

# Submitting your national Natura 2000 database to Reportnet CDR

**What:** The European Natura 2000 database must be updated every year, taking into account changes proposed by Member states. This document describes how member states can submit the latest version of their national Natura 2000 network to the European Commission using the Reportnet Central Data Repository (CDR).

**When:** Whenever you think your data are ready to be shared with the European network. Member states submissions are harvested by the end of the year (the cut-off date is set on the 15 December) to build the Natura 2000 European database of proposed changes: this newly compiled database is created at the beginning of the following year. Once the European Natura 2000 database of proposed changes is ready, the SCIs modifications proposed by the member states are checked. The validated changes brought to the SCIs are listed in the so-called biogeographical union lists.

**Who:** Only officially appointed national authorities are allowed to submit an update. In practice, people with an EIONET account with Natura 2000 reporting permissions assigned. The person(s) responsible for submitting new national deliveries are designated by Member States Habitats Committee delegates. In case of changes, please notify DG Environment (Nature unit D3, [rene.deprez@ec.europa.eu](mailto:rene.deprez@ec.europa.eu)) with a copy to [nature@ec.europa.eu](mailto:nature@ec.europa.eu), to ensure that the necessary user privileges are granted to new reporters and also that user accounts no longer active are removed.

## How to submit an update of my national Natura 2000 network to CDR?

You must go through the 4 following steps. Technical details and explanations are in the annexes:

### ① Prepare your delivery

The delivery is a zip file. It contains the following mandatory files:

- A single shapefile with ALL valid sites (both SCIs and SPAs). A valid shapefile requires having files with the following file extensions: shp, shx, dbf, prj;
- A descriptive database (the so-called Standard Data Form, SDF), in MS-Access 8 or XML format;
- A note explaining ALL changes from the former version of the database.

**Note:** The zip file must contain the files listed above as they are: do not include compressed files in the submitted zip file, nor sub-directories!

### ② Submit your delivery to CDR

Log into the Central Data Repository (CDR) using your EIONET account, create a new folder (in CDR this is called an “envelope”) in your country repository (see list in annex) and upload your zip file.

**Note:** The envelope will be sent only once it is “finalized”: please click on “Activate task” and select “Finish”. The status indicates now: “Envelope is complete”.

### ③ Be sure to get a feedback from CDR

Once uploaded in your country repository on CDR, a series of Quality Assurance and Quality Checks are run on the content of your envelopes. If your envelope fails one of the tests, you will receive a message informing you about the problem found, in the feedback page: you will have to correct the error and submit again your envelope.

The link to the feedback page is found at the bottom of the uploading page, under the frame named “Feedback for this envelope”.

The feedback page will indicate that your file was successfully uploaded to CDR. You need to print this receipt (use the print button on the top of the page, next to your login), and send it to your Permanent Representation to Bruxelles.

### ④ Your Permanent Representation sends a confirmation letter or email with the upload notification attached to DG Environment

The letter should be sent to DG ENV D.3 head of unit, Nicola Notaro ([Nicola.notaro@ec.europa.eu](mailto:Nicola.notaro@ec.europa.eu)), with a copy to [rene.deprez@ec.europa.eu](mailto:rene.deprez@ec.europa.eu). Please note that communication by email is preferred to surface mail. In case of a communication by surface mail, be sure that the letter is signed by an official of the Permanent Representation.

If you meet a technical problem at any step, please contact: [helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu). If you need support to understand an error message regarding the content of your submission, please contact: [natura2000.helpdesk@eionet.europa.eu](mailto:natura2000.helpdesk@eionet.europa.eu).

## What happens with my submitted files?

A specialist will go through changes and analyse them, considering the explanations you provided in the explanatory note. The expert formulates a recommendation for each change: accept, request further explanations, or refuse. On this basis, the European Commission will come back to you to ask for more explanations or to inform you that a change cannot be accepted.

Valid national databases are integrated to the European Natura2000 database. Upon this basis, a series of annual products are generated: such as statistics (e.g. the so-called barometer), the map viewer, and the Union lists.

## Reference documents and websites

Natura 2000 Reference portal: (<https://cdr.eionet.europa.eu/help/natura2000>)

DG ENV website: [http://ec.europa.eu/environment/nature/natura2000/index\\_en.htm](http://ec.europa.eu/environment/nature/natura2000/index_en.htm)

EEA website: <https://www.eea.europa.eu/themes/biodiversity/natura-2000>

ETC/BD website: <https://www.eionet.europa.eu/etcs/etc-bd/activities/building-the-natura-2000-network>

## Annexes

### Zip file: content, requirements and conventions

You must prepare a ZIP compressed file. This zipped file is named following the convention:

N2000\_[ISO Code]\_[YEAR]\_[MM]\_[DD].zip

, where [ISO Code] stands for the country ISO code, [YEAR] the current year and [counter] counts for the number of files you have submitted this year (should preferably stay "01"). For example:

N2000\_SI\_2019\_10\_01.zip

Is the file uploaded by Slovenia, in 1<sup>st</sup> October 2019.

The zip files contains the following files and nothing else (do not include other zip files, i.e. do not zip the components of the shapefile file, do not include subdirectories):

- An ESRI Shapefile (spatial dataset, see below);
- The Standard Data Form (descriptive database, see below), either in XML or MS ACCESS-8 format;
- An explanatory note explaining the changes (no format imposed, see below).

### Spatial dataset format

The spatial dataset must be provided as a shapefile, named following the convention:

N2000\_spatial\_[YEAR]\_[MONTH]\_[DAY].[shp | shx | dbf | prj]. A shapefile is made of 4 mandatory files: the filename is the same, only the file extension changes (shp, shx, dbf, prj). The file can also be provided with a sbn or sbx file (spatial index) and a cpg file (indicate the code page for the characters encoding). Metadata file shp.xml will be ignored.

You should produce a shapefile for the entire country, putting together SCIs and SPAs sites. The only exception is for countries requiring several projections to cover the main land and overseas territories.

- The shapefile must have ALL valid sites in your national network;
- Geometry preferably follows a ETRS89 projection (EPSG:3035). Other projections, though not encouraged, must be accurately defined in the projection file (prj extension);
- The prj file must correctly refer to the projection of the shapefile;
- The dbf file stores mandatory information for each site, allowing for the relation of the geometries found in the shapefile to the information stored in the descriptive database. The DBF files must have the following fields:
  - SITECODE: a string corresponding to the site code, which is the key to retrieve the corresponding information in the descriptive database;
  - Note that all other information provided in the DBF file is ignored in the automatic processing. It is replaced with information found in the descriptive database.

## Descriptive database

The descriptive database is a file, either a MS-Access 8 file or an XML file.

The XML file must be valid against the Natura2000 schema. Technical details to build a valid descriptive database are found in page:

[http://bd.eionet.europa.eu/activities/Natura\\_2000/reference\\_portal](http://bd.eionet.europa.eu/activities/Natura_2000/reference_portal)

The descriptive database file must be named:

N2000\_descr\_[YEAR]\_[Month]\_[Day].mdb, for a MS-Access database

N2000\_descr\_[YEAR]\_[Month]\_[Day].xml, for a XML file.

For example:

N2000\_descr\_2019\_11\_03.xml corresponds to an SDF delivered as an XML file, prepared on the 3 November 2019.

## Explanatory note

This note must provide justifications for all site changes brought by the new version of the national Natura2000 database. For each site change justification, please indicate the site code, site name, and justifications. The European Commission will analyse the justifications to decide if such change can be approved.

The following file types are accepted: text file (txt), word document (doc or docx), pdf, comma-separated values (csv) or MS-Excel (xls orxlsx). The file naming convention is:

N2000\_justif\_[YEAR]\_[Month]\_[day].[txt | doc | docx | pdf | csv | xls | xlsx]

## URLs of national repositories on CDR

Country name	ISO code	URL
Austria	AT	<a href="http://cdr.eionet.europa.eu/at/eu/n2000">http://cdr.eionet.europa.eu/at/eu/n2000</a>
Belgium	BE	<a href="http://cdr.eionet.europa.eu/be/eu/n2000">http://cdr.eionet.europa.eu/be/eu/n2000</a>
Bulgaria	BG	<a href="http://cdr.eionet.europa.eu/bg/eu/n2000">http://cdr.eionet.europa.eu/bg/eu/n2000</a>
Croatia	HR	<a href="http://cdr.eionet.europa.eu/hr/eu/n2000">http://cdr.eionet.europa.eu/hr/eu/n2000</a>
Cyprus	CY	<a href="http://cdr.eionet.europa.eu/cy/eu/n2000">http://cdr.eionet.europa.eu/cy/eu/n2000</a>
Czech Republic	CZ	<a href="http://cdr.eionet.europa.eu/cz/eu/n2000">http://cdr.eionet.europa.eu/cz/eu/n2000</a>
Denmark	DK	<a href="http://cdr.eionet.europa.eu/dk/eu/n2000">http://cdr.eionet.europa.eu/dk/eu/n2000</a>
Estonia	EE	<a href="http://cdr.eionet.europa.eu/ee/eu/n2000">http://cdr.eionet.europa.eu/ee/eu/n2000</a>
Finland	FI	<a href="http://cdr.eionet.europa.eu/fi/eu/n2000">http://cdr.eionet.europa.eu/fi/eu/n2000</a>
France	FR	<a href="http://cdr.eionet.europa.eu/fr/eu/n2000">http://cdr.eionet.europa.eu/fr/eu/n2000</a>
Germany	DE	<a href="http://cdr.eionet.europa.eu/de/eu/n2000">http://cdr.eionet.europa.eu/de/eu/n2000</a>
Greece	GR <sup>+</sup>	<a href="http://cdr.eionet.europa.eu/gr/eu/n2000">http://cdr.eionet.europa.eu/gr/eu/n2000</a>
Hungary	HU	<a href="http://cdr.eionet.europa.eu/hu/eu/n2000">http://cdr.eionet.europa.eu/hu/eu/n2000</a>
Ireland	IE	<a href="http://cdr.eionet.europa.eu/ie/eu/n2000">http://cdr.eionet.europa.eu/ie/eu/n2000</a>
Italy	IT	<a href="http://cdr.eionet.europa.eu/it/eu/n2000">http://cdr.eionet.europa.eu/it/eu/n2000</a>
Latvia	LV	<a href="http://cdr.eionet.europa.eu/lv/eu/n2000">http://cdr.eionet.europa.eu/lv/eu/n2000</a>
Lithuania	LT	<a href="http://cdr.eionet.europa.eu/lt/eu/n2000">http://cdr.eionet.europa.eu/lt/eu/n2000</a>
Luxembourg	LU	<a href="http://cdr.eionet.europa.eu/lu/eu/n2000">http://cdr.eionet.europa.eu/lu/eu/n2000</a>
Malta	MT	<a href="http://cdr.eionet.europa.eu/mt/eu/n2000">http://cdr.eionet.europa.eu/mt/eu/n2000</a>
Netherlands	NL	<a href="http://cdr.eionet.europa.eu/nl/eu/n2000">http://cdr.eionet.europa.eu/nl/eu/n2000</a>
Poland	PL	<a href="http://cdr.eionet.europa.eu/pl/eu/n2000">http://cdr.eionet.europa.eu/pl/eu/n2000</a>
Portugal	PT	<a href="http://cdr.eionet.europa.eu/pt/eu/n2000">http://cdr.eionet.europa.eu/pt/eu/n2000</a>
Romania	RO	<a href="http://cdr.eionet.europa.eu/ro/eu/n2000">http://cdr.eionet.europa.eu/ro/eu/n2000</a>
Slovakia	SK	<a href="http://cdr.eionet.europa.eu/sk/eu/n2000">http://cdr.eionet.europa.eu/sk/eu/n2000</a>
Slovenia	SI	<a href="http://cdr.eionet.europa.eu/si/eu/n2000">http://cdr.eionet.europa.eu/si/eu/n2000</a>
Spain	ES	<a href="http://cdr.eionet.europa.eu/es/eu/n2000">http://cdr.eionet.europa.eu/es/eu/n2000</a>
Sweden	SE	<a href="http://cdr.eionet.europa.eu/se/eu/n2000">http://cdr.eionet.europa.eu/se/eu/n2000</a>
United Kingdom	GB*	<a href="http://cdr.eionet.europa.eu/gb/eu/n2000">http://cdr.eionet.europa.eu/gb/eu/n2000</a>

+: for some other usages, Greece can be abbreviated as EL.

\*: for other file naming purposes, United Kingdom is abbreviated with UK.

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