

How to deliver data on the National Adaptation Actions (Art. 15 of the Greenhouse gas Monitoring Mechanism Regulation (MMR)) – reporting 2019

Version 3.0, 21/02/2019

(changes in version 2.0 compared to 1.0 in red, changes in version 3.0 in green)

The reporting deadline is 15 March 2019.

These guidelines explain how to use the electronic web tool for reporting information to the EU Commission in pursuance of the MMR Art. 15 concerning the National Adaptation Actions.

The reporting is organised in collaboration between the European Commission DG Climate Action (CLIMA), and the European Environment Agency (EEA). The electronic web tool is available at the Central Data Repository (CDR) which is part of the EEA's Reportnet infrastructure.

Step 1: User accounts and access permissions

In order to report through the electronic web-questionnaire, an Eionet account with user name and password is required as well as permission to fill in the web tool.

For EU Member States:

Reporters are nominated by the country and the European Commission is formally informed about them. In practice, the Permanent Representation of a country informs the Director-General of DG CLIMA in writing. Reporters nominated previously keep this role until the country asks to revoke it and formally nominates one or more new reporters.

For EEA member countries that are not EU Member States:

These countries are asked to voluntarily report the same information as EU Member States. Reporters are nominated by the National Focal Point (NFP), who informs the EEA

The EEA will assign the necessary role to the Reportnet infrastructure. If the same person(s) as for previous reportings will upload the information for this reporting obligation, nothing needs to be done by the country.

Step 2. Enter the Central Data Repository, login to your folder and create an envelope

When preparing for the National Adaptation Actions data delivery, you first have to go to the respective folder in EEA's Central Data Repository (follow the links below).

EU Member State and EEA member country URL to National Adaptation Actions folder:

country	URL
Austria	http://cdr.eionet.europa.eu/at/eu/mmr/art15_adaptation/
Belgium	http://cdr.eionet.europa.eu/be/eu/mmr/art15_adaptation/
Bulgaria	http://cdr.eionet.europa.eu/bg/eu/mmr/art15_adaptation/

Croatia	http://cdr.eionet.europa.eu/hr/eu/mmr/art15_adaptation/
Cyprus	http://cdr.eionet.europa.eu/cy/eu/mmr/art15_adaptation/
Czech Republic	http://cdr.eionet.europa.eu/cz/eu/mmr/art15_adaptation/
Denmark	http://cdr.eionet.europa.eu/dk/eu/mmr/art15_adaptation/
Estonia	http://cdr.eionet.europa.eu/ee/eu/mmr/art15_adaptation/
Finland	http://cdr.eionet.europa.eu/fi/eu/mmr/art15_adaptation/
France	http://cdr.eionet.europa.eu/fr/eu/mmr/art15_adaptation/
Germany	http://cdr.eionet.europa.eu/de/eu/mmr/art15_adaptation/
Greece	http://cdr.eionet.europa.eu/gr/eu/mmr/art15_adaptation/
Hungary	http://cdr.eionet.europa.eu/hu/eu/mmr/art15_adaptation/
Iceland	http://cdr.eionet.europa.eu/is/eu/mmr/art15_adaptation/
Ireland	http://cdr.eionet.europa.eu/ie/eu/mmr/art15_adaptation/
Italy	http://cdr.eionet.europa.eu/it/eu/mmr/art15_adaptation/
Latvia	http://cdr.eionet.europa.eu/lv/eu/mmr/art15_adaptation/
Liechtenstein	http://cdr.eionet.europa.eu/li/eu/mmr/art15_adaptation/
Lithuania	http://cdr.eionet.europa.eu/lt/eu/mmr/art15_adaptation/
Luxembourg	http://cdr.eionet.europa.eu/lu/eu/mmr/art15_adaptation/
Malta	http://cdr.eionet.europa.eu/mt/eu/mmr/art15_adaptation/
Netherlands	http://cdr.eionet.europa.eu/nl/eu/mmr/art15_adaptation/
Norway	http://cdr.eionet.europa.eu/nl/eu/mmr/art15_adaptation/
Poland	http://cdr.eionet.europa.eu/pl/eu/mmr/art15_adaptation/
Portugal	http://cdr.eionet.europa.eu/pt/eu/mmr/art15_adaptation/
Romania	http://cdr.eionet.europa.eu/ro/eu/mmr/art15_adaptation/
Slovakia	http://cdr.eionet.europa.eu/sk/eu/mmr/art15_adaptation/
Slovenia	http://cdr.eionet.europa.eu/si/eu/mmr/art15_adaptation/
Spain	http://cdr.eionet.europa.eu/es/eu/mmr/art15_adaptation/
Sweden	http://cdr.eionet.europa.eu/se/eu/mmr/art15_adaptation/
Switzerland	http://cdr.eionet.europa.eu/ch/eu/mmr/art15_adaptation/
Turkey	http://cdr.eionet.europa.eu/tr/eu/mmr/art15_adaptation/
United Kingdom	http://cdr.eionet.europa.eu/gb/eu/mmr/art15_adaptation/

Log into the folder for your country by using your Eionet user name and password:
After logging in, create a new envelope and activate the reporting task.

Step 3: Filling in the web tool

The web tool is a translation of the [“Guidance on the second reporting period on national adaptation actions under article 15 of the MMR”](#). It is developed with the goal to publish the results on Climate-ADAPT, similar to the actual country pages.

The following part gives a short overview of the different pages in the web tool and some guidance on how to fill them in.

General remarks:

The web tool should work with the most recent version of any of the common web browsers. The tool is not tested on older versions of browsers and from other reporting tools it is known that older versions of internet explorer might cause problems.

We advise everybody to use the “Edit with ‘art15’ web form” to handle the data request.

Wherever a web link is asked in the web tool, make sure it begins with http:// or https://. A URL without this protocol will not be valid for the system.

The tabs where we request texts, are plain text fields. If you chose to insert links to websites or documents, simply write them in full in between brackets. Climate-ADAPT has html formatting, so there the links will be active and hyperlinked to the text they belong to.

General information

This tab requires 2 fields:

- Select your country
- Add your Eionet username (in most cases 8 characters)

While this information can be derived from the metadata when submitting your reporting, we included them in the tool so they become part of the internal database that will be used to update the [country pages of Climate-ADAPT](#).

Summary

This tab has a sub-menu for each of the elements of the summary. For each element, more than one item can be added (e.g. the first NAS and a revision). If an item is not relevant, it can be left empty.

There is no tab for the link to the latest National Communication (NC) to the UNFCCC. As EEA updated this information for all countries in 2018, there is no need for a separate reporting item. The next NC is by 2022, when the reporting under the MMR is replaced by the one for the Governance of the Energy Union and Climate Action ([EU 2018/1999](#))

National Adaptation Strategy

- a name for your strategy (this will be the visible text on Climate-ADAPT to click on)
- the year it is adopted (number)
- the status (select from drop-down menu)
- a web link (where the NAS can be found)

National Adaptation Plan

- a name for your plan (this will be the visible text to click on)
- the year it was adopted (number)
- the status (select from drop-down menu)
- a web link (where the NAP can be found)

Impacts, vulnerability and adaptation (IVA) assessment

- a name for the assessment (this will be the visible text to click on)
- the year of publication (number)
- the status (select from drop down menu)
- Is the IVA assessment part of the NAS? (select from dropdown menu)
- a web link (where the IVA assessment can be found)
- Is the IVA assessment explicitly dealing with one or more of the following issues: impacts, vulnerability and adaptation? (select as many as apply by pressing 'control button' while clicking)

Research programmes

- a name for the research programme (this will be the visible text to click on)

- the status (select from the drop-down menu)
- the begin and/or end year of the programme (numbers)
when the begin year is unknown, please fill in "1900", when the end year is not clear or the project is continuous, please fill in "2100" as end year
- a web link (where the research programme and/or its results can be found)

Meteorological observations

- a name of the meteorological organisation (this will be the visible text to click on)
- the status (select from drop-down menu)
- a web link (where the activities and/or observations of the meteorological organisation can be found)

Climate projections and services

- a name for the climate projections and services (this will be the visible text to click on)
- the status (select from the drop-down menu)
- a web link (where the climate projections and services can be found)

CCIVA portals and platforms

- a name for the portal or platform (this will be the visible text to click on)
- the status (select from drop-down menu)
- a web link (where the portal or platform can be found)

Monitoring, indicators and methodologies

- a name for the monitoring, indicators and methodologies documentation (this will be the visible text to click on)
- the status (select from drop-down menu)
- a web link (where the monitoring, indicators and methodologies information can be found)

Policy and legal framework

The introduction (limited to max. 1000 characters, including spaces) can be used to describe any information that does not fit under the sub-items of this heading.

It is not necessary to use the introduction field if all relevant information can be described under the following sub-items. There is no minimum length and boxes that are not applicable can be left blank.

- Adaptation Strategies and Action Plans

Plain text, maximum 6000 characters including spaces

From the reporting guidance:

National adaptation strategy (NAS) or equivalent policy instruments (e.g. sub-national strategies in case of federal or decentralised countries, national climate strategies containing adaptation, other national strategies (e.g. sectoral). Alternatively, process or plan towards a national strategy including schedule.

Adaptation action plans (NAP) at national, subnational (regional, local), territorial (e.g. coastal areas, river basins, mountain areas), or sectoral levels (e.g. agriculture), according to NAS provisions or consistent with them.

- Implementation means

Plain text, maximum 3000 characters including spaces

From the reporting guidance:

Describe the adaptation strategy/NAP provisions on resources (e.g. human, institutional, financial) to implement its activities and achieve its goals. Consider both cross-cutting (e.g. governance, scenarios, capacity building) and sectoral actions.

- Monitoring, reporting and evaluation

- Plain text, maximum 1500 characters including spaces
- Schedule and planned review/revision

Plain text, maximum 1000 characters including spaces

From the reporting guidance:
Schedule and planned review/revision and updating for the adaptation strategy and/or NAP

Priority sectors and adaptation action

The introduction (limited to max. 1000 characters, including spaces) can be used to describe any information that does not fit under the sub-items of this heading.

It is not necessary to use the introduction field if all relevant information can be described under the following sub-items. There is no minimum length and boxes that are not applicable can be left blank.

- Sectors addressed in NAS/NAP
- Plain text, maximum 8000 characters including spaces

From the reporting guidance:
List the country's vulnerable policy sectors as identified in the adaptation strategy and addressed in NAPs. For those that have been already addressed, identify:

- Key identified legislation or policy instruments or initiatives (sectoral, territorial planning) to integrate impacts, vulnerability and adaptation considerations (adopted or planned).
- Outline the most relevant or key actions implemented in the country's vulnerable sectors (ongoing agreed or planned) and timelines for the actions, if available.
- Where relevant, indicate funding sources to increase climate resilience in vulnerable sectors.
- Describe links between the climate change adaptation and disaster risk management policies.

When possible, provide main outcomes and lessons learnt (e.g. challenges encountered, effectiveness etc.).

- Mainstreaming of adaptation
- Plain text, maximum 3000 characters including spaces
- See box above for information from the reporting guidance on this topic.

Assessments: Impact, vulnerability and adaptation information

The introduction (limited to max. 1000 characters, including spaces) can be used to describe any information that does not fit under the sub-items of this heading.

It is not necessary to use the introduction field if all relevant information can be described under the following sub-items. There is no minimum length and boxes that are not applicable can be left blank.

- Observations and projections
- Plain text, maximum 5000 characters including spaces

From the reporting guidance:
Provide summary information on:

- National observation programmes and systems to support the monitoring of climate change and its impacts, including extreme events and others (e.g. low onset events).
- National reference climate projections and scenarios in support of vulnerability assessments for adaptation policymaking (e.g. national programme(s) on regional climate models/scenarios, other reference regional climate models).
- National climate services associated with national observations and projections

Add some description of good practices; e.g. data management policy (e.g. open access to data), support provided to information users, etc.

- **Impact and Vulnerability Assessments**

Plain text, maximum 5000 characters including spaces

From the reporting guidance:

Provide summary information about:

- Assessments of risks and vulnerability to climate change to identify vulnerable and priority sectors and/or undertaken for priority vulnerable sectors to inform your adaptation policy making.
- Other impacts and vulnerability assessments (e.g. across sectors or territories, transboundary evaluations, etc.).

A full and detailed description of the impacts and vulnerability assessments is not necessary. Highlight what is new or considered best practice. For full descriptions, refer to links in the Summary section.

If possible, provide an outline of the methodology for the process and criteria to identify impacts and vulnerability (e.g. on vulnerability drivers considered, economic evaluations...).

Describe how economic assessments of impacts and adaptation are addressed in your country, and how far you have advanced in this respect.

- **Research and innovation, best practice**

Plain text, maximum 3000 characters including spaces

From the reporting guidance:

Identify and describe, whenever relevant:

- Programmes addressing adaptation knowledge priorities and how national research policies underpin adaptation knowledge development. If knowledge needs are addressed through one-off detached budget commitments, identify them.
- Institutions, scientific or of other kind, and processes involved or entitled to identify/address adaptation knowledge needs, in support of the national adaptation strategy.
- Main research, development and innovation activities and projects ongoing.

Highlight projects that could provide added value and be transferable as regards methods, results, knowledge transfer.

Projects of particular interest would be those addressing: research on vulnerability in key sectors; analysis of impacts and adaptation options; adaptation practice and technologies.

- **Monitoring progress**

Plain text, maximum 2000 characters including spaces

From the reporting guidance:

- Adaptation strategy/NAP provisions on monitoring progress and effectiveness.
- Progress developing or implementing a monitoring and review system for the adaptation process

Provide information on methodology, outlining the basic elements of the system to evaluate progress and effectiveness of adaptation. Provide links in the summary table, if available.

[Engaging Stakeholders: participation and capacity building](#)

The introduction (limited to max. 1000 characters, including spaces) can be used to describe any information that does not fit under the sub-items of this heading.

It is not necessary to use the introduction field if all relevant information can be described under the following sub-items. There is no minimum length and boxes that are not applicable can be left blank.

- Governance

Plain text, maximum 5000 characters including spaces

From the reporting guidance:
Describe, as relevant:

- Institution, body, etc., responsible for developing, implementing, monitoring the NAS/NAP.
- Coordination mechanisms and involvement of stakeholders in national adaptation policy (e.g. development, implementation, monitoring and review). In particular, governance structure/bodies and how they work, involving:
 - o Sectoral (horizontal) and across administration (vertical) levels
 - o Other stakeholders (e.g. civil society, NGOs, science institutions, private sector etc.)
 - o Transboundary coordination/cooperation, where relevant and available.
- How adaptation has been addressed at subnational level, identifying when feasible:
 - o Regional adaptation strategies/plans
 - o Networks or other collaborations across local authorities on adaptation
 - o Links to Cities/Municipalities engaged in adaptation action and significant initiatives, when relevant.

Is there a mechanism to ensure consistent and coordinated approaches to actions that take place at subnational level (e.g., addressing impacts beyond regional boundaries, avoiding spillovers, shared observation/projections policies, etc.)?

- Measures to engage the private sector, or other vulnerable stakeholders
 - o When available, links to public/private partnerships or most relevant private adaptation initiatives and/or projects

- Knowledge transfer and capacity building, communication

Plain text, maximum 5000 characters including spaces

From the reporting guidance:
Describe in this section the main activities planned or carried out, concerning:

- Knowledge transfer processes and mechanisms: national and/or regional websites, adaptation platforms, and other mechanisms available to transfer knowledge (e.g. databases on case studies or projects).
- Knowledge transfer activities (e.g. science/policy interfaces) between scientific-technical knowledge and decision and policymakers.
- Procedures or guidelines to facilitate adaptation.
- Programmes/activities to promote education and public awareness on impacts and adaptation to climate change. (Avoid information on general sustainability or environmental actions).
- Public information campaigns, awareness-raising materials, resource or information centres, etc.
- Identify the main target areas and audiences of the main activities

- International dimensions

Plain text, maximum 2000 characters including spaces

Contact

Fill in “n/a” for these fields that are not relevant for the contact you provide. They will be excluded from the contact tab on Climate-ADAPT.

Actually, only one contact can be provided. Please include the most important one here. For those countries that want to include more contact details (e.g. for specific sectors), please email the MMR helpdesk (mmr.support@eea.europa.eu) with the additional contact(s) you want to add after releasing the envelope on the CDR.

In the field “Contact”, person information is collected. As EEA is hosting the website Climate-ADAPT, its privacy and legal notices are in force and can be read at <https://climate-adapt.eea.europa.eu/privacy-and-legal-notice>. In case of questions or difficulties, please contact climate.adapt@eea.europa.eu or EEA’s data protection officer (dpo@eea.europa.eu).

Step 4: Complete the task

After having provided text in all applicable fields, click on ‘Save’. As this reporting mainly includes text, no automated validation is included.

The final action after clicking ‘Save’ is to complete your reporting task. Completing the task also means that your data delivery via the web tool will once again be automatically validated by the system. The resulting quality report will appear in your folder. Your questionnaire is now publicly available in the Reportnet Central Data Repository (CDR) unless you restrict it from public view.

In case of problems...

In case of any problems with the delivery of information on National Adaptation Actions (Art. 15) of the MMR, please do not hesitate to contact the EEA (see Annex).

ANNEX : Use of ReportNet for reporting under the Monitoring Mechanism Regulation

According to Article 5 of the MMR's implementing regulation ⁽¹⁾, Member States shall use the ReportNet tools of the European Environment Agency, for the submission of the information under the following MMR articles:

- 4 Low-carbon development strategies
- 5 National inventory systems
- 7 Greenhouse gas inventories
- 8 Approximated greenhouse gas inventories
- 12 National and Union systems for policies and measures and projections
- 13 Reporting on policies and measures
- 14 Reporting on projections
- 15 Reporting on national adaptation actions
- 16 Reporting on financial and technology support provided to developing countries
- 17 Reporting on the use of auctioning revenue and project credits

[Reportnet](#) is the on-line infrastructure of the European Environment Information and Observation Network (Eionet) for supporting and improving data and information flows. This system has already been in use for several years for the purpose of reporting on greenhouse gas inventories, projections and, policies and measures, under Decision 2004/280/EC (the Monitoring Mechanism Decision).

Many of the climate change reporting experts are therefore already familiar with its use. Using ReportNet concretely means that any submission should be made electronically in a countryspecific folder existing on the [Central Data Repository \(CDR\)](#), which is part of the ReportNet architecture. The CDR is structured by country, legislative instrument and reporting obligation.

In the present case, a dedicated MMR folder was created for each country. Each country MMR folder can be accessed from the CDR front page by:

- Accessing the CDR front page (<http://cdr.eionet.europa.eu>);
- Clicking on your country name;
- Clicking on 'European Union (EU) obligations';
- Clicking on 'Greenhouse gas Monitoring Mechanism Regulation (MMR)'.

Each MMR folder is further divided into several subfolders ("collections"), which correspond to one or several reporting obligations under the MMR. This aims to facilitate reporting on the basis of reporting issue similarity and deadlines. For example, it will be possible to fulfil two or more reporting obligations through one single submission. This is for example the case for the description of a national inventory system (art. 6), which should form part of national inventory reports (art 7).

⁽¹⁾ Commission Implementing Regulation (EU) No .../.. of XXX on structure, format, submission processes and review of information reported by Member States pursuant to Regulation (EU) No 525/2013 of the European Parliament and of the Council.

The subfolders currently existing for each country are:

- Art. 04, 13 & 14 - Low-carbon development strategy, policies and measures, projections
- Art. 07 - Greenhouse gas inventories
- Art. 08 - Approximated greenhouse gas inventories
- Art. 15 - National adaptation actions
- Art. 16 - Financial and technology support provided to developing countries
- Art. 17 - Use of auctioning revenue and project credits
- Art. 18 - Biennial reports and national communications

Inside each of these subfolders, it is possible to:

- upload one or several files (of any format), grouped in an 'envelope'. The delivery of an envelope follows a clear process flow. A submission is considered valid when an envelope is 'released'. See for more information: <http://cdr.eionet.europa.eu/help/uploadingreports>.
- use directly a web reporting tool, when such tool exists. This still requires creating an envelope (before using the tool) and delivering it (after), but does not necessitate uploading any external document.
- create links ('referral') to, for example, a national website where a submission is already available;
- create further subfolders ('subcollections').

CDR help: <http://cdr.eionet.europa.eu/help>

For technical assistance with access to CDR and the submission process:
mmr.support@eea.europa.eu