

Manual for Reporters

Reporting on MSFD Articles 4, 8, 9 and 10 using Reportnet 3

Document History

Version	Date	Author(s)	Remarks
0.0	2024-06-26	Periklis Panagiotidis ETC BE	1 st Draft
0.1	2024-06-27	Joana Costa EEA	Proofreading corrections to 1 st draft
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Introduction

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 Marine Strategy Framework Directive (2008/56/EC).

The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).

User accounts and access permissions

In order to report 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.

If you are a **lead reporter**, you can add secondary reporters to support you in the process. See more information on this here:

https://www.eionet.europa.eu/reportnet/docs/prod/reporter_howto_reportnet3



MSFD Article 4 - Marine Reporting Units (Spatial data) Step by step guide for reporting

Step 1: Log on to Reportnet 3

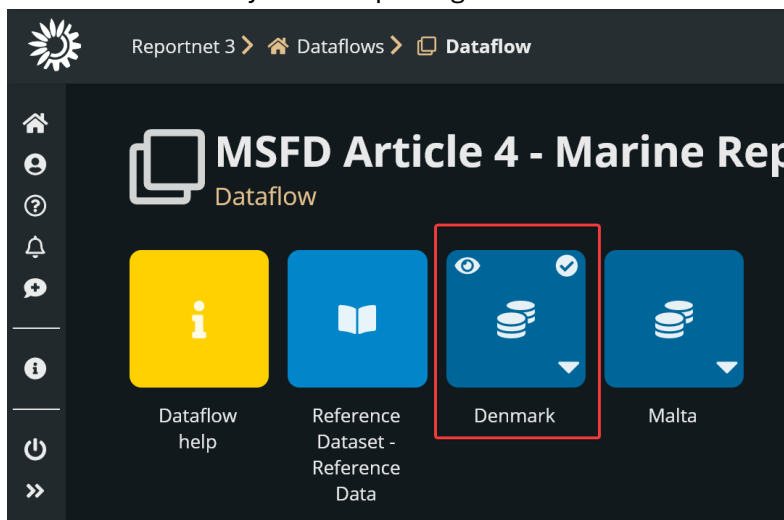
Follow the steps in the [Reportnet3 login guidance](#).

Step 2 Open the dataflow for “MSFD Article 4 - Marine Reporting Units (Spatial data)”

1. Find the dataflow for the “MSFD Article 4 - Marine Reporting Units (Spatial data)” corresponding to the current reporting year (Delivery date 2024-10-15) and click on it.


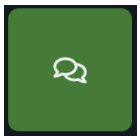

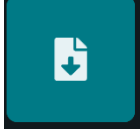
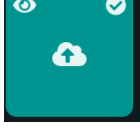


2. Click on the country that is reporting.



The overview page provides access to the most relevant functions:



	Dataflow help	Displays 3 tabs containing guidance documents, links and technical overview of the reporting schema. MSFD_4GEO geopackage template for reporting can also be found here.
	Technical feedback	Feedback from the EEA for the results of the manual acceptance check
	ART4_GEO	Where the Spatial data is uploaded and validated.
	Confirmation receipt	Download in pdf format a confirmation of receipt for national data submission under the reporting obligation
	Release to data collection	For submitting your reported data once you have uploaded and validated it.

Step 3: Find the needed files

1. Click on the **Dataflow help** button. Under supporting documents, you will find the supporting files.
2. Download the MSFD_4GEO.gpkg template.

i Dataflow help
MSFD Article 4 - Marine Reporting Units (Spatial data)

Supporting documents **Web links** Dataset schemas

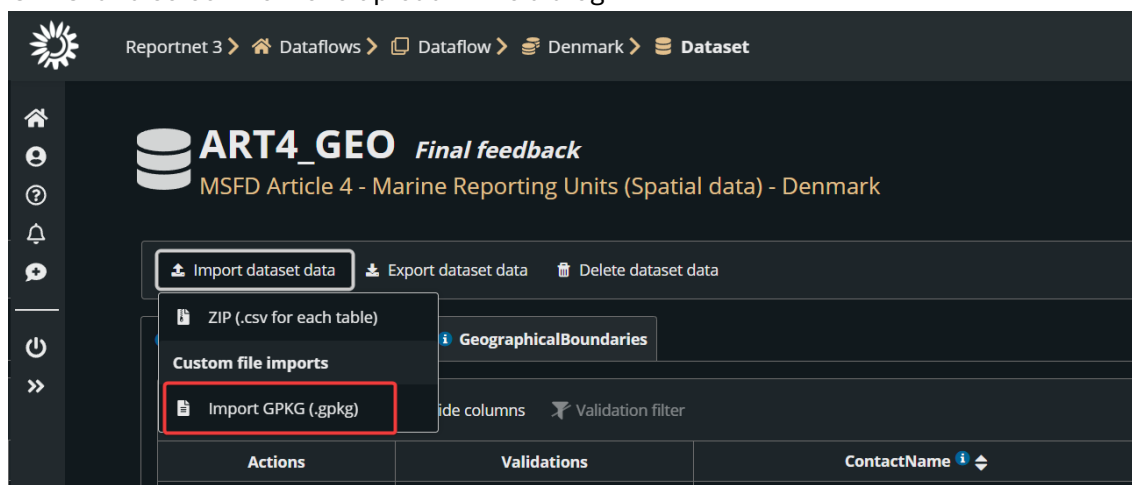
Title	Description	Category
MSFD_Article4_How_to_upload_MRUs_to_R3.pdf	How to upload MRUs to Article 4 dataflow in Reportnet 3	pdf
MSFD_4GEO.gpkg	MSFD_4GEO geopackage template	gpkg

This file is a geopackage with an empty Database Feature Class named “main.GeographicalBoundaries”. Use the structure of this class to create a new one with the MRUs that should be reported. Save the feature class into the same or a new geopackage and use that for uploading the MRUs.



Step 4: Upload the Spatial Data

1. Click on the Import dataset data button on the top left of the menu, choose 'Import GPKG' and select the file to upload in the dialog.



2. If you are importing the geopackage again with all the data, then make sure **Replace data** is checked. Rows will be appended to the current tables except when **Replace data** check is selected.
3. The application will automatically extract the spatial data from the file and input into the “GeographicBoundaries”. Note: the uploaded file is not stored on the platform.

Note: The “GeographicBoundaries” data can be exported to excel but the spatial information will be missing as it is often too large to fit into an excel cell. The only option to export spatial information from Reportnet is in csv format. However, as mentioned above, it is recommended to edit the geopackage file and import it.

Step 5: Run quality control (QC) tests on the data

1. 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 quality control rules which have been created for the dataset.

Dashboards – Provides a visualisation of the validation feedback.

Manage copies – Provides functionality to save copies of the data (snapshots or restore points).

Refresh – After import, validation and restore copy, you need to refresh the interface.

2. Click on **Validate**.
3. A notification in the top right will indicate the validation has started and when it has been completed.
4. Refresh the interface once the validations are complete.

Step 6: Review the quality control results

1. Click on **Show validations** button (dataset menu) to view the list of all errors in the dataset.

The table has the following columns:

- **Entity** – specifies if the validation issue affects the entire DATASET, or a specific TABLE, or a specific FIELD, or a specific RECORD
 - **Table** – the table affected by the validation issue
 - **Field** – the field affected by the validation issue
 - **Code** – a short code identifying the validation issue
 - **Level error** – the severity level of the validation issue (INFO/WARNING/ERROR/BLOCKER)
 - **Error message** – a textual description of the validation issue
 - **Number of records** – the number of records affected by the validation issue
2. Page through the table 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.
 3. Click on an error in the validation table to see the affected records in the reporting table.
 4. Corrections to the spatial data should be made in your source geopackage and the file should be reimported. When reimporting the geopackage file, remember to either Delete dataset data first, or check the Replace data in the import dialog. Revalidate the data after it has been corrected and reimported.
 5. Only BLOCKERS will stop the data from being released to the data collection.

Step 6: Release the data to the data collection

1. Go to the Dataflow overview and click on the button **Release to data collection**.
2. In the background, the quality control is run on each dataset and the **Show validations** list is refreshed in the dataset.
3. If there are **BLOCKERS** in the dataset, the release is stopped and there will be a message to inform about that.
4. If there are no blockers, a notification will appear saying the data has been '**released successfully**'. An automatic copy will be created.

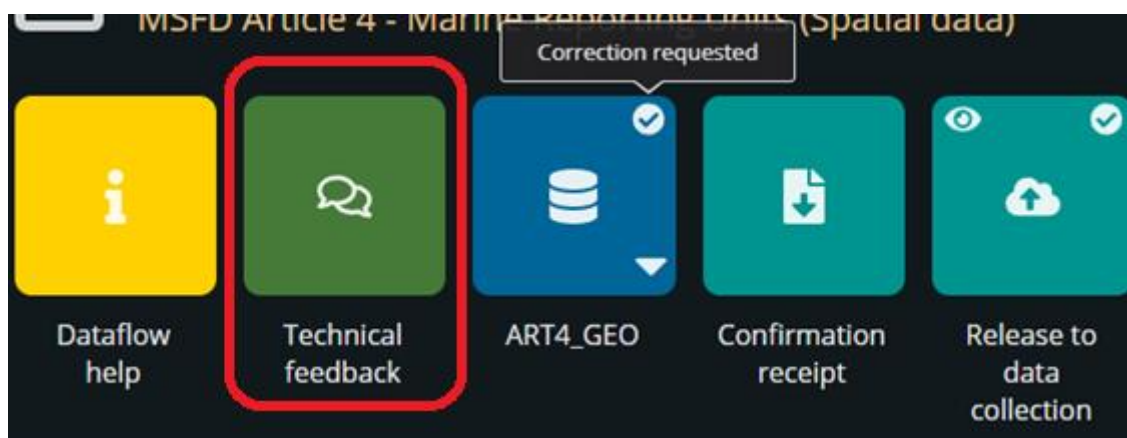


5. You will also see a new icon from which you can download a **Confirmation receipt**.
6. If you change the data and release a new version to the data collection, then a new confirmation receipt will be available for download.
7. To look at your submission history, on the dropdown menu for the Reporting data, you will find **Historic releases** which opens a dialog showing the releases metadata.
8. Once the data is released, it is marked as an official delivery. The delivery must be inspected and accepted. Before it is inspected by the data steward/custodian, the status of the delivery is '**Final feedback**'.

Data updates, corrections and re-submissions can always be delivered via making a new release to the data collection.

Step 7: Technical feedback

The final feedback is given by the EEA/ETC. Once the client inspects the delivery, the status changes to “Envelope is complete”. The delivery is then marked as an official delivery. However, if there has to be technical corrections to the submission then there will be instructions to be followed in the “Technical Feedback” section.



Click on the above button and follow the instructions provided. the data will have to be corrected by the reporter and submitted under a new release as described above (Step 6).

If the client has technically accepted the delivery, no further actions are necessary.



MSFD Articles 8, 9 and 10 – Data. Step by step guide for reporting

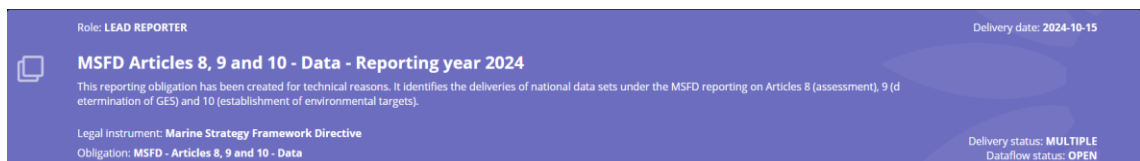
Important Note: Verify that the Dataflow for “Article 4 - Marine Reporting Units (Spatial data)” has been completed successfully and any technical feedback has been addressed. See the first section of this document.

Step 1: Log on to Reportnet 3

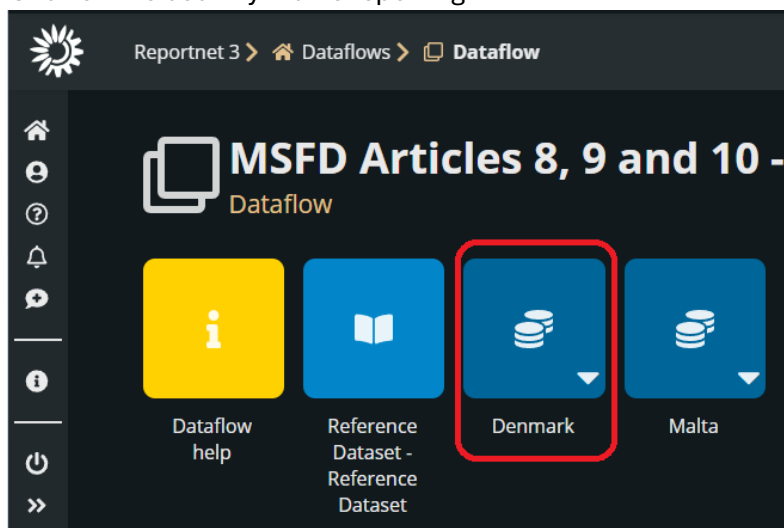
Follow the steps in the [Reportnet3 login guidance](#).

Step 2 Open the dataflow for “MSFD Articles 8, 9 and 10 - Data - Reporting year 2024”







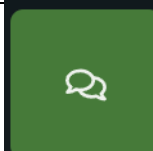
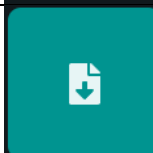
1. Find the dataflow for the “MSFD Articles 8, 9 and 10 - Data - Reporting year 2024” corresponding to the current reporting year (Delivery date 2024-10-15) and click on it.




2. Click on the country that is reporting:



The overview page provides access to the most relevant functions:

 Dataflow help	Dataflow help	Displays 3 tabs containing guidance documents, links and technical overview of the reporting schema. Excel templates for reporting can also be found here.
 ART8_ESA	e-report - Art. 8(1c)	Socio-economic analysis of the uses of marine waters and the costs of degradation
 ART10_Targets	e-report - Art. 10	Targets and associated indicators, including an assessment of the progress towards achieving them
 ART8_GES	e-report - Art. 8(1a, b)	Assessment results concerning current status of marine waters and the predominant pressures and environmental impacts of human activities
 Indicators	e-report – Indicators	Basic information on the indicators used by MS (national or regional) for the assessments, including links to where published and to underlying datasets
 ART9_GES	e-report - Art. 9	GES determination
 Technical feedback	Technical feedback	Feedback from the EEA for the results of the manual acceptance check
 Confirmation receipt	Confirmation receipt	Download in pdf format a confirmation of receipt for national data submission under the reporting obligation

 <p>Release to data collection</p>		Release to data collection	For submitting your reported data once you have uploaded and validated it.
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Important Note: It is recommended to start from the “Indicators” and continue with “Article 10 – Targets” dataflow as the information reported there is needed for the other dataflows.

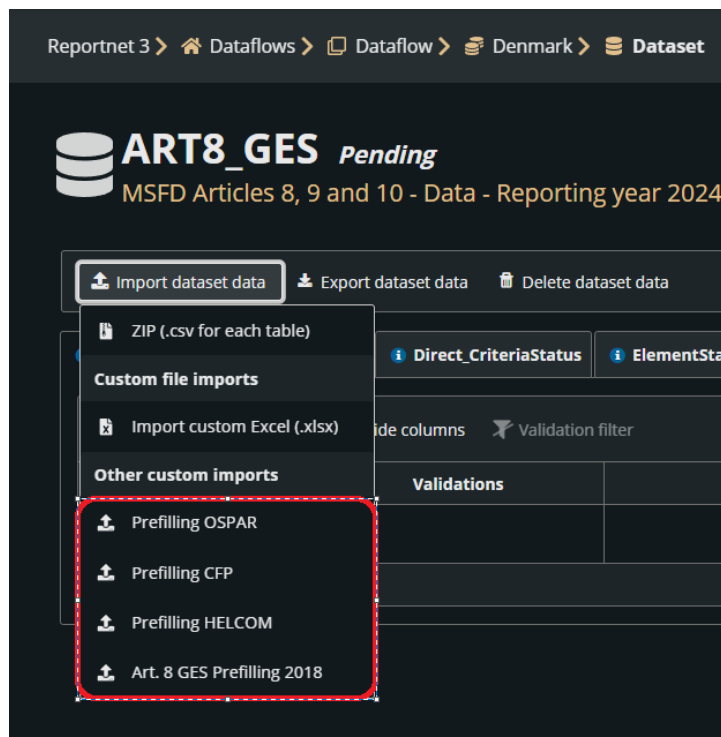
3. Select the report you want to submit by clicking on the relevant icon

Step 3 Prepare the excel spreadsheets for the report

Choose if you want to make use of the prefilling tables (Step 3A) or if is preferable to start with the template files (Step 3B).

Step 3A Using the prefilling option

1. If you want to make use of the prefilling option, click on **Import dataset data** and then the relevant prefilling option:





2. Check the **Replace data** checkbox if you don't want to append the data. Then click **Import**.

3. Wait until the importing process has been completed successfully. At this point you can either work on the web form or download the tables and work locally. The latter is recommended as it gives more flexibility. To do so, click on **Export dataset data**:

4. Once the export process is complete a download will start automatically, and you will receive an excel file with the prefiling information.
5. Edit the file according to the schema guidelines and the reference lists that can be found in the **Dataflow help** section of Reportnet (See list of functions above).
6. Once editing is complete proceed to step 4.

Step 3B Using the template worksheets

1. If you want to start with a blank template, go to the **Dataflow help** function and find the excel file template that corresponds to the report you are submitting.



Dataflow help

MSFD Articles 8, 9 and 10 - Data - Reporting year 2024

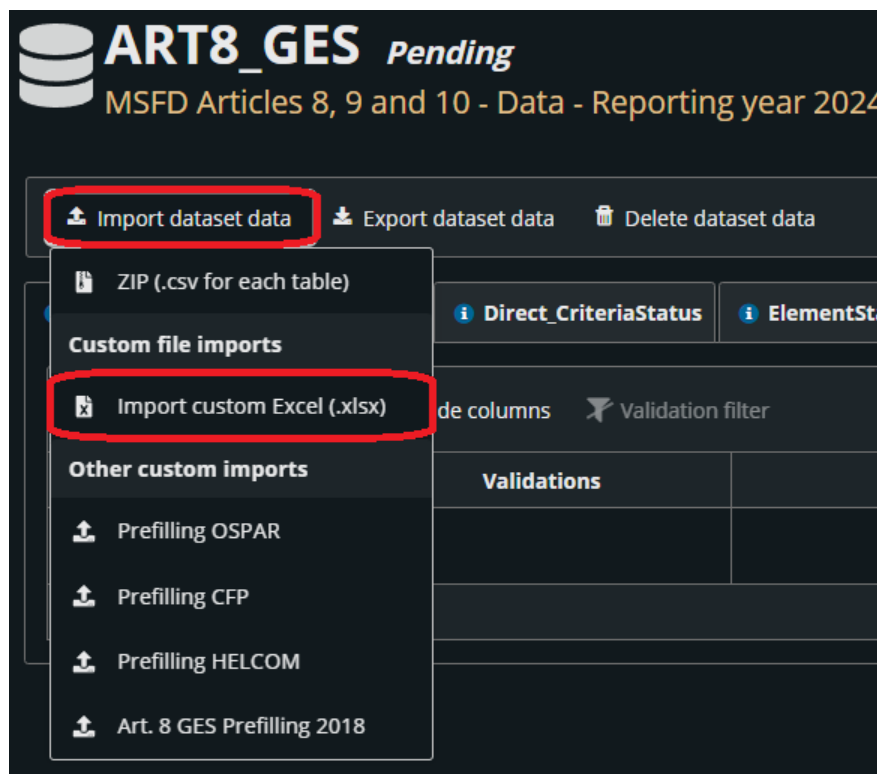
Supporting documents | Web links | Dataset schemas

Title	Description
DIKE_30-2024-05_2024reporting_ReferenceList_20240426.xlsx	DIKE_30-2024-05_2024reporting_ReferenceList_20240426
ReferenceDatasetReportnet3version_20240625.xlsx	Enumeration lists - version 20240625
Reporting_GD20_WorkedExamples_20240530.xlsx	GD 20 - MSFD reporting 2024 worked example
MSFD_ART10_Targets.xlsx	MSFD Art. 10 Targets
MSFD_ART8_ESA.xlsx	MSFD Art. 8 ESA
MSFD_ART8_GES.xlsx	MSFD Art. 8 GES
MSFD_ART9_GES.xlsx	MSFD Art. 9 GES
Reporting_GD20_MSFDguidance_Art8-9-10_20240514.pdf	MSFD GUIDANCE DOCUMENT 20 Reporting on the 2024 update of Articles 8, 9 and 10
MSFD_Art8-9-10_Guide_for_import_R3_Excel_CSV.pdf	MSFD GUIDANCE DOCUMENT Excel to CSV (R3 import) for Articles 8, 9 and 10
MSFD_Indicators.xlsx	MSFD Indicators

2. Click on the excel file and a download will start automatically.
3. Edit the file according to the schema guidelines and the reference lists that can be found in the **Dataflow help** section of Reportnet (See list of functions above).
4. Once editing is complete proceed to step 4.

Step 4 Upload the data

1. Go back to the relevant Reporting data schema on Reportnet and click on the “Import dataset data” button and choose **Import custom Excel**:

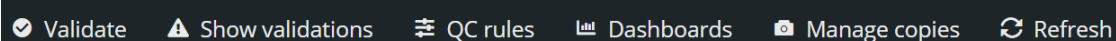


2. Either drag and drop the excel produced in step 3 or click on the same button to browse your files and find the file. Check **Replace data**, otherwise the uploaded rows will be appended to any existing ones on Reportnet.
3. The application will automatically extract the data from the excel and input into the dataset.

Note: the excel file is not stored on the platform.

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Refresh – After import, validation and restore copy, you need to refresh the interface.

2. Click on Validate.
3. A notification in the top right will indicate the validation has started and when it has been completed.
4. Refresh the interface once the validations are complete.

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1. Click on Show validations button (dataset menu) to view the list of all errors in the dataset.

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2. Page through the table 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.
 3. Click on an error in the validation table to see the affected records in the reporting table.
 4. Corrections to the data should be made in your source data and the Excel file should be reimported. When reimporting the Excel file, remember to either **Delete dataset** data first, or check the **Replace data** in the excel import dialog. Revalidate the data after it has been corrected and reimported.
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5. You will also see a new icon from which you can download a **Confirmation receipt**
6. If you change the data and released a new version to the data collection, then a new confirmation receipt will be 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 dialog showing the releases metadata.
8. Once the data is released, it is marked as an official delivery. The delivery must be inspected and accepted. Before it is inspected by the manager, the status of the delivery is '**Final feedback**'.

The final feedback is given by the EEA/ETC. Once the delivery is inspected, the status changes. The delivery is then marked as an official delivery.

Data updates, corrections and re-submissions can always be delivered via making a new release to the data collection.

If the client has **technically rejected** the delivery, you will be contacted and asked for clarifications. In such case, the data will have to be corrected by the reporter and submitted under a new release as described above (Steps 1-8).

If the client has **technically accepted** the delivery, no further actions are necessary.

Dataflow help documentation

More help on Reportnet 3 is available at <https://reportnet.europa.eu>.

In case of login problems, contact the Eionet Helpdesk: helpdesk@reportnet.europa.eu .

For dataflow specific questions please contact msfd.helpdesk@eionet.europa.eu.