

## **Annex 1: Reporting and notification procedures for the 2014 data request on monitoring programmes for MSFD Article 11**

### **Types of reports which can be notified**

The reports deposited in ReportNet as part of the notification can be one or several of the following:

- a. Validated XML files which are generated automatically by completing the Web-forms and which hold the data and information defined in the Reporting Sheet;
- b. Validated XML files which are generated from Member State databases and which hold the data and information defined in the Reporting Sheet;
- c. Other (text-based) reports (in pdf format) which the Member State wishes to have considered;
- d. A copy (snapshot) of information held in a web-based data system or other web site, but which is not in XML format. This should include information which is referenced by a URL in the Reporting Sheet (i.e. which is providing information relating directly to a question in the Reporting Sheet and which the Member State considers necessary for the Commission to do its Article 12 assessment and understand the rest of the Member State report).

Each report needs to be linked to a **spatially defined geographic area**. This is identified by a MarineUnitID which has already been reported as part of the 2012 reporting for Articles 8, 9 and 10 (in the 4Geo.xml file and included in the GIS file of assessment areas). If the areas to be used for Article 11 reporting are not already available in the 2012 reporting files, these files should be updated and resubmitted to ReportNet when submitting the Article 11 report. If the areas have already been reported, a reference to these via the MarineUnitID needs to be made.

Further details of the types of reports and their content are given in MSFD Article 11 Reporting Package.

### **Report delivery**

All data files (reports) should be uploaded to ReportNet Central Data Repository (CDR). Under each Member State, a folder 'Marine Strategy Framework Directive: monitoring programmes (Art. 11)' has been created under the European Union (EU) obligations. Within each Member State folder, the following subfolders (sub-collections) are available to upload the files:

- a. One sub-collection folder for any text-based national 'paper' reports for Article 11 (to be submitted in pdf format) and if applicable the copy (snapshot) of information held in a web-based data system or other website (if linked to in the tabular data).
- b. One sub-collection folder for geographic data if required<sup>2</sup> (i.e. an updated MSFD4Geo ML file and the associated geographic data (spatial data in grid or non-grid polygon format)).

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<sup>2</sup> Note: this is only required if the reporting areas (MarineUnitIDs and GIS polygons) are different to those reported in 2012 for MSFD Art. 8, 9 and 10.

- c. One sub-collection folder for each Marine region and/or sub-region relevant to the Member State's marine waters, for uploading tabular data (i.e. the xml schemas for Article 11).

As for the previous reporting the MSFD article 11 monitoring programmes reporting is structured around a reporting sheet and schemas. However, online webforms substitute the former Access database to generate the XML files for the Art 11 schema. The webforms will be accessible when creating an envelope in the relevant Marine region and/or sub-region sub-collection folder. The XML data can, however, still be generated directly from the Member States own databases. More details about the reporting procedures can be found in the document “Marine Strategy Framework Directive reporting – A user guide for electronic reporting” or in the “mini-guide on how to do the reporting in the web forms”, both available in the resource webpage under Help documents.

### **Notification procedure to the European Commission**

The process is as follows:

- a. The Member State Reporter uploads the above mentioned data deliveries (reports) to ReportNet (as described in the guidance document “Marine Strategy Framework Directive reporting: A user guide for electronic reporting - This is a specific guidance document on the process for submission of electronic reports under the MSFD into ReportNet” – link further below).
- b. An automatic “Confirmation of receipt” is issued in ReportNet, when the Quality Assurance check has been finalized and the Reporter has released the envelope. This receipt states that a delivery has been submitted by the Member State to the ReportNet system and the date on which it was made available.
- c. Member State formally notifies the Commission they have reported via their Permanent Representative to the EU with a letter, attaching their ReportNet “Confirmation of receipt” (i.e. copying the text).

### **Guidance documents and reporting tools**

The following information is available to support the MSFD reporting and can be accessed via the [Marine Strategy Framework Directive 2014 reporting resources webpage](#):

- a. The “reporting package” for MSFD Article 11 reporting;
- b. [Marine Strategy Framework Directive reporting: A user guide for electronic reporting](#) - This is a specific guidance document on the process for submission of electronic reports under the MSFD into Reportnet;
- c. A “[Mini-guide - how to use the web forms](#)” for a quick overview of how to access and report using this tool.
- d. Guidance on reporting spatial information – This is a complementary guidance document to the “Guidance for 2012 reporting under the MSFD, using the MSFD database”, which also further expands on technical background elements related to the provision of spatial data, in particular the use of gridded data. Reporting of spatial data is required only in cases where the reporting areas (MarineUnitIDs) and associated GIS polygons are not already available from the 2012 MSFD reporting.

### **Helpdesk service and support**

- a. In case of login problems or any other technical difficulties with Eionet web services, please contact [Eionet Helpdesk](#).

- b. If you need national support for your work with ReportNet, please contact your Eionet National Focal Points
- c. In case of problems with the reporting tools or questions related to the content of the data requested, please contact [helpdeskWISEreporting@atkinsglobal.com](mailto:helpdeskWISEreporting@atkinsglobal.com)