# Mini guide - how to report through Web-forms

As for the previous reporting the MSFD article 11 monitoring programmes reporting is structured around a reporting sheet and schemas. But new for this reporting is that online Web forms substitute the former Access database to generate the XML data. The data can, however, still be generated directly from the Member States own databases. More details about the reporting procedures can be found in the document "Marine Strategy Framework Directive reporting – A user guide for electronic reporting" available at the resource webpage. The following section provides a step-by-step guide how to do the reporting in the web forms.

**1.** Go to <u>http://icm.eionet.europa.eu/schemas/dir200856ec/resources2014/</u> and download the XML templates for the webforms.

#### XML Templates for Webforms

Load the XML templates in the country folders at EIONET. The XML templates are then edited using the Webforms.

XML templates to be edited in the Webforms

**2.** Then go to CDR and click the country folder/EU obligations and Marine Strategy Framework Directive: monitoring programmes. Kyrgyzstan in this example: <u>http://cdr.eionet.europa.eu/kg/eu/msfd\_mp/</u>

#### 3. Make a new envelope as below

## Add Envelope

Fill out the fields in this report profile and click Add. This will create an envelope into which you make the delivery.

Title	Test MS					
Description	Test g	f Webforms	with	<u>Kyrgyzstan</u>	as test	case
						.±
Relating to which year	2013	Whole Year	<b>•</b> 1	to 2014		
Coverage	Kyrgyzst	an				
Coverage note	Test					
	Add					

4. Click the envelope and then click the 'activate tast' tab available in the right side of the panel.

Overview	Edit properties History	
Test MSF	D art.11 monitoring programmes	Zip Enrolope
Descriptior	n Test of Webforms with Kyrgyzstan as test case	Activate task
Obligations	MSFD monitoring programmes (Art. 11)	
Period	2013 to Whole Year	
Coverage	Kyrgyzstan	
Status	Task(s) waiting to be assigned: Activate task: Draft (You have to activate this task first before you can upload your files.)	
→ Note	9	
lf yo data	u want to stay updated about events in this envelope <u>Subscribe to receive notifications</u> for this country ar flow(s).	nd the current
Files in this	envelope	
Remember to	o release the envelope when you have uploaded all files	
-Feedback f	or this envelope	
No feedbac	k posted in this envelope	

**5.** Click the *Add file* tab (1) in the right corner and browse to the XML templates for the Webforms and upload it to the page. Notify that the text changes from *Add and Edit the MSFD monitoring programmes questionnaire* to *Modify the MSFD monitoring programmes questionnaire*.Click the name MSFD monitoring programmes (2).

Overview Drat	t your delivery	Edit properties	History			
Draft your de	elivery			1 🕻 🗌	Add file	
This dataflow can be delivered with webforms. Fither follow the steps below and fill in the webform(s) or unload regular						
files using the right side buttons.						
2					Release envelope	
Modify the MSFD monitoring programmes questionnaire				Deactivate task		
Add and edit	a <u>MSFD monitor</u>	ing SUB-program	imes que	stionnaire		

1) Your first step is to <u>upload</u> one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.

2) Once you are satisfied with the contribution, you choose Release envelope and your delivery will be released to the public.

Files in this envelope	
E KS MSFD11 Test 13 Apr 2014 55.1 KB	Run QA #1 Run QA #2
Rename Cut Copy Delete	
Feedback for this envelope	
No feedback posted in this envelope	

**6.** The Web forms are now ready for editing. When the questionnaire completed then click the save and close button and repeat the process for the MSFD monitoring SUB-programmes.

### Reporting requirement on monitoring programmes under MSFD Article 11

0.11

Sections		
General:	General Description	
Monitoring Programmes:	D2 Non-indigenous species ] D3 Biodiversity - commercial fish and shellfish ] [ D5 Eutrophication ] [ D7 Hydrographical changes ] ] D8 Contaminants ] [ D9 Contaminants in seafood ] [ D10 Litter	]
	D11 Energy, including underwater noise   [ D1, 4 Biodiversity - birds ]   D1, 4 Biodiversity - mammals and reptiles ] [ D1, 4 Biodiversity - fish and cephalopods ]   D1, 4, 6 Biodiversity - seabed habitats	I
	D1, 4 Biodiversity – water column habitats	
General Description   1a-b 1c 1d Habitat:   Save Save & Close	ts 1d Species & Functional groups 1d Physical/chemical 1d Pressures 1d Activities - 1e 2a - 3e 4a-c Cancel	
Reporter		
* Reporter Name		
Andres Bastholm		
* Contact Email		
bastholm@atkinsglobal.com	n	
* Organisation		
Atkins		
* Reporting Date (Submission	iondate?) (YYYY-MM-DD e.g. 2013-04-29)	
2014-04-13		
Use today's date		