European Environment Agency

USER MANUAL:

Delivery of reports pursuant to the IAS Regulation

via the CDR webform

Version 1.0

Contents

Introduction

This manual explains how to access and use the IAS webform for delivering information pursuant to the IAS Regulation[1] 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.
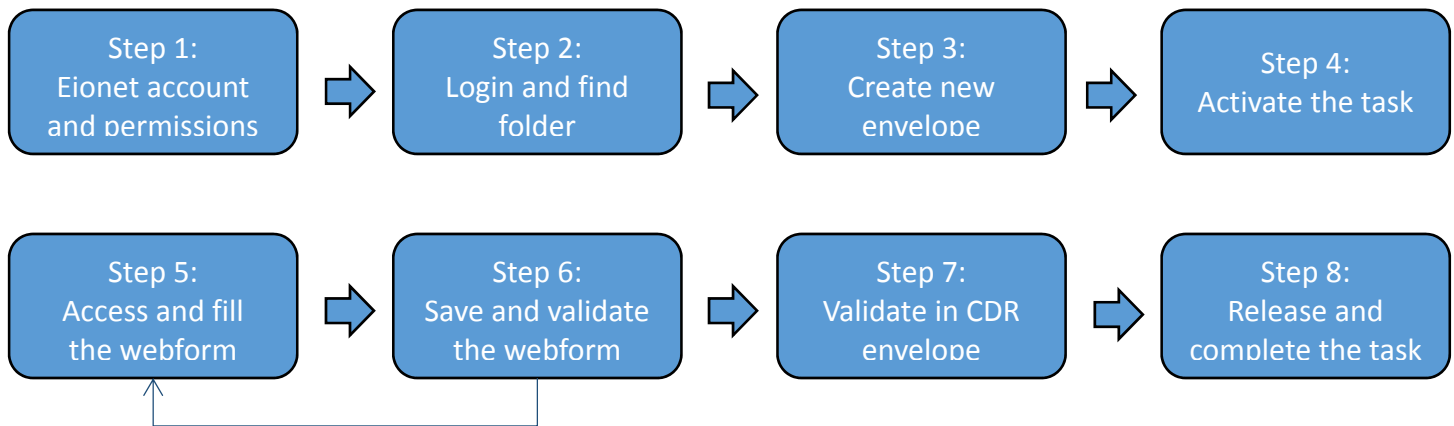
Step 1: Eionet account and permissions	→	Step 2: Login and find folder	→	Step 3: Create new envelope	→	Step 4: Activate the task

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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/

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[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:
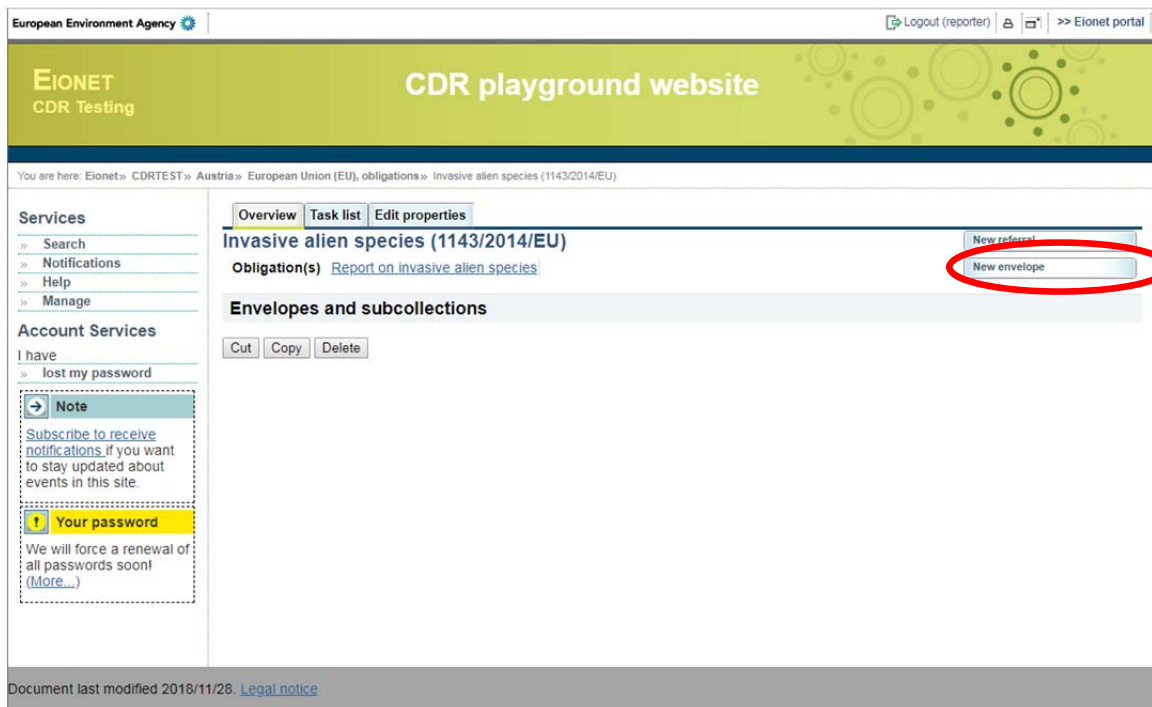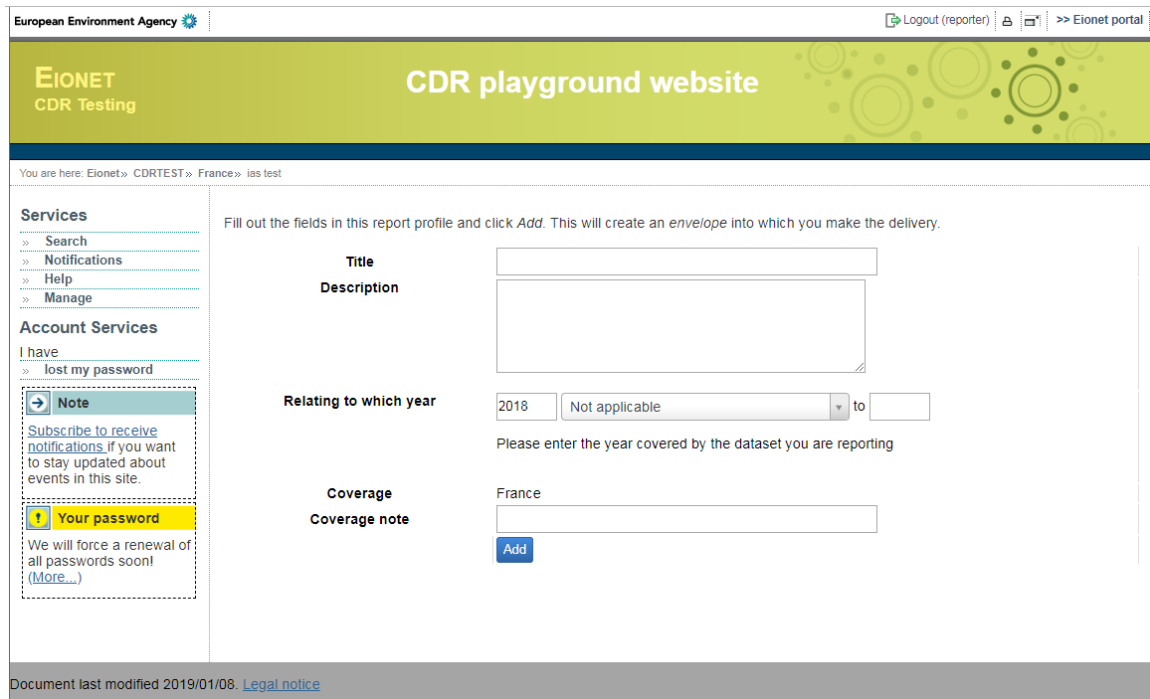

Figure 2 – Step 3: Create envelope button

The "Add envelope" page is displayed (see Figure 3), to complete the envelope's metadata.

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.
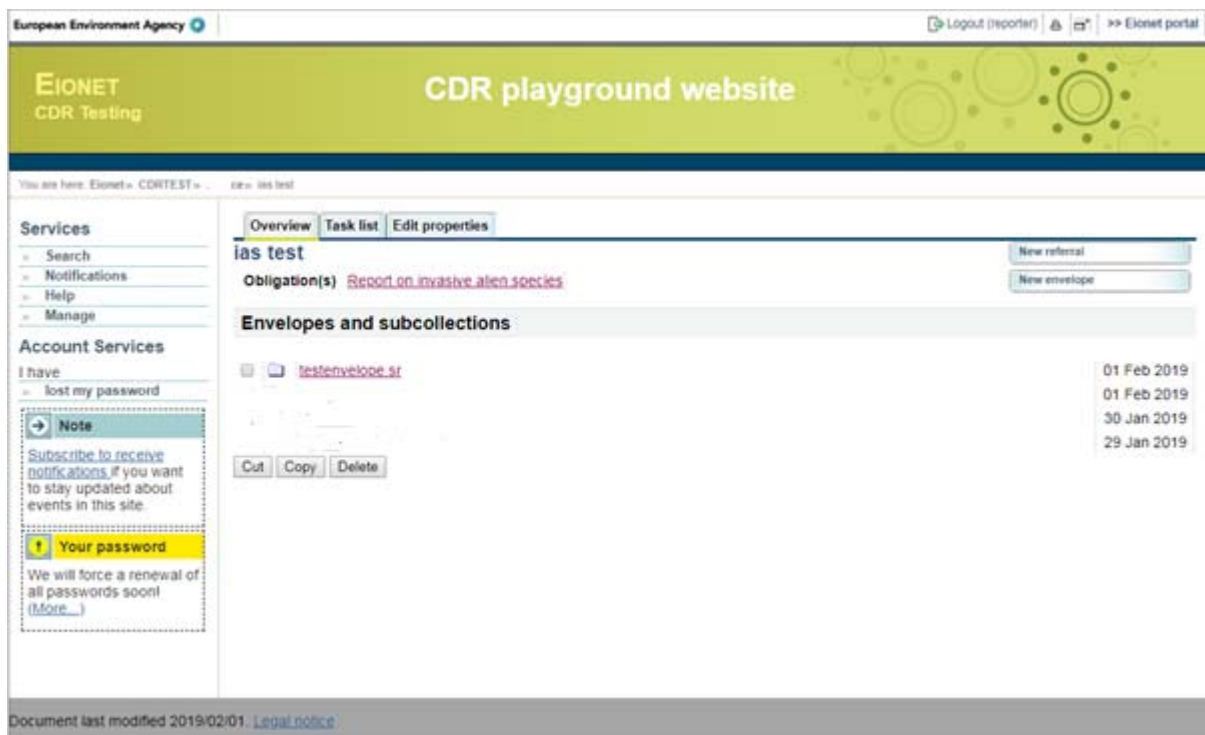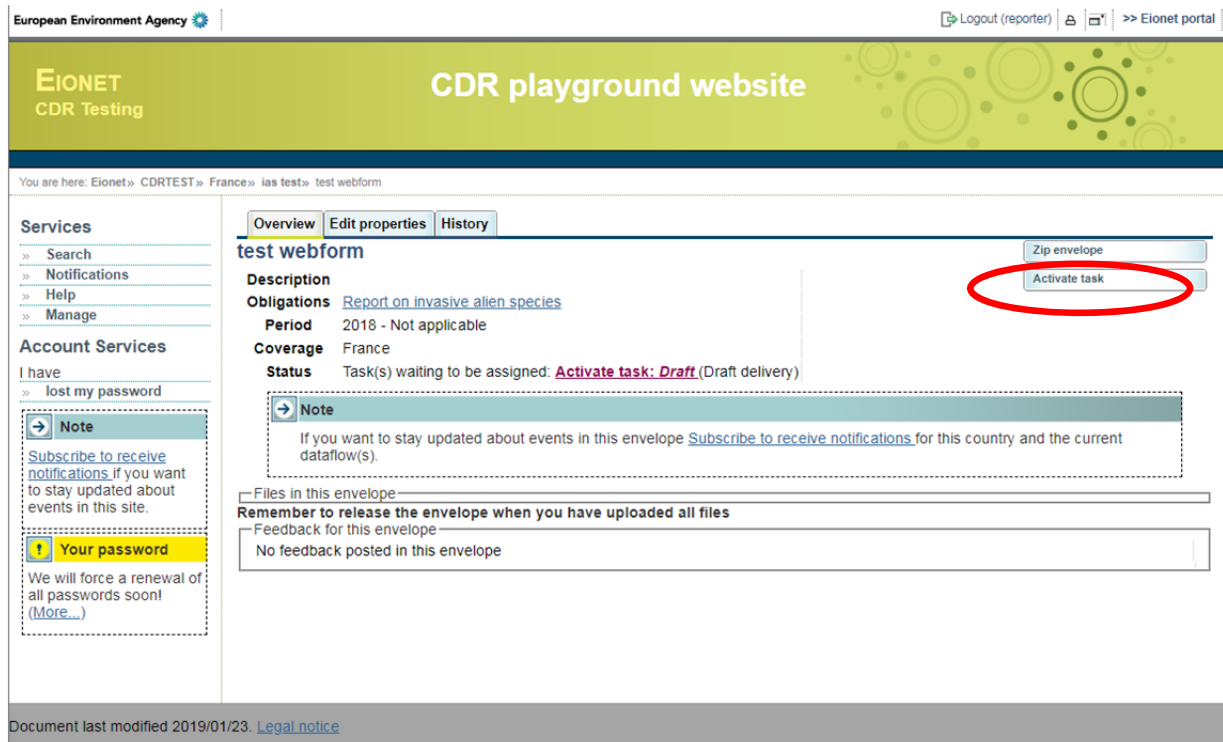
Figure 4 – Step 3: IAS envelope

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.

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:

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

Webform starting page

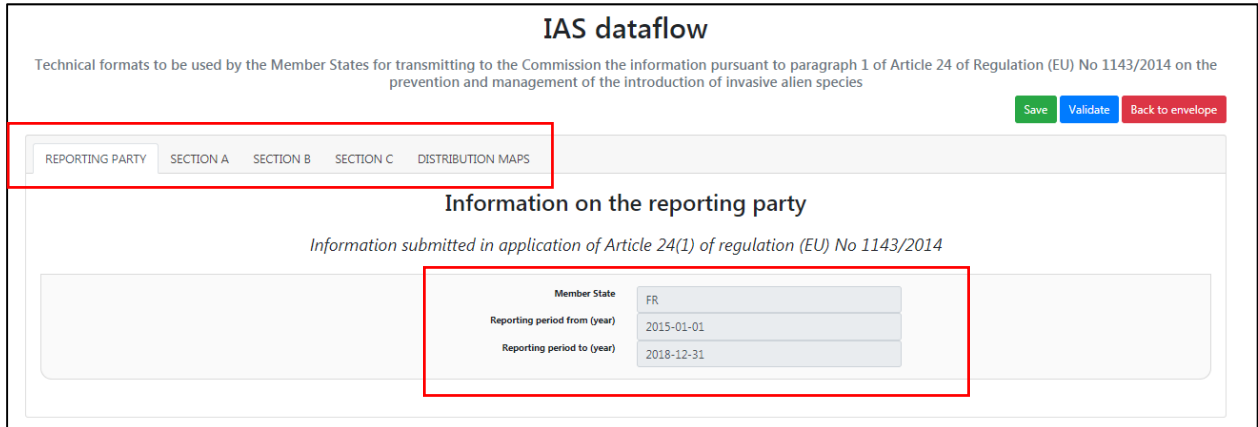The following webform page with prefilled information on the reporting party is displayed when you open the webform.

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.
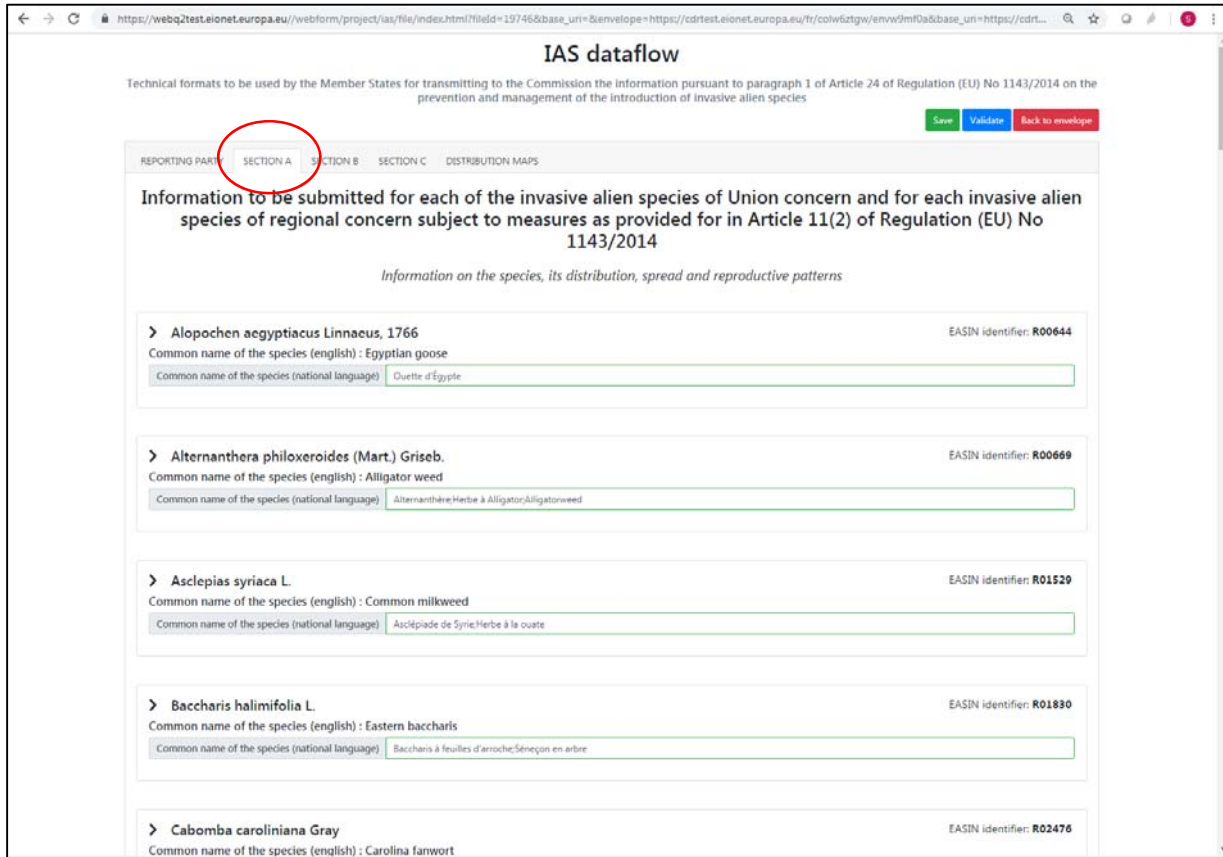
Figure 8 – First webform page for SECTION A

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:

Figure 10a – Webform part for filling in the information for the species which <u>are not present or currently unknown</u> 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.

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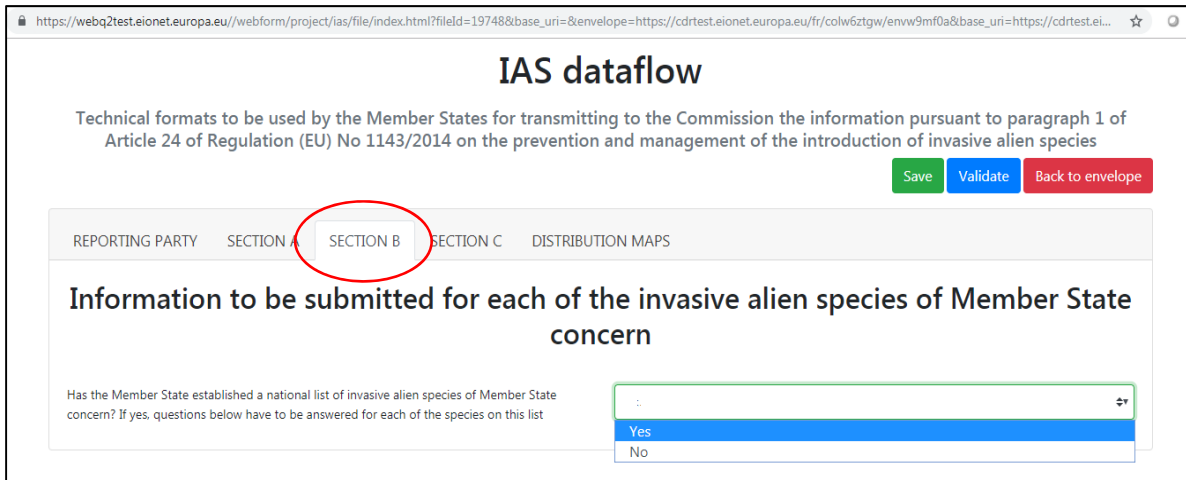
Figure 11 – Webform page for SECTION B of the IAS report format

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.
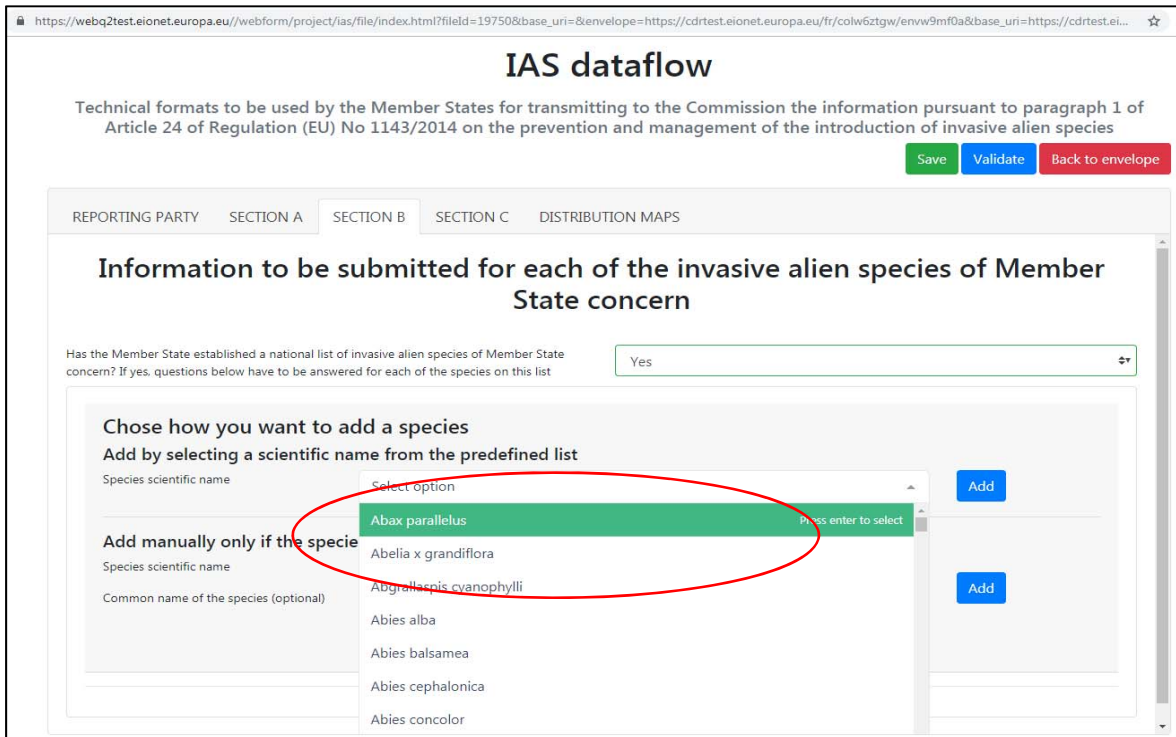
Figure 12 - Dropdown list for species

You can remove species names in case that you clicked accidently 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.

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.
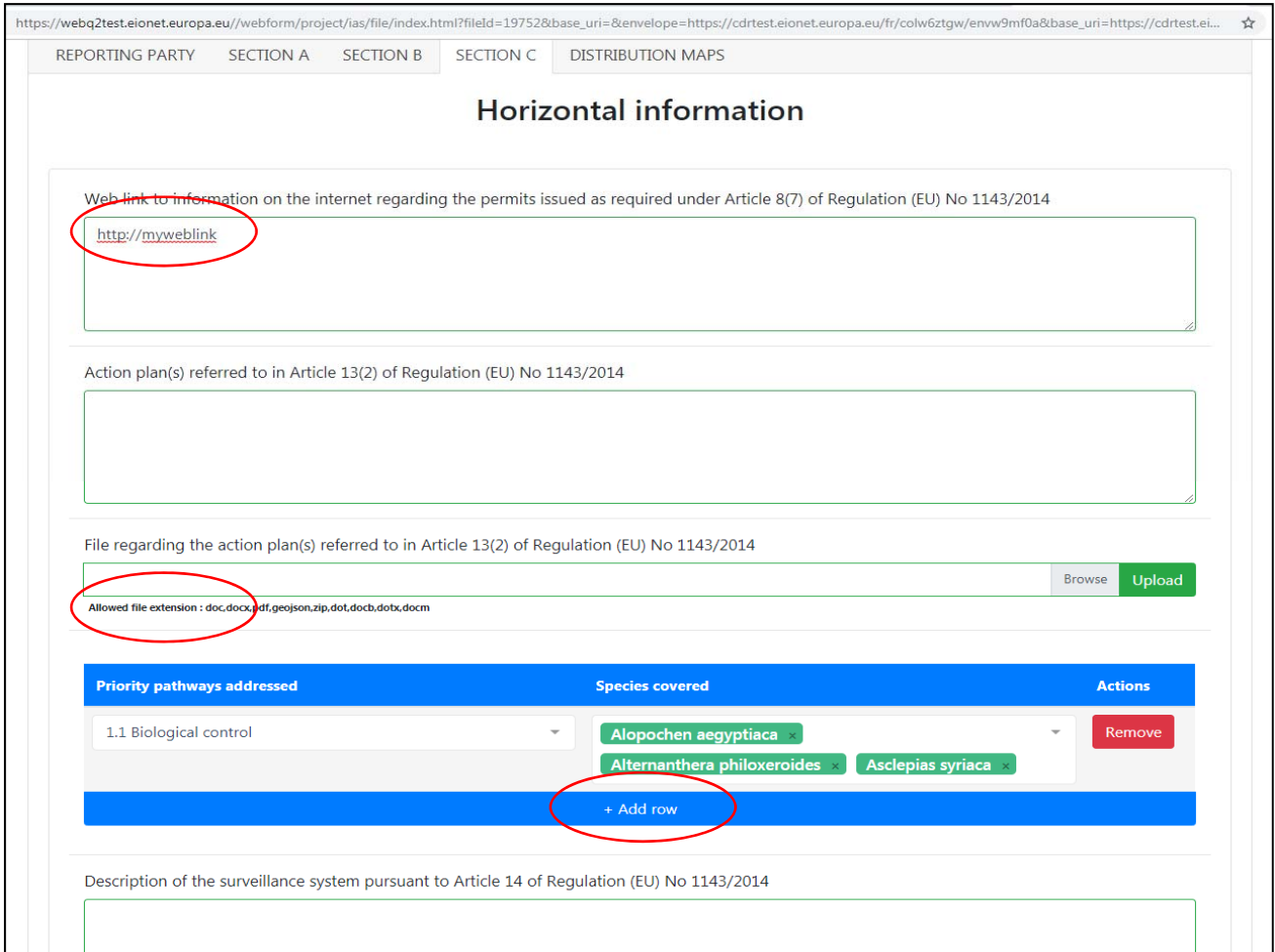

Figure 14 - Webform page for the detailed information on the IAS of Member State concern

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".

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 INSPRE 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.

Figure 16 - Upload distribution maps
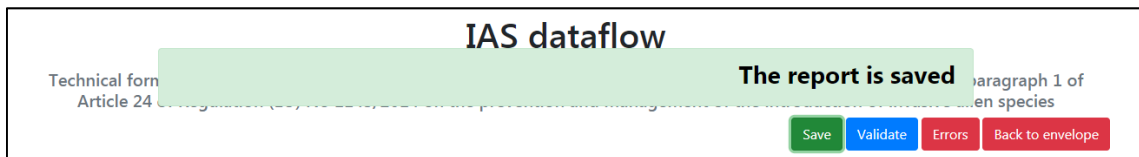
Step 6: Save data, print preview and form validations

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.
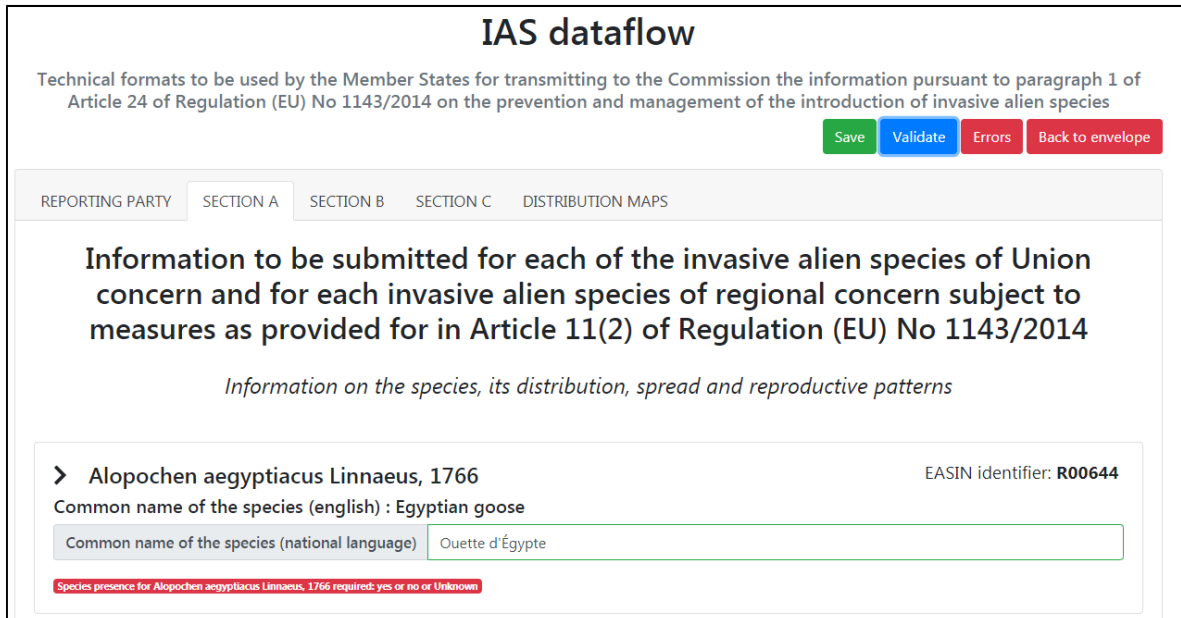
Figure 16 - Save the data

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.

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").
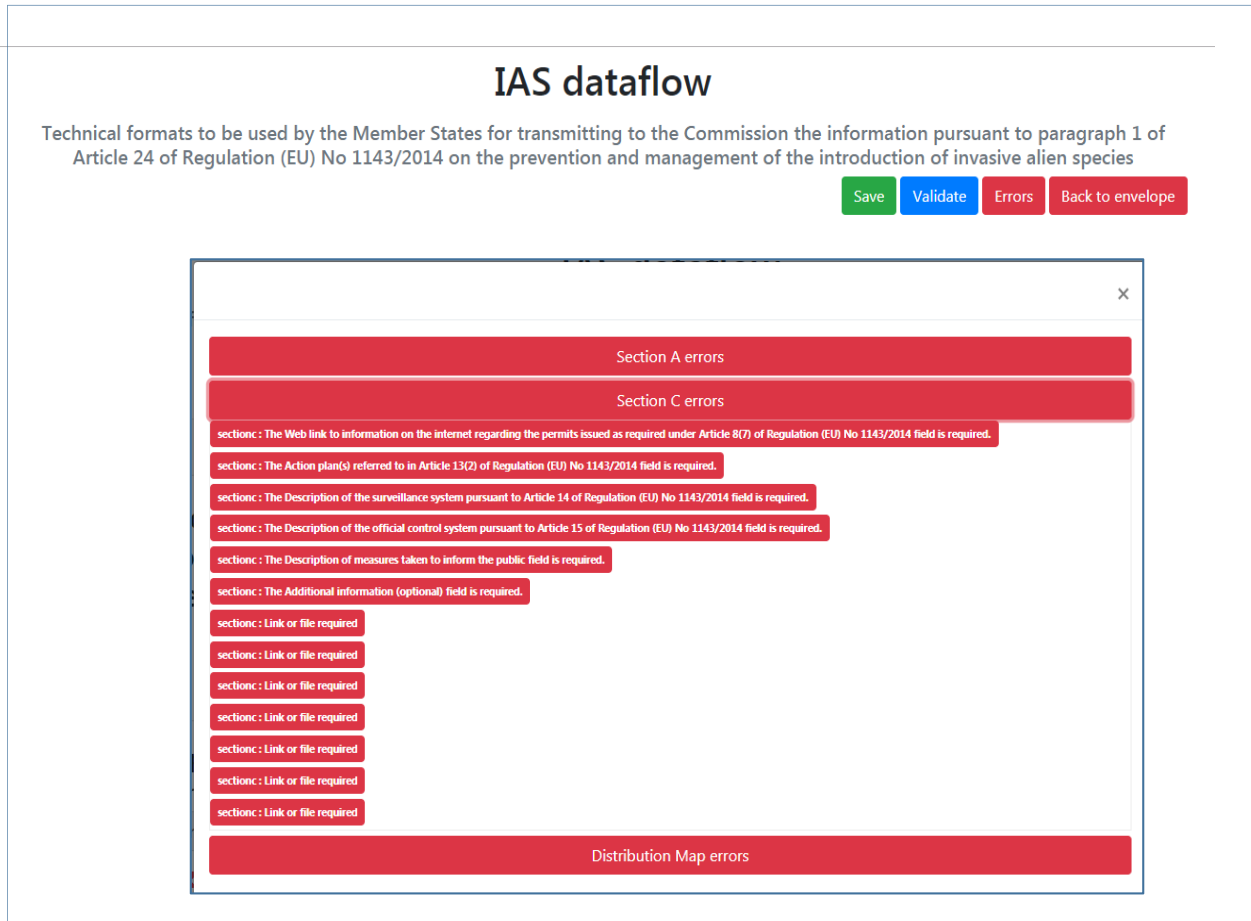

Figure 18 – Validation errors messages for all parts of the webform

Close the webform

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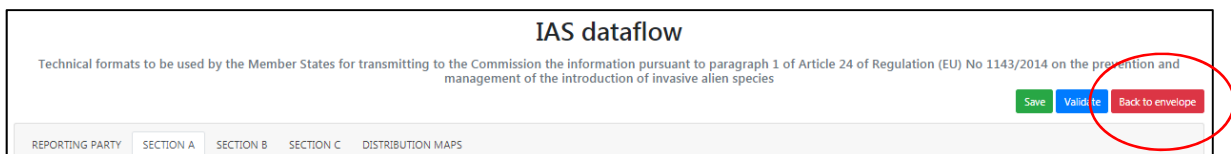

Figure 18 – Close the webform

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:

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:

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".
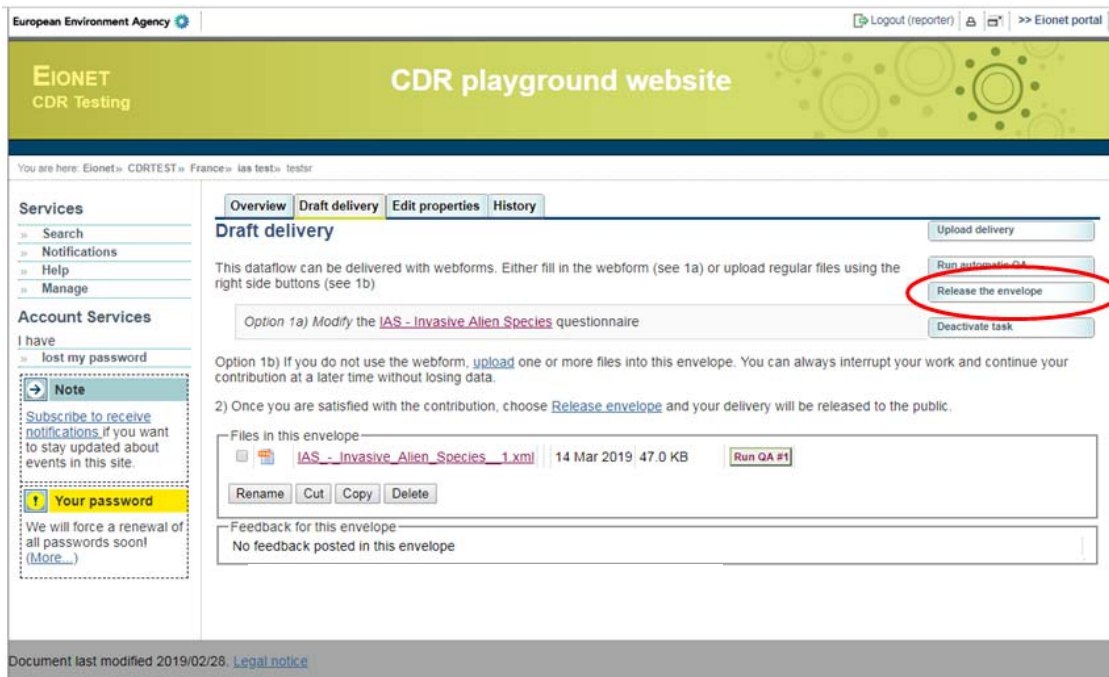

Figure 22 –Release envelope

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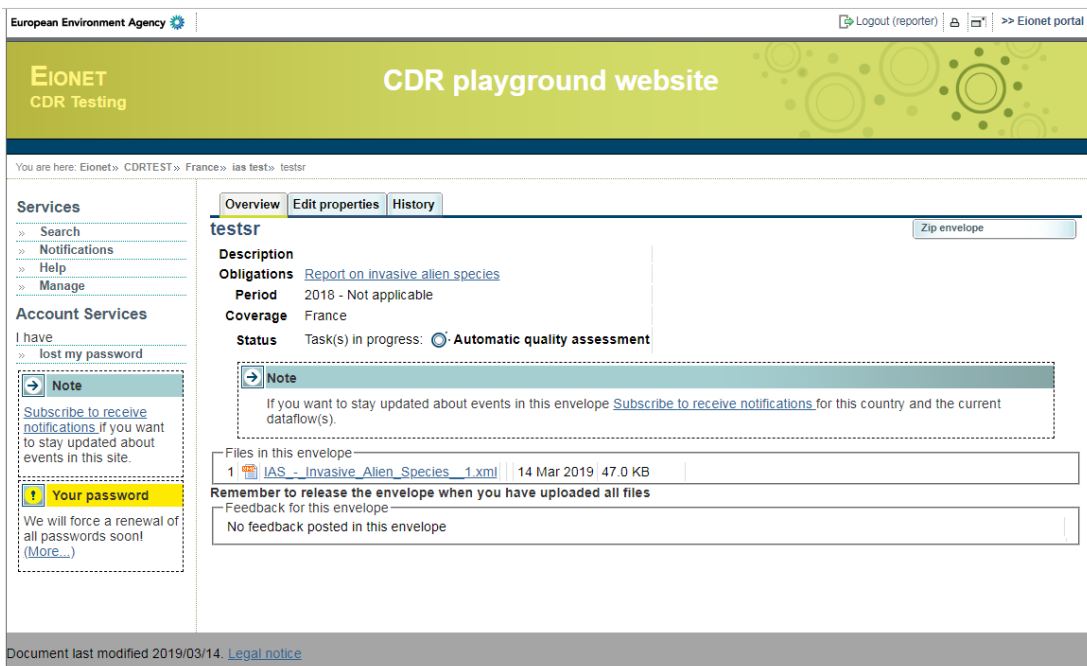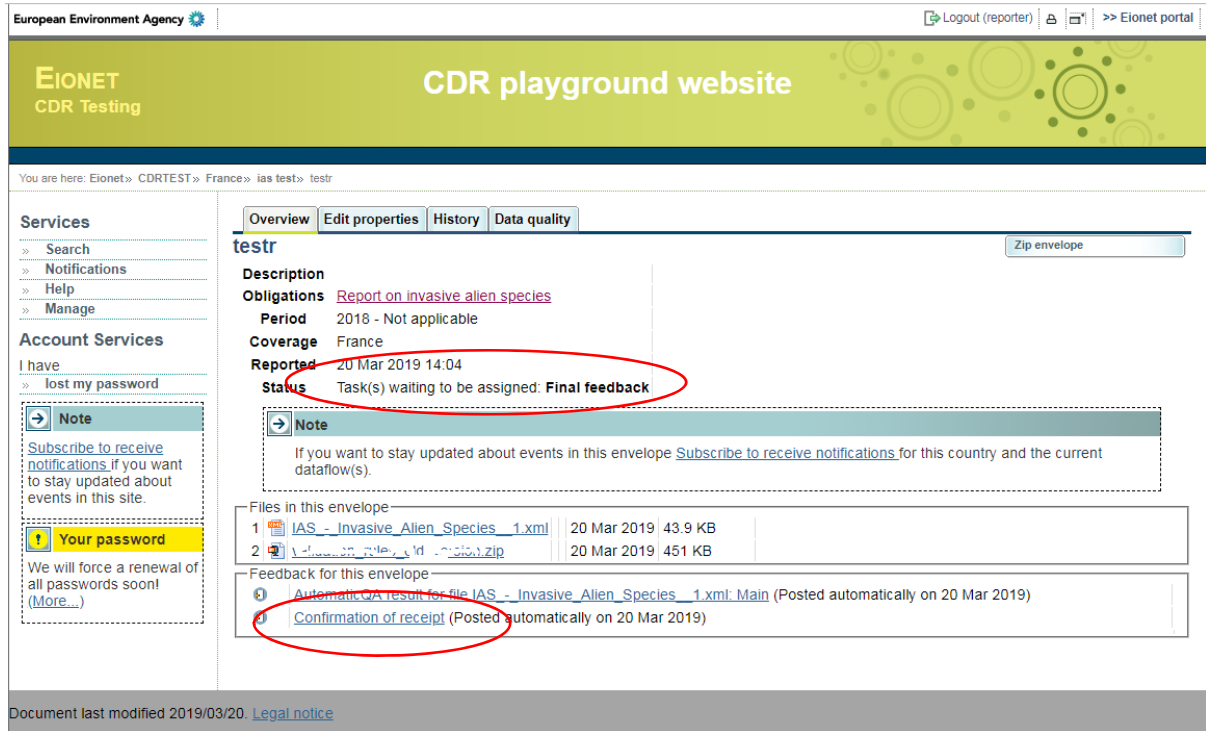

Figure 23 – Automatic quality assessment upon release of the envelope

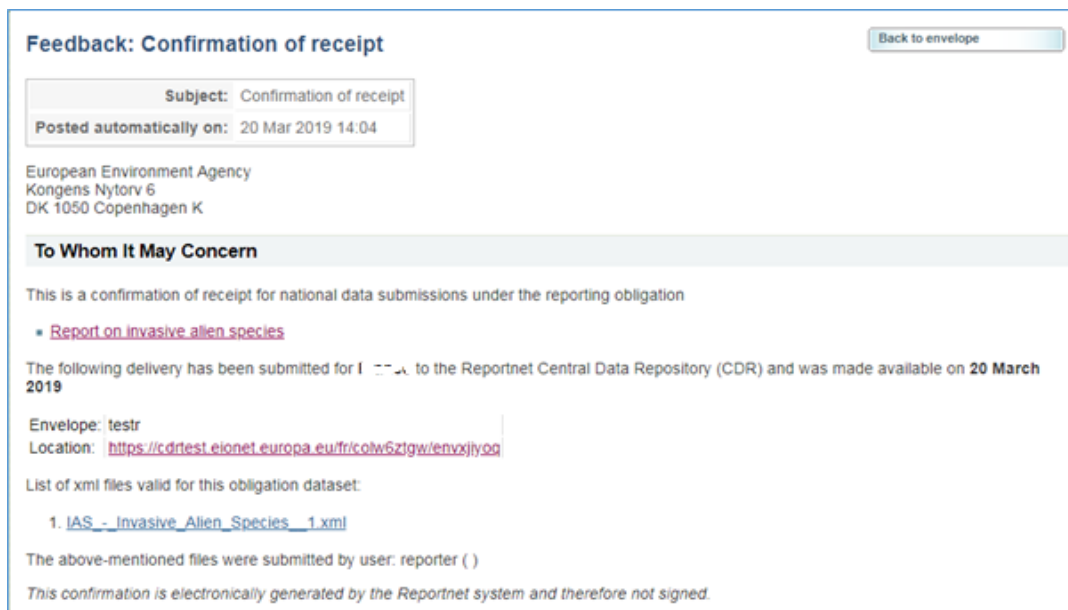After the quality assessment, the status of the envelope will be in the status "Final feedback":

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.

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

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- 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]**