



How to use Reportnet for monitoring and reporting under the Fuel Quality Directive 98/70/EC, Article 7a

Guidance document

22.12.2020



Introduction

This document explains how Member States can fulfil their reporting requirements according to Article 7a 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 a 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 AND 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 7 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 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	http://cdr.eionet.europa.eu/at/eu/fqd/art7a/
Belgium	http://cdr.eionet.europa.eu/be/eu/fqd/art7a
Bulgaria	http://cdr.eionet.europa.eu/bg/eu/fqd/art7a
Croatia	http://cdr.eionet.europa.eu/hr/eu/fqd/art7a
Cyprus	http://cdr.eionet.europa.eu/cy/eu/fqd/art7a
Czech Republic	http://cdr.eionet.europa.eu/cz/eu/fqd/art7a
Denmark	http://cdr.eionet.europa.eu/dk/eu/fqd/art7a
Estonia	http://cdr.eionet.europa.eu/ee/eu/fqd/art7a
Finland	http://cdr.eionet.europa.eu/fi/eu/fqd/art7a
France	http://cdr.eionet.europa.eu/fr/eu/fqd/art7a
Germany	http://cdr.eionet.europa.eu/de/eu/fqd/art7a
Greece	http://cdr.eionet.europa.eu/gr/eu/fqd/art7a
Hungary	http://cdr.eionet.europa.eu/hu/eu/fqd/art7a
Ireland	http://cdr.eionet.europa.eu/ie/eu/fqd/art7a
Italy	http://cdr.eionet.europa.eu/it/eu/fqd/art7a
Latvia	http://cdr.eionet.europa.eu/lv/eu/fqd/art7a
Lithuania	http://cdr.eionet.europa.eu/lt/eu/fqd/art7a
Luxembourg	http://cdr.eionet.europa.eu/lu/eu/fqd/art7a
Malta	http://cdr.eionet.europa.eu/mt/eu/fqd/art7a
Netherlands	http://cdr.eionet.europa.eu/nl/eu/fqd/art7a
Poland	http://cdr.eionet.europa.eu/pl/eu/fqd/art7a
Portugal	http://cdr.eionet.europa.eu/pt/eu/fqd/art7a
Romania	http://cdr.eionet.europa.eu/ro/eu/fqd/art7a
Slovakia	http://cdr.eionet.europa.eu/sk/eu/fqd/art7a
Slovenia	http://cdr.eionet.europa.eu/si/eu/fqd/art7a
Spain	http://cdr.eionet.europa.eu/es/eu/fqd/art7a
Sweden	http://cdr.eionet.europa.eu/se/eu/fqd/art7a
United Kingdom	http://cdr.eionet.europa.eu/gb/eu/fqd/art7a

Other EEA countries	URL to FQD folder in EEA Central Data Repository (CDR)
Iceland	http://cdr.eionet.europa.eu/is/eu/fqd/art7a/
Liechtenstein	http://cdr.eionet.europa.eu/li/eu/fqd/art7a/
Norway	http://cdr.eionet.europa.eu/no/eu/fqd/art7a/

By 31st December each year the Member States must submit their data in accordance with Article 7a of the FQD. In order to submit each year in the right place, the text below explains how the respective envelope can be created.

Create envelopes for Fuel Quality Directive country submissions



For each Member State Eionet Helpdesk has created a subfolder named “Article 7a” in 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 7a” folder for your country by using your Eionet user name and password as shown in the example below.

European Environment Agency

EIONET
Central Data Repository

You are here: Eionet » CDR » Hungary » European Union (EU) obligations » Fuel Quality Directive

Services

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

Account Services

- » I have lost my password

Overview

Fuel Quality Directive

Envelopes and subcollections

- » Article 7a
- » Article 7(1)

24 Mar 2020
11 Dec 2020

Login

Eionet portal

Login using EIONET user ID and password

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

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 step.

Upload your Fuel Quality Directive country submission and make it available

Provide your Fuel Quality Directive country report within the newly created envelope “2015 submission” in the “Article 7 (1)” folder. Upload your country report that follows the most up-to-date template using the “Add file” option.

Add file

If the country report is also available from your national web site, provide a link to its exact location.

Add hyperlink

Links can be added to an envelope by using the “Add hyperlink” option.

Once you are satisfied that you have uploaded the correct information, complete your delivery by releasing the envelope using the “Release envelope” option.



The purpose of release is to signal that all necessary data has been uploaded and can now be officially delivered (see next step).

Release envelope

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

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

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](#)

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 with fgd@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 file name
- Change file properties, see screenshot below

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

The screenshot shows a dialog box titled "Edit file properties". It contains the following information:

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

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>