



# How to use Reportnet 3 for Urban Waste Water Treatment Directive reporting

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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 to the European Commission in pursuance of the Urban Waste Water Treatment Directive (1991/271/EEC). The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).

UWWTD reporting in Reportnet 3 is necessary for UWWTD Article 15 "Implementation", spatial data for "UWWTD Sensitive areas delineation" and Article 17 "National Implementation Programme". Further information could be stored under "UWWTD Article 15 supporting documents" and "UWWTD Article 17 supporting documents". Links to the relevant dataflows in the reporting obligations database (ROD) are provided below.

### User accounts and access permissions

For reporting in Reportnet 3, an EU login with the same email as is used for reporting is required as well as permission to upload the national delivery. Each country has nominated national reporting contact responsible for the for Urban Waste Water Treatment Directive reporting.

The list of national reporting contacts is maintained in the Eionet Roles directory. Any changes of nominated reporters are to be delegated through the WISE - National reporting coordinators (extranet-wise-nfp).



# 1 Reporting process step by step

## 1.1 Step 1: Download Data Dictionary

Go to the general help page and choose the EEA Data Dictionary website. Click the “Exports” section and download the latest version of template where the data will be inserted.

Figure 1: downloading templates and documentation

The screenshot shows the EIONET Data Dictionary interface. The header includes the EIONET logo and the text 'Data Dictionary'. Below the header, a breadcrumb trail reads 'You are here: Eionet » Data Dictionary » Dataset'. A left-hand navigation menu lists various categories: 'Help and documentation', 'Datasets' (highlighted in yellow), 'Tables', 'Data elements', 'Schemas', 'Vocabularies', 'Services', and 'Namespaces'. The main content area is titled 'View dataset definition' and contains links for 'Data model' and 'Tables'. Under the 'Exports' tab, there are five options: 'Create technical specification for this dataset', 'Create an XML Schema for this dataset - version 2', 'Create an MS Excel template for this dataset - version 2', 'Get the comma-separated codelists of this dataset', and 'Get the codelists of this dataset in XML format'. At the bottom, an 'Identifier' field shows 'UWWTDArt15'.

By clicking the “Create technical specification for this dataset”, data dictionary pdf can be opened and downloaded.

General helppages with the data dictionaries for Article 15 and Article 17:

UWWTD article 15 – Implementation:

[https://cdr.eionet.europa.eu/help/UWWTD/UWWTD\\_613](https://cdr.eionet.europa.eu/help/UWWTD/UWWTD_613)

UWWTD article 17 – National implementation programme:

[https://cdr.eionet.europa.eu/help/UWWTD/UWWTD\\_524](https://cdr.eionet.europa.eu/help/UWWTD/UWWTD_524)

## 1.2 Step 2: Download pre-filled spatial data file from WISE restricted area or download a WFD protected area template

The dataset of the most recently reported sensitive areas, catchment of sensitive areas and less sensitive areas by country has been pre-filled into the reporting template. This is based on the Data Dictionary WFD 2022, and is available at the linked "WISE restricted access area":

[https://forum.eionet.europa.eu/x\\_wise-reporting/library/restricted\\_distribution/](https://forum.eionet.europa.eu/x_wise-reporting/library/restricted_distribution/)

A file UWWTD\_ProtectedArea\_{countryCode}.zip should be downloaded.



Figure 2: Downloading prefilled spatial data

The screenshot shows the Eionet Forum interface. At the top, there is a navigation bar with 'Eionet Forum' and 'Reporting under the WISE Water Directives and WISE SoE'. Below this, a breadcrumb trail reads: 'Eionet > Forum > Reporting under the WISE Water Directives and WISE SoE > Library > WISE restricted access area > LT'. The main content area is titled 'LT [Limited access]' and includes a 'Zip download' button. On the left, there are sections for 'Navigation', 'Notifications', and 'Places'. The central part of the page features a table of files with columns for 'Type', 'Title', 'Restrictions', 'Owner', 'Modification date and time', 'File size', and 'Edit'. The file 'UWWTD\_ProtectedArea\_LT' is highlighted with a red box.

Type	Title	Restrictions	Owner	Modification date and time	File size	Edit
	BWD_ProtectedArea_LT		EEA Discomap	10/11/2021, 11:00	16 KB	
	BW_LT_2018		EEA Discomap	26/11/2019, 10:55	41 KB	
	BW_LT_2019		EEA Discomap	10/12/2020, 13:53	40 KB	
	CountryBoundaries		Fernanda Nery	22/10/2015, 10:08	167 KB	
	EIONET-SpatialData_LT		EEA Discomap	05/05/2021, 17:17	39 KB	
	<b>UWWTD_ProtectedArea_LT </b>		EEA Discomap	24/08/2021, 12:26	34 KB	
	UWWTD_SensitiveAreas_2016_LT		Miroslav Fanta	14/11/2017, 14:13	81 KB	

If you do not use the pre-filled data file, you should follow the shapefile template and the guidance which can be retrieved from the WFD help pages: [https://cdr.eionet.europa.eu/help/WFD/WFD\\_780\\_2022](https://cdr.eionet.europa.eu/help/WFD/WFD_780_2022).

The structure of the dataset and instructions on editing are available in the document “WFD Reporting Guidance” ([https://cdr.eionet.europa.eu/help/WFD/WFD\\_780\\_2022/GISGuidance/WISE\\_GIS\\_Guidance.pdf](https://cdr.eionet.europa.eu/help/WFD/WFD_780_2022/GISGuidance/WISE_GIS_Guidance.pdf)).

The dataset can consist of up to two types of files – protected areas lines and protected areas depending on the type of spatial template. The type of area is recorded in attributes *zoneType* and *specialisedZone* in the attribute table.

Less sensitive areas are reported separately as less sensitive areas and/or less sensitive areas - lines using the same templates. Less sensitive areas were not prepared as prefilled template for 2022 reporting.

Table 1: type of receiving areas and their description using protected area templates

type	template name	zoneType	specialisedZoneType
Sensitive area – delineated as polygon	ProtectedArea	sensitiveArea	riverSensitiveArea lakeSensitiveArea transitionalSensitiveArea coastalSensitiveArea
Sensitive area – delineated as line	ProtectedAreaLine	sensitiveArea	riverSensitiveArea lakeSensitiveArea transitionalSensitiveArea coastalSensitiveArea



Catchment of sensitive area	ProtectedArea	sensitiveArea	catchmentOfSensitiveArea
Less sensitive area delineated as ploygon	ProtectedArea	sensitiveArea	lessSensitiveArea
Less sensitive area delineated as line	ProtectedAreaLine	sensitiveArea	lessSensitiveArea

Introduce any changes to the dataset – such as adding newly identified or removing delisted areas/lines, changing names or coordinates – and save the updated shapefile/GML.

**NOTE: Even if no changes are made to the pre-filled data file, you need to upload the file to the spatial data collection as it forms part of the national delivery under UWWTD.**

### 1.3 Step 3: Log on to Reportnet 3

- If you do not have an EU login – follow the steps in [https://www.eionet.europa.eu/reportnet/docs/prod/howto\\_login\\_reportnet3.0](https://www.eionet.europa.eu/reportnet/docs/prod/howto_login_reportnet3.0)
- Login and common functions of Reportnet 3 are described in the common guidance: [https://www.eionet.europa.eu/reportnet/docs/prod/reporter\\_howto\\_reportnet3.0](https://www.eionet.europa.eu/reportnet/docs/prod/reporter_howto_reportnet3.0)



## 1.4 Step 4: Open the dataflow

Once you are logged in, you will see all data flows to which you can contribute  
Find the dataflow you want to work with at the moment. Go into the dataflow by clicking on it.

Figure 3: Selecting the data flow

Table 2: Direct links to data flows (each reporter sees only his/her country data)

Article 15 – UWWTD implementation	<a href="https://reportnet.europa.eu/dataflow/494">https://reportnet.europa.eu/dataflow/494</a>
Article 17 – National Implementation Programme	<a href="https://reportnet.europa.eu/dataflow/345">https://reportnet.europa.eu/dataflow/345</a>
Article 15 supporting documents	<a href="https://reportnet.europa.eu/dataflow/346">https://reportnet.europa.eu/dataflow/346</a>
Article 17 supporting documents	<a href="https://reportnet.europa.eu/dataflow/351">https://reportnet.europa.eu/dataflow/351</a>

**Note: Article 15 and Article 17 data flows follow predefined data structure and are required. Article 15 and 17 supporting documents can contain any type of file. Important information, which cannot be stored in the above mentioned datasets should be stored here.**

## 1.5 Step 5: Go to reported data

The dataflow overview page provides the most relevant functions to delivering reporting (see on the pictures below)

- **Dataflow help** – in here you will find three tabs showing documents, links and technical overview of the reporting schema.
- **Reporting data (Less Sensitive Area Line/Less Sensitive Area Polygon/Sensitive Area Line/Sensitive Area Polygon in case of spatial data)** is where the data in the excel spreadsheet is uploaded and validated.



- **Release to data collection** for submitting your reported data once you have uploaded and validated it.

Figure 4: Data flow overview



## 1.6 Step 6: Upload the data

Go into the **Reporting data** schema for tabular or geospatial data

Figure 6: Importing data



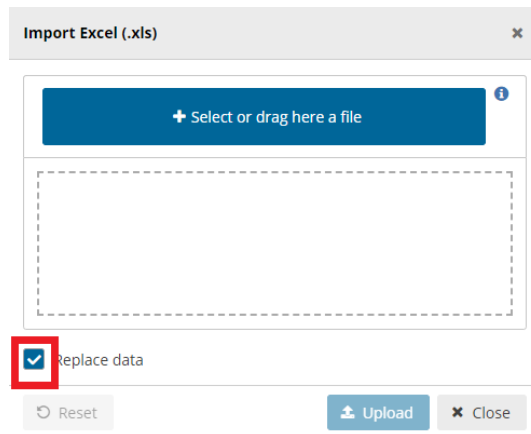
Click on the **Import dataset data** button on the top right menu and select the file to upload

**Import dataset data**

in the dialogue.

If you are importing the entire dataset again, then make sure **Replace data** is checked. Rows will be appended to the current tables except when **Replace data** check is selected.





The application will automatically extract the data from the excel and input into the dataset. The excel file is not stored on the platform.

Notifications in the top right will inform you the import has started and when it has finished

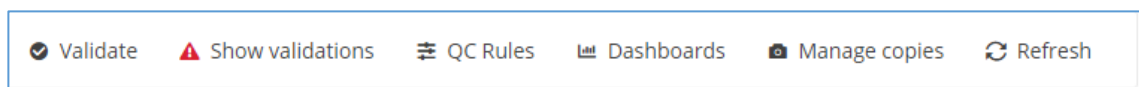
The validation is executed manually by pressing the '**Validate**' button in the menu bar

Once the validation is finished the '**Refresh**' button will be highlighted and after clicking you will see the results of the validation in the '**Show validations**' dialogue. The validation can also be run manually – see next section.

## 1.7 Step 7: Fix the errors and run quality control check (QA/QC) tests on the data again

The quality check is run during data update (step 1.6). After editing the data it needs to be run again.

In the reporting dataset you will find several menu buttons for quality control:



- **Validate** – Runs validations for the whole dataset
- **Show validations** – Shows a table of all the validation issues found across the whole dataset after a validation has been run.
- **QC rules** – shows a list of all the validations which have been created for the dataset.
- **Dashboards** – Provides a visualisation of the validation feedback.
- **Manage copies** – Functionality to save copies of the data (snapshots or restore points).
- **Refresh** – After import, validation and restore copy, you need to refresh the tables.

For validating the data use the following process

1. Click on **Validate**.
2. A notification in the top right will indicate the validation has started and when it has been completed.
3. **Refresh** the table once the validations are complete.
4. Errors are displayed at four types – the field; record; table; and, dataset.



5. The column 'Validations' in the table shows for each record which level of errors at field and record level.
6. Field level errors have icons next to value in the field. Hover over it to see the error message.
7. Click on **Show validations** button (dataset menu) to view the list of all errors in the dataset. This table has four columns:
  - Origin – the table with the error.
  - Level error – One of INFO/WARNING/ERROR/BLOCKER.
  - Error message – What the issue is.
  - Entity – One of FIELD/RECORD/TABLE/DATASET.
8. Page through it and sort it to understand errors in data. It is also possible to filter records in the validation table to make it easier to work with.
9. You can filter on the error messages either by the error level or the entity type.
10. Double-click on an error in the list to go to the record in the table and it will be highlighted.
11. Click on **Dashboards** to get a visual overview of the number of errors in the data by table.
12. Corrections to the data should be made in your source data and the excel reimported. Remember when reimporting your excel, to either **Delete dataset data** first or check the **Replace data** in the excel import dialogue. Once imported revalidate the data.
13. Only BLOCKERS will stop the data from being released to the data collection.

## 1.8 Step 8: Release the data to the data collection

Once you are satisfied with the uploaded data, complete your delivery by releasing to the data collection.

1. Go to the Dataflow overview.
2. Click on the button **Release to data collection**.
3. In the background, QC is run on each dataset and the 'Show validations' list refreshed in the dataset.
4. If there are blockers in any dataset, the release is stopped and there will be a message to inform about that.
5. If the QCs run fine, a notification will appear saying the data has been 'released successfully'. An automatic copy will be created.
6. You will also see a new icon 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.
7. 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 1-8). When the client has "**Technically accepted**" the delivery, no further actions are necessary on your side.



## 2 Further steps

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.

## 3 More help is available

More help on Reportnet 3 is available at:

[https://www.eionet.europa.eu/reportnet/docs/prod/reporter\\_howto\\_reportnet3.0](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](https://www.eionet.europa.eu/reportnet/docs/prod/howto_login_reportnet3.0)

In case of login or platform problems, please contact Eionet Helpdesk:

[helpdesk@reportnet.europa.eu](mailto:helpdesk@reportnet.europa.eu).

In case of data problems, please contact the UWWTD helpdesk:

[uwwtd.helpdesk@eionet.europa.eu](mailto:uwwtd.helpdesk@eionet.europa.eu).

