

Marine Strategy
Framework Directive
reporting

Webform mini guide

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Notice

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Document History

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1.1	Test phase information added	Schmidt	Bastholm			22.06.2015
1.,2	Rearrangement of sections	Schmidt	Bastholm			25.06.2015
1.3	Copying regions section updated, Draft removed	Schmidt	Cheng	Olsen	Jørgensen	25.09.2015

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1 Introduction

The electronic reporting (Reporting Sheet) on MSFD Programmes of Measures (Art. 13) and on exceptions (Art. 14) is based on two webforms/questionnaires. One questionnaire for measures and one for exceptions. Completing the questionnaires will produce a measure.xml and an exception.xml. These two files will need to be submitted in the envelope for this reporting obligation within the Member State folder on EIONET's Central Data Repository (CDR).

This guide will show you how to create an envelope in the CDR, add the measure.xml and exception.xml, add content to the xml files and release the envelope.

The first section will focus on the CDR and show how to create an envelope, add the xml files and release them. The second section will cover how to use the questionnaires to add content to the xml files.

The resource page is located at: <http://icm.eionet.europa.eu/schemas/dir200856ec/resources2015>

1.1 Test phase

Please note that the test phase is executed in the playground at <http://cdrtest.eionet.europa.eu/dk/eu/colvxbjqq/>. Only the DK envelope is setup for the test phase. One has to use the reporter login to get access to the test envelope.

2 Create a new envelopes

This section will focus on how to navigate EIONET to get to an open questionnaire.

1. Open a browser and go to CDR at <http://cdr.eionet.europa.eu>.
Navigate CDR to your obligation folder:
 - a. Select: Country
 - b. Select: European Union (EU), obligations
 - c. Select: MSFD programmes of measures (art. 13) and exceptions (Art. 14)

Denmark in this example: <http://cdrtest.eionet.europa.eu/dk/eu/colvxbjjq/>

2. Make a new envelope.



3. Fill in the envelope information and press Add. Again, Denmark is used in the example:

Add Envelope

Fill out the fields in this report profile and click *Add*. This will create an *envelope* into which you make the delivery.

Title	BALDK MSFD Programmes of Measures and Exceptions
Description	<div style="border: 1px solid gray; height: 60px;"></div>
Relating to which year	2015 Whole Year ▼ to 2016
Coverage	Denmark
Coverage note	<div style="border: 1px solid gray; height: 20px;"></div>
	<input type="button" value="Add"/>

4. Select the new envelope and Activate it

Overview Edit properties History

BALDK MSFD Programmes of Measures and Exceptions

Zip Envelope
Activate task

Description

Obligations [MSFD programmes of measures, including establishment of marine protected areas, and exceptions](#)

Period 2015 to 2016

Coverage Denmark

Status Task(s) waiting to be assigned: **Activate task: Draft** (Draft delivery)

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

Remember to release the envelope when you have uploaded all files

Feedback for this envelope
 No feedback posted in this envelope

- The envelope is now active and one can open an empty measures questionnaire and an empty exceptions questionnaire.

Overview **Draft delivery** Edit properties History

Draft delivery

Add file
 Add hyperlink
 Upload zipfile
 Release envelope
 Deactivate task

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.

Add and edit a [Exceptions](#) questionnaire

Add and edit a [Measures](#) 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
 No files uploaded

Feedback for this envelope
 No feedback posted in this envelope

3 The questionnaire

The questionnaire will help you fill in either the measure.xml or the exception.xml. The questionnaire is more or less the same for measures and exceptions. The guide is based on a measure questionnaire.

Select 'Add and edit...' on the Draft delivery page to start the questionnaire. See bullet point 6 in the previous section.

The figure shows the questionnaire. It uses a tabular layout where the left column shows the questions, the middle column contains the answers and the right column shows some guidance remarks. Some questions allows multiple answers. In these cases a '+' and '-' button is shown next to the answer. Use these buttons to add or remove additional answers.

EIONET
Marine Strategy Framework Directive (MSFD)

You are here: Eionet» CDR» WebForm

Reporting on Programmes of Measures (Art. 13)

Master Information

Give name(s) of the Member State(s) + For joint reporting (e.g. of RSC measures), enter all relevant MS

Give name of the MSFD (Sub)region to which the report refers

Give the MarineUnitID code for the (sub)region which indicates where the measures will be applied.

See section 4.5.2 of this guidance regarding use of MarineUnitIDs, including any possible need to revise the 4geo.xml file and associated GIS shapefiles. For the web reporting form, the Member State-specific lists of MarineUnitIDs from 2012 and 2014 MSFD reporting will be made available as a drop-down list. If the Member State needs to amend the MarineUnitIDs in the 4geo.xml file for this Art. 13/14 report, then the revised set of MarineUnitIDs needs to be incorporated in the web forms before the reporting starts.

Save Validation On Close Print Master Information Measures Filter drop-down options

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Scrolling down the questionnaire will take you to the Measure section. This section is called Exceptions in the Exceptions questionnaire.

MSFD Programmes of Measures

Measures

This section is to provide information on each measures if there are any. Choose 'New Measure' to add a measure.

Use the edit button to edit a measure. This button is not shown for the measure that is currently being edited. One can copy a measure with the copy button or delete one with the delete button

	Measure Code	Measure name		
<input type="button" value="Edit"/>	BALDK-M001	BALDK-M001	<input type="button" value="Copy"/>	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	BALDK-M002	BALDK-M002	<input type="button" value="Copy"/>	<input type="button" value="Delete"/>
	BALDK-M003	BALDK-M003	<input type="button" value="Copy"/>	<input type="button" value="Delete"/>

Edit Measures

Provide a unique identifier for the measure

The unique identifier code should comprise:
 - sub(region) and MS code (e.g. BALDE, MADIT)
 plus an MS-defined alpha-numeric code:
 - M (for measure) + 3 digit number (e.g. M007)
 Full code example: MADIT-M007

For WFD use the KTM level only; give each WFD KTM a unique Region/MS/KTM code as per the other

[Master Information](#)
[Measures](#)
[Edit Measures](#)
 Filter drop-down options

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In the Measures section there is a list of all the measures that is included in the report. One can use the edit button to view and edit a measure. The row without the edit button is currently shown in the Edit Measures section. The copy button will add a copy of the measure to the end of the list. Delete will remove the measure.

One can also use the 'New Measure' button to add an empty measure. The 'New Measure' and a 'Copy Measure' button is available below the 'Edit Measures' section.

3.1 Controls

The bottom of the browser window contains a series of controls.

- 'Save' will save the answers in measure.xml and run a validation check. A dialog box will prompt you with a success/failure message.
- 'Validation On/Off' toggles validation on or off. The validation is automatically turned on after saving.
- 'Close' will close the questionnaire and bring you back to the envelope.
- 'Print' will open a new tab in your browser with a report of the answers.

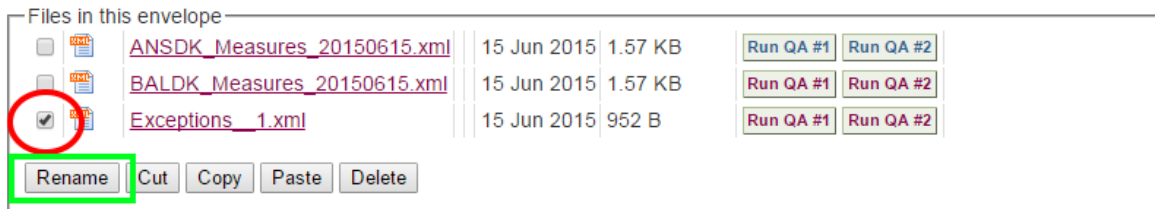
On the right side, there is a 'Filter drop-down options' checkbox. This option influences the content of the dropdown list for regions, marine unit ID's and environmental targets. For example, when the filter is on the region drop down list only shows regions that the current member state reported for in the article 10 reporting. Turning the filter off will show all available regions.

4 Name file and copying for a different (sub) region

This section will focus on how to rename the measure.xml and exception.xml. It also explains how to make a copy of the xml file and use it for a different (sub) region.

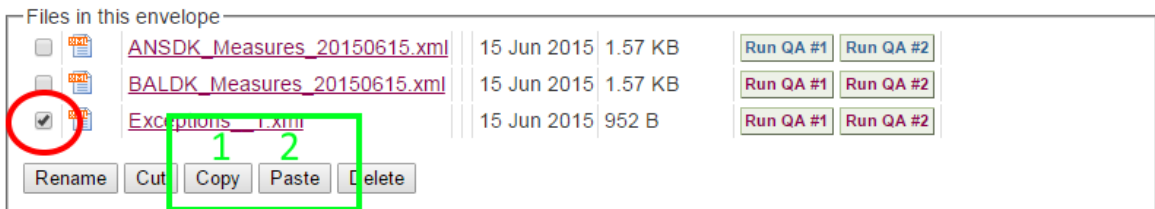
4.1 File naming

After filling in the xml file through the webform, one should rename the file according to the recommended file name pattern: Region, Country, Measures or Exceptions and a date stamp (YYYYMMDD). For example BALDK_Measures_20150615.xml



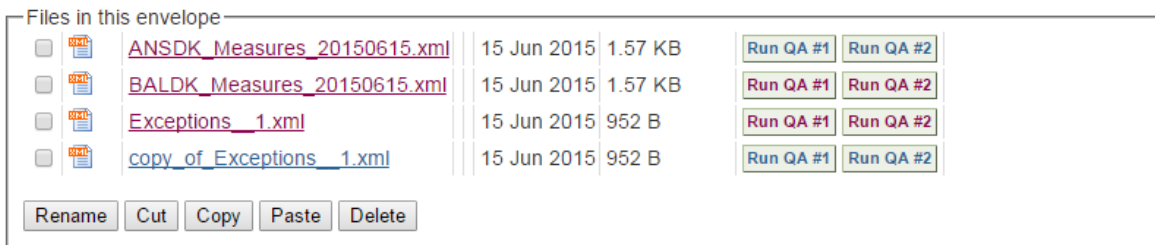
4.2 Multiple regions

It is possible to complete a (sub) report for one region, copy the xml file and update the copy for a different region or subregion.



Select the file you would like to copy. Red circle.

Press Copy and then Paste to make a copy of the selected file.



Rename the file and open it in the webform to edit the contents.

MSFD Programmes of Measures

Change the region. The webform will automatically update the region part of the Measure code and Exception code when the region is changed. The measures and exceptions references environmental targets that is linked to a specific region. When the region is changed, the webform will attempt to match the environmental targets from the two regions and update them. Validation errors occur when the target matching fails.

5 Finalize the reporting

1. After completing the questionnaires and renaming the files, the envelope view look somewhat like this:

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.

1) *Modify the [Exceptions](#) questionnaire*

2) *Modify the [Measures](#) 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

<input type="checkbox"/>		ANSDK_Exceptions_20150617.xml	17 Jun 2015	1.33 KB	Run QA #1	Run QA #2
<input type="checkbox"/>		ANSDK_Measures_20150615.xml	17 Jun 2015	1.57 KB	Run QA #1	Run QA #2
<input type="checkbox"/>		BALDK_Exceptions_20150617.xml	20 Jun 2015	1.39 KB	Run QA #1	Run QA #2
<input type="checkbox"/>		BALDK_Measures_20150615.xml	17 Jun 2015	1.55 KB	Run QA #1	Run QA #2

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

- 2.

- Red box no. 1: One can reopen and modify the questionnaires.
- Green box no. 2: Use the 'Run QA' buttons to run the QA scripts on the xml files.
- Blue box no. 3: Use 'Release the envelope' when you have finished the questionnaires and the QA's have run successfully.

3. When the xml questionnaires are completed and QA has run successfully, release the envelope.
Eionet will re-run the QA's and the envelope will look somewhat like this:

Overview Edit properties History

BALDK MSFD Programmes of Measures and Exceptions Zip Envelope

Description

Obligations [MSFD programmes of measures, including establishment of marine protected areas, and exceptions](#)

Period 2014 - Whole Year

Coverage Denmark

Reported 10 Jun 2015 13:51

Status Task(s) waiting to be assigned: [Activate task: Redeliver or Finish](#)
(Revoke envelope to redeliver or finish delivery)

Activate task

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	Exceptions__1.xml	10 Jun 2015	952 B
2	Measures__1.xml	10 Jun 2015	1.05 KB

Feedback for this envelope

- [AutomaticQA result for file Measures__1.xml: XML Schema validation](#) (Posted automatically on 10 Jun 2015)
- [AutomaticQA result for file Measures__1.xml: MSFD13 POM validation](#) (Posted automatically on 10 Jun 2015)
- [AutomaticQA result for file Exceptions__1.xml: XML Schema validation](#) (Posted automatically on 10 Jun 2015)
- [AutomaticQA result for file Exceptions__1.xml: MSFD13 POM validation](#) (Posted automatically on 10 Jun 2015)

4. Clicking 'Activate task' will bring up the 'Finish or go back...' tab.

Overview **Finish or go back to drafting?** Edit properties History

Finish or go back to drafting? 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

- [AutomaticQA result for file Measures__1.xml: XML Schema validation](#) (Posted automatically on 10 Jun 2015)
- [AutomaticQA result for file Measures__1.xml: MSFD13 POM validation](#) (Posted automatically on 10 Jun 2015)
- [AutomaticQA result for file Exceptions__1.xml: XML Schema validation](#) (Posted automatically on 10 Jun 2015)
- [AutomaticQA result for file Exceptions__1.xml: MSFD13 POM validation](#) (Posted automatically on 10 Jun 2015)

If you select 'Back to drafting' and 'Activate task' you will get back to 'Draft delivery' (bullet point 6) and you can continue editing the questionnaires.

Select 'Finish' finalizes the release of the envelope and reporting is completed.