**Technical implementation notes on**

**Reportnet 3.0 usage for Art. 12 and Art. 17 Reporting**

This document provides targeted technical guidance for working with the Reportnet 3.0 platform, based on common issues raised by Member States (MS) during the Article 12 (Birds Directive) and Article 17 (Habitats Directive) reporting processes. The guidance is structured around recurring problems and corresponding solutions to ensure reliable data handling and a successful report submission.

** General Reporting Guidance**

**Upload Errors and Validation Issues in Reportnet 3.0**

**Problem:**
Users frequently encounter a *“Data failed to load”* error when uploading habitat data in Reportnet, preventing further work. There is uncertainty about whether previous validations are still valid after data reloads. The platform is described as difficult to use, especially when managing numerous species and habitat entries, due to the lack of bulk actions and a limited overview of validations.

**Solution:**
Reloading data can affect schema references and invalidate previous validations. It is essential to always re-validate your schemas after uploading or re-uploading data, even if validations were previously successful. To avoid disruptions, users are advised to manage and update data locally and re-import it into Reportnet when necessary. This approach helps reduce errors and ensures more consistent results within the platform. Improvements to the user experience are planned for future versions of the platform.

**Duplicate Entries Due to Missing “Replace Data” Selection**

**Problem:**
Forgetting to select the “*Replace data*” option during upload results in duplicate entries, which need to be removed.

**Solution:**
There are two corrective actions to resolve the issue:

1. Manually delete duplicates in the affected tables using the "*Delete*" function.
2. Re-upload the dataset with the “*Replace data*” option enabled, which overwrites existing content in the schema.

Additionally, Reportnet is not a master data repository. Maintain and update source data externally. Before making changes online, consider:

* Exporting a zipped CSV backup
* Using the “*Manage copies*” function to create restorable snapshots.

**Uploading Additional Maps**

**Problem:**
Users are unable to upload spatial attachments, such as additional maps, due to greyed-out upload buttons.

**Solution:**
The upload button works only in ‘enable editing’ mode. Please ensure that ZIP files do not exceed 100 MB. If the upload button remains inactive despite meeting this requirement, contact the support team and provide the ZIP file for analysis. The platform now supports uploading one ZIP file for all relevant habitats and one ZIP file for all relevant species.

**Incorrect Column Headers**

**Problem:**
Users are unable to upload files due to mismatched column headers.

**Solution:**
All import files must strictly follow the field names and structure provided in the extended templates. If a warning appears, please download the corresponding template from Reportnet 3.0 and compare it with the headers in the submitted file.

**Reporting Multiple Measures or Pressures/Threats**

**Problem:**
It is unclear how to report multiple measures for a single species using the extended template, given that only a single dropdown field is provided. The answer is not specified in the Technical Manual yet.

**Solution:**
Report each measure on a separate row in the extended template. This approach is technically correct and supported by the data model. The Technical Manual may be updated in the future to clarify this explicitly.

**Article 17 – Species Reporting**

**Invalid Population Units**

**Problem:**
Whenever for a species population the unit "i or m2" is used, Reportnet gives a blocker for the field *S\_6\_2\_a\_population\_size\_unit*, as it does not consider the provided value to match with the recommended units.

**Solution:**
The value entered in the "*S\_6\_2\_a\_population\_size\_unit*" field needs to match the units in the SpeciesChecklist dataset. First, please validate the SpeciesChecklist dataset to ensure it is properly aligned with the other data. However, the unit "i or m2" is not accepted. You will need to choose either "i" or "m2" as the unit, and once this is done, the error in the *S\_6\_2\_a\_population\_size\_unit* field should be resolved.

**Upload of Typical Species Data**

**Problem:**
Uploading typical species data for multiple habitats via a consolidated file did not assign the data correctly across habitats, resulting in validation errors for missing entries.

**Solution:**
The platform now supports uploading one typical species file for all relevant habitats. Upload the file under one selected habitat (e.g., 1150) using the field

*H\_6\_6\_b\_typical\_species\_list*.

Then, under *H\_6\_8\_additional\_information\_structuresandfunctions* for other habitats, indicate that the file is stored under the specified habitat. No separate uploads are needed for each habitat type. The reporting manual will be updated accordingly.

**Article 17 – Species and Habitats Reporting**

**Simultaneous Validation of Habitat and Species Data**

**Problem:**
Users attempted to validate habitat and species datasets simultaneously, which led to technical issues and data inconsistencies. The platform interface did not explicitly warn against parallel validations.

**Solution:**
The validation of a dataset must only be performed when the dataset is not in editing mode. This is a critical step to ensure that the validation process can analyze the full schema without any interruptions or inconsistencies. If a dataset is in editing mode, changes may be made to the data during the validation process, which can cause discrepancies or errors. In cases where multiple datasets (such as habitats and species) are involved, simultaneous validation should be avoided, particularly when the schemas reference each other. When schemas are interdependent, running validations at the same time could lead to incorrect or inconsistent results. If one dataset is still being edited, the results of the validation may not accurately reflect the latest changes made to that schema unless editing is disabled across all relevant datasets.

It is crucial for all reporters to coordinate effectively when working with the dataset to avoid overwriting data or causing conflicts during the validation and schema-disabling process. If multiple reporters are involved in modifying the datasets, they must make sure that they don't unintentionally trigger validation processes that could result in data integrity issues or conflicts.

**Reporting “Reason for Change” for Optional Entries**

**Problem:**

How should Member States report the “reason for change” field for non-mandatory species or habitats, especially when data is incomplete or difficult to compare with past reports?

**Solution:**
The field is mandatory unless it is a first-time report (first-time reporting = Yes). If comparison is possible, use one of the six valid values (e.g., *noChange*, *genuine*, *knowledge*, etc.).

If comparison is not possible:

* Use *noChange* and explain in the “additional information” field.

Blank fields (e.g., trend magnitude) are permitted if method = absentData (no or insufficient data available) is selected. These may trigger validation warnings but do not block the submission.

🐦 **Article 12 – Birds Reporting**

**Reporting success stories in outermost regions**

**Problem:**

So far, there is a discrepancy in the reporting structure for success stories. While countries are instructed to fill in the General Report for Article 12 only in the main country folder and leave it empty for outermost regions, if a country wants to report success stories from its outermost region (e.g. Portugal for the Azores), the success story table should be filled in the General Report schema of the specific outermost region folder.

**Solution:**

To ensure proper reporting of success stories, the table for success stories should be filled out in the General Report schema of the specific outermost region folder, such as Portugal: Azores, rather than in the main country folder. This allows outermost regions to report their successes independently while adhering to the reporting structure. All other information for the outermost regions should be filled in in the General Report schema of the main country. The reporting manual will be updated to reflect this point.