



USER MANUAL

How to deliver data through Reportnet on “Concluded Transfers under the Effort Sharing Decision” pursuant to Article 7(1)(h) of the Monitoring Mechanism Regulation

These guidelines explain how to use the electronic infrastructure for reporting information to the European Commission pursuant to Article 7(1)(h) of the Monitoring Mechanism Regulation (Regulation (EU) No 525/2013) on "Concluded transfers under the Effort Sharing Decision (Decision No 406/2009/EC)".

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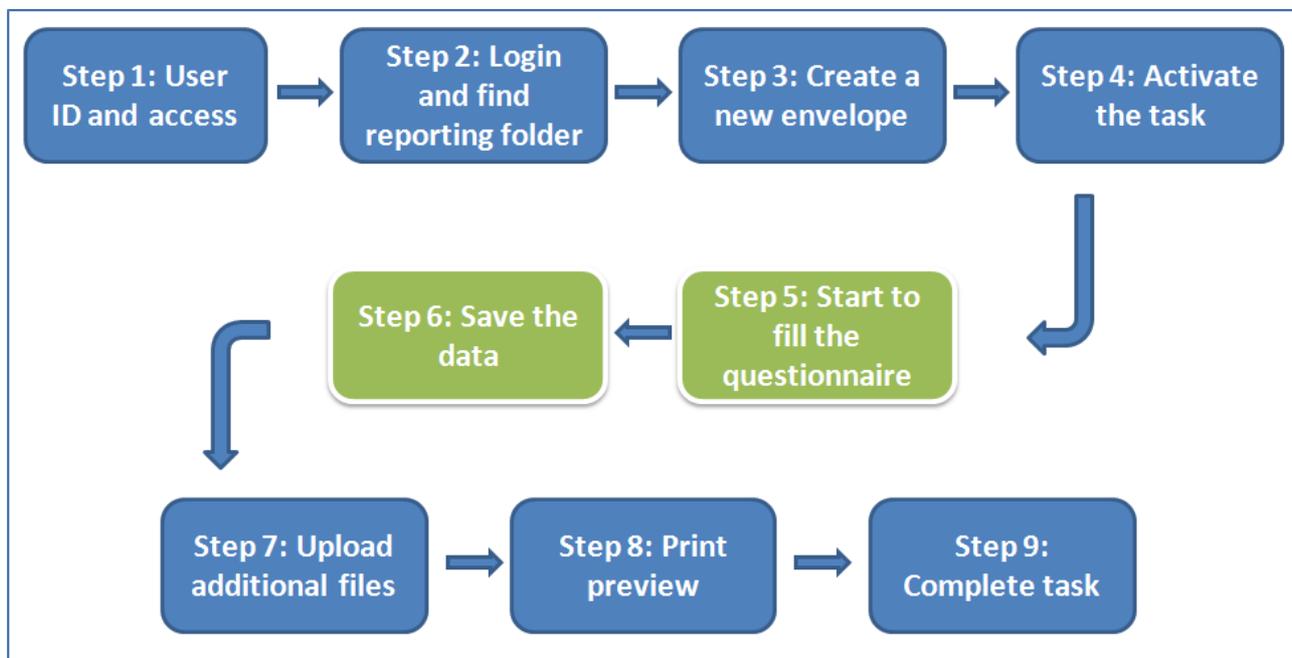
Getting help

CDR help and the reporting manual are available at: [. For technical assistance with access to CDR and the submission process: \[.\]\(#\)](#)

How to deliver

All deliveries are provided via the Reportnet Central Data Repository (CDR), which is maintained by the European Environment Agency (EEA).

Summary of the delivery process



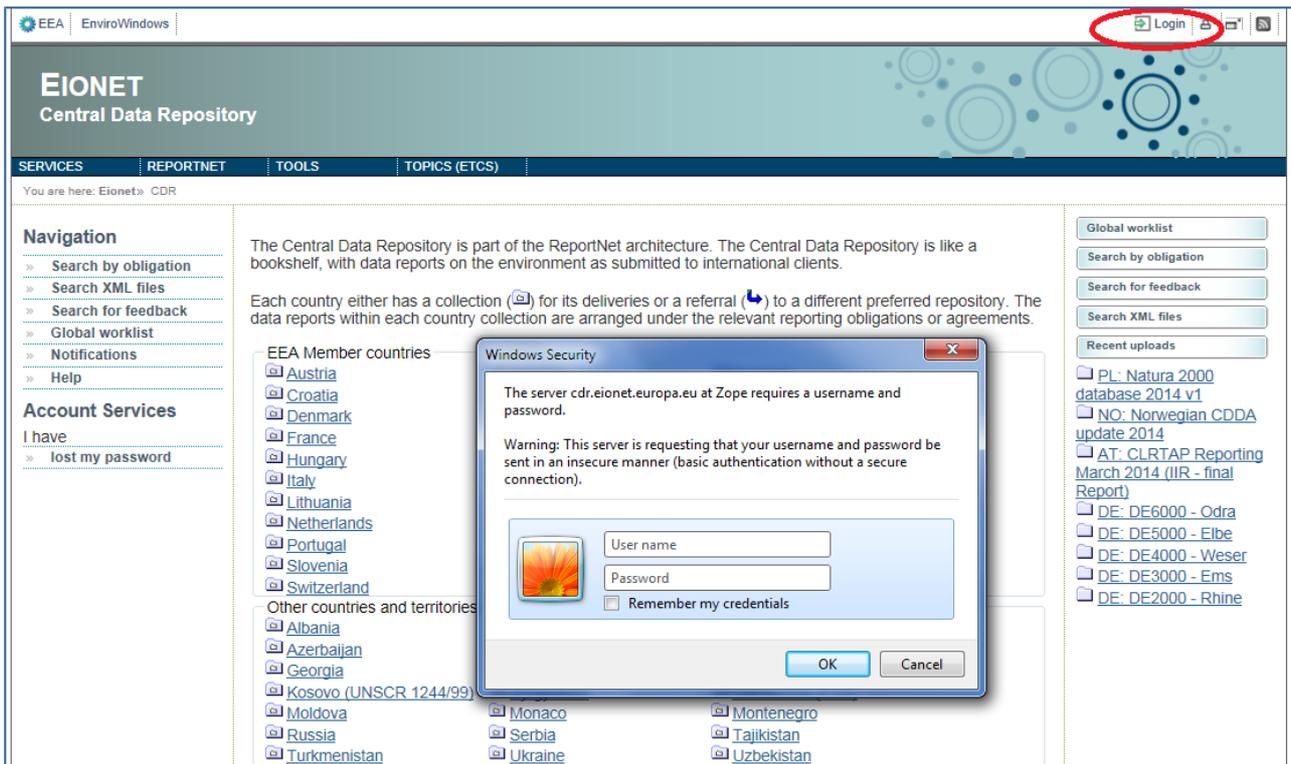
Step 1. User accounts and access permissions

In order to report, an Eionet account with user name and password is required as well as permission to upload the national delivery. Please inform DG Environment and EEA about who will be the person(s) responsible for the reporting, so that the necessary arrangements can be made. The person(s) who do not yet have an EIONET account will receive an e-mail with their EIONET login and password. All persons nominated as reporter have received upload rights to the CDR. Only new reporters received a notification on this from the Eionet Helpdesk ().

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

You can access EEA's Central Data Repository (CDR) at

When preparing for the Concluded Transfers questionnaire delivery, you first have to log in by using your Eionet user name and password and then navigate to the respective folder of your country (see the links below).



The screenshot shows the EIONET Central Data Repository website. At the top right, a 'Login' button is circled in red. The main content area includes a navigation menu on the left, a central text block explaining the CDR, and a list of countries on the right. A 'Windows Security' dialog box is overlaid in the center, prompting for a username and password to access the server 'cdr.eionet.europa.eu'. The dialog box contains the following text:

The server cdr.eionet.europa.eu at Zope requires a username and password.

Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

Fields for 'User name' and 'Password' are provided, along with a 'Remember my credentials' checkbox. 'OK' and 'Cancel' buttons are at the bottom.

The website content includes:

- Navigation:** Search by obligation, Search XML files, Search for feedback, Global worklist, Notifications, Help.
- Account Services:** I have, lost my password.
- EEA Member countries:** Austria, Croatia, Denmark, France, Hungary, Italy, Lithuania, Netherlands, Portugal, Slovenia, Switzerland.
- Other countries and territories:** Albania, Azerbaijan, Georgia, Kosovo (UNSCR 1244/99), Moldova, Monaco, Montenegro, Russia, Serbia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan.
- Recent uploads:** PL: Natura 2000 database 2014 v1, NO: Norwegian CDDA update 2014, AT: CLRTAP Reporting March 2014 (IIR - final Report), DE: DE6000 - Odra, DE: DE5000 - Elbe, DE: DE4000 - Weser, DE: DE3000 - Ems, DE: DE2000 - Rhine.



Country URL to "Article 7(1)(h) - Concluded transfers" reporting folders

Name	Hyperlink to national folder
Austria	http://cdr.eionet.europa.eu/at/eu/mmr/art07_inventory/1h_ESD_transfers/
Belgium	http://cdr.eionet.europa.eu/be/eu/mmr/art07_inventory/1h_ESD_transfers/
Bulgaria	http://cdr.eionet.europa.eu/bg/eu/mmr/art07_inventory/1h_ESD_transfers/
Croatia	http://cdr.eionet.europa.eu/hr/eu/mmr/art07_inventory/1h_ESD_transfers/
Cyprus	http://cdr.eionet.europa.eu/cy/eu/mmr/art07_inventory/1h_ESD_transfers/
Czech Republic	http://cdr.eionet.europa.eu/cz/eu/mmr/art07_inventory/1h_ESD_transfers/
Denmark	http://cdr.eionet.europa.eu/dk/eu/mmr/art07_inventory/1h_ESD_transfers/
Estonia	http://cdr.eionet.europa.eu/ee/eu/mmr/art07_inventory/1h_ESD_transfers/
Finland	http://cdr.eionet.europa.eu/fi/eu/mmr/art07_inventory/1h_ESD_transfers/
France	http://cdr.eionet.europa.eu/fr/eu/mmr/art07_inventory/1h_ESD_transfers/
Germany	http://cdr.eionet.europa.eu/de/eu/mmr/art07_inventory/1h_ESD_transfers/
Greece	http://cdr.eionet.europa.eu/gr/eu/mmr/art07_inventory/1h_ESD_transfers/
Hungary	http://cdr.eionet.europa.eu/hu/eu/mmr/art07_inventory/1h_ESD_transfers/
Ireland	http://cdr.eionet.europa.eu/is/eu/mmr/art07_inventory/1h_ESD_transfers/
Iceland	http://cdr.eionet.europa.eu/ie/eu/mmr/art07_inventory/1h_ESD_transfers/
Italy	http://cdr.eionet.europa.eu/it/eu/mmr/art07_inventory/1h_ESD_transfers/
Latvia	http://cdr.eionet.europa.eu/lv/eu/mmr/art07_inventory/1h_ESD_transfers/
Lithuania	http://cdr.eionet.europa.eu/lt/eu/mmr/art07_inventory/1h_ESD_transfers/
Luxembourg	http://cdr.eionet.europa.eu/lu/eu/mmr/art07_inventory/1h_ESD_transfers/
Malta	http://cdr.eionet.europa.eu/mt/eu/mmr/art07_inventory/1h_ESD_transfers/
Netherlands	http://cdr.eionet.europa.eu/nl/eu/mmr/art07_inventory/1h_ESD_transfers/
Poland	http://cdr.eionet.europa.eu/pl/eu/mmr/art07_inventory/1h_ESD_transfers/
Portugal	http://cdr.eionet.europa.eu/pt/eu/mmr/art07_inventory/1h_ESD_transfers/
Romania	http://cdr.eionet.europa.eu/ro/eu/mmr/art07_inventory/1h_ESD_transfers/
Slovakia	http://cdr.eionet.europa.eu/sk/eu/mmr/art07_inventory/1h_ESD_transfers/
Slovenia	http://cdr.eionet.europa.eu/si/eu/mmr/art07_inventory/1h_ESD_transfers/
Spain	http://cdr.eionet.europa.eu/es/eu/mmr/art07_inventory/1h_ESD_transfers/
Sweden	http://cdr.eionet.europa.eu/se/eu/mmr/art07_inventory/1h_ESD_transfers/
United Kingdom	http://cdr.eionet.europa.eu/gb/eu/mmr/art07_inventory/1h_ESD_transfers/



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:

The screenshot shows the EIONET CDR playground website interface. The page title is "Concluded Transfers" under the "Greenhouse gas inventories" obligation. On the right side, there are three buttons: "New referral", "New collection", and "New envelope". The "New envelope" button is highlighted with a red circle. The left sidebar contains navigation links for Services, Account Services, and a Note section.

An envelope represents your submission. It may include one or several documents. In the present case, your submission will be generated by filling the questionnaire (see step 5).

Provide meaningful metadata about your delivery on the “**Add Envelope**” page. At least “**Title**” and “**Relating to which year**” fields have to be filled in.

The envelope title should briefly summarise the delivery by providing the information about the reporting country, obligation and year. Then it will be easier for the reporter and other stakeholders to find the delivery.

“**Relating to which year**” indicates the period the report will cover. The report to be delivered in January 2015 is for the year 2014.

The screenshot shows the "Add Envelope" page on the EIONET CDR playground website. The page title is "Add Envelope". Below the title, there is a description: "Fill out the fields in this report profile and click Add. This will create an envelope into which you make the delivery." The form contains the following fields:

- Title:** Concluded Transfers questionnaire - Greece 2014
- Description:** (Empty text area)
- Relating to which year:** 2014 (dropdown menu)
- Coverage:** Greece (dropdown menu)
- Coverage note:** (Empty text area)
- Add:** (Submit button)



After clicking "**Add**" button the envelope is created and listed in the Concluded Transfers reporting folder.

The screenshot shows the EIONET CDR playground website interface. The top navigation bar includes 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail indicates the user is in 'Eionet > CDRTEST > Greece > test - ework > Concluded Transfers'. The main content area is titled 'Concluded Transfers' and shows a list of envelopes under the heading 'Envelopes and subcollections'. One envelope, 'Concluded Transfers questionnaire - Greece 2014', is circled in red. The date '15 Jan 2015' is visible next to it. On the right side, there are buttons for 'New referral', 'New collection', and 'New envelope'.

Step 4. Activate the task

The way to start the work in the envelope is to enter the envelope by clicking on the envelope name and activate the Draft task by clicking on the **<Activate task: Draft>** link or by pressing the **<Activate task>** button.

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

The screenshot shows the details of the 'Concluded Transfers questionnaire - Greece 2014' envelope. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Eionet > CDRTEST > Greece > test - ework > Concluded Transfers > Concluded Transfers ...'. The main content area is titled 'Concluded Transfers questionnaire - Greece 2014' and shows the following details:

- Description:** Concluded Transfers questionnaire - Greece 2014
- Obligations:** Greenhouse gas inventories
- Period:** 2014 - Whole Year
- Coverage:** Greece
- Status:** Task(s) waiting to be assigned. **Activate task: Draft** (You have to activate this task first before you can upload your files.)

 The 'Activate task' button is circled in red. Below the details, there is a 'Note' section with a subscription link: 'Subscribe to receive notifications if you want to stay updated about events in this site.' At the bottom, there are sections for 'Files in this envelope', 'Remember to release the envelope when you have uploaded all files', and 'Feedback for this envelope'.



Step 5. Start to fill out the online questionnaire

The next step is to fill in your report by using the online questionnaire, which can be achieved by clicking on the link on top of the envelope:

The screenshot shows the EIONET CDR playground website interface. The main header includes 'EIONET CDR Testing' and 'CDR playground website'. A navigation bar contains 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail reads: 'You are here: Eionet» CDRTEST» Greece» test - eworx» Concluded Transfers» Concluded Transfers ...'. The left sidebar lists 'Services' (Search, Notifications, Help) and 'Account Services' (lost my password, Note). The main content area is titled 'Draft delivery' and includes tabs for 'Overview', 'Draft delivery', 'Edit properties', and 'History'. A red circle highlights the link 'Add and edit a Concluded transfers questionnaire'. Below this, instructions for uploading files and releasing the envelope are provided. A 'Files in this envelope' section shows no files, and a 'Feedback for this envelope' section shows no feedback.

It takes some seconds to load up the questionnaire. After opening the questionnaire you will see the following screen:

The screenshot shows the EIONET WebQ WebForm interface. The header includes 'EIONET European Environment Information and Observation Network' and contact information for the European Environment Agency. The breadcrumb trail reads: 'You are here: Eionet» WebQ» WebForm'. The main content area is titled 'ANNEX XV Reporting on summary information on concluded transfers pursuant to Article 26'. A blue box highlights the 'English (en)' language selection dropdown. Below this, the 'Information on concluded transfers for the year' section is displayed. A table with 8 columns is shown: 'Number of transfers', 'Quantity of Annual Emission Allocation units (AEAs)', 'Transferring Member State', 'Acquiring Member State', 'Price per AEA (€)', 'Date of the transfer agreement', 'Year of the expected transaction in the registry', and 'Other information (such as greening schemes)'. The table contains one row for 'Transfer 1'. Below the table is an 'Add Transfer' button. At the bottom, there is an 'Action Toolbar' with 'Validation Off', 'Save', 'Print Preview', and 'Close' options.



General principles of using the online questionnaire

The questionnaire is only one page and it consists of 7 fields.

Actions

- The “**Add Transfer**” button is used to add another row for a concluded transfer.
- The bottom action toolbar under the reporting form contains links for saving the form, validation option, print preview, and close action button.

Language selections

- **Questions language** - if you prefer to read the questions in any official language then use the language selection in top right corner

Action buttons

- **Save** - saves the data in the CDR envelope in an XML file. All the input fields are validated before saving the file. The form warns you when you try to save invalid data. All errors are displayed in red.
- **Validation On/Off** - you can turn the validation on and off at any time to see if inserted data follow the rules. Validation is turned on automatically every time you save the form.
- **Close** - closes the online questionnaire and goes back to CDR envelope, after prompting you to save if necessary.
- **Print Preview** - opens the questionnaire in printable format in a new window. NB You need to disable the pop-up blocker for this site if it is turned on.

Data validation

The form validates inserted data instantly. The input field is coloured orange and respective error message appear under the field, if the inserted value does not follow the validation rule. For each transfer, either “**transferring Member State**” or “**acquiring Member State**” must be the reporting Member State.

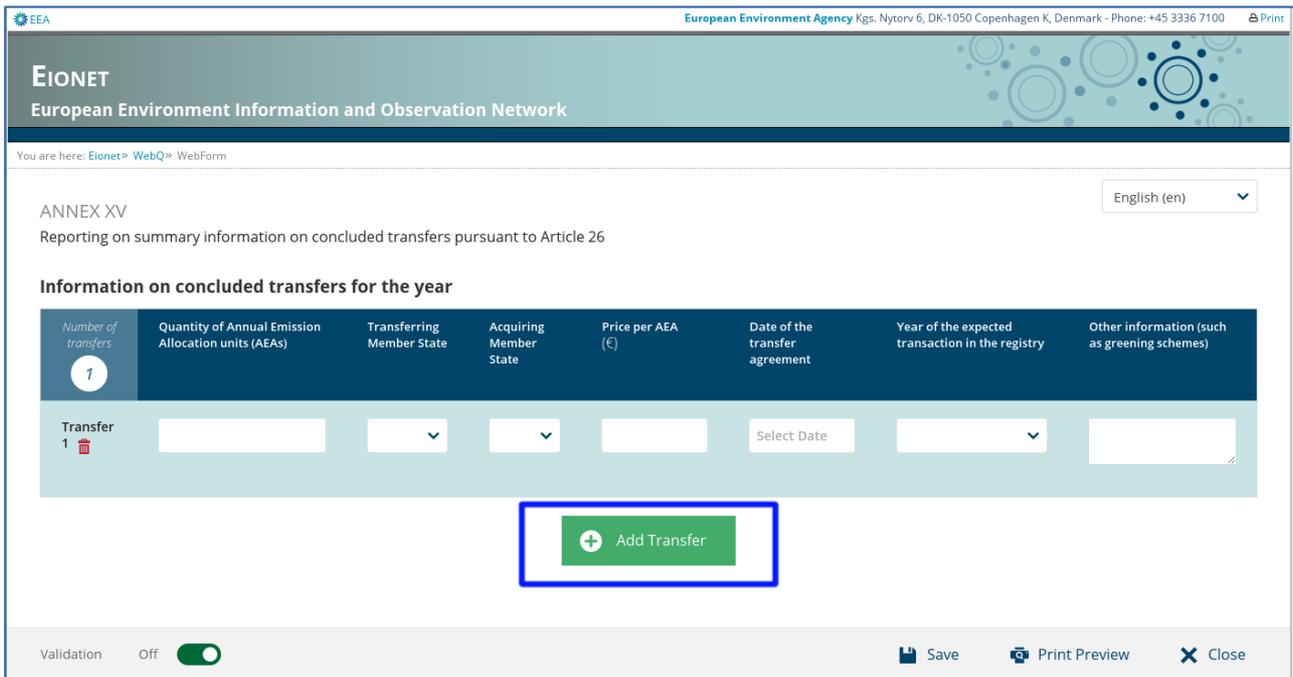
The screenshot shows the EIONET WebForm interface. At the top, it says 'European Environment Agency Kgs. Nytorv 6, DK-1050 Copenhagen K, Denmark - Phone: +45 3336 7100'. Below that is the EIONET logo and 'European Environment Information and Observation Network'. The main heading is 'ANNEX XV Reporting on summary information on concluded transfers pursuant to Article 26'. There is a language dropdown set to 'English (en)'. The section is titled 'Information on concluded transfers for the year'. A table is shown with the following columns: 'Number of transfers' (1), 'Quantity of Annual Emission Allocation units (AEAs)', 'Transferring Member State', 'Acquiring Member State', 'Price per AEA (€)', 'Date of the transfer agreement', 'Year of the expected transaction in the registry', and 'Other information (such as greening schemes)'. The first row, 'Transfer 1', has several fields highlighted in orange with red error messages: 'This field is required'. Below the table is a green 'Add Transfer' button. At the bottom, there is a 'Validation' toggle set to 'On', and buttons for 'Save', 'Print Preview', and 'Close'.

Add further transfers

It is possible to add multiple transfers. This can be achieved by clicking the “**Add Transfer**” button on the bottom of the form. A new empty row will be added to the table.

If you have entered any row accidentally and you want to remove it, then press red **trash bin icon** under the transfer’s name. All the data will be removed in selected row after confirmation.

If you have no concluded transfer to report, simply remove the first row.



The screenshot shows the EIONET web interface for reporting on concluded transfers. The page title is "ANNEX XV Reporting on summary information on concluded transfers pursuant to Article 26". Below the title, there is a section titled "Information on concluded transfers for the year". This section contains a table with the following columns: "Number of transfers", "Quantity of Annual Emission Allocation units (AEAs)", "Transferring Member State", "Acquiring Member State", "Price per AEA (€)", "Date of the transfer agreement", "Year of the expected transaction in the registry", and "Other information (such as greening schemes)". The table currently has one row labeled "Transfer 1" with a trash bin icon next to it. Below the table, there is a green button with a plus sign and the text "Add Transfer", which is highlighted with a blue rectangular box. At the bottom of the form, there is a "Validation" toggle set to "Off", and buttons for "Save", "Print Preview", and "Close".

Step 6. Save data

NB! The online form does NOT save your changes automatically. Inserted answers can be saved at any time by clicking on the “**Save**” button in the bottom of the page. The data is saved in XML file (Concluded_Transfers_1.xml) in CDR envelope. The application warns you if there are missing mandatory fields or some fields are entered incorrectly. All valid data is still saved in the envelope but invalid data will not be saved.



EEA European Environment Agency Kgs. Nytorv 6, DK-1050 Copenhagen K, Denmark - Phone: +45 3336 7100 Print

EIONET

European Environment Information and Observation Network

You are here: Eionet > WebQ > WebForm

English (en) ▾

ANNEX XV
Reporting on summary information on concluded transfers pursuant to Article 26

Information on concluded transfers for the year

Number of transfers	Quantity of Annual Emission Allocation units (AEAs)	Transferring Member State	Acquiring Member State	Price per AEA (€)	Date of the transfer agreement	Year of the expected transaction in the registry	Other information (such as greening schemes)
1					Select Date		

[+ Add Transfer](#)

Validation Off

[Save](#) [Print Preview](#) [Close](#)

You can go back and modify the online form for completions or amendments later at any time in CDR:

- either by clicking on the “**Modify the Concluded Transfers web form**” link on the envelope page
- or by clicking on the corresponding XML file name in the list of files and then clicking on the “**Edit with Web form**” link on document details page.

EEA Logout (reporter)

EIONET CDR Testing

CDR playground website

SERVICES | REPORTNET | TOOLS | TOPICS (ETCS)

You are here: Eionet > CDRTEST > Greece > test - eworx > Concluded Transfers > Concluded Transfers ...

Services

- » Search
- » Notifications
- » Help

Account Services

I have

- » [lost my password](#)

Note

[Subscribe to receive notifications](#) if you want to stay updated about events in this site.

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

Draft delivery

This dataflow can be delivered with webforms. Either follow the steps below and fill in the webform(s) or upload regular files using the right side buttons.

Modify the [Concluded transfers](#) questionnaire

- 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

	Concluded_transfers_1.xml	5 Jan 2015	661 B
--	---	------------	-------

[Rename](#) | [Cut](#) | [Copy](#) | [Delete](#)

Feedback for this envelope

No feedback posted in this envelope

[Add file](#)
[Add hyperlink](#)
[Upload zipfile](#)
[Release envelope](#)
[Deactivate task](#)



Restricting your questionnaire from public view

By default, all submitted files are destined to be publicly available once your submission is complete. If your filed questionnaire contains confidential data that you do not wish to make publicly available, you can restrict the uploaded file from public view by ticking the box “**Restricted from public view**”.

This functionality is available on the document details page. Click on the XML file name in the CDR envelope to open the Document details page (in the box “**files in your envelope**”).

Tick the box “**Restricted from public view**” (in the box “**Edit file properties**”) and click on “**Change**”.

The screenshot shows the EIONET CDR playground website interface. The main header includes the EEA logo and the text 'EIONET CDR Testing' and 'CDR playground website'. A navigation bar contains links for SERVICES, REPORTNET, TOOLS, and TOPICS (ETCS). The breadcrumb trail indicates the user is viewing a file named 'Concluded_transfers_1.xml' within a CDR envelope.

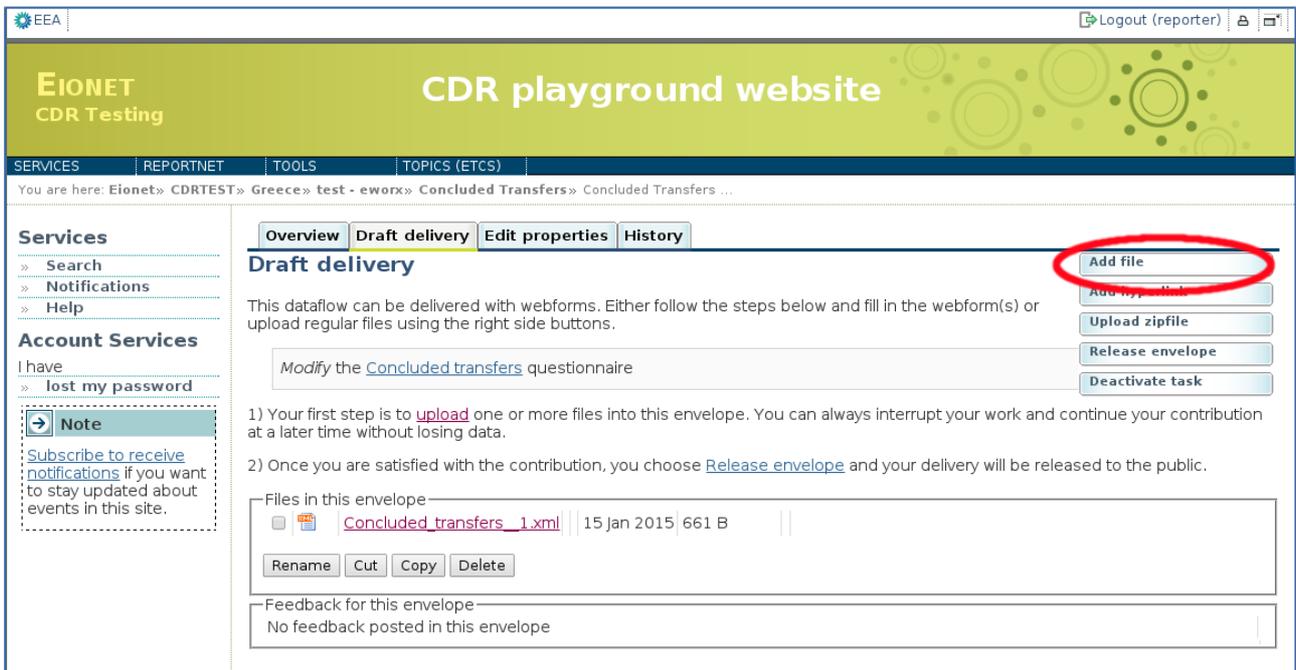
The 'Edit file properties' section for the file 'Concluded_transfers_1.xml' is visible. It includes a table of metadata:

Title	
Schema location	http://dd.eionet.europa.eu/schemas/mmr-concluded-transfers/ConcludedTransfers.xsd
File size	661 B
Last uploaded	15 Jan 2015 11:10
Restricted from public view	<input type="checkbox"/>

The 'Restricted from public view' checkbox is circled in red. Below the table is a 'Change' button. Other sections visible include 'View file as' (with links for Original and HTML preview), 'Change file' (with a link for Edit metadata with Web form), 'Quality assessment' (No quality assessment scripts available), and 'Feedback posted for this file' (No feedback available).

Step 7. Upload additional files

You can upload and submit additional files in the envelope.



The screenshot shows the EIONET CDR playground website interface. The main header includes the EIONET logo and the text 'CDR playground website'. Below the header is a navigation bar with tabs for 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail indicates the user is in 'Eionet > CDRTEST > Greece > test - eworx > Concluded Transfers > Concluded Transfers ...'. The left sidebar contains 'Services' (Search, Notifications, Help) and 'Account Services' (I have, lost my password, Note). The main content area is titled 'Draft delivery' and includes tabs for 'Overview', 'Draft delivery', 'Edit properties', and 'History'. A red circle highlights the 'Add file' button. Below this are buttons for 'Add zip file', 'Upload zipfile', 'Release envelope', and 'Deactivate task'. The main text explains that the dataflow can be delivered with webforms or regular files. A text box contains the instruction: 'Modify the [Concluded transfers](#) questionnaire'. Two numbered steps are provided: 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.' Below this is a 'Files in this envelope' section showing a file named 'Concluded_transfers_1.xml' with a date of '15 Jan 2015' and a size of '661 B'. Action buttons for 'Rename', 'Cut', 'Copy', and 'Delete' are visible. At the bottom, there is a 'Feedback for this envelope' section with the text 'No feedback posted in this envelope'.

You can restrict the uploaded file from public view by ticking the box “**Restricted from public view**”.



Step 8. Download or print out the report (optional)

You can download or print out the report in CDR. This functionality is available on the document details page. Click on the XML file name in the CDR envelope to open the Document details page. All available formats are available at the top of the page in “View file as“-area.

Click on the “**HTML preview**” link to download in HTML format or print the report.

Click on the “**Original**” link to open the raw XML file in your browser.

The Document details page contains also a link to the online questionnaire. Just click on the link “**Edit file with Web form**” if you have found something to change or amend in the answers and you are able to edit all the answers.

The screenshot shows the EIONET CDR playground website interface. The main header includes the EEA logo and a 'Logout (reporter)' button. Below the header, there are navigation tabs for SERVICES, REPORTNET, TOOLS, and TOPICS (ETCS). The breadcrumb trail indicates the user is viewing a document titled 'Concluded_transfers_1.xml'. The main content area is divided into a left sidebar with 'Services' (Search, Notifications, Help) and 'Account Services' (lost my password, Note), and a main panel for the document 'File: Concluded_transfers_1.xml'. This panel includes a 'View file as' section with links for 'Original' and 'HTML_preview', a 'Change file' section with a link for 'Edit metadata with Web form', and an 'Edit file properties' section with fields for Title, Schema location, File size, Last uploaded, and Restricted from public view. There are also sections for 'Quality assessment' and 'Feedback posted for this file'.

Example of Print preview

ANNEX XV
Reporting on summary information on concluded transfers pursuant to Article 26

Information on concluded transfers for the year

Transfers	Quantity of Annual Emission Allocation units (AEAs)	Transferring Member State	Acquiring Member State	Price per AEA (in euro)	Date of the transfer agreement	Year of the expected transaction in the registry	Other information (such as greening schemes)
Transfer 1	11	Greece	Germany	111	2015/01/09	2014	



Step 9. Complete task

If you do not want to submit your envelope immediately, you may “**Deactivate the task**”. This makes the questionnaire available for viewing/editing by you or by another MMR reporter of your country. The questionnaire remains a draft. Once the questionnaire is ready for submission, you should (re)activate a task to proceed with the submission.

When you finish the drafting of your work, you need to click on the right side button “**Release envelope**”.

The screenshot shows the EIONET CDR playground website interface. The main header includes the EEA logo and the text 'EIONET CDR Testing' and 'CDR playground website'. Below the header is a navigation menu with tabs for SERVICES, REPORTNET, TOOLS, and TOPICS (ETCS). The current page is 'Draft delivery' for a questionnaire titled 'Concluded Transfers'. The 'Draft delivery' tab is active, and the 'Release envelope' button is highlighted with a red circle. The page content includes instructions on how to deliver the dataflow, a list of files in the envelope (including 'Concluded_transfers_1.xml'), and a feedback section.

Now the report is submitted and received by the EU and the envelope is available to the public. The names of the file(s) which you have chosen to restrict from public view will be visible but it will not be possible to view, open or download this/these files.

After a few minutes, confirmation of receipt message and automatic feedback is stored automatically in the envelope's feedback area. Additional feedback might be provided by the Commission or EEA.

The result of the automatic quality assessment contains technical information about the validity of reported data and is useful for data receivers.

Once the envelope is released, your submission is considered as delivered. However, you still have the possibility to modify it. You may also make it fully final. To do either of these options, click on “**Activate task: Redeliver or finish**”.

- By clicking on “**Back to drafting**”, you will revoke your submission and will have the possibility to modify it.



- By clicking on “**Finish**”, you make your submission fully final, with no further possibility to change it. Note however that you can always create a new envelope with a new questionnaire.