Reporting guidance for SoE WISE-1 Emissions using Reportnet 3

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Document History

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1.0	29th September 2022	AU	1st Draft
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Overview

These guidelines explain how to use Reportnet 3 (the European Environment Agency's new digital infrastructure for data collection) for reporting information for SoE WISE-1 (Emissions). WISE-1 (Emissions) reporting in Reportnet 3 is used for data on **emissions from point and diffuse sources** to inland surface, transitional and coastal waters and **riverine input loads** to transitional and coastal waters. Links to the dataflow, data dictionary and further supporting documents are provided in this document.

User accounts and access permissions

For [reporting in Reportnet 3](), an EU login is required (with the same email address as is used for reporting) as well as permission to upload the national delivery. Each country should have a Lead reporter for the WISE-1 (Emissions) reporting - these should be nominated by the NFP writing to the [WISE SoE Helpdesk]() and specifying the person and dataflow required. Lead reporters can provide access to the dataflow for other reporters.

In 2022, unless requested otherwise, EEA has used the Eionet LDAP list of country reporters, previously used for reporting of WISE-1 under Reportnet 2, to set up the list of Lead reporters.

This document will guide you through the reporting process.

1. Reporting process step by step

1.1 Step 1: Download WISE-1 Data Dictionary and WISE-1 reporting template

Go to the WISE-1 Data Dictionary page (Dataset - WISE_SoE - Emissions (europa.eu)). Click the "Exports" section (Figure 1) and you can e.g. download the latest version of:

- Technical specification (.pdf)
- Data set templates (.xls; XML)
- Codelists (.csv; XML).

Figure 1: Downloading WISE-1 templates and documentation using "Exports" function (red circle)
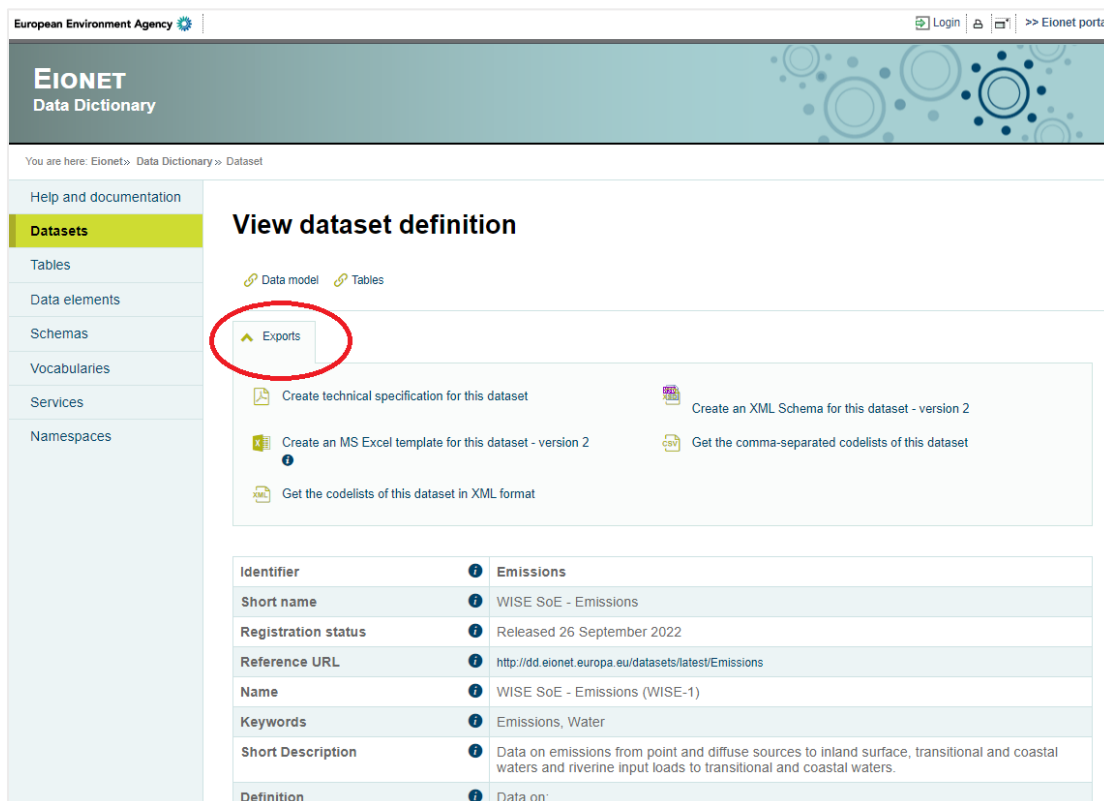
The general help page with the data dictionary for WISE-1 is found here: https://cdr.eionet.europa.eu/help/WISE_SoE/wise1.

The template includes the relevant WISE-1 reporting tables (sheets):

- Emissions
- RiverineInputLoads.

It also still includes the "DirectDischarges" sheet. However Direct discharges data are not requested in the current data call and there are no plans to request them in future data calls. It is planned to restructure the dataflow in this respect for the next reporting cycle (expected in 2023).

A detailed description of the different reporting tables is given in the WISE-1 Data Dictionary:

- Emissions: https://dd.eionet.europa.eu/datasets/latest/Emissions/tables/Emissions
- RiverineInputLoads:
  https://dd.eionet.europa.eu/datasets/latest/Emissions/tables/RiverineInputLoads

1.2   Step 2: Log on to Reportnet 3

The Reportnet 3 production platform (Figure 2) is found here is found here https://reportnet.europa.eu/ .

Before logging in at that page in a first step an EU login is needed. If you do not have an EU login, follow the steps described here https://www.eionet.europa.eu/reportnet/docs/prod/howto_login_reportnet3.0.

Login and common functions of Reportnet 3 are described in a common guidance: https://www.eionet.europa.eu/reportnet/docs/prod/reporter_howto_reportnet3.0 .

Supporting documents can also be found on the right side of the landing page of Reportnet3 (see Figure 2, red circle).

Figure 2: Reportnet 3 -Login page

1.3   Step 3: Open the WISE-1 dataflow

Once you are logged in, you will see all data flows to which you can contribute. Choose the latest WISE-1 dataflow (e.g. 2022; Figure 3). By clicking on it, you will reach the dataflow overview page. Each reporter will see only her/his country data.

Figure 3: Selecting WISE-1 data flow (example: 2022 reporting exercise)
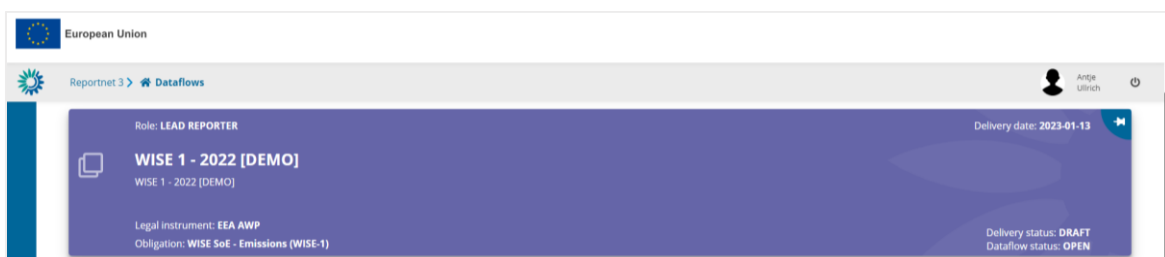
The dataflow overview page provides the most relevant functions to delivering reporting (see Figure 4).

- **Dataflow help:** Here you will find three tabs showing WISE-1 specific supporting documents, links and technical overview of the reporting schema.
- **Reference data:** Here you will find all relevant WISE-1 information similar to the WISE-1 Data Dictionary (see Figure 5):
  - List of spatial units
  - List of all monitoring sites
  - List of substances and related units for emissions and riverine input loads
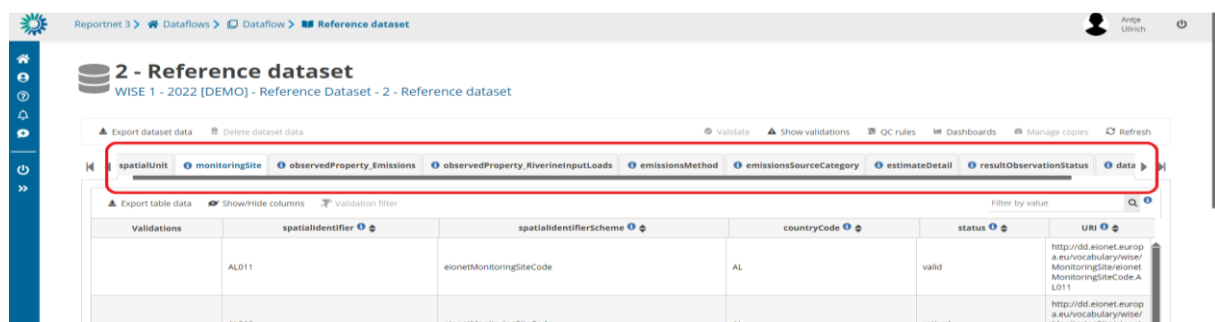 - Code lists

  Reference data cannot be edited by reporters.

- **Reporting data:** Here you can upload and validate the data.
- **Release to data collection:** For submitting your reported data once you have uploaded and validated it.

Figure 4: WISE-1 Dataflow overview (example: Germany)

Figure 5: WISE-1 Reference datasets

## 1.4   Step 4: Upload the WISE-1 tabular data

Go to 1-Reporting data on the dataflow overview page (Figure 6) and you will reach the data reporting page (Figure 7).

Figure 6: WISE-1 Dataflow overview – Reporting data (red box; example: Germany)

On the data reporting page you will find the two WISE-1 tables (Emissions and RiverineInputLoads) (Figure 7; red boxes) which are empty if you get there for the first time.

Figure 7: WISE-1 1- Reporting data page (example: Germany)
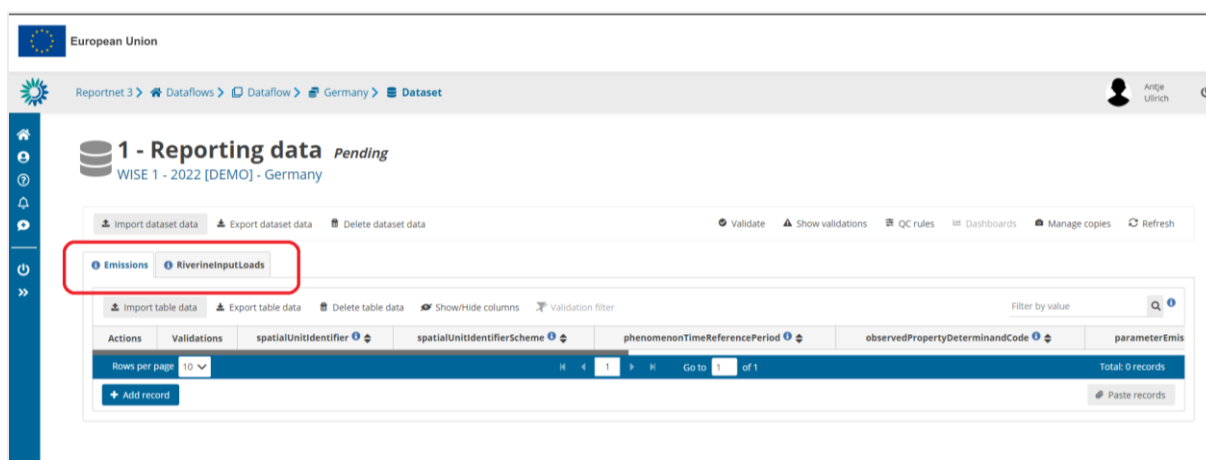
Now you can upload the filled WISE-1 data template including both data tables: Emissions and RiverineInputLoads. It is also possible to import the two data tables (Emissions, RiverineInputLoads) separately.

To import a new WISE-1 data file (currently only .xls, .xlsx and .csv is possible) click on the "**Import dataset data**" button on the top left menu (Figure 8, see red box). Select the file to be uploaded.

Figure 8: Import WISE-1 dataset data
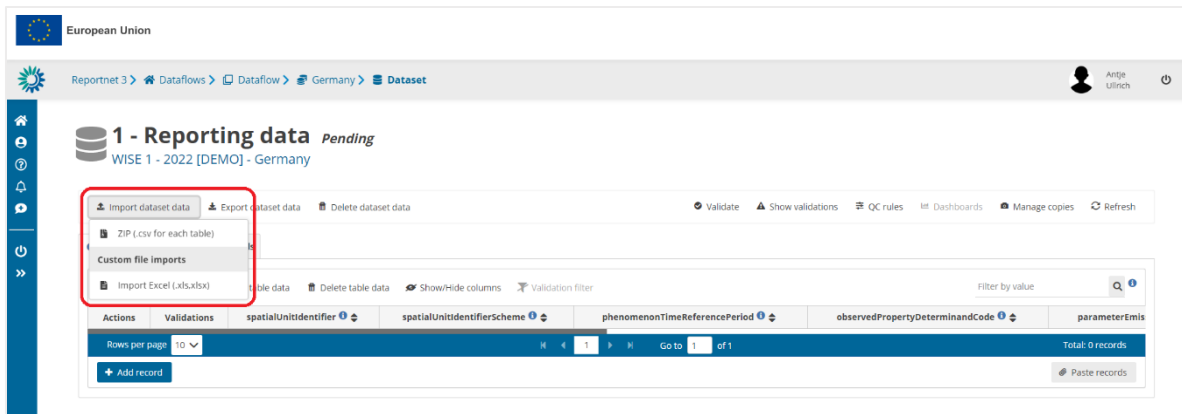
The application will automatically extract the national data from the uploaded file and transfer it into the dataset – shown in the data tables (Figure 9). The originally uploaded file itself is not stored on the platform. Notifications in the top right will inform you the import has started and when it has finished.

Figure 9: Filled WISE-1 data table Emissions with uploaded data (example Germany)
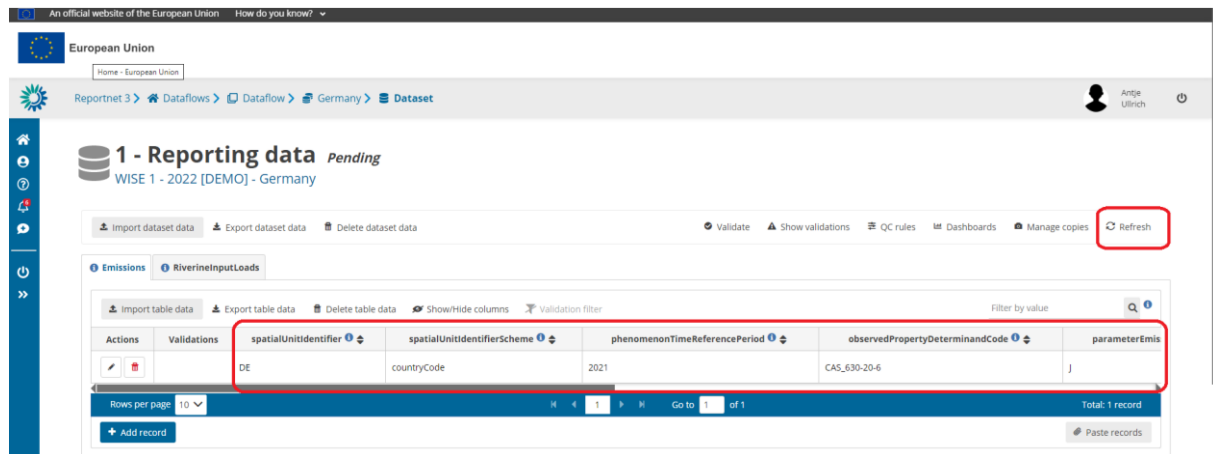
If you are importing the entire dataset again (e.g. after QA/QC), then make sure to choose "**Replace data**" in the tick box (Figure 10, red box). If you do not want to replace the data, but just add new ones, do not tick this box, in which case new rows will be appended to the current tables.

*Figure 10: Reimport WISE-1 data table*
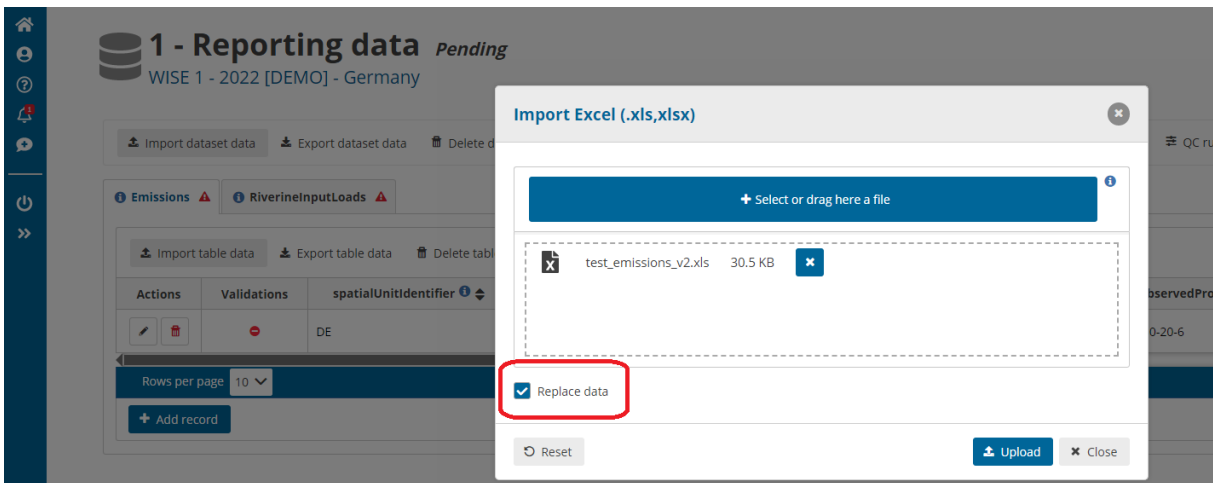
1.5 Step 5: Run Quality control checks (QA/QC)

A first check against the data model (schema) is run during data upload (step 4). After the data are successfully imported all the QC checks defined for WISE-1 need to be run.

For validating the entire dataset follow the described process using the menu buttons shown in Figure 11 (red box).

Figure 11: Validation tools (Reportnet 3)
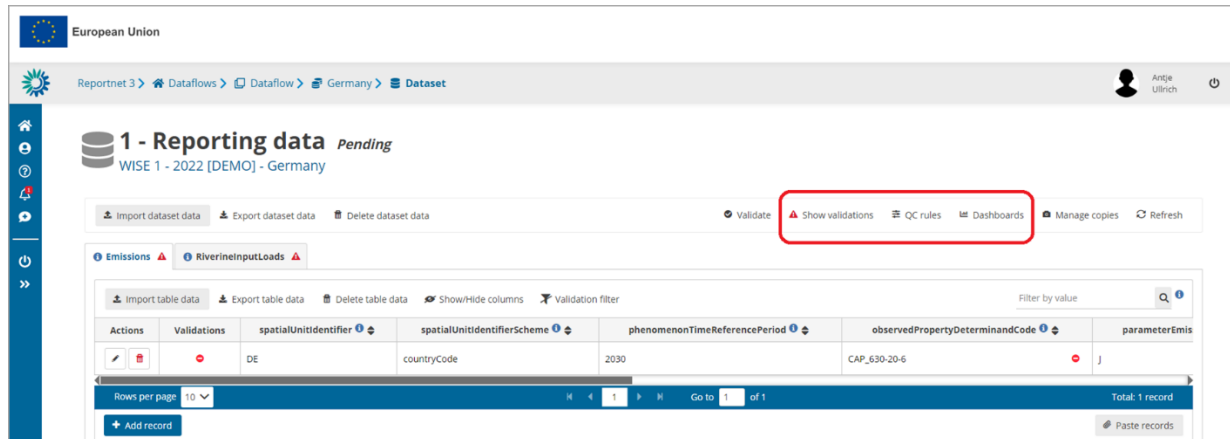
1. **Start the QC-process** by clicking on the button "**Validate**" (dataset menu; Figure 11).
2. A notification in the top right will indicate that validation process has started and when it has been completed.
3. **"Refresh"** the data tables (dataset menu) once the validations are complete.
4. **Page through all validation results and sort them to understand errors in the data.**
   There are different ways to look at the error messages caused by QC-test failures.
   To get an overview of all validation results - Click on "**Show validations**" button (dataset menu) to open a table where all QC results in the dataset are listed. This table includes the following important information:
   - Column 'Entity' – specifies the related entity for the QC failure. It could be on the level of a single FIELD, a RECORD, an entire TABLE or the whole DATASET.
   - Column 'Table' – names the table with the error message.
   - Column 'Level error' – describes the level of error message. If a QC-test fails, the following levels of flagging the data are used:
     - **INFO** – **i**nformation that data (attributes) which are not defined as mandatory are missing. The data set is still deliverable.
     - **WARNING** – information that e.g. the reported year from the phenomenonTimeReferencePeriod value is outside of the expected range. The data set is still deliverable.
     - **ERROR** – information that shows there may be a real error. The data set is still deliverable.
     - **BLOCKER** – information that e.g. a mandatory information (e.g. source category (parameterEmissionsSourceCategory) is missing. Data set cannot be delivered. BLOCKER needs to be fixed first.

     Only BLOCKERS will stop the data from being released to the data collection. Note however that, as part of the feedback process, the client (EEA/ETC) may subsequently request changes where non-blocking QC issues have been flagged.

   - Column 'Message' – description of the specific error.

- Column 'Number of records' – specifies the number of affected records.

The button '**QC rules**' (dataset menu) shows a list of all validations which have been created for the WISE-1 dataset and the level of error message they cause (Figure 12). A description of all defined WISE-1 QC rules can also be found here: https://cdr.eionet.europa.eu/help/WISE_SoE/wise1.

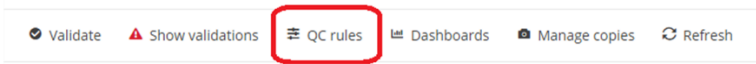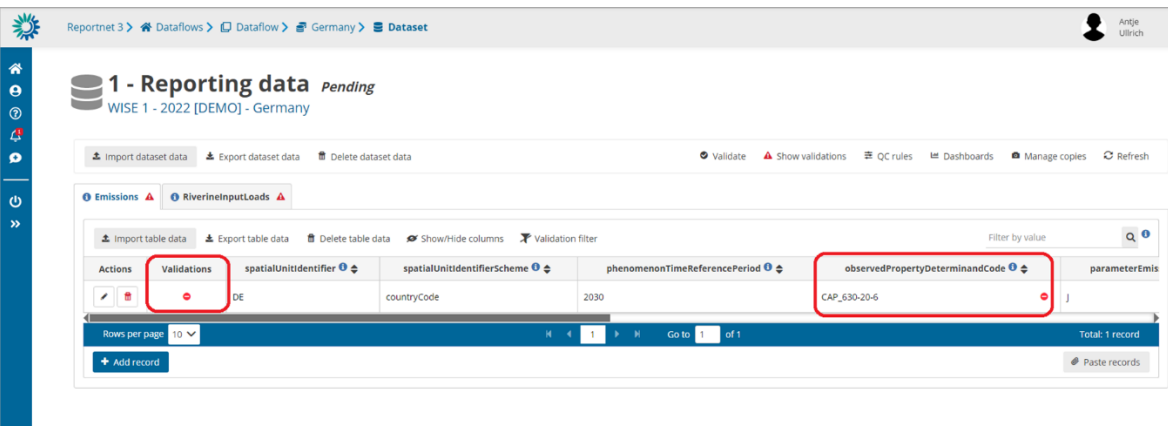*Figure 12: List of WISE-1 QC rules in Reportnet 3*

In the data tables where the fields and records are tagged, you have a detailed view of the error messages (Figure 13Figure 13).

Figure 13: Validation information in data tables in Reportnet 3 (red box)

The column '**Validations**' in each data table shows for each record which level of errors at field and record level occurred. Field level errors have icons next to the value (attribute) in the field. Hover over it to see the error message. It is also possible to filter records in the validation table to make it easier to work with. You can filter on the error messages either by the error level or the entity type. Double-click on an error in the list to go to the record in the table and it will be highlighted.

The '**Dashboards**' (dataset menu) gives a visual overview of the number of errors in the data by table.

5. **Correct the data.** Corrections to the data should be made in your source data and the data file should be reimported. When the number of corrections is limited, they can also be made to the data tables directly in the records imported through Reportnet 3, by selecting the pen icon in the

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"Actions" coulmn. Afterwards it is recommended to export table data to avoid variations in the nationally stored data.

6. **Reupload the data.** When reimporting your file, remember to either **Delete dataset data first or check the Replace data** in the import dialogue. Once imported, revalidate the data starting with step 1 again.

1.6 Step 6: Release the data to the data collection

Once the uploaded dataset passes the QC, complete your delivery by releasing it to the data collection. Therefore:

1. Go back to the WISE-1 Dataflow overview page (Figure 14).

Figure 14: WISE-1 Dataflow overview – Release to data collection (example: Germany)

2. Click on the button Release to data collection. In the background, QC runs again on each dataset and the "Show validations" list in the dataset will be refreshed.
   - If there are blockers in any dataset, the release is stopped and there will be a message to inform about that.
   - If the QCs run fine, a notification will appear saying the data has been "released successfully". An automatic copy will be created.

You will also see a new icon "**Technical feedback**" on the Dataflow overview page from which you can download a Confirmation receipt. If you change the data and resubmit a new copy to the data collection, then a new confirmation receipt is available for download.

To look at your submission history, on the dropdown menu for the Reporting data, you will find Historic releases which opens a dialogue showing the releases metadata.

Once the data is released, it is marked as an official delivery. The delivery must be reviewed before it is technically accepted. Whilst awaiting review, the status of the delivery is "Final feedback".

The final feedback is given by the client (EEA/ETC). If the client flagged the delivery as "Corrections requested" due to incompleteness, you will be contacted by the helpdesk and asked for clarifications. In such case, inconsistencies in the data will have to be corrected by reporter and submitted under a new release to the data collection as described above (Steps 1- 6). When the client has "Technically accepted" the delivery, no further actions are necessary on your side.

2. Further steps and where to find more help

An acknowledgment of receipt is generated when an envelope has been released and completed. This confirmation document is available in the feedback section of the CDR envelope and a notification will be forwarded to the subscribers.

More help on Reportnet 3 – as mentioned before - is also available at: https://www.eionet.europa.eu/reportnet/docs/prod/reporter_howto_reportnet3.0 and https://www.eionet.europa.eu/reportnet/docs/prod/howto_login_reportnet3.0.

In case of login or platform problems, please contact the Eionet Helpdesk: helpdesk@reportnet.europa.eu.

In case you have any questions about the format and content of the data request please contact the WISE SoE Helpdesk: wisesoe.helpdesk@eionet.europa.eu.