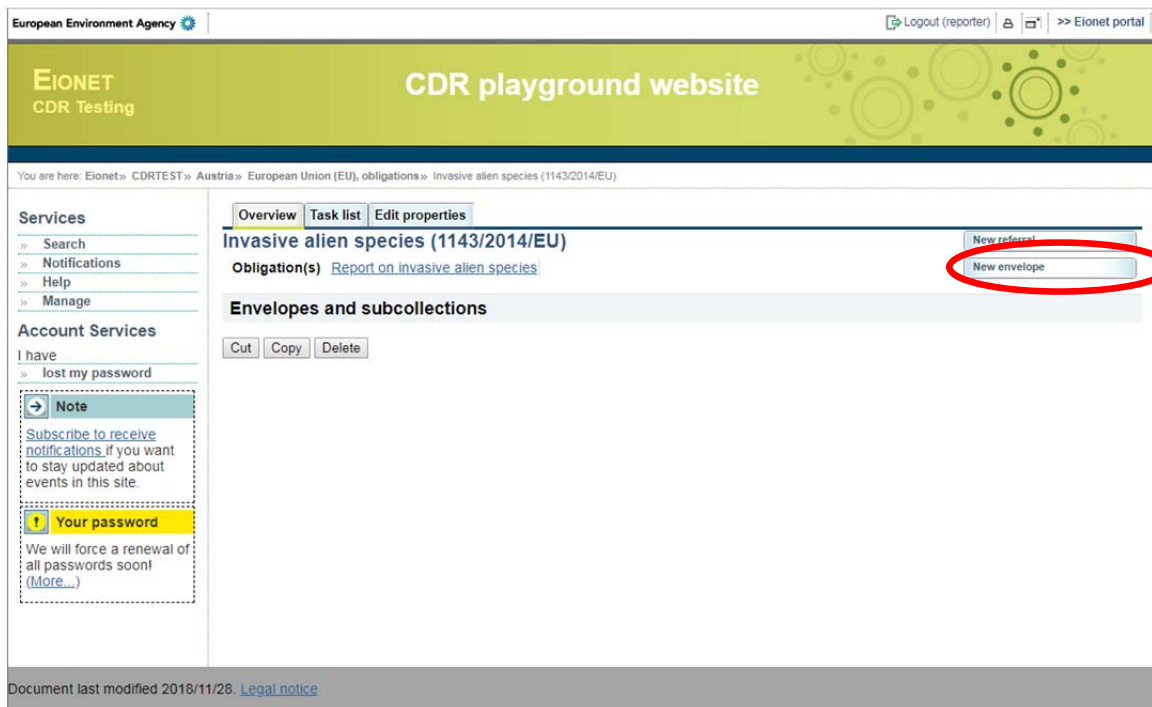
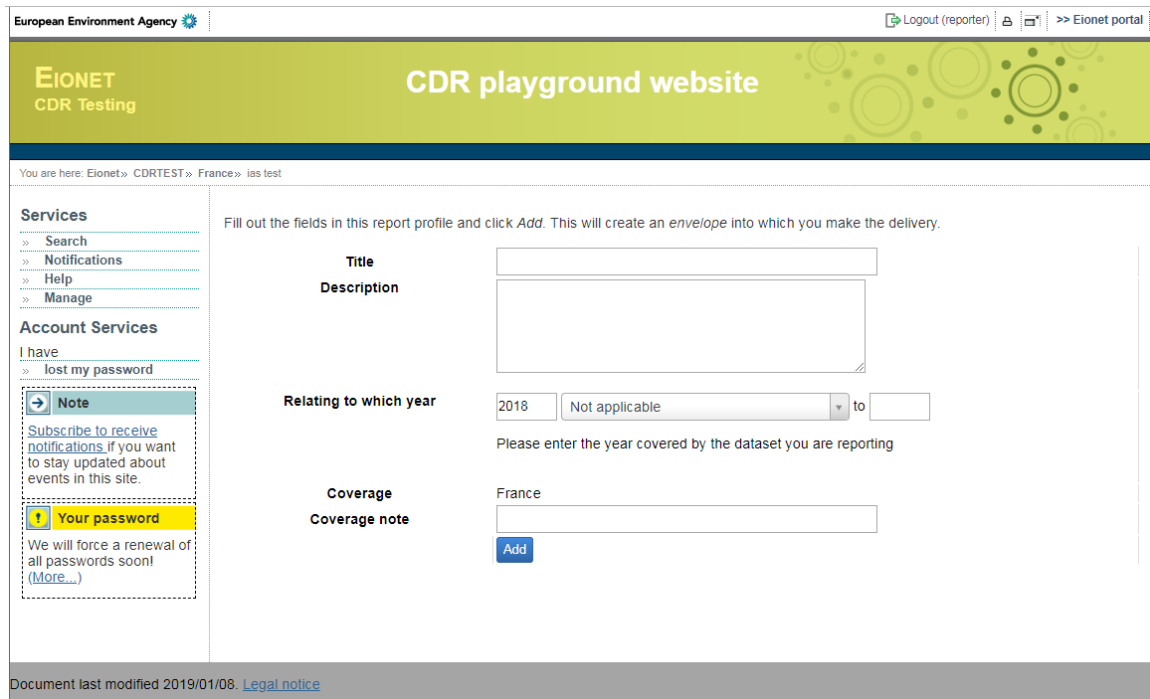


Figure 2 – Step 3: Create envelope button

The “Add envelope” page is displayed (see Figure 3), to complete the envelope’s metadata.



The screenshot shows the 'Add envelope' page in the EIONET CDR playground website. The page contains a form for creating an envelope. The form fields are: Title, Description, Relating to which year (with a dropdown menu set to 2018), Coverage (set to France), and Coverage note. There is an 'Add' button at the bottom right of the form. The left sidebar contains various service links and account services. The bottom of the page indicates the document was last modified on 2019/01/08.

Figure 3 – Step 3: Create envelope page

In the “Add envelope” page (Figure 3) the following fields are displayed:

- **Title:** the title of the envelope should serve as a brief summary of the delivery. Example “IAS reporting 2019”.
- **Description:** optional description of the delivery.
- **Relating to which year:** indicates the period that the data will refer to (2015–2018)
- **Coverage:** The country to which the reporting refers.
- **Coverage note:** Notes if any from the reporting country.

The fields “Title” and “Relating to which year” are mandatory.

After completing the fields of the envelope, click the “Add” button to create the envelope. You are redirected to the “Envelopes and subcollections” page of the Invasive Alien Species folder. In the example below, the envelope “test webform” was created.

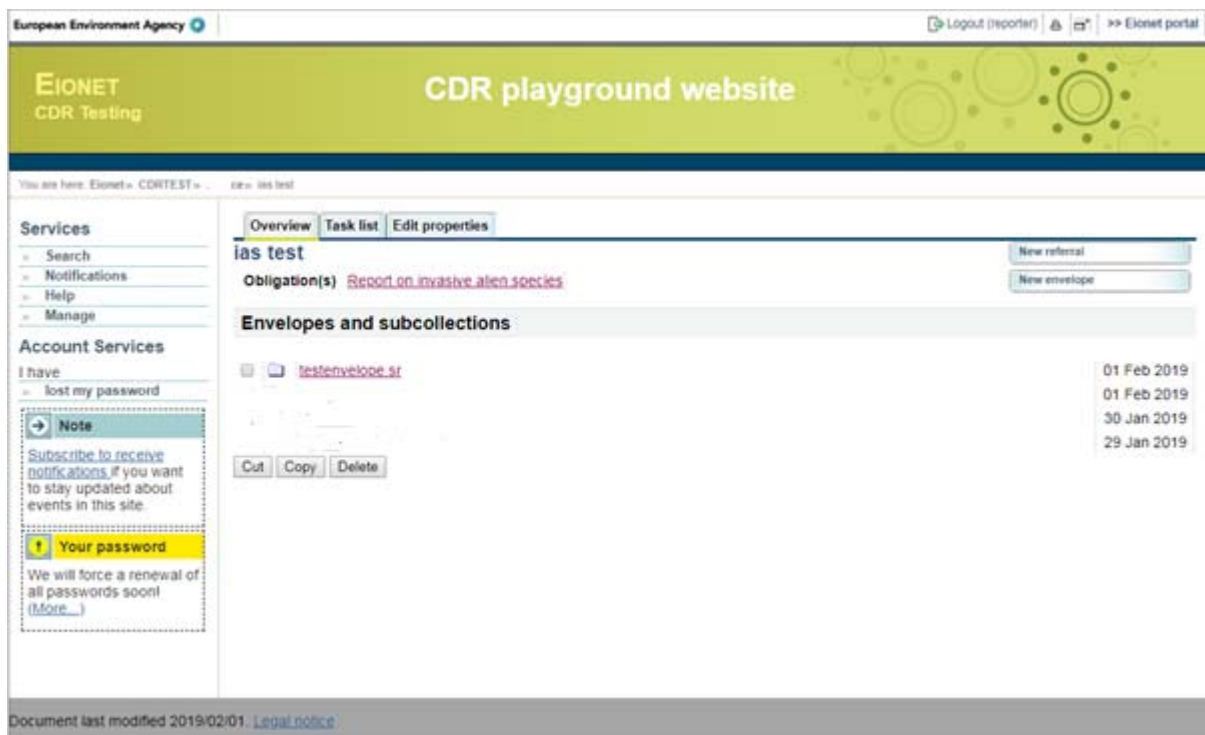


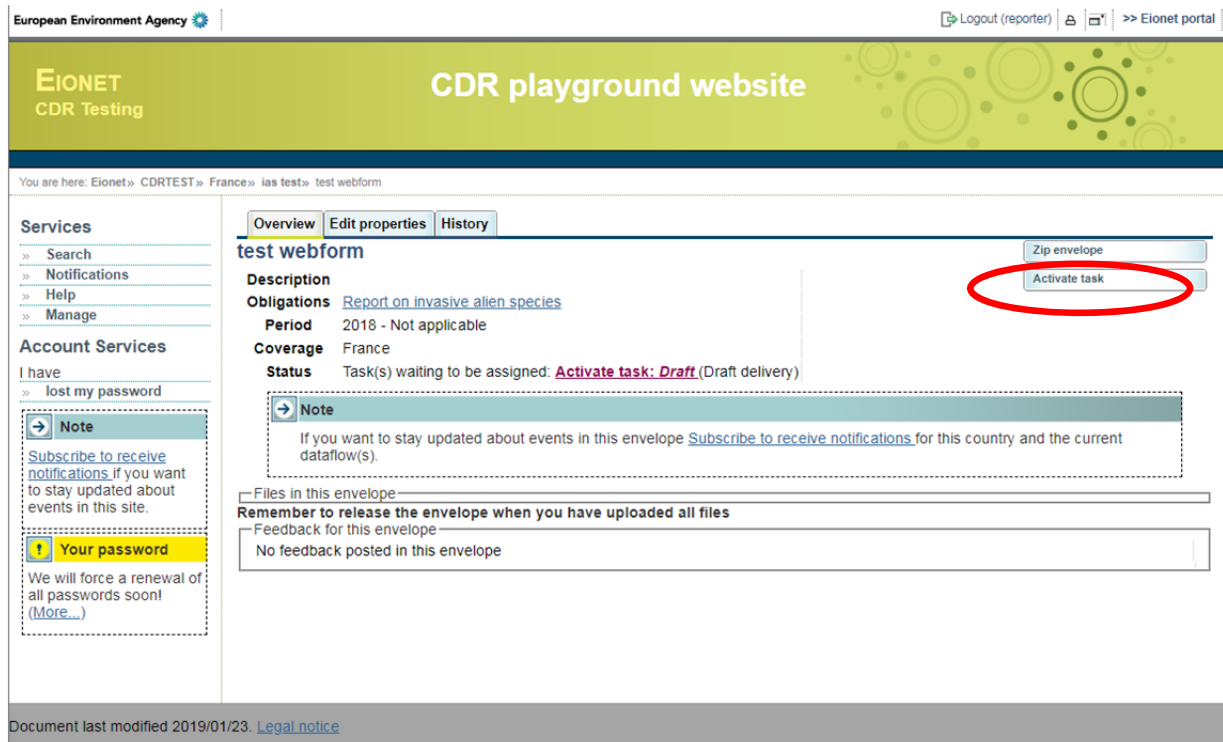
Figure 4 – Step 3: IAS envelope

Step 4: Activate the task

Open the new envelope and activate the draft task. Activating means that you have reserved the envelope for you to work on. Other users will not be able to modify it until the envelope is deactivated or released by you. Your new envelope is now in “Draft status” and files can be added.

The webform can only be used by one person at the same time. If you share the work on the webform with other users (“data collaborator”) you first need to deactivate (“close”) the task, before the other person can activate (“open”) the task and continue to work on it.

To activate the task either click the “Activate task” button at the upper right corner of the screen or the “Activate task: Draft” link provided in the Status section of the envelope.



The screenshot shows the EIONET CDR playground website interface. At the top, there is a header with the European Environment Agency logo and the text "EIONET CDR Testing" and "CDR playground website". Below the header, there is a navigation bar with links for "Logout (reporter)", "Eionet portal", and a breadcrumb trail: "You are here: Eionet » CDRTEST » France » ias test » test webform".

The main content area is titled "test webform" and has three tabs: "Overview", "Edit properties", and "History". The "Overview" tab is selected. The content includes:

- Description:** Report on invasive alien species
- Obligations:** Report on invasive alien species
- Period:** 2018 - Not applicable
- Coverage:** France
- Status:** Task(s) waiting to be assigned: **Activate task: Draft** (Draft delivery)

On the right side of the "test webform" section, there are two buttons: "Zip envelope" and "Activate task". The "Activate task" button is circled in red.

Below the status section, there is a "Note" section with a "Note" button and a text area containing: "If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s)."

At the bottom of the "test webform" section, there are two sections:

- Files in this envelope:** A text input field.
- Remember to release the envelope when you have uploaded all files**
- Feedback for this envelope:** A text input field.

On the left side of the page, there is a sidebar with the following sections:

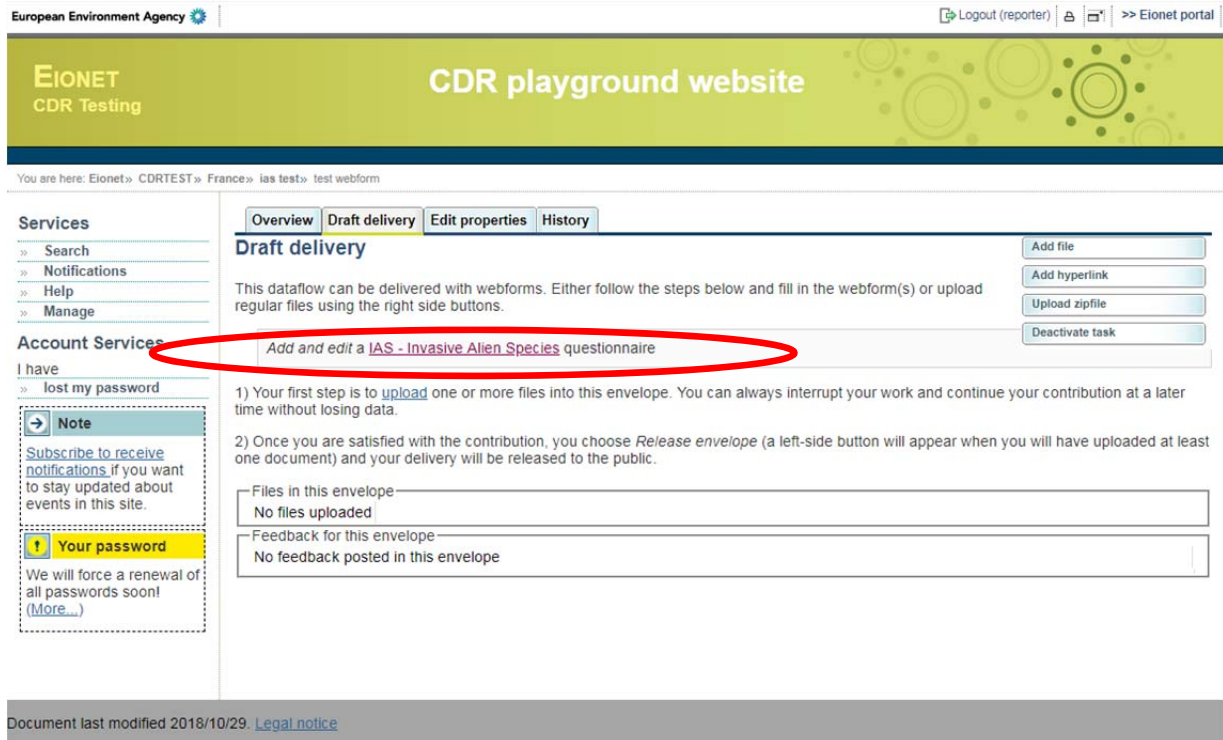
- Services:** Search, Notifications, Help, Manage.
- Account Services:** I have, lost my password.
- Note:** Subscribe to receive notifications if you want to stay updated about events in this site.
- Your password:** We will force a renewal of all passwords soon! (More...)

At the bottom of the page, there is a footer with the text: "Document last modified 2019/01/23. [Legal notice](#)".

Figure 5 – Step 4: Activate task

Step 5: Access the online webform and fill in information

The next step is to access the online webform by clicking the link “Add and edit the IAS – Invasive Alien Species questionnaire” marked in red in the following screenshot:



The screenshot shows the EIONET CDR playground website interface. The top navigation bar includes the European Environment Agency logo and a 'Logout (reporter)' link. The main header area displays 'EIONET CDR Testing' and 'CDR playground website'. Below this, a breadcrumb trail indicates the current location: 'You are here: Eionet > CDRTST > France > ias test > test webform'.

The left sidebar contains a 'Services' menu with links for Search, Notifications, Help, and Manage. Below this is an 'Account Services' section with links for 'I have' and 'lost my password'. A 'Note' box advises users to subscribe to receive notifications, and a 'Your password' box indicates a password renewal is due.

The main content area is titled 'Draft delivery' and includes tabs for Overview, Draft delivery, Edit properties, and History. The 'Draft delivery' tab is active, showing instructions on how to deliver dataflows using webforms or upload regular files. A red circle highlights the link 'Add and edit a IAS - Invasive Alien Species questionnaire' under the 'Account Services' section. To the right of the instructions are buttons for 'Add file', 'Add hyperlink', 'Upload zipfile', and 'Deactivate task'.

The bottom of the page shows a footer with the text 'Document last modified 2018/10/29. [Legal notice](#)'.

Figure 6 – Step 5: Access the Invasive Alien Species webform

Webform starting page

The following webform page with prefilled information on the reporting party is displayed when you open the webform.

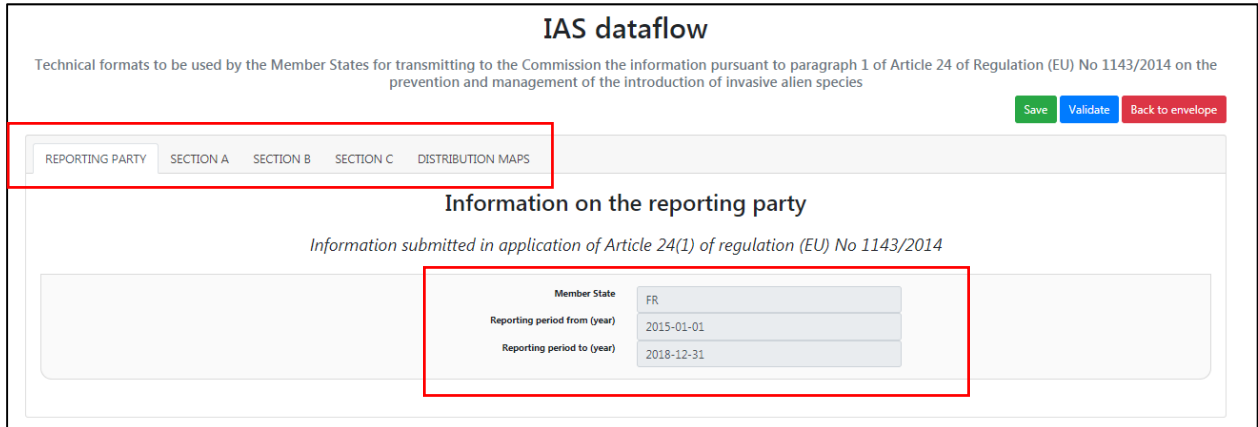


Figure 7 – Step 5.1: Starting page of the webform

Now you can proceed with filling in the information for the “Sections A, B, C “ and provide the data for the “Distribution maps” by clicking on the respective buttons.

On the following pages we describe some specific features/behavior of the webform for each section so that you can familiarize yourself with the different types of input fields. Use the “explanatory notes and guidelines” for further information.

You can find the “explanatory notes and guidelines” for filling in the report format on the

[IAS reference portal](#)

Webform page for SECTION A

When selecting to click on the folder “SECTION A”, the following webform page is displayed.

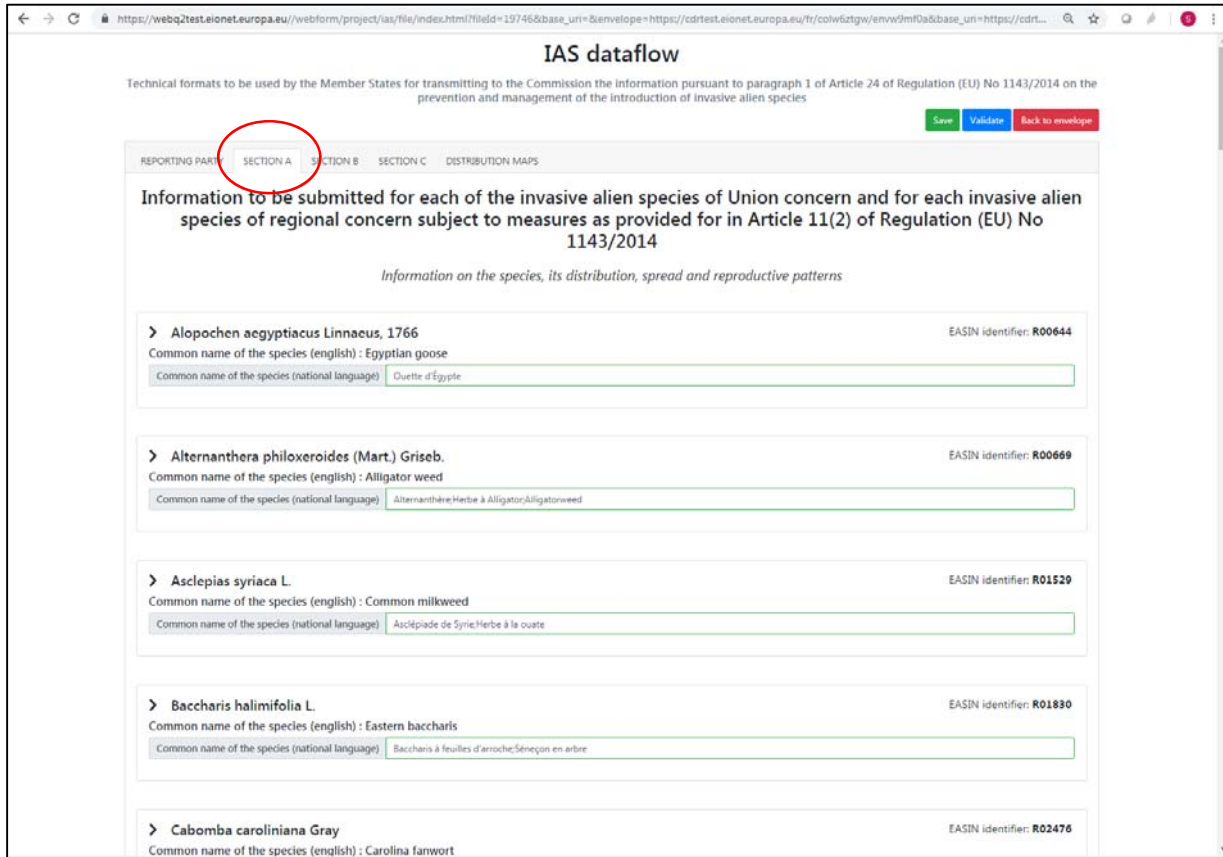


Figure 8 – First webform page for SECTION A

This webform page displays all IAS of Union concern.

When selecting to click on the symbol left to the species name, the question “Is the species present in the territory of the Member State?” is displayed.

When you chose “No” or “currently unknown”, the webform is expanded with the mandatory fields for “permits”, “rapid eradication”, “management” and “impact” as well as the optional field for “additional information”. This optional field can be left empty and if there is no other information to be reported for this species (rapid eradication, management and/or permits) you can collapse the section for the species by clicking again on the symbol marked in red.



Figure 9 – Select a species to answer question 3 of the IAS report format

This is how the expanded webform looks like if “No” or “currently unknown” was selected:

▼ Alopochen aegyptiacus Linnaeus, 1766

EASIN identifier: R00644

Common name of the species (english) : Egyptian goose

Common name of the species (national language)

Is the species present in the territory of the Member State ?

Additional information (optional)

Information on the permits issued for this species (to be completed only for invasive alien species of Union concern)

Have permits been issued for this species during the reporting period?

Information on rapid eradication measure(s) taken for this species (Article 17 of Regulation (EU) No 1143/2014)

Has the species been subject to rapid eradication measures during the reporting period?

Information on management measure(s) taken for this species (Article 19 of Regulation (EU) No 1143/2014)

Has the species been subject to management measures during the reporting period?

Information on the impact of this species (Optional)

Observations on the impact of the species during the reporting period

Impact	Protected species	Protected habitats	Ecosystem services	Action
<input type="text"/>	<input type="text" value="Select option"/>	<input type="text" value="Select option"/>	<input type="text" value="Select option"/>	<input type="button" value="Remove"/>

+ Add row

Figure 10a – Webform part for filling in the information for the species which are not present or currently unknown in the territory of the Member State

When you choose “Yes” from the selection list, the webform is expanded and you can fill in the required information for the fields of SECTION A for this species.

▼ **Alopochen aegyptiacus Linnaeus, 1766** EASIN identifier: R00644
Common name of the species (english) : Egyptian goose
Common name of the species (national language) : Oulette d'Égypte
Is the species present in the territory of the Member State? **Yes**

A distribution map for this species has to be included in the file which will be uploaded in the 'Distribution map for SECTION A' field available on 'DISTRIBUTION MAP' section.

Reproduction patterns

Spread patterns
Select option

Additional information (optional)

Information on the permits issued for this species (to be completed only for invasive alien species of Union concern)
Have permits been issued for this species during the reporting period? No

Information on rapid eradication measure(s) taken for this species (Article 17 of Regulation (EU) No 1143/2014)
Has the species been subject to rapid eradication measures during the reporting period? No

Information on management measure(s) taken for this species (Article 19 of Regulation (EU) No 1143/2014)
Has the species been subject to management measures during the reporting period? No

Information on the impact of this species (Optional)
Observations on the impact of the species during the reporting period

Impact	Protected species	Protected habitats	Ecosystem services	Action
	Select option	Select option	Select option	Remove

+ Add row

Figure 10b – Webform part for filling in the detailed information for the species which are present in the territory of the Member State

Now you can start to fill in information for the IAS of Union concern following the “explanatory notes and guidelines” available in the [IAS reference portal](#).

In order to save the entered information, click the green “Save” button on top of the webform.

Webform page for SECTION B

By selecting to click on 'SECTION B', the following webform is displayed.

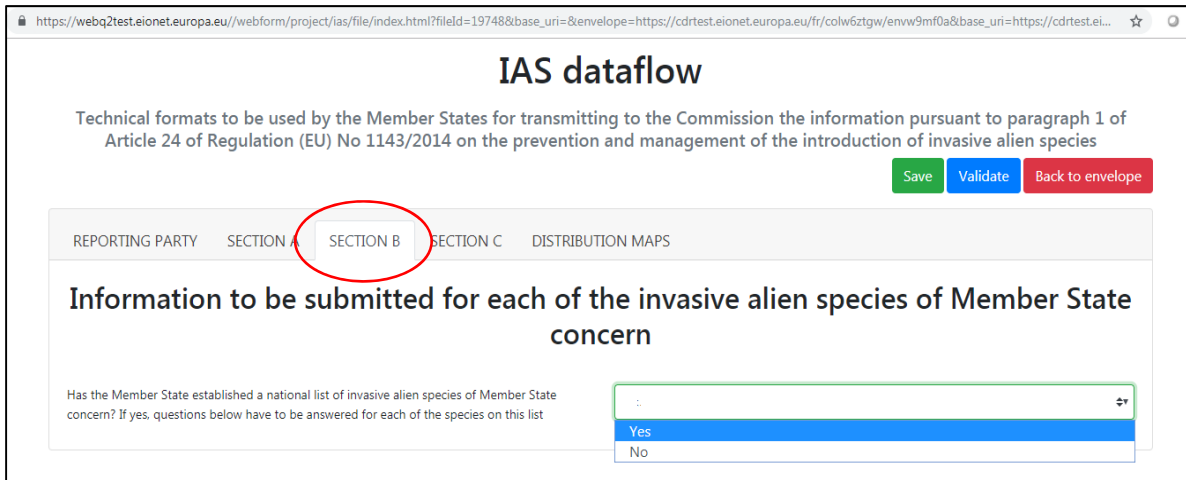


Figure 11 – Webform page for SECTION B of the IAS report format

When you answer the question “Has the Member State established a national list of invasive alien species of Member State concern?” with “Yes” the webform is expanded. Now you can continue with adding the IAS of Member State concern.

If you do not have a national list select “No” and continue with SECTION C.

Adding the IAS of Member State concern

Start preparing SECTION B by selecting all the species names from the dropdown list for which you will fill in information for the IAS of Member State concern.

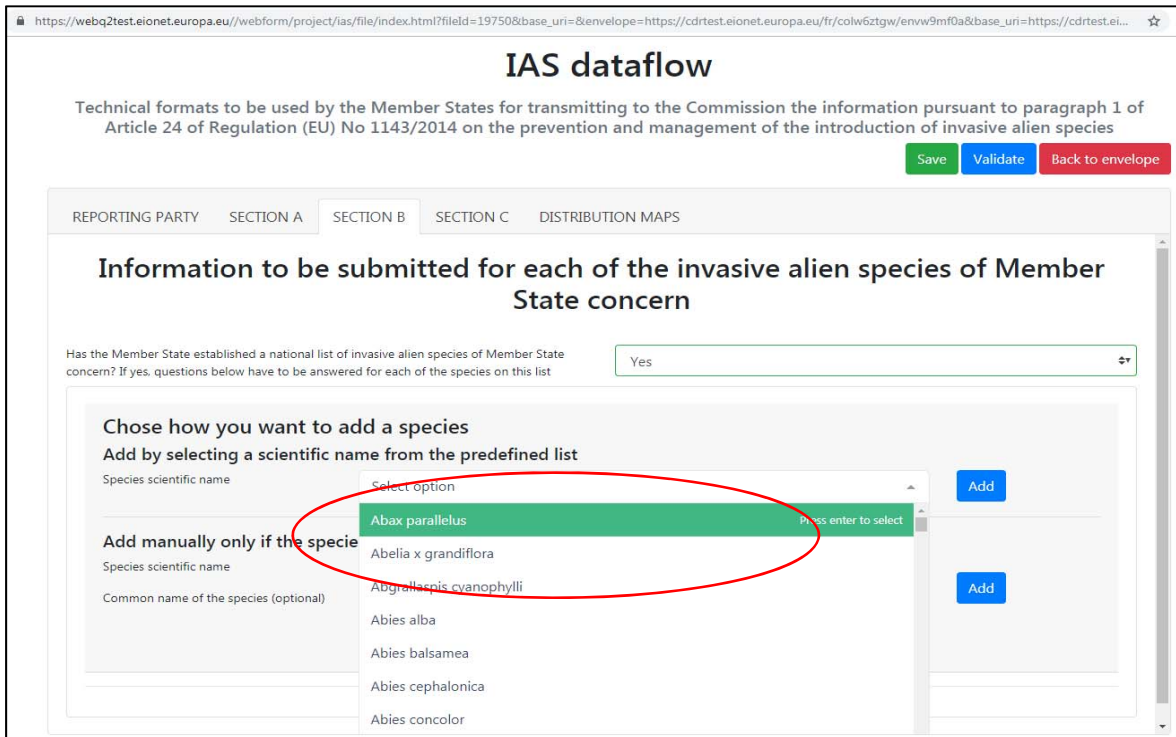


Figure 12 - Dropdown list for species

You can remove species names in case that you clicked accidentally on a wrong name by using the “x” symbol in the green icon with the name (see Figure 13) or by clicking on the name in the dropdown list (see Figure 12).

In case that a species name is not in the selection list you can add a new species name and it’s common name in the webform fields below the headline “Add manually...”.

Filling in information for the IAS of Member State concern

Once you have added the names for the IAS of Member State concern as described above, press the blue button “Add”. The webform will expand and now you are ready to fill in the information for each species.

Has the Member State established a national list of invasive alien species of Member State concern? If yes, questions below have to be answered for each of the species on this list

Chose how you want to add a species

Add by selecting a scientific name from the predefined list

Species scientific name

Armoracia rusticana x
Armeria maritima subsp. halleri x
Allium cepa x
Allium atroviolaceum x

Add

Add manually only if the species name is not available in the predefined list

Species scientific name

Common name of the species (optional)

Add

> Species scientific name : **Armoracia rusticana** Remove

Common name of the species (optional)

Is the species present in the territory of the Member State?

Yes
No
Currently unknown

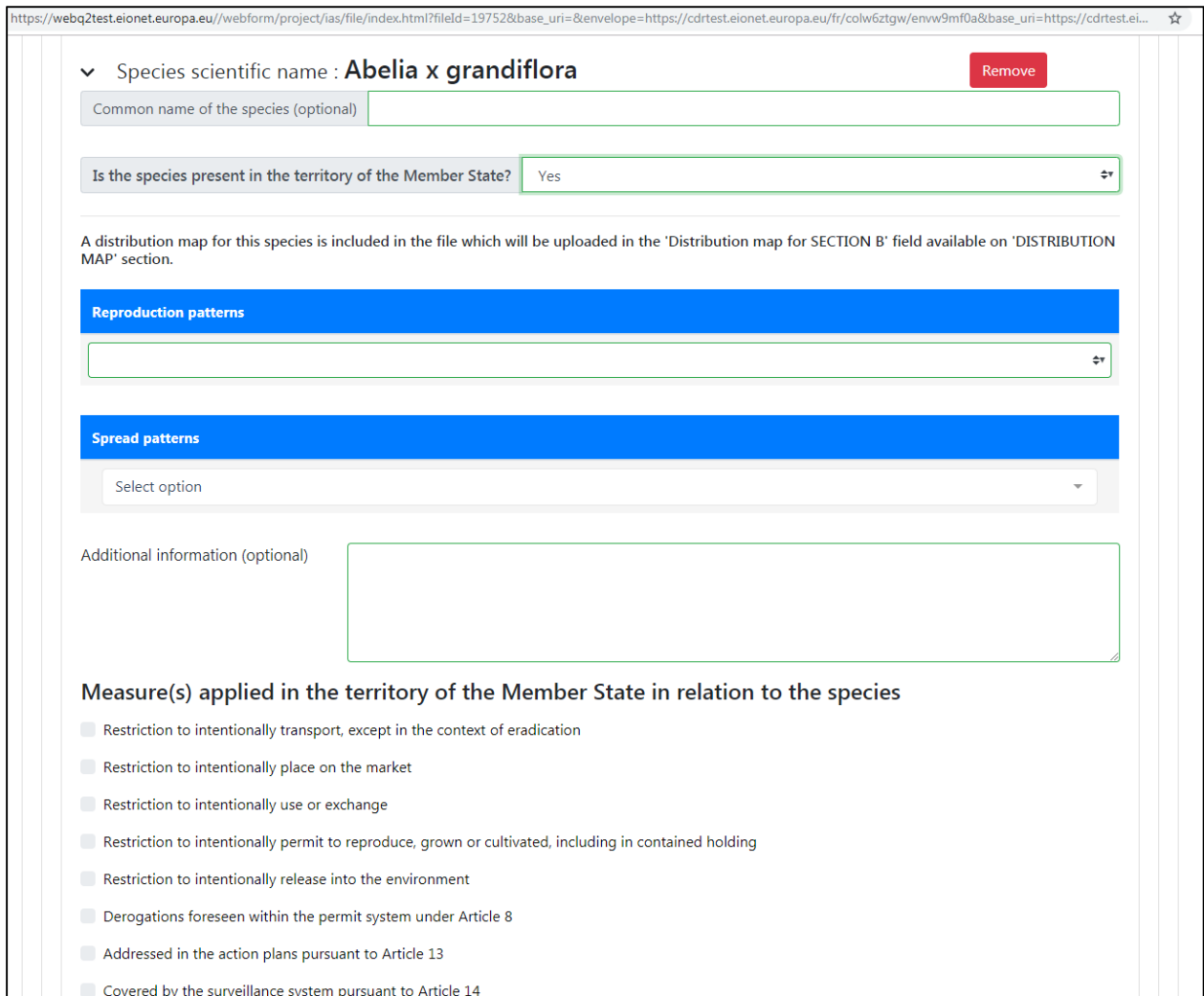
> Species scientific name : **Arnica chamissonis** Remove

Common name of the species (optional)

Is the species present in the territory of the Member State?

Figure 13 Adding the selected species names to the webform and answering SECTION B question 4 of the report format

When select clicking “Yes” to answer the question “Is the species present in the territory of the Member State” the webform will expand and you can fill in the required information.



https://webq2test.eionet.europa.eu/webform/project/ias/file/index.html?fileId=19752&base_uri=&envelope=https://cdrtest.eionet.europa.eu/fr/colw6ztgw/envw9mf0a&base_uri=https://cdrtest.ei... ☆

▼ Species scientific name : **Abelia x grandiflora** Remove

Common name of the species (optional)

Is the species present in the territory of the Member State? Yes ⇅

A distribution map for this species is included in the file which will be uploaded in the 'Distribution map for SECTION B' field available on 'DISTRIBUTION MAP' section.

Reproduction patterns

⇅

Spread patterns

Select option ▼

Additional information (optional)

Measure(s) applied in the territory of the Member State in relation to the species

- ☐ Restriction to intentionally transport, except in the context of eradication
- ☐ Restriction to intentionally place on the market
- ☐ Restriction to intentionally use or exchange
- ☐ Restriction to intentionally permit to reproduce, grown or cultivated, including in contained holding
- ☐ Restriction to intentionally release into the environment
- ☐ Derogations foreseen within the permit system under Article 8
- ☐ Addressed in the action plans pursuant to Article 13
- ☐ Covered by the surveillance system pursuant to Article 14

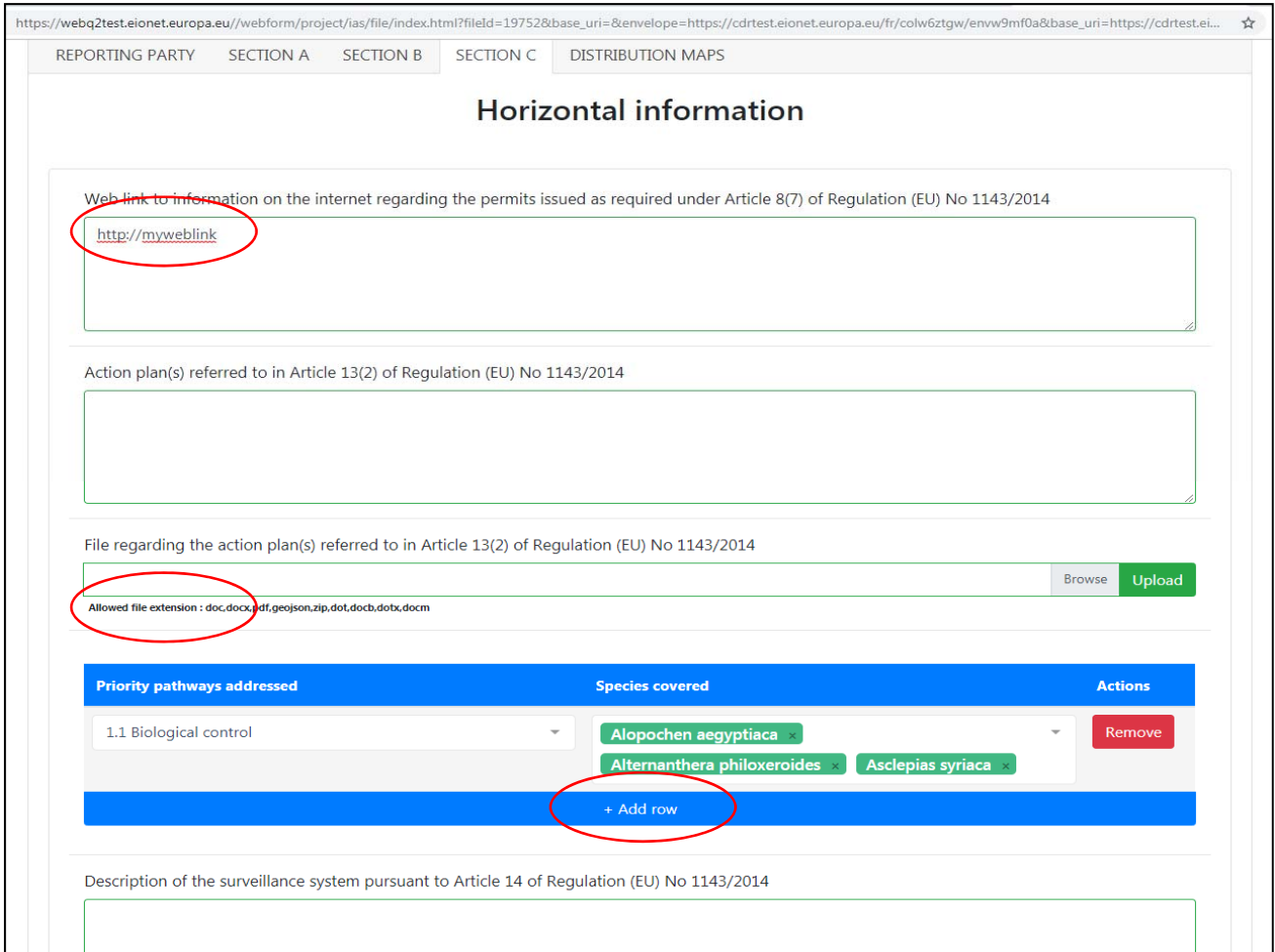
Figure 14 - Webform page for the detailed information on the IAS of Member State concern

The same webform is available for answer when “No” or “currently unknown” is selected, but without the fields for “reproduction patterns” and “spread patterns”.

See the “explanatory notes and guidelines” if you need further information on the different report fields for SECTION B.

Webform page for SECTION C

By select clicking on Section C the following webform page will be displayed and you can start now to fill in the “Horizontal information”.



https://webq2test.eionet.europa.eu/webform/project/ias/file/index.html?fileId=19752&base_uri=&envelope=https://cdrtest.eionet.europa.eu/fr/colw6ztgw/envw9mf0a&base_uri=https://cdrtest.ei...

REPORTING PARTY SECTION A SECTION B SECTION C DISTRIBUTION MAPS

Horizontal information

Web link to information on the internet regarding the permits issued as required under Article 8(7) of Regulation (EU) No 1143/2014

<http://myweblink>

Action plan(s) referred to in Article 13(2) of Regulation (EU) No 1143/2014

File regarding the action plan(s) referred to in Article 13(2) of Regulation (EU) No 1143/2014

Browse Upload

Allowed file extension : doc,docx,pdf,geojson,zip,dot,dotb,dotc,docm

Priority pathways addressed	Species covered	Actions
1.1 Biological control	Alopochen aegyptiaca Alternanthera philoxeroides Asclepias syriaca	Remove
+ Add row		

Description of the surveillance system pursuant to Article 14 of Regulation (EU) No 1143/2014

Figure 15 - Webform page for SECTION C

Please note that weblinks should be provided in full, including the initial http:// or https:// if applicable.

For uploading files you can browse to the document you wish to upload.

For adding “Priority pathways addressed”, press on the blue “Add row” button line.

Upload distribution maps and provide INSPIRE conform meta data

Browse to the files for the distribution map and the meta data and press the green button “upload”. For further information on the spatial data see the document “Guidelines for the compilation of reports on Species Distribution (SD) of Invasive Alien Species of Union concern”, which is available in the IAS reference portal.

IAS dataflow

Technical formats to be used by the Member States for transmitting to the Commission the information pursuant to paragraph 1 of Article 24 of Regulation (EU) No 1143/2014 on the prevention and management of the introduction of invasive alien species

Save Validate Back to envelope

REPORTING PARTY SECTION A SECTION B SECTION C DISTRIBUTION MAPS

Distribution maps for the Section A - IAS of Union concern and Section B – IAS of Member States concern

Upload here the required files is described in the guidelines. Please note that in addition to the file with the spatial data also Inspire conform metadata are required.

Distribution map for SECTION A

Browse Upload

Allowed file extension : shp, geojson, gml.zip

INSPIRE Metadata for SECTION A

Browse Upload

Allowed file extension : shp, geojson, gml.zip

Distribution map for SECTION B

Browse Upload

Allowed file extension : shp, geojson, gml.zip

INSPIRE Metadata for SECTION B

Browse Upload

Allowed file extension : shp, geojson, gml.zip

Figure 16 - Upload distribution maps

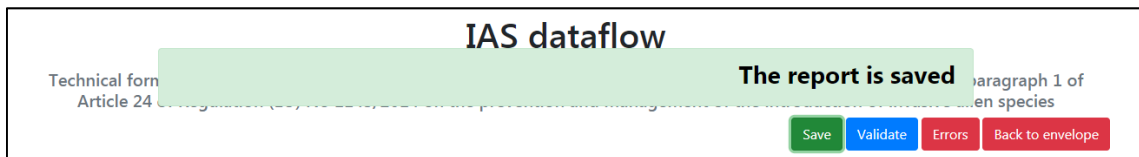
Step 6: Save data, print preview and form validations

The webform provides some action buttons in order to save the data and validate them or go back to the envelope. The functionality related to the action buttons is outlined below.

Save

In order to save any changes and additions in the designation types, click the green “Save” button. A message is displayed informing you that the report is successfully saved.

The data is saved both in the webform and in the xml file (named IAS_-_Invasive_Alien_Species__1.xml) in the CDR envelope.

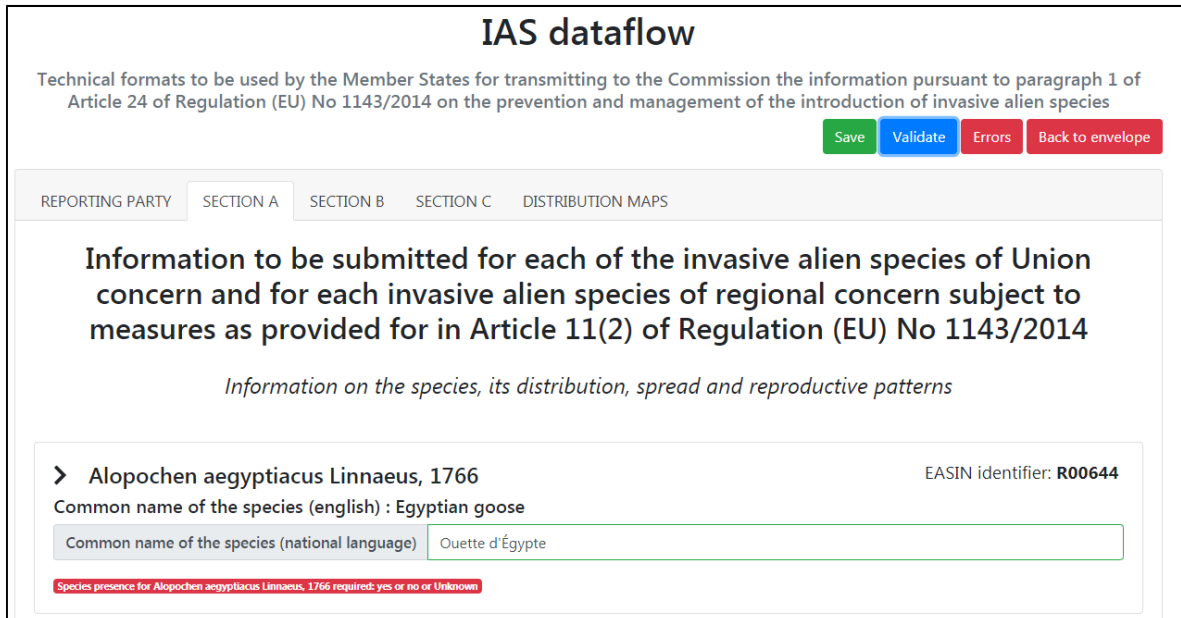


The screenshot shows the 'IAS dataflow' header. Below it, on the left, is the text 'Technical form Article 24'. On the right, a green box contains the message 'The report is saved'. Below this message are four buttons: 'Save' (green), 'Validate' (blue), 'Errors' (red), and 'Back to envelope' (red). The background text is partially obscured by a green box.

Figure 16 - Save the data

Validate

Click the blue “Validate” button in order to find out, whether all required fields are filled in correctly. The red line below the field informs about the errors. Correct the error and validate again.



The screenshot shows the 'IAS dataflow' header. Below it is the text 'Technical formats to be used by the Member States for transmitting to the Commission the information pursuant to paragraph 1 of Article 24 of Regulation (EU) No 1143/2014 on the prevention and management of the introduction of invasive alien species'. Below this text are four buttons: 'Save' (green), 'Validate' (blue), 'Errors' (red), and 'Back to envelope' (red). Below the buttons is a tabbed interface with tabs for 'REPORTING PARTY', 'SECTION A', 'SECTION B', 'SECTION C', and 'DISTRIBUTION MAPS'. The 'SECTION A' tab is selected. Below the tabs is the text 'Information to be submitted for each of the invasive alien species of Union concern and for each invasive alien species of regional concern subject to measures as provided for in Article 11(2) of Regulation (EU) No 1143/2014'. Below this text is the text 'Information on the species, its distribution, spread and reproductive patterns'. Below this text is a form for the species 'Alopochen aegyptiacus Linnaeus, 1766'. The form includes the 'Common name of the species (english) : Egyptian goose' and a text input field for 'Common name of the species (national language)' with the value 'Ochette d'Égypte'. Below the input field is a red error message: 'Species presence for Alopochen aegyptiacus Linnaeus, 1766 required: yes or no or Unknown'. The 'EASIN identifier: R00644' is displayed on the right.

Figure 17 - Validate the data

Check the complete webform for errors

Click the red “Error” button in order to see all errors in the webform. You can expand / collapse the form in the popup window to see the error messages for each of the SECTIONS. Go to the respective parts of the webform and correct the errors before you proceed with Step 7 (“Validate in CDR”).

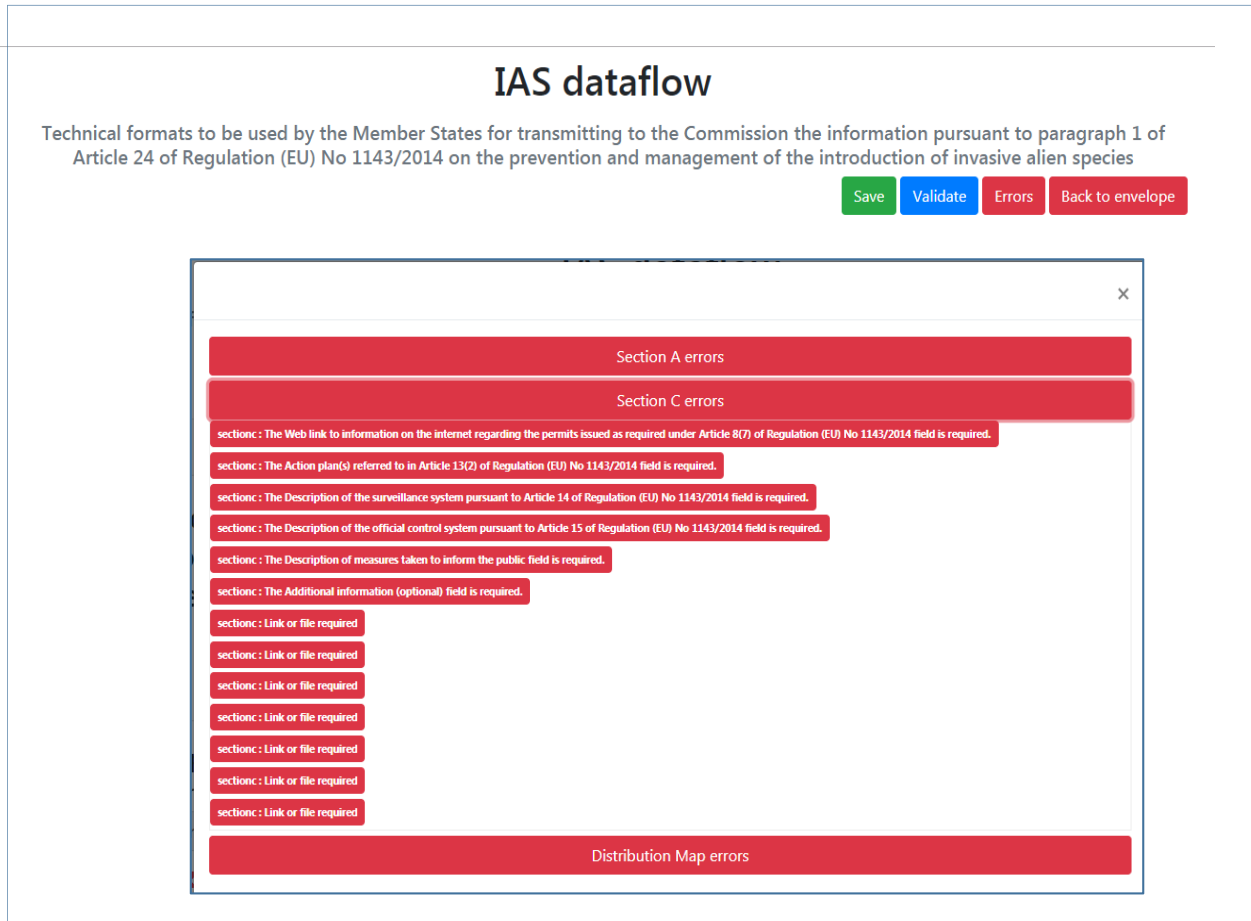


Figure 18 – Validation errors messages for all parts of the webform

Close the webform

After saving the webform you can click the red button “Back to envelope” if you want to leave the webform.

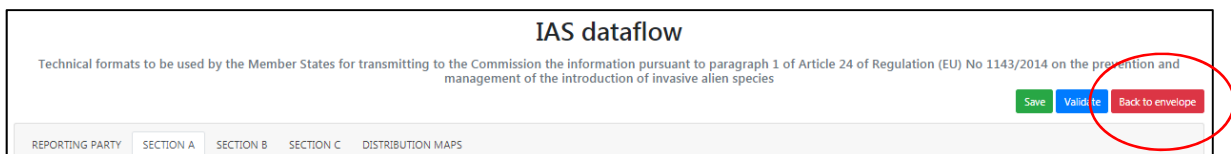


Figure 18 – Close the webform

Step 7: CDR QA validations

In the Draft delivery tab of the envelope, next to the “IAS_-_Invasive_Alien_Species__1.xml” file, a button “Run QA #1” is available through which the QA scripts can be executed in order to check the file’s validity.

The following results pages are displayed:

2. SECTION A - IAS of Union concern			
A2	Question 1 - EASIN Id	0 blocker	
A3	Question 2 - Common name	0 error, 0 info	
A4	Question 3 - Presence	0 blocker	
A5	Question 4 - Reproduction patterns	0 error	
A6	Question 4 - Spread patterns	0 error	
A8	Question 5 - additional information on species, distribution, spread and reproduction patterns	0 blocker	
A9	Question 7 - Information on permits, Year	0 error	
A10	Question 7 - Information on permits, Purpose of permit	0 blocker	
A11	Question 7 - Information on permits, Number of permits	0 error	
A12	Question 7 - Information on permits, Total number or volume	0 error	
A13	Question 7 - Information on permits, Unit	0 blocker	
A15	Question 9 – information on inspections, Year	1 error	More...
A16	Question 9 – information on inspections, Purpose of permit	1 blocker	More...
Mandatory information missing or erroneous Check the vocabulary for valid codes (http://dd.eionet.europa.eu/vocabulary/ias/purposePermit)			
EASINcode		Purpose of permit	
R00644			

Figure 20 – QA #1 results page with errors

Based on the feedback received, you can correct the errors of your files and re-execute the QA validations to confirm that the problems (if any) have been fixed.

When all issues are corrected and the QA validations are re-run, the results pages are the following ones:

QA result for file IAS_-_Invasive_Alien_Species__1.xml

Please note that where an individual check identifies more than 1,000 errors, only the first 1,000 messages are shown in the results below.

1. REPORTING PARTY CHECKS

G1	0.1 - Member State	0 blocker	
G2	0.2 - Reporting period start	0 blocker	
G3	0.2 - Reporting period end	0 blocker	

2. SECTION A - IAS of Union concern

A2	Question 1 - EASIN Id	0 blocker	
A3	Question 2 - Common name	0 error, 0 info	
A4	Question 3 - Presence	0 blocker	
A5	Question 4 - Reproduction patterns	0 error	
A6	Question 4 - Spread patterns	0 error	
A8	Question 5 - additional information on species, distribution, spread and reproduction patterns	0 blocker	
A9	Question 7 - Information on permits, Year	0 error	
A10	Question 7 - Information on permits, Purpose of permit	0 blocker	
A11	Question 7 - Information on permits, Number of permits	0 error	
A12	Question 7 - Information on permits, Total number or volume	0 error	
A13	Question 7 - Information on permits, Unit	0 blocker	
A15	Question 9 - information on inspections, Year	0 error	
A16	Question 9 - information on inspections, Purpose of permit	0 blocker	
A17	Question 9 - information on inspections, Number of establishments	0 error	
A18	Question 9 - information on inspections, Number of volume of permitted specimens corresponding to permits	0 error	
A19	Question 9 - information on inspections, Unit	0 error	
A20	Question 9 - information on inspections, Number of inspected establishments	0 error	
A21	Question 9 - information on inspections, Number or volumen of permitted specimens corresponding to permits held by establishments	0 error	
A22	Question 9 - information on inspections, Unit	0 error	

Go back to envelope

Tip: This page is only temporary. The page URL address can not be used as a reference to the result.

Please use the "File >> Save As" option within your browser to save the validation results.

Figure 21 – Step 7: QA #1 results page - success

Step 8: Release and complete task

In order to complete the task, click on the right side button “Release envelope”.

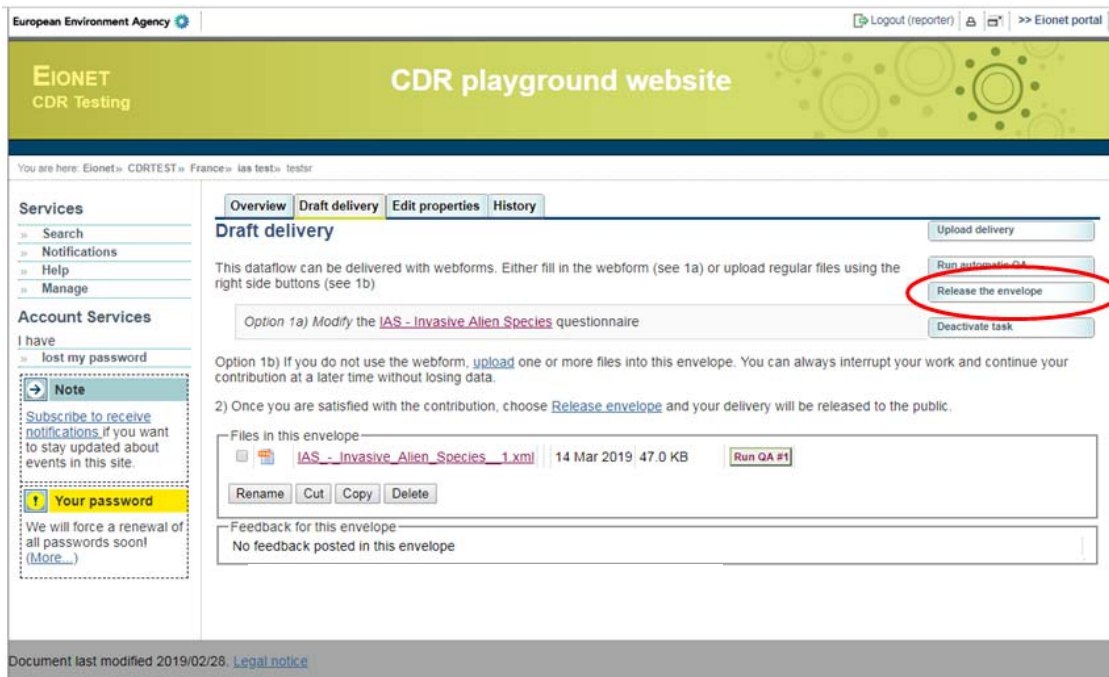


Figure 22 –Release envelope

When the “Release envelope” button is pressed, the CDR QA tests are executed again, this time automatically for the final envelope release.

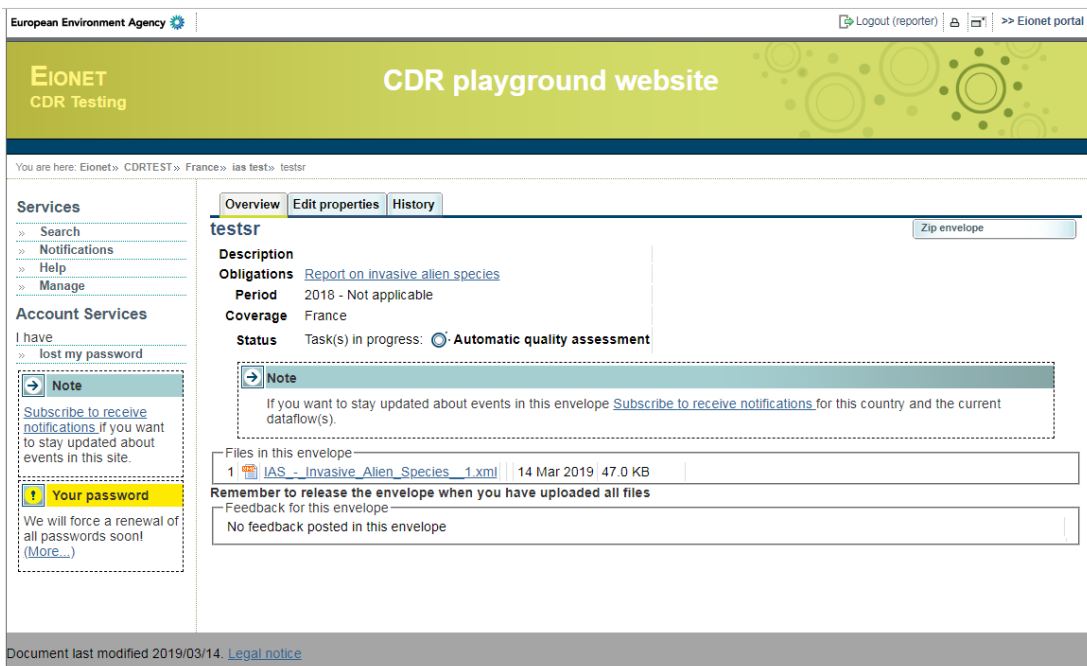
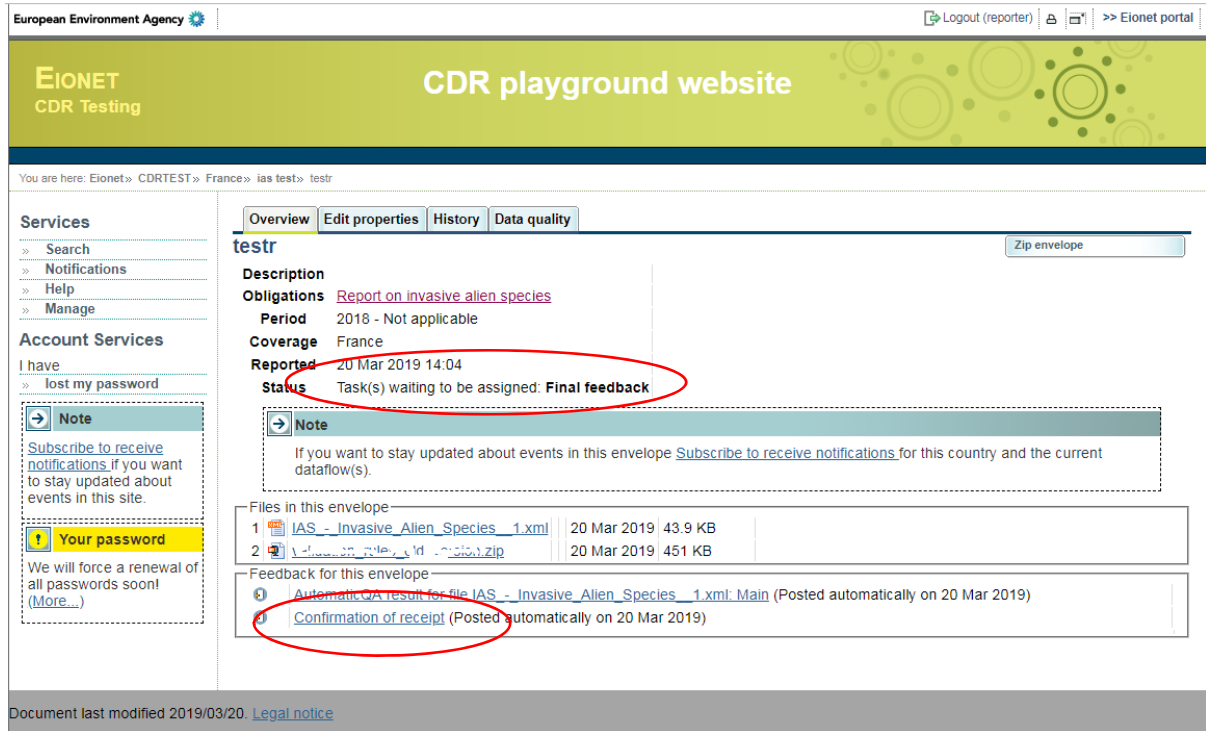


Figure 23 – Automatic quality assessment upon release of the envelope

After the quality assessment, the status of the envelope will be in the status “Final feedback”:

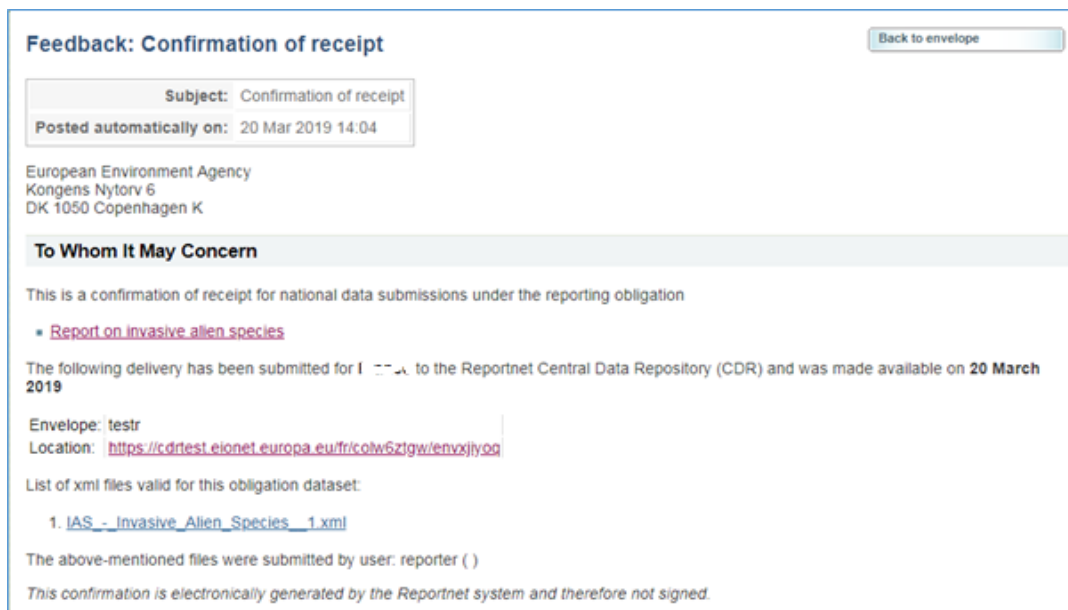


The screenshot shows the EIONET CDR playground website interface. The top navigation bar includes the EIONET logo, the text 'CDR playground website', and user options like 'Logout (reporter)' and 'Eionet portal'. The main content area displays the details for an envelope named 'testr'. The 'Status' field is circled in red and shows 'Task(s) waiting to be assigned: Final feedback'. Other fields include 'Description', 'Obligations' (Report on invasive alien species), 'Period' (2018 - Not applicable), 'Coverage' (France), and 'Reported' (20 Mar 2019 14:04). A 'Note' section contains a link to subscribe to notifications. Below this, a table lists files in the envelope: 'IAS - Invasive Alien Species_1.xml' (43.9 KB) and 'IAS - Invasive Alien Species_1.zip' (451 KB). At the bottom, the 'Feedback for this envelope' section shows two entries: 'Automatic QA result for file IAS - Invasive Alien Species_1.xml: Main' and 'Confirmation of receipt', both posted on 20 Mar 2019. The 'Confirmation of receipt' entry is also circled in red. A sidebar on the left contains links for 'Services', 'Account Services', and a 'Note' about password renewal.

Figure 24 – Final feedback

Now the report is officially submitted to the EC and the EEA/ETC_BD will provide the final feedback regarding the data quality in case that major issues are identified.

Please note that the confirmation of receipt message and automatic feedback is stored automatically and is displayed at the bottom of the page, in the section “Feedback for this envelope”. Please subscribe to notifications and the left hand side, to be notified of events in the envelope. Additional feedback might be provided by EEA or ETC/BD.



The screenshot shows a detailed 'Feedback: Confirmation of receipt' message. It includes the subject 'Confirmation of receipt', the posting time '20 Mar 2019 14:04', and the address of the European Environment Agency. The 'To Whom It May Concern' section states that this is a confirmation of receipt for national data submissions under the reporting obligation for 'Report on invasive alien species'. It mentions that the delivery was submitted to the Reportnet Central Data Repository (CDR) and was made available on 20 March 2019. The envelope name is 'testr' and the location is 'https://cdtest.eionet.europa.eu/fr/colw6z1gw/envxjlyoq'. A list of XML files valid for this obligation dataset is provided, including 'IAS - Invasive Alien Species_1.xml'. The message concludes by stating that the above-mentioned files were submitted by user: reporter and that this confirmation is electronically generated by the Reportnet system and therefore not signed.

Figure 25 – Confirmation of receipt

Getting help

- The reporting manual and other information related to IAS reporting is available at:
[http://cdr.eionet.europa.eu/help/IAS reporting](http://cdr.eionet.europa.eu/help/IAS%20reporting)
- If you have further questions you can contact the helpdesk. (Please include the keyword IAS in the subject line of the e-mail)

For technical assistance with access to CDR envelopes	helpdesk@eionet.europa.eu
For assistance with filling in the web form, the CDR QA/QC, code lists etc.	ias.helpdesk@eionet.europa.eu
For questions related to the content of the reporting	ENV-IAS-REPORTING@ec.europa.eu
For questions related to compilation of the Species Distribution files	JRC-EASIN@ec.europa.eu

Annex I Example of letter informing the European Commission of data delivery

Each Member State sends the confirmation receipt from the CDR after the successful delivery to its Permanent Representation to the EU. This is an example of letter to be send to the European Commission from the Permanent Representation of the Member State about the data delivery to the CDR:

M. Stefan Leiner
Biodiversity Unit
DG Environment
European Commission
BU5 05/137
B – 1049 Brussels
Belgium
[Date]

Subject: Delivery of national report under Article 24(1) of Regulation 1143/2014 on invasive alien species

Dear M. Leiner,

On behalf of **[Member State]**, I would like to inform you of the delivery of the **[Member State]** national report pursuant to Article 24(1) of Regulation (EU) No 1143/2014 of the European Parliament and of the Council.

I attach the confirmation receipt of this delivery.

Sincerely yours,

Permanent Representation to the EU of **[Member State]**