

USER MANUAL:

Delivery of national designation types information via the CDR webform

for the Designation types registry

Introduction

This manual explains how to access and use the national designation types webform for reporting information to the European Environment Agency. The designation type information is used for validation of data reported for the Nationally designated areas (CDDA), the Natura 2000 network and the Emerald network.

How to deliver

All deliveries are provided via the Reportnet Central Data Repository (CDR). A summary of the delivery process is outlined below.



Figure 1 - Delivery process summary

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Designation types delivery process

Step 1: Eionet account and access permissions

In order to access the webform, edit the national designation types of your country and submit the updated information, an Eionet account with appropriate reporting permissions is required. If you are either nominated CDDA reporter or Emerald reporter, you will have the necessary permissions. Please contact the Eionet Helpdesk (helpdesk@eionet.europa.eu) in case of questions.

Step 2: Login to the Central Data Repository and open your folder

- 1. You can access Reportnet's Central Data Repository (CDR) at http://cdr.eionet.europa.eu
- 2. Login at the upper right corner and navigate to the Designation types folder of you country. It is located in "EEA requests" > "Designation types registry". The url is

http://cdr.eionet.europa.eu/[two letter country code]/eea/desig_type/

Step 3: Create a new envelope

Now create a new envelope which will contain your data delivery by clicking on the button 'New envelope' at the upper right corner of the screen:

European Environment Agency 💥		🕞 Logout (papagmar) 👌 🖃 >> Eionet portal
EIONET CDR Testing	CDR playground website	
You are here: Eionet» CDRTEST» Hu	ingary» EEA request» Designation types	
Services Search Notifications Help Manage Account Services I have Iost my password Subscribe to receive notifications if you want to stay updated about events in this site. Your password We will force a renewal of all passwords soon! (More)	Overview Task list Edit properties List of reporters Designation types Obligation(s) Designation types of designated areas Envelopes and subcollections Cut Copy Delete	New referral New collection New envelope
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Figure 2 – Step 3: Create envelope button



The "Add envelope" page is displayed, to complete the envelope's metadata.

European Environment Agency 💥			Logout (papagmar) 👌 📑 >> Eionet portal
EIONET CDR Testing	CDR p	playground webs	ite
You are here: Eionet» CDRTEST» He	ungary» EEA request» Designation types		
Services Search Notifications Help Manage Account Services I have Iost my password Subscribe to receive notifications if you want to stay updated about events in this site. Your password We will force a renewal of all passwords soon! (More)	Fill out the fields in this report profile and o Title Description Relating to which year Coverage Coverage note	Click Add. This will create an envelope	v to
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Figure 3 – Step 3: Create envelope page

In the "Add envelope" page the following fields are displayed:

- **Title**: the title of the envelope should serve as a brief summary of the delivery. Example "Designation types 2019".
- **Description**: optional description of the delivery.
- Relating to which year: indicates the period that the data will refer to.
- **Coverage**: The country to which the reporting refers.
- **Coverage note**: Notes if any from the reporting country.

The fields "Title" and "Relating to which year" are mandatory.



After completing the fields of the envelope, click the "Add" button to create the envelope. You are redirected to the "Envelopes and subcollections" page of the Designation types reporting folder. In the example below, the envelope "Designation types 2018 Hungary b" was created.







Step 4: Activate the task

Open the new envelope and activate the draft task. Activating means that you have reserved the envelope for you to work on. Other users will not be able to modify it until the envelope is deactivated or released by you. Your new envelope is now in "Draft status" and files can be added.

To activate the task either click the "Activate task" button at the upper right corner of the screen or the "Activate task: Draft" link provided in the Status section of the envelope.



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Step 5: Access the online webform

An xml file is already stored in the envelope, prefilled with the most recent information on national designation types from your country.

The next step is to access the online webform by clicking the link "via the webform" marked in red in the following screenshot:

European Environment Agency 🎇	🕞 Logout (papag	gmar) 🛆 🖃 >> Eionet portal
EIONET CDR Testing	CDR playground website	
You are here: Eionet» CDRTEST» Hu	ngary» EEA request» Designation types» Designation types 2018 Hungary b	
Services	Overview Draft delivery Edit properties Manage workflow history History	
 » Search » Notifications » Help » Manage 	Draft delivery To report on changed or new national designation types, please review first the existing types via the webform. You can edit the designation types directly via the webform and add new types.	
Account Services	Access the current national designation types of your country via the webform	Run Automatic QC
» lost my password → Note	You can always interrupt your work and continue your contribution at a later time without losing data.	Deactivate task
Subscribe to receive notifications if you want	Once you are satisfied with the contribution, please run the quality checks and revise the results. Errors or incomplete corrected before releasing the envelope to the public.	e information should be
to stay updated about events in this site.	Files in this envelope Image: State Sta	
! Your password		
We will force a renewal of all passwords soon! (More)	Feedback for this envelope No feedback posted in this envelope	
LJ		

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Figure 6 – Step 5: Access the designation types webform



An example of this webform is displayed below:

Designation Types f	or protected area	as 2018 Si	elect Language English	Ţ
Add Designation Type				
Code	Category	Name	Status	Actions
HU11	С	Natúrpark	-	Edit Copy
HU00	NA	Nem védett	-	Edit Copy
HU04	А	Helyi jelentőségű védett terül	et -	Edit Copy
HU06	А	Ex lege védett láp	-	Edit Copy
HU07	А	Ex lege védett szikes tó	-	Edit Copy
HU09	А	Barlang	-	Edit Copy
HU10	В	Érzékeny Természeti Területek	-	Edit Copy
HU99	NA	Egyéb	-	Edit Copy
HU01	А	Nemzeti Park	-	Edit Copy
HU02	А	Tájvédelmi Körzet	-	Edit Copy
HU03	А	Természetvédelmi Terület	-	Edit Copy
HU05	А	Erdőrezervátum	-	Edit Copy
HU08	А	Természeti emlék	-	Edit Copy
Sa	ve Form Close Form	Print Preview Validate		

Figure 7 – Step 5: Example of the designation types webform

The webform is prefilled with the most recent information reported by your country to the EEA.

You can modify an existing designation type, terminate it or create new types. You can also copy existing designation types and subsequently edit them.



Sub-step 5.1: Add designation types

When selecting to click the "Add designation type" button, the following webform page is displayed.

Designation Types for protected areas 2018		
Designation types for protected areas 2010		
Back to list		
Designation type		
Region code	HU -	
Designation type code		Designation type code is required Designation type code must follow the format CountryCode / RegionCode + 2 digit number
Designation type category	Select option 👻	Designation type category is required
Designation type name		Designation type name is required
Designation type name in English		Designation type name in English is required
Creating sites	Select option •	Creating sites is required
Designation period begin (YYYY)		Designation period begin is required
Designation period end (YYYY)		
Legal Reference		,
Legal reference name		
Legal reference publication date (YYYY-MM-DD)		
Legal reference link		
Legal reference level	Select option *	
Legal reference official journal identification		
Competent authority organisation name		
Competent authority website		
	A	
Remark		
Remark Source		

Figure 8 – Step 5.1: Add a designation type

As it can be observed from the messages displayed, some fields are mandatory. You will be able to save the webform with incomplete designation types. You can interrupt the work and return at another time. The CDR validation will however not allow that you release the CDR envelope with incomplete designation types inside.



An overview of the data element is in the table 1 below. For full specifications, see the Data Dictionary

http://dd.eionet.europa.eu/datasets/latest/DesignationTypes

Designation type field	Field type	Mandatory (M) / Optional (O)	Possible values	Restrictions
Region code	Drop-down	М	See <u>here</u> .	More than one region code will be available for the following countries: DK NO UK NL ES FR
Designation type code	Text field	М		The designation type code is the unique identifier. The designation type code must consist of exactly four (4) characters and follow the format CountryCode / RegionCode + two (2) digit number.
Designation type category	Drop-down	М	A, B, C, NA	The 'NA' (Not applicable) value is allowed only for designation types with code ending with '00' (No protection status) or '99' (Others).
Designation type name	Text field	М		The value should consist of at least 1 and up to 255 characters.
Designation type name in English	Text field	М		The value should consist of at least 1 and up to 255 characters.
Creating sites	Drop-down	М	false, true	
Designation period begin (YYYY)	Text field	М		The value must consist of 4 digits and must be greater than or equal to 1800.
Designation period end (YYYY)	Text field	0		If the designation type should be terminated. The value must consist of 4 digits and must be greater than or equal to 2010.
Legal reference name	Text field	0		The value should consist of up to 1000 characters.
Legal reference publication date (YYYY-MM-DD)	Date field	0	The format of the date is the following: YYYY-MM-DD	The value should consist of at least 10 and up to 255 characters.
Legal reference link	Text field	0		The value should consist of up to 1000 characters.
Legal reference level	Drop-down	0	international, national, subnational	
Legal reference official journal identification	Text fie	0		The value should consist of up to 1000 characters.
Competent authority organisation name	Text field	0		The value should consist of up to 1000 characters.
Competent authority website	Text field	0		The value should consist of up to 1000 characters.
Remark	Text field	0		The value should consist of up to 1000 characters.
Remark Source	Text field	0		The value should consist of up to 1000 characters.

Table 1 – Data elements overview

Sub-step 5.2: "Edit" designation types

When selecting to click the "Edit" button next to a designation type in the webform list (see Figure 7), the following page is displayed:

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Designation Types for protect	ted areas 2018 Select Language	
	English	*
Back to list		
Designation type		
Region code	HU	-
Designation type code	HU11	
Designation type category	C	•
Designation type name	Natúrpark	
Designation type name in English	Naturpark	
Creating sites	true	-
Designation period begin (YYYY)	2018	
Designation period end (YYYY)		
Legal Reference		
Legal reference name	Act No. LIII. Of 1996 on Nature Conservation 4§, 29§	
Legal reference publication date (YYYY-MM-DD)	#	
Legal reference link		
Legal reference level	Select option	-
Legal reference official journal identification	MK 1996/53	
Competent authority organisation name	Ministry for Environment and Water	1
Competent authority website		
Remark	The category "A" was changed to "C" because "Naturpark" in Hungary is not a traditionally used category for protecting flora fauna and habitats. It is more a municipal-residential-NGO initiative for nature conservation, ecoturistic, environmental education, extensive farming purposes. The area has slight	
Remark Source	Nature Conservation Act (1996. évi LIII. törvény) 4. § q)	

Figure 9 – Step 5.2: Edit a designation type



In general, the same rules apply per field as when selecting to add a designation type.

Note: An existing designation type code cannot be changed. It is the unique identifier of the dataset record. It means that you will not be able to edit its code or delete it once it was included in the registry. If you need to change a designation type code of a previously released designation type, you may copy and create a new designation type based on the original. You should then terminated the original by adding a date to the designationPeriodEnd field.

Sub-step 5.3: "Copy" designation type

Copy an existing designation type from the list by clicking the "Copy" button. In this case a new item is created in the list with the same metadata as the initial designation type. Since the copied item will preserve the code field of the initial item, be sure to edit the copied item in order to change the code so it becomes unique.

"Back to list" button

When adding a designation type or when updating an already existing designation type, click the "Back to list" button to return to the designation types list page. The new or updated designation type with its metadata is stored when saving and closing the form.

Note: It is important to mention, that the webform does **NOT** save changes automatically. In case you leave the form without saving, changes will be lost.

Sub-step 5.4: "Delete" designation types

If a not yet released designation type is obsolete, it can be deleted by using the "Delete" button in the webform. Designation types that were already released and included to the registry cannot be deleted, only terminated by adding a date to the designationPeriodEnd field.

Step 6: Save data, print preview and form validations

The webform provides some action buttons in order to save the data, validate them, see a print preview or close the form. The functionality related to the action buttons is outlined below.

• Save form

In order to save any changes and additions in the designation types, click the "Save form" button.

In case the form contains errors, a message is displayed informing you about the errors and requesting for your confirmation in order to proceed with saving the form.



Figure 20 – Step 6: Validation errors message

Click "OK" button to save the form even though it contains errors or "Cancel" button to return to the previous state.

When selecting the "OK" button (in spite of errors) or when selecting the "Save form" button in case no errors are contained, a message for successfully saving the form is displayed.



Figure 31 – Step 6: Successful saving

The data is saved both in the webform and in the xml file (named designation-types__1.xml) in the CDR envelope. Click the "OK" button to close the message.

Close form

When selecting the "Close Form" button, a message to confirm leaving the form and discard any unsaved changes is displayed.



Figure 4 – Step 6: Leave webform without having saved the data

Click the "Leave" button to close the form and discard unsaved changes or the "Cancel" button to remain in the form.

When closing the form, you are redirected to the Draft delivery tab of the envelope details page.

• Print Preview

When clicking the "Print Preview" button, an html representation of the designation types is displayed in a new browser tab including the details of all the designation types.



Desig	natior	n types														
			type name type name in sites					Competent authority		Remark Remark source	Desi	gnation od				
			category		English		name	publication date	link	level	official journal identification	organisation name	website		begi	n enc
HU	HU	HU11	С	Natúrpark	Naturpark	true	Act No. LIII. Of 1996 on Nature Conservation 4§, 29§				MK 1996/53	Ministry for Environment and Water		The category "A" was changed to "C" because "Naturpark" in Hungary is not a traditionally used category for protecting flora fauna and habitats. It is more a municipal-tesidential-NGO initiative for nature conservation, ecoluristic, environmental education, to therein y 6 (i) edemixe family guinges. The area has sight flegisticit be category to protect and the signification of the category of the source of the contribution guing the source of the co	2018	
HU	HU	HU00	NA	Nem védett	No Protection Status	false	Not applicable				Not applicable	Not applicable		Not applicable	2018	
HU	HU	HU04	A	Helyi jelentőségű védett terület	Local Nature Conservation Area	false	Act No. LIII. Of 1996 on Nature Conservation				MK 1996/53	Local authorities		Site data is not available, local authorities designate these sites based on local municipality decrees	2018	
HU	HU	HU06	A	Ex lege védett láp	Ex lege Protected Mire	false	Act No. LIII. Of 1996 on Nature Conservation 23.§				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		The survey of "ex lege" mires is under way: the area is only approximate data	2018	
HU	HU	HU07	A	Ex lege védett szikes tó	Ex lege Protected Sodic Lake	false	Act No. LIII. Of 1996 on Nature Conservation 23.§				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		The survey of "ex lege" sodic lakes is under way: the area is only approximate data.	2018	
HU	HU	HU09	A	Barlang	Cave	false	Act No. LIII. Of 1996 on Nature Conservation 22§ (1), 48.§ (1)				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		The nember of caves differ from time to time because experts find new ones http://www.termeszetvedelem.hulindex.ypg=caves http://www.termeszetvedelem.hulindex.yg=menu_543		
HU	HU	HU10	В	Érzékeny Természeti Területek	Environmentally Sensitive Areas	false	Ministerial Decree 2/2002				MK 2002/9	Ministry for Agriculture and Rural Development		The name should be changed to "Magas Természeli Értékü Terület" (High Nature Value Area)	2018	
HU	HU	HU99	NA	Egyéb	Other	false	Not applicable				Not applicable	Not applicable		Sites data is not available	2018	
HU	HU	HU01	A	Nemzeti Park	National Park	true	Act No. LIII. Of 1996 on Nature Conservation 28.§ (2)				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		CDDA sites field was a new field in 2012, Sites data is available	2018	
HU	HU	HU02	A	Tájvédelmi Körzet	Landscape Protection Area	true	Act No. LIII. Of 1996 on Nature Conservation 28.§ (3)				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		CDDA sites field was a new field in 2012, Sites data is available	2018	
HU	HU	HU03	A	Természetvédelmi Terület	Nature Conservation Area	true	Act No. LIII. Of 1996 on Nature Conservation 28.§ (4)				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		CDDA sites field was a new field in 2012. Sites data is available	2018	
HU	HU	HU05	A	Erdőrezervátum	Forest Reserve	true	Act No. LIII. Of 1996 on Nature Conservation 29. § (3), 85. § b)				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		CDDA sites field was a new field in 2012. Sites data is available	2018	
HU	HU	HU08	A	Természeti emlék	Natural Monument	true	Act No. LIII. Of 1996 on Nature Conservation 28.§ (5)				MK 1996/53	Ministry for Environment, National Authority for Nature Conservation H- 1121 Budapest Költő u. 21.		The designation type was legally updated, new sites designated.	2018	
HU	HU	HU23	в													

Figure 53 – Example of print preview



• Validate

When selecting the "Validate" button, internal validations are executed in the form checking the validity of each designation type. The status of each one might be either "Validated" if the designation type passes all rules or "Incomplete" if it does not pass any of the rules.

Designation Types	for protected are	as 2018	Select Language English	×
Add Designation Type	I		English	
Code	Category	Name	Status	Actions
HU11	С	Natúrpark	Validated	Edit Copy
HU00	NA	Nem védett	Validated	Edit Copy
HU04	А	Helyi jelentőségű védett terület	Validated	Edit Copy
HU06	А	Ex lege védett láp	Validated	Edit Copy
HU07	А	Ex lege védett szikes tó	Validated	Edit Copy
HU09	А	Barlang	Validated	Edit Copy
HU10	В	Érzékeny Természeti Területek	Validated	Edit Copy
HU99	NA	Egyéb	Validated	Edit Copy
HU01	А	Nemzeti Park	Validated	Edit Copy
HU02	А	Tájvédelmi Körzet	Validated	Edit Copy
HU03	А	Természetvédelmi Terület	Validated	Edit Copy
HU05	А	Erdőrezervátum	Validated	Edit Copy
HU08	А	Természeti emlék	Validated	Edit Copy
HU23	В		Incomplete	Edit Copy Delete
	Save F	Form Close Form Print Preview V	/alidate	

Figure 64 – Step 6: Validation process results

Incomplete designation types must be edited in order to pass the final CDR validation.



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Step 7: CDR QA validations

In the Draft delivery tab of the envelope, next to the Designation types .xml file, two buttons are available through which the QA scripts can be executed in order to check the file's validity.

Click the "Run QA #1" button to run the XML Schema validations and the "Run QA #2" button to run the QA checks. The following results pages are displayed:

European Environment Agency 🎇				🕒 Logout (papagmar) 👌 🖃 >> Eionet portal
EIONET CDR Testing			CDR playground website	
You are here: Eionet» CDRTEST» Hur	ngary» EEA re	quest» Designatio	on types» Designation types 2018 Hungary b» designation-types1.xml	
Services	QA res	ult for file (designation-types1.xml	Go back to envelope
» Search » Notifications » Help	XML S	chema valid	lation	Tip: This page is only temporary. The page URL address can not be used as a reference to the result.
» Manage Account Services	data mode	I specifies the e	conform to the data model defined in the XML Schema. The XML Schema element names, document structure and data types.	Please use the " <i>File</i> >> Save As"
I have » lost my password	2018.xsd		ainst http://dd.eionet.europa.eu/schemas/designation-types/designation-types	the validation results.
→ Note			e contradictions in document structure, elements using wrong data types or r	nissing mandatory values.
Subscribe to receive notifications if you want	Туре	Position	Error message	
to stay updated about events in this site.	ERROR	Line: 281, Col: 46	cvc-minLength-valid: Value " with length = '0' is not facet-valid with respect #AnonType_designationTypeName'.	to minLength '1' for type
1 Your password	ERROR	Line: 281, Col: 46	cvc-type.3.1.3: The value " of element 'designationTypeName' is not valid.	
We will force a renewal of all passwords soon!	ERROR	Line: 282, Col: 60	cvc-minLength-valid: Value " with length = '0' is not facet-valid with respect #AnonType_designationTypeNameEnglish'.	to minLength '1' for type
(<u>More)</u>	ERROR	Line: 282, Col: 60	cvc-type.3.1.3: The value " of element 'designationTypeNameEnglish' is no	t valid.
	ERROR	Line: 283, Col: 34	cvc-datatype-valid.1.2.1: " is not a valid value for 'boolean'.	
	ERROR	Line: 283, Col: 34	cvc-type.3.1.3: The value " of element 'creatingSites' is not valid.	
Document last modified 2018/12				

Figure 15 – Step 7: QA #1 results page with errors



Figure 16 – Step 7: QA #2 results page with errors

Based on the feedback received, you can correct the errors of your files and re-execute the QA validations to confirm that the problems (if any) have been fixed.

When all issues are corrected and the QA validations are re-run, the results pages are the following ones:

European Environment Agency 🎇	0	⇒Logout (papagmar) 👌 🖃 >> Eionet portal
EIONET CDR Testing	CDR playground website	
You are here: Eionet» CDRTEST» Hu	ngary» EEA request» Designation types» Designation types 2018 Hungary b.» designation-types_1.xml	
Services	QA result for file designation-types1.xml	Go back to envelope
» Search » Notifications » Help	XML Schema validation	Tip: This page is only temporary. The page URL address can not be
 neip Manage Account Services I have lost my password Subscribe to receive notifications if you want to stay updated about events in this site. Your password We will force a renewal of all passwords soon! (More) 	OK XML Schema validation passed without errors. The file was validated against http://dd.eionet.europa.eu/schemas/designation-types/designation-types/2018.xsd	used as a reference to the result. Please use the " <i>Ple</i> >> Save As" option within your browser to save the validation results.
Document last modified 2018/12	2/12. Legal notice	









Step 8: Release and complete task

In order to complete the task, click on the right side button "Release envelope".

European Environment Agency 💥	[→ Logout (papagmar) 은 급 >> Eionet portal
EIONET CDR Testing	CDR playground website
You are here: Eionet» CDRTEST» Hu	ungary» EEA request» Designation types» Designation types 2018 Hungary b Overview Draft delivery Edit properties Manage workflow history History Data quality
	Draft delivery To report on changed or new national designation types, please review first the existing types via the webform. You can edit the designation types directly via the webform and add new types. Access the current national designation types of your country via the webform You can always interrupt your work and continue your contribution at a later time without losing data. Once you are satisfied with the contribution, please run the quality checks and revise the results. Errors or incomplete information should be corrected before releasing the envelope to the public. Files in this envelope Image: State of the
Your password Ve will force a renewal of all passwords soon! (More)	Feedback for this envelope Image: AutomaticQA result for file designation-types_1.xml: QA checks (Posted automatically on 12 Dec 2018) Image: AutomaticQA result for file designation-types_1.xml: XML Schema validation (Posted automatically on 12 Dec 2018)

Figure 19 – Step 7: Release envelope

When the "Release envelope" button is pressed, the CDR QA tests are executed again, this time automatically for the final envelope release.

European Environment Agency 🗱		Logout (papagmar)	
EIONET CDR Testing	CDR playground website		
You are here: Eionet» CDRTEST» Hu	ngary» EEA request» Designation types» Designation types 2018 Hungary b		
Services	Overview Edit properties Manage workflow history History		
 » Search » Notifications » Help » Manage Account Services I have » Iost my password ✓ Note Subscribe to receive notifications if you want to stay updated about events in this site. ↑ Your password We will force a renewal of all passwords soon! (More) 	Designation types 2018 Hungary b Description Obligations Designation types of designated areas Period 2018 - Not applicable Coverage Hungary Status Task(s) in progress: Note If you want to stay updated about events in this envelope Subscribe to receive notifications for thi dataflow(s). Files in this envelope 1 12 Dec 2018 Remember to release the envelope when you have uploaded all files Feedback for this envelope No feedback posted in this envelope		

Document last modified 2018/12/12. Legal notice



After the quality assessment, the status of the envelope is will be "Complete":





Now the report is submitted to the EEA and the envelope is available to the public. Please note that the confirmation of receipt message and automatic feedback is stored automatically and is displayed at the bottom of the page, in the section "Feedback for this envelope". Please subscribe to notifications and the left hand side, to be notified of events in the envelope. Additional feedback might be provided by EEA or ETC/BD.

Be aware that due to the processing, it may take a couple of days before new information is reflected in the Designation types registry.

Getting help

The reporting manual and other information related to nationally designation types reporting is available at: http://cdr.eionet.europa.eu/help/designation_types

For technical assistance with access to CDR and the submission process,	
use the following email address:	helpdesk@eionet.europa.eu