



# **How to use Reportnet for monitoring and reporting under the Fuel Quality Directive 98/70/EC, Article 8(1)**

**Guidance document**

**26.04.2019**



# Introduction

This document explains how the Member States can fulfil their reporting requirements according to Article 8 (1) of the Fuel Quality Directive 98/70/EC. The reporting is organised in collaboration between the European Commission and the European Environment Agency (EEA). The next section presents details about the use of Reportnet for monitoring and reporting under the Fuel Quality Directive. Additional references are provided at the end of this document.

These guidelines explain how to use Reportnet (the European Environment Agency's electronic infrastructure for data collection) for reporting information to the EU Commission in pursuance of the FQD.

## Step 1: User accounts and access permissions

Being operational since 2002, Reportnet is a suite of IT tools optimised to support the business processes of a data collection network building on shared information infrastructure. It supports, improves and streamlines information flows, which are used for reporting environmental data to the EEA, but also hosts several reporting tasks of DG Environment and DG Clima. Reportnet is developed and used by the European Environment Information and Observation Network (Eionet) and thus requires that any user also has an Eionet account (user name and password) and permissions to submit national deliveries. Please inform the EEA ([helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu) AND [fqd@eea.europa.eu](mailto:fqd@eea.europa.eu)) about any required updates regarding nominated persons providing below information, so that the necessary arrangements can be made.

- First name:
- Last name:
- Email:
- Organisation:
- Phone:
- Address:
- Reason for Eionet account: reporting on Article 8 of the FQD

Please also inform us about accounts which should be deactivated or have their reporting rights revoked.

## Step 2: Enter the Central Data Repository (CDR), login to your folder and create envelopes

When preparing for the FQD delivery, you first have to go to the respective national FQD folder, in EEA's Central Data Repository (CDR), see the direct links below for the EU Member States and for other countries in the EEA (European Economic Area):



EU Member State	URL to FQD folder in EEA Central Data Repository (CDR)
Austria	<a href="http://cdr.eionet.europa.eu/at/eu/fqd/art8_1">http://cdr.eionet.europa.eu/at/eu/fqd/art8_1</a>
Belgium	<a href="http://cdr.eionet.europa.eu/be/eu/fqd/art8_1">http://cdr.eionet.europa.eu/be/eu/fqd/art8_1</a>
Bulgaria	<a href="http://cdr.eionet.europa.eu/bg/eu/fqd/art8_1">http://cdr.eionet.europa.eu/bg/eu/fqd/art8_1</a>
Croatia	<a href="http://cdr.eionet.europa.eu/hr/eu/fqd/art8_1">http://cdr.eionet.europa.eu/hr/eu/fqd/art8_1</a>
Cyprus	<a href="http://cdr.eionet.europa.eu/cy/eu/fqd/art8_1">http://cdr.eionet.europa.eu/cy/eu/fqd/art8_1</a>
Czech Republic	<a href="http://cdr.eionet.europa.eu/cz/eu/fqd/art8_1">http://cdr.eionet.europa.eu/cz/eu/fqd/art8_1</a>
Denmark	<a href="http://cdr.eionet.europa.eu/dk/eu/fqd/art8_1">http://cdr.eionet.europa.eu/dk/eu/fqd/art8_1</a>
Estonia	<a href="http://cdr.eionet.europa.eu/ee/eu/fqd/art8_1">http://cdr.eionet.europa.eu/ee/eu/fqd/art8_1</a>
Finland	<a href="http://cdr.eionet.europa.eu/fi/eu/fqd/art8_1">http://cdr.eionet.europa.eu/fi/eu/fqd/art8_1</a>
France	<a href="http://cdr.eionet.europa.eu/fr/eu/fqd/art8_1">http://cdr.eionet.europa.eu/fr/eu/fqd/art8_1</a>
Germany	<a href="http://cdr.eionet.europa.eu/de/eu/fqd/art8_1">http://cdr.eionet.europa.eu/de/eu/fqd/art8_1</a>
Greece	<a href="http://cdr.eionet.europa.eu/gr/eu/fqd/art8_1">http://cdr.eionet.europa.eu/gr/eu/fqd/art8_1</a>
Hungary	<a href="http://cdr.eionet.europa.eu/hu/eu/fqd/art8_1">http://cdr.eionet.europa.eu/hu/eu/fqd/art8_1</a>
Ireland	<a href="http://cdr.eionet.europa.eu/ie/eu/fqd/art8_1">http://cdr.eionet.europa.eu/ie/eu/fqd/art8_1</a>
Italy	<a href="http://cdr.eionet.europa.eu/it/eu/fqd/art8_1">http://cdr.eionet.europa.eu/it/eu/fqd/art8_1</a>
Latvia	<a href="http://cdr.eionet.europa.eu/lv/eu/fqd/art8_1">http://cdr.eionet.europa.eu/lv/eu/fqd/art8_1</a>
Lithuania	<a href="http://cdr.eionet.europa.eu/lt/eu/fqd/art8_1">http://cdr.eionet.europa.eu/lt/eu/fqd/art8_1</a>
Luxembourg	<a href="http://cdr.eionet.europa.eu/lu/eu/fqd/art8_1">http://cdr.eionet.europa.eu/lu/eu/fqd/art8_1</a>
Malta	<a href="http://cdr.eionet.europa.eu/mt/eu/fqd/art8_1">http://cdr.eionet.europa.eu/mt/eu/fqd/art8_1</a>
Netherlands	<a href="http://cdr.eionet.europa.eu/nl/eu/fqd/art8_1">http://cdr.eionet.europa.eu/nl/eu/fqd/art8_1</a>
Poland	<a href="http://cdr.eionet.europa.eu/pl/eu/fqd/art8_1">http://cdr.eionet.europa.eu/pl/eu/fqd/art8_1</a>
Portugal	<a href="http://cdr.eionet.europa.eu/pt/eu/fqd/art8_1">http://cdr.eionet.europa.eu/pt/eu/fqd/art8_1</a>
Romania	<a href="http://cdr.eionet.europa.eu/ro/eu/fqd/art8_1">http://cdr.eionet.europa.eu/ro/eu/fqd/art8_1</a>
Slovakia	<a href="http://cdr.eionet.europa.eu/sk/eu/fqd/art8_1">http://cdr.eionet.europa.eu/sk/eu/fqd/art8_1</a>
Slovenia	<a href="http://cdr.eionet.europa.eu/si/eu/fqd/art8_1">http://cdr.eionet.europa.eu/si/eu/fqd/art8_1</a>
Spain	<a href="http://cdr.eionet.europa.eu/es/eu/fqd/art8_1">http://cdr.eionet.europa.eu/es/eu/fqd/art8_1</a>
Sweden	<a href="http://cdr.eionet.europa.eu/se/eu/fqd/art8_1">http://cdr.eionet.europa.eu/se/eu/fqd/art8_1</a>
United Kingdom	<a href="http://cdr.eionet.europa.eu/gb/eu/fqd/art8_1">http://cdr.eionet.europa.eu/gb/eu/fqd/art8_1</a>

Other EEA countries	URL to FQD folder in EEA Central Data Repository (CDR)
Iceland	<a href="http://cdr.eionet.europa.eu/is/eu/fqd/art8_1">http://cdr.eionet.europa.eu/is/eu/fqd/art8_1</a>
Liechtenstein	<a href="http://cdr.eionet.europa.eu/li/eu/fqd/art8_1">http://cdr.eionet.europa.eu/li/eu/fqd/art8_1</a>
Norway	<a href="http://cdr.eionet.europa.eu/no/eu/fqd/art8_1">http://cdr.eionet.europa.eu/no/eu/fqd/art8_1</a>

By 31st August each year, the Member States must submit their data in accordance with Article 8(1) of the FQD. In order to submit each year in the right place, the text below explains how the respective envelope can be created.

### *2.1 Create envelopes for Fuel Quality Directive country submissions*



For each Member State, Eionet Helpdesk has created a subfolder named “Article 8 (1)” in a folder named “Fuel Quality Directive”. These folders are linked to the Fuel Quality Directive reporting obligation in the EEA reporting obligations database (ROD).

For uploading a country report log into the “Article 8 (1)” folder for your country by using your Eionet user name and password as shown in the example below.

Now create a new envelope to host your data. Please add a meaningful title for the envelope, including the year in which the report has to be submitted, e.g. “2017 submission” or “2018 submission”. Envelope description and coverage note fields are optional.

**New envelope**

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

<b>Title</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>
<b>Relating to which year</b>	<input type="text" value="2018"/> <input type="text" value="Not applicable"/> <input type="text"/>
	Please enter the year covered by the dataset you are reporting
<b>Coverage</b>	<input type="text" value="Spain"/>
<b>Coverage note</b>	<input type="text"/>
	<input type="button" value="Add"/>

## 2.2 Activate the task

Open the new envelope by clicking on its title.



Activate the task, by clicking on the related button.

**Activate task**

Activating means that you have reserved the envelope for yourself to work on. Other users will not be able to modify it. Your new envelope is now in Draft status and files can be added.

For adding the country file, continue with the next steps:

### 2.2 Before uploading your Fuel Quality Directive country submission, convert it into XML format

The conversion tool link is accessible from the [help page](https://cdrtest.eionet.europa.eu/help/fqd). (<https://cdrtest.eionet.europa.eu/help/fqd>)

**Fuel Quality Directive**

This is the index\_html Document in the Fuel Quality Directive (fqd) Folder.

**Conversion tools**

- Conversion tool from Excel file to XML.

Click on the link to access to the tool. Fill the form as shown below to upload the Excel file and the email address where the generated XML should be sent. The XML output file is sent attached by email.

Page updated on March 29th 2019

#### Excel2XML: Conversion tool for the Excel file

Use this tool to convert the **FQD Excel file** to a XML file.

**Note:**

EEA Reportnet works best with Google Chrome (recommended) or Mozilla Firefox. **The use of Internet Explorer is not recommended.**

**Instructions:**

- Click the "Choose File" (or "Browse...") button to select the Excel file you want to convert.
- Click the "Upload File" button to upload the Excel file (please be patient, some files may take a while to upload).
- Click the "Refresh File List" button to see the list of files (please be patient, some files may take a while to upload).
- Provide a valid e-mail address and click the "Execute" button.
- When the conversion is ready, the system will send you an e-mail, with a link to the converted file.
- You can then download the file.

Source Microsoft Excel File(s)  Ningún archivo seleccionado

In addition, please provide us a valid e-mail address. The system will deliver in your mailbox a link with the generated XMLs (zipped)

File List

### 2.3 Upload the Fuel Quality Directive XML file country submission

Once you have received the XML file via email, provide your XML generated file for the Fuel Quality Directive country report within the newly created envelope in the "Article 8 (1)" folder. Upload your XML country report using the "Add file" option.

**Add file**

**Overview** **Draft delivery**

**Draft delivery**

1) Your first step is to [upload](#) 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* (a left-side button will appear when you will have uploaded at least one document) and your delivery will be released to the public.

Files in this envelope  
No files uploaded

Feedback for this envelope  
No feedback posted in this envelope



### Add Document

**Warning:**  
If the filename already exists in the envelope, the existing file will be overwritten.

**Title**

**File**  Ningún archivo seleccionado

**Id**  (optional)

**Restricted from public view**

### 2.3 Upload the Fuel Quality Directive XLSM file country submission

For a complete delivery, **both the original XLSM and XML file need to be present in the envelope**. A check is run which will block releasing the envelope if one of the files is missing

### 2.5 Finalise the delivery

Complete your delivery by releasing the envelope using the “Release envelope” option. In this step the validations will be executed automatically, so the submission will be only accepted if there is no blocker in the reported file.

The purpose of the release is to signal that all necessary data has been uploaded and can now be officially delivered (see next step for more information on the QC feedback).

**Release envelope**

### 2.6 Optional: Run the validation rules before releasing

The validations will be executed automatically when the envelope is released, but there is a possibility to run the automatic quality check before the submission. This option makes it possible to ensure the quality of the data for a correct submission.

**Overview** | **Draft delivery** | **Edit properties** | **History** | **Data quality**

**Draft delivery**

1) Your first step is to [upload](#) 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				
<input type="checkbox"/> <a href="#">Art8_2016_FQD_reporting_template_Ireland.xml</a>	Test Ireland	10 Apr 2019	87.0 KB	<input type="button" value="Run QA #1"/>

Feedback for this envelope

[BLOCKER] [AutomaticQA result for file Art8\\_2016\\_FQD\\_reporting\\_template\\_Ireland.xml: FQD Validation With FME](#) (Posted automatically on 10 Apr 2019)

Once the validation process finished, the validation outputs will be available in the overview tab.



Overview | Edit properties | History | Data quality

**Natalia\_2nd TEST** Zip envelope

**Description**

**Obligations** [Fuel Quality Directive Article 8\(1\)](#)  
[Fuel Quality Directive Article 7a](#)

**Period** 2018 - Not applicable

**Coverage** Spain

**Status** Task(s) waiting to be assigned: [Activate task: Draft](#) (Activate this task to start editing your delivery)  
**The last AutomaticQA run has flagged this envelope as unfit for release.**

**Note**  
If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope  
1 [Art8\\_2016\\_FQD\\_reporting\\_template\\_Ireland.xml](#) | *Test Ireland* | 10 Apr 2019 | 87.0 KB

**Remember to release the envelope when you have uploaded all files**

Feedback for this envelope

**[BLOCKER]** AutomaticQA result for file [Art8\\_2016\\_FQD\\_reporting\\_template\\_Ireland.xml](#): FQD Validation With FME (Posted automatically on 10 Apr 2019)

Click on the link “AutomaticQA result...” to see the details of the process. All outputs description are available in the attachment.

**Feedback: AutomaticQA result for file** Back to envelope  
**Art8\_2016\_FQD\_reporting\_template\_Ireland.xml: FQD Validation With FME**

<b>Subject:</b>	AutomaticQA result for file Art8_2016_FQD_reporting_template_Ireland.xml: FQD Validation With FME
<b>Posted automatically on:</b>	10 Apr 2019 12:07
<b>Task:</b>	Automatic quality assessment
<b>Referred file:</b>	<a href="#">Art8_2016_FQD_reporting_template_Ireland.xml</a>
<b>Attached files:</b>	qa-output <a href="#">download</a>
<b>Feedback status:</b>	BLOCKER
<b>Feedback message:</b>	342 blocking errors found

Feedback too large for inline display [see attachment](#)

**This page reports for "Blockers" tests** Back to envelope  
If your envelop does not pass the tests, it is not delivered. You must correct all reported errors and resubmit your envelope again.

**Submission summary report:**

INSERT DESCRIPTION

Parent	Fuel	Field	Value	Error
Diesel / Full Year / 0	Diesel	Mean sample value < Min value and > Max value	3.17	Mean sample value for Diesel with national fuel grade 0 and parameter - Polycyclic aromatic hydrocarbons (PAH) (3)- has to be within the minimum-maximum limits.
Diesel / Full Year / 0	Diesel	Mean sample value < Min value and > Max value	6.7	Mean sample value for Diesel with national fuel grade 0 and parameter - Sulphur content- has to be within the minimum-maximum limits.
Diesel / Full Year / 0	Diesel	Mean sample value < Min value and > Max value	3.4	Mean sample value for Diesel with national fuel grade 0 and parameter -FAME Content- has to be within the minimum-maximum limits.
Diesel / Full Year / 0	Diesel	Mean sample value < Min value and > Max value	52.21	Mean sample value for Diesel with national fuel grade 0 and parameter - Manganese (5)- has to be within the minimum-maximum limits.
Diesel / Full Year / 0	Diesel	Mean sample value < Min value and > Max value	52.21	Mean sample value for Diesel with national fuel grade 0 and parameter -Cetane number- has to be within the minimum-maximum limits.
Diesel / Full Year / 0	Diesel	Mean sample value < Min value and > Max value	352.43	Mean sample value for Diesel with national fuel grade 0 and parameter - Distillation -- 95%-Point- has to be within the minimum-maximum limits.

In the case of BLOCKERS, the XML could not be released and go back to drafting should be the correct step to fix all the issues before a new submission. The issues should be fixed in the Excel file and then a new XML generated. The old files in the envelope should then be replaced with the updated ones and the tests rerun

### 2.7 Complete the delivery or go back to drafting?

There is a possibility to re-open the envelope so that you can make corrections e.g. upload a missed file or remove a wrong one. In order to do so, click on the link “Redeliver or Finish” (see



also below) which brings you back to a completed Step 2. You will have to activate the task (as before), add or remove files, and eventually release the envelope again.

**EIONET**  
Central Data Repository

SERVICES | REPORTNET | TOOLS | TOPICS (ETCS)

You are here: Eionet > CDR > Austria > European Union (EU), ... > Fuel Quality Directive > Art. 8 (1) > Fuel quality report 2015

**Navigation**

- » Search by obligation
- » Search XML files
- » Search for feedback
- » Global worklist
- » Notifications
- » Help

**Account Services**

I have

- » lost my password

**Fuel quality report 2015**

Overview | Edit properties | History

**Description**

Obligations: [Fuel Quality Directive](#)

Period: 2014 - Whole Year

Coverage: Austria

Reported: 03 Jun 2015 18:03

Status: Task(s) waiting to be assigned: [Activate task: Redeliver or finish](#) (The envelope is released. You can now go back to draft in order to add/remove files or finish your delivery which will post an automatic confirmation of receipt and complete the envelope.)

**Note**

If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope

1	2014_clean_Template.xls	03 Jun 2015	964 KB
---	-------------------------	-------------	--------

Feedback for this envelope

No feedback posted in this envelope

Buttons: Zip Envelope, Activate task

**To complete the official submission of the electronic Fuel Quality Directive data, you need to do more than just release the envelope!** In order to do so, click on the link “Redeliver or Finish” (see also above). The reporter has then the choice to go “back to drafting” or “Finish” for the delivery of the envelope.

Overview | **Finish or go back to drafting?** | Edit properties | History

**Finish or go back to drafting?** Deactivate task

The envelope is currently released and the requester may have uploaded some feedback to it. If you want to change your delivery as a reaction to the feedback, then you must click on “Back to drafting” to revoke the release. If you are sure you will never need to revoke then you click on “Finish”.

If you clicked on Activate task by mistake you can click on [Deactivate task](#)

Buttons: Back to drafting, Finish, Rerun automatic QA

Feedback for this envelope

No feedback posted in this envelope

Clicking on “Finish” will close the envelope and indicate to the EEA that your electronic submission is complete. Reportnet will issue and save in the envelope an automated but official confirmation letter from the EEA, which you can forward to DGCLIMA ([ENV-Report-98-70@ec.europa.eu](mailto:ENV-Report-98-70@ec.europa.eu) with [fqd@eea.europa.eu](mailto:fqd@eea.europa.eu) in copy) as confirmation of submission. Your Fuel Quality Directive submission is now publicly available in the Reportnet Central Data Repository (CDR).

If you want to restrict the access to the files as they are confidential, please do as follows:

- Log into envelope
- Click on the file name
- Change file properties, see screenshot below

Access restrictions can always be changed, also in released or completed envelopes



Edit file properties

<b>Title</b>	<input type="text"/>
<b>File size</b>	97.0 KB (99328 Bytes)
<b>Last uploaded</b>	26 Jul 2018 09:22
<b>Restricted from public view</b>	<input type="checkbox"/> 
	<input type="button" value="Change"/>

Please note that completed envelopes cannot be edited anymore and will not be deleted from the Reportnet. If any correction should be required, a new envelope would have to be created and the old content will remain in the system.

More help on Reportnets Central Data Repository is available from <http://cdr.eionet.europa.eu/help>. There is a Fuel Quality Directive folder where both the templates and these guidelines are available (<http://cdr.eionet.europa.eu/help/fqd>)  
In case of login problems, please contact Eionet Helpdesk: [helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu).

## Additional References

About Eionet: <http://www.eionet.europa.eu/about>

Eionet terminology: <http://www.eionet.europa.eu/acronyms>

About Reportnet: <http://www.eionet.europa.eu/reportnet>