



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate C - Quality of Life, Water & Air
ENV.C.2 - Marine Environment & Water Industry

Brussels, **27 NOV. 2015**
ENV.C.2 DC/gm Ares(2015)

**FOR THE ATTENTION OF THE NOMINATED REPORTERS FOR THE MARINE
STRATEGY FRAMEWORK DIRECTIVE**

**Subject: Marine Strategy Framework Directive - 2015 data request for Articles 13
and 14**

Dear Colleagues,

Following adoption by the Marine Strategy Coordination Group on 5th November 2015 of the reporting package on programmes of measures¹ for Article 13 and on exceptions for Article 14 of the Marine Strategy Framework Directive (Directive 2008/56/EC) we hereby inform you about the agreed procedures for reporting on these Articles.

You are required, under MSFD Article 13(9), to formally notify the Commission of your Member State's report(s) on programmes of measures, together with any exceptions sought under Article 14, **by 31st March 2016**. We therefore request you to proceed as follows:

- a. The Member State's Permanent Representation to the European Commission should send to the Commission a) a suitable cover letter indicating the relevant Directive and article to which the notification refers and b) the receipt(s) obtained from ReportNet of all the reports (files) that have been deposited in relation to this notification.
- b. The cover letter and ReportNet receipt(s) can be sent in hard copy or electronically (as pdf).

The types of reports to be deposited in ReportNet as part of the notification and the reporting procedure are further explained in Annex 1.

¹ [GD12 - Guidance on MSFD Art.13-14 reporting](#)

We would like to take this opportunity to thank you for your support and look forward to receiving your reports.



Matjaž MALGAJ

Head of Unit

Cc: Ronan Uhel, Trine Christiansen (European Environment Agency)
David Connor (European Commission, DG Environment)
Environment Attachés of Permanent Representations
Marine Directors of the 28 EU Member States
Members of the Marine Strategy Coordination Group (MSCG)
Members of the Working Group on Data, Information and Knowledge Exchange (WG
DIKE)

Annex 1: Reporting and notification procedures for the 2015 data request on programmes of measures and on exceptions for MSFD Articles 13 and 14

Types of reports which can be notified

The reports deposited in ReportNet as part of the notification should be as follows:

- a. Summary Report. This is a text-based report which can be uploaded in pdf, html or other appropriate formats. The report should also be posted on a suitable national web site where it is available to stakeholders and other States;
- b. Validated Measures.XML files which hold the data and information defined in the Reporting Sheet; these are generated automatically by completing the Web-forms or can be generated from Member State databases;
- c. Relevant WFD reports, submitted in accordance with the 2016 WFD Reporting Guidance to the appropriate WFD ReportNet folder;
- d. A copy of information², held in a web-based data system or other web site which is referenced by a URL in the Summary Report or Reporting Sheet, which is providing information relating directly the questions in this Reporting Guidance and which the Member State considers necessary for the Commission to do its Article 16 assessment and understand the rest of the Member State report³. This is required to provide a snapshot of the information held on a web-site at the time of reporting, and ensures the Commission can refer to a date-stamped version of the information that the Member State has formally included in its report.

Each Member State has the right to submit any further information it considers appropriate as part of its formal notification under Article 13(9). This could, for example, include joint documentation ('roof report') prepared via a Regional Sea Convention or summary documentation used for the Article 19(2) public consultation (where this differs to the Summary Report itself).

The Member State may wish to provide a document (e.g. as a separate letter) which is effectively an index to where the responses to each section and question of section 4.4 can be found in their Summary Report.

Each report needs to be linked to a **spatially defined geographic area**. This is identified by a MarineUnitID in the 4Geo.xml file and included in the GIS file of assessment areas.

For reporting under Articles 13 and 14, each measure and exception should be assigned to a geographic area of the (sub)region. It is likely that all or most of the required MarineUnitIDs have already been defined by the Member States in 2012 reporting or updated for reporting in 2014:

² There is no specified format for these copies, but formats which allow searching/extraction of text would be most helpful.

³ This is not intended to relate to information, such as detailed descriptions of methodologies for data collection, which is not directly answering the Reporting Sheet questions but which adds further 'in-depth' detail.

- a. If the geographic areas needed for PoMs reporting have already been reported, they do not need to be submitted again; simply make a reference to the relevant MarineUnitID in the measures xml file.
- b. If the areas to be used for Article 13 and 14 reporting are not already available in the 2012/14 reporting files, these files (xml and GIS) should be updated and resubmitted to ReportNet when submitting the Article 13/14 reports.

Report delivery

All data files (reports) should be uploaded to ReportNet Central Data Repository (CDR):

1. select your Member State;
2. select 'European Union (EU) obligations';
3. select 'Marine Strategy Framework Directive programmes of measures';
4. select the appropriate subfolder to upload your files:
 - a. One sub-collection folder for any text-based national 'paper' reports (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 (i.e. an updated MSFD4Geo.xml file and the associated geographic data in polygon or grid format).
 - c. One sub-collection folder for each Marine region and/or sub-region relevant to your Member State's marine waters, for uploading tabular data (i.e. the xml schemas for Articles 13 and 14).

As for the previous reporting, the MSFD article 13 and 14 is structured around a reporting sheet and XML schemas. However, online web-forms are available to generate the XML files for the Art. 13 and 14 schemas. The web-forms 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 State's 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 <http://icm.eionet.europa.eu/schemas/dir200856ec/resources2015>:

- a. The “reporting package” for MSFD Article 13 and 14 reporting, including [Guidance Document 10 - MSFD recommendations on measures and exceptions](#) and [Guidance Document 12 - Guidance on MSFD Art.13 and 14 reporting](#);
- b. [Document No.1: Marine Strategy Framework Directive reporting, Webform mini guide](#) on how to access and report using this tool;
- c. [Document No.2: Guidance for 2012 reporting under the Marine Strategy Framework Directive, using the MSFD database tool](#). This includes guidance on reporting of spatial data (MSFD4Geo.xml and associated GIS files). 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 or 2014 MSFD reporting;
- d. [Document No.3: MSFD reporting: User Guide to reporting spatial data](#). This is a complementary guidance document to the “Guidance for 2012 reporting under the MSFD, using the MSFD database”, which further expands on technical background elements related to the provision of spatial data, in particular the use of gridded data.

Helpdesk service and support

- a. For an overview of registered reporters by country, please check: http://www.eionet.europa.eu/ldap-roles/filter?pattern%3Auf8%3Astring=extranet-msfdreporter-data-*.
- b. In case of needing to register new reporters, login problems or any other technical difficulties with Eionet web services, please contact [Eionet Helpdesk](#).
- c. In case of problems with the MSFD reporting tools or questions related to the content of the MSFD data requested, please contact msfd.helpdesk@eionet.europa.eu.