# GUIDELINES FOR REPORTING PLEDGES ON PROTECTED AREAS

## Contents

# Introduction

These guidelines explain how to fill in the template for reporting pledges on protected areas. The use of Reportnet 3 for the reporting is explained in separate 'Technical guidelines for the use of Reportnet 3 for reporting pledges on protected areas' (see CDR help page).

## 1. What information is prefilled in the excel template?

The Excel template can be downloaded from the CDR help page. If you wish to use an API for the reporting, please consult the separate 'Technical guidelines for the use of Reportnet 3 for reporting pledges on protected areas' mentioned in the introduction.

Each country-specific Excel template has prefilled drop-down lists with the following data:

- Biogeographical regions (marine and terrestrial) for your country. The data source used for the regions per Member State is the checklist for Habitats Directive Art.17 reporting
- Natura 2000 site codes and site names for your country extracted from the Natura 2000 database version end 2021
- CDDA site names and site codes for your country extracted from the CDDA database version 2022
- Designation types for your country from the current version of the Designation Type Register for the CDDA

Please note that, in the drop-down list, the site code for Natura 2000 sites is concatenated with a dash and the site name whereas for CDDA sites the site name is concatenated with the site code. This choice takes into account that the Natura2000 site code is often used by the experts, whereas for sites in the CDDA this is not the case.

Examples:

- CDDA: Severen Dzhendem-11495
- Natura 2000: BG0000102 - Dolinata na reka Batova

## 2. How to fill in each table in the template?

In this chapter you can find a brief description of each table in the template and the columns that need to be filled in. The reporting is structured in three main blocks:

- general information (tables 1.1 – 1.4)
- information on existing protected areas, OECMs and strict protection (tables 2.1 – 4.2)
- pledges for future protected areas and OECMs (table 5)

For existing nationally designated protected areas the template has separate tables that allows to provide information either per designation type or for individual sites. The reporting per designation type was introduced as an option to avoid the repetition of the same data for many individual sites which have the same designation type (such as all national parks). However, please note that the

reporting per designation types requires all the data, such as on management effectiveness or monitoring, being the same for all sites that have been reported in the CDDA for this designation type. If this is not the case, please provide the information separately for each site.

Please note that, in the context of the pledges, Natura 2000 sites are always considered as contributing to the 30% target for protected areas. Nationally designated protected areas, OECMs and strictly protected areas reported through this exercise should always be areas that fulfil the relevant criteria in the Commission Guidance[1].

It is also important to note that, for the purpose of reporting pledges, any existing protected areas or OECMs which have not yet been reported through existing dataflows (not included in the EU lists of Natura 2000 sites and not reported in the CDDA) are considered as "newly reported designations" and should therefore be reported in table 5 but not in tables 2.1-4.2.

## Table 1.1 Protected area per biogeographical region

For each terrestrial or marine biogeographical region present within your Member State, you are asked to indicate the area currently covered by protected areas that fulfil the criteria in the relevant Commission Guidance (Natura 2000 or nationally designated already reported in CDDA, but without double counting of overlapping areas), and the area that you expect will be covered by 2030 (currently existing area plus additional area). Note that OECMs should not be reported here, but in table 1.2.

Table 1.1 has the following columns:

- **Biogeographical region** (marine and terrestrial): Use the dropdown list, which is prefilled with the biogeographical regions present in your Member State.
- **Current area**: For each biogeographical region fill in the total area currently covered by protected areas as reported in the CDDA and Natura 2000 database. The unit to be used is hectares. No area should be double counted.

  The information available at the EEA on the coverage of protected areas, for Natura 2000, CDDA at total area without duplication, can be consulted here. If there are discrepancies between the numbers shown in this dashboard and the ones available at national level, it would be important to understand the reasons. For example, you may be including areas which have not yet been reported in the CDDA (see comments above on newly reported designations).

- **Expected area**: For each biogeographical region fill in the total area that is expected to be covered by protected areas in 2030. No area should be double counted.
  Example: In 2022 the protected area in the Alpine region of a Member State is 1 800 000 ha. It is foreseen that the protected area in this region will be enlarged by 100 000 ha until 2030. Thus, the expected area to be filled in is 1 900 000 ha.

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[1] https://environment.ec.europa.eu/publications/criteria-and-guidance-protected-areas-designations-staff-working-document_en

**X** incorrect entry

| Biogeographical region code | Current area [ha] | Expected area [ha] |
|---|---|---|
| ALP - Alpine | 1800000 | 100000 |

✔ correct entry

| Biogeographical region code | Current area [ha] | Expected area [ha] |
|---|---|---|
| ALP - Alpine | 1800000 | 1900000 |

To obtain the expected area, the additional area must be added to the existing area.

## Table 1.2 OECM area per biogeographical region

For each national terrestrial or marine biogeographical region, indicate the area that is currently covered by OECMs that fulfil the criteria in the relevant Commission Guidance and are reported in the CDDA, and the expected area that will be covered in 2030.

The table 1.2 has the following columns:

- **Biogeographical region** (marine and terrestrial): Use the dropdown list, which is prefilled with the biogeographical and marine regions present within your Member State.
- **Current area**: For each biogeographical region fill in the total area currently covered by OECMs which fulfil the criteria in the Commission Guidance and are reported in the CDDA. The unit to be used is hectares. If there are no OECMs that fulfil the criteria in the Commission Guidance and have been reported in the CDDA, enter 0 in this numerical field. Please note that the field should not be left blank. No OECM area should be double counted with areas counted as protected areas in table 1.1.
- **Expected area**: For each biogeographical region fill in the total area that is expected to be covered by OECMs which fulfil the criteria in the Commission Guidance by 2030. As for table 1.1, please note that this should be the total area expected in 2030 and not the increment in area until 2030. Furthermore, no OECM area should be double counted with other OECMs or areas counted as protected areas in table 1.1. If there are no plans to recognise OECMs that fulfil the criteria by 2030, enter 0 in this field. Please note that the cell should not be left blank, and the value in this cell should normally be higher than, or at least equal to, the value entered as "current area".

## Table 1.3 Area under strict protection per biogeographical region

For each terrestrial or marine biogeographical region present within your Member State, indicate the area that is currently under strict protection according to the definition in the relevant Commission Guidance, and the expected area that will be covered in 2030.

Please note:
In table 1.1 the total protected area also includes strictly protected areas. Thus, the strictly protected area reported in table 1.3 is a 'sub-set' of the protected area reported in table 1.1.

Also, please make sure that the current total strictly protected area indicated here for each biogeographical region is consistent with the more detailed information provided in tables 4.1, 4.2 and 5.

Table 1.3 has the following columns:

- **Biogeographical region** (marine and terrestrial): Use the dropdown list, which is prefilled with the biogeographical and marine regions present within your Member State.
- **Current area**: For each biogeographical region fill in the total area that is currently strictly protected according to the definition in the Commission Guidance. The unit to be used is hectares. No area should be double counted.
- **Expected area**: For each biogeographical region enter the total area that is expected to be strictly protected by 2030, in accordance with the definition in the Commission Guidance. No area should be double counted.

## Table 1.4 Explanation

Please explain briefly which criteria have been used for selecting the additional protected areas, strictly protected areas and OECMs that are the subject of pledges for additional site designations, including in relation to an improvement in coherence and connectivity of the protected area network. (The maximum number of characters available is 2000). Use text in English if feasible.

Note: Do not use the 'Enter' key when filling in the explanation, as that would take you to another cell in the table. Only one cell in the Excel file can be used. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

**X** incorrect entry



**✔** correct entry



The free text for the explanation is in one cell of the excel file and not spread over several cells.

## Table 2.1 Existing protected areas that are already reported in CDDA and should be counted for the 30% protected areas target – response per designation type

For each national designation type of protected areas currently reported to the CDDA which you consider should be counted in its entirety towards the 30% target, provide information for each of the columns in table 2.1. Natura 2000 sites should not be reported in this table.

The questions asked in this table have two possible answers: 'yes' and 'not yet'. The target for protected areas in the Biodiversity Strategy for 2030 refers to areas that will be protected, adequately managed and monitored by 2030. Therefore, any areas for which the answer to one or more of the questions would be 'no', or 'only after 2030' do not fulfil the criteria to be counted for the 30% target and therefore should not be reported here.

Table 2.1 has the following columns:

- **Designation type**
  The designation types for the protected areas for each country are listed [here.](#)
- **For all protected areas under this designation type, is the long-term conservation ensured by legal, administrative or contractual arrangements already in place?**
  - Answer this question with 'yes' or 'not yet' in column C
  - Depending on the response, fill in column D either with
    - a short description of the legal and/or administrative and/or contractual arrangements (if the response is 'yes');
    - the year (between 2022 and 2030) by which the relevant arrangements will be in place (if the answer is 'not yet')
- **Do the legal/administrative/contractual act(s) for designation of the protected areas clearly identify the natural values for which the areas are protected and the relevant conservation objectives?**
  - Answer this question with 'yes' or 'not yet' in column E
  - If the answer is 'not yet', fill in the column F the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns F needs to remain blank.
- **Do the areas protected under this designation type have clearly identified managing bodies?**
  - Answer this question with 'yes' or 'not yet' in column G
  - If the answer is 'not yet', fill in the column H the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns H needs to remain blank.
- **Are the areas protected under this designation type effectively managed?**
  - Answer this question with 'yes' or 'not yet' in column I
  - If the answer is 'not yet', fill in the column J the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns J needs to remain blank.
- **Is there adequate monitoring in place for the natural values of the protected areas under this designation type?**
  - Answer this question with 'yes' or 'not yet' in column K
  - If the answer is 'not yet', fill in the column L the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns L needs to remain blank.
- **Further explanations (optional)**
  You can use this optional field to provide further explanations. Make sure that the text does not exceed 1500 characters. Use text in English if feasible.
  Do not use the 'Enter' key when filling in the explanation, as that would take you to another cell in the table. Only one cell in the Excel file can be used. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

## Table 2.2 Existing protected areas that are already reported in CDDA and should be counted for the 30% PA target – response for individual sites

For each individual protected area that is reported in CDDA (not including Natura 2000 sites nor OECMs) and that should be counted for the 30% protected area target, provide the information below. Sites for which the area has been reported as part of a designation type in table 2.1 should not be included in table 2.2.

The questions asked in this table have two possible answers: 'yes' and 'not yet'. The target for protected areas in the Biodiversity Strategy for 2030 refers to areas that will be protected, adequately managed and monitored by 2030. Therefore, any areas for which the answer to one or more of the questions would be 'no', or 'only after 2030' do not fulfil the criteria to be counted for the 30% target and therefore should not be reported here.

Table 2.2 has the same columns as Table 2.1, except for the first column.

- **Site**

  From the drop-down list select the CDDA site for which you would like to provide a response. Please note that the site should not have a designation type for which you have already filled in the Table 2.1.

- **Is the long-term conservation ensured by legal, administrative or contractual arrangements already in place?**
    - Answer this question with 'yes' or 'not yet' in column C
    - Depending on the response, fill in column D either with
        - a short description of the legal and/or administrative and/or contractual arrangements (if the response is 'yes');
        - the year (between 2022 and 2030) by which the relevant arrangements will be in place (if the answer is 'not yet')
- **Do the legal/administrative/contractual act(s) for designation of the area clearly identify the natural values for which the areas are protected and the relevant conservation objectives?**
    - Answer this question with 'yes' or 'not yet' in column E
    - If the answer is 'not yet', fill in the column F the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
    - If the answer is yes, the columns F needs to remain blank.
- **Does the area have a clearly identified managing body?**
    - Answer this question with 'yes' or 'not yet' in column G
    - If the answer is 'not yet', fill in the column H the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
    - If the answer is yes, the columns H needs to remain blank.
- **Do you consider that the area is effectively managed?**
    - Answer this question with 'yes' or 'not yet' in column I
    - If the answer is 'not yet', fill in the column J the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
    - If the answer is yes, the columns J needs to remain blank.
- **Is there adequate monitoring in place for the natural values of the area?**
    - Answer this question with 'yes' or 'not yet' in column K

- o If the answer is 'not yet', fill in the column L the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
- o If the answer is yes, the columns L needs to remain blank.
- **Further explanations (optional)**
  You can use this optional field to provide further explanations. Make sure that the text does not exceed 1500 characters. Use text in English if feasible.
  Do not use the 'Enter' key when filling in the explanation, as that would take you to another cell in the table. Only one cell in the Excel file can be used. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

## Table 3 OECMs that are already reported in the CDDA and should be counted towards the 30% target

The table 3 has the same columns for OECMs as the table 2.2 has for protected areas (see above). Please note that OECMs reported here have to fulfil the criteria set out in the Commission guidelines.

The questions asked in this table have two possible answers: 'yes' and 'not yet'. The target for protected areas in the Biodiversity Strategy for 2030 refers to areas that will be protected, adequately managed and monitored by 2030. Therefore, any areas for which the answer to one or more of the questions would be 'no', or 'only after 2030' do not fulfil the criteria to be counted for the 30% target and therefore should not be reported here.

- **Site**

  From the drop-down list select the CDDA site for which you would like to provide a response. Please note that the site should not have a designation type for which you have already filled in the Table 2.1.

- **Is the long-term conservation ensured by legal, administrative or contractual arrangements already in place?**
  - o Answer this question with 'yes' or 'not yet' in column C
  - o Depending on the response, fill in column D either with
    - ▪ a short description of the legal and/or administrative and/or contractual arrangements (if the response is 'yes');
    - ▪ the year (between 2022 and 2030) by which the relevant arrangements will be in place (if the answer is 'not yet')
- **Do the legal/administrative/contractual act(s) for designation of the area clearly identify the natural values for which the areas are protected and the relevant conservation objectives?**
  - o Answer this question with 'yes' or 'not yet' in column E
  - o If the answer is 'not yet', fill in the column F the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - o If the answer is yes, the columns F needs to remain blank.
- **Does the area have a clearly identified managing body?**
  - o Answer this question with 'yes' or 'not yet' in column G

- If the answer is 'not yet', fill in the column H the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns H needs to remain blank.
- **Do you consider that the area is effectively managed?**
  - Answer this question with 'yes' or 'not yet' in column I
  - If the answer is 'not yet', fill in the column J the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns J needs to remain blank.
- **Is there adequate monitoring in place for the natural values of the area?**
  - Answer this question with 'yes' or 'not yet' in column K
  - If the answer is 'not yet', fill in the column L the year in which the clearly identified conservation objectives will be in place (between 2022 and 2030).
  - If the answer is yes, the columns L needs to remain blank.
- **Further explanations (optional)**
  You can use this optional field to provide further explanations. Make sure that the text does not exceed 1500 characters. Use text in English if feasible. Do not use the 'Enter' key when filling in the explanation, as that would take you to another cell in the table. Only one cell in the Excel file can be used. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

## Table 4.1 Strict protection - Areas that are already reported in the CDDA and should be counted towards the 10% target – response per designation type

For each national designation type of protected areas currently reported to the CDDA which you consider should be counted in its entirety towards the 10% target for strict protection, provide the information for each of the columns. If only some of the sites or only certain zones within sites under a designation type fulfil the criteria in the relevant Commission Guidance, these need to be reported individually in table 4.2.

Table 4.1 has the following columns:

- **Designation type**
  The designation types for each country are listed here.
- **Total area under strict protection [ha]**
  Since all the protected areas under the designation types reported in this table need to fulfil the criteria in the relevant Commission Guidance, the total area reported here is expected to be the same as the total area of the sites designated under this designation type in the CDDA.
- **Why do the protected areas covered by this designation type qualify as strictly protected areas according to the definition in the relevant Commission Guidance?**
  Please explain briefly why you believe that all the sites designated under this designation type in the CDDA fulfil the criteria in the Commission Guidance. The response to this question should not exceed 1500 characters. Please use English text if feasible.
  Do not use the 'Enter' key when filling in the explanation, as that would take you to another cell in the table. Only one cell in the Excel file can be used. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

## Table 4.2 Strict protection – Natura2000 sites or areas reported in the CDDA that should be counted towards the 10% target – individual sites

For each Natura 2000 site or protected area reported in the CDDA that is strictly protected, in its entirety or in part, according to the definition in the relevant Commission Guidance, the information for the following columns should be provided.

Please note: Sites that belong to one of the designation types reported in table 4.1 should not be included in 4.2.

Table 4.2 has the following columns:

- **Site**
  Fill in here either a CDDA site code or a Natura2000 site code from the selection list. If both codes are filled in, the cells in the Excel file will turn red, indicating that a blocker will be raised when the Quality Checks are done in Reportnet 3. If a site is both a nationally designated area reported in CDDA and a Natura 2000 site in the European Natura2000 database, fill in only the Natura 2000 site code.
- **Area under strict protection [ha]**
  It the whole site is strictly protected according to the definition in the Commission guidance, the area under strict protection should be the same as the total area of the site. Otherwise, please indicate here the area that fulfils the criteria for strict protection in the Commission Guidelines.
- **Why do the protected areas covered by this designation type qualify as strictly protected areas according to the definition in the relevant Commission Guidance?**
  Please explain briefly why you believe that the protected area in question fulfils the criteria in the Commission Guidance. The response to this question should not exceed 1500 characters. Please use English text if feasible.
  Do not use the 'Enter' key when filling in the explanation, as that would take you to another cell in the table. Only one cell in the Excel file can be used. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

## Table 5 Pledges for future protected areas or OECMs

For individual areas or groups of areas that you expect will be designated as protected areas or will be recognised as OECMs by 2030 at the latest and are therefore expected to count for the 30% protected area target in line with the relevant Commission Guidance, the information for the following columns should be provided.

Please note that this table should also include any pledges for strict protected areas.

In addition, any already existing nationally designated protected areas or OECMs that have not yet been reported in the CDDA need to be reported here, not in the previous tables. Once included in the CDDA report, the year of designation will be used to define the actual baseline from which the EU target must be reached.

Table 5 has the following columns:

- **Biogeographical region** (terrestrial or marine) in which the future protected area(s) or OECM(s) will be located. The dropdown list is prefilled with the biogeographical and marine regions for each Member State.
- **Name of the group of areas (or a specific area)**
  The name should be unique in table 5 and not exceed 100 characters.
- **NUTS code** (optional)
  If feasible, select a NUTS2 or NUTS3 code for the specific area or group of areas from the drop-down list. Please note that if all areas of a group fall within the same NUTS2 or NUTS3 code this can be used to report the location of the whole group.
- **Coordinate [decimal degrees] and radius [km]** (optional)
  If the approximate location of the future protected area or OECM is known, provide the coordinates for a central point and a radius in which the future sites will be located.
- **Terrestrial/marine/on-shore or off-shore**
  By means of the drop-down list indicate whether the future protected area or group of areas or OECMs is a terrestrial site or, for marine sites, indicate whether they will be on-shore or off-shore, if feasible.
- **What is the new area expected to become?**
  By means of the drop-down list indicate the type of the new area (new site, extension, Natura 2000, nationally protected area, OECM)
- **What is the expected total area of the site (or group of sites) in [ha]?**
  The total expected area of the site or the group of sites need to be provided in hectares. Use rounded values, no decimal places.
- **What is the extent to which the new area is expected to overlap with other protected areas or OECMs already included in Natura2000 or reported in CDDA and counting for the 30% target? Estimated overlap in [ha]**
  Provide the estimated overlap in hectares. Use rounded values, no decimal places.
- **Provide a brief description of the natural values of the site(s) that justify its future classification as a protected area or recognition as an OECM.**
  The text of the description should not exceed 1500 characters. Make sure that the text is provided in one cell, do not spread it over several cells.
- **Provide a brief description of the scientific basis for the future designation as a protected area or recognition as OECM, including references to relevant studies.**
  The text of the description should not exceed 1500 characters. Make sure that the text is provided in one cell, do not spread it over several cells.
- **What is the expected area in [ha] that will be under strict protection?**
  If the whole site or group of sites is expected to be strictly protected, the area here should be the same as the total area that will be protected. Otherwise, the area entered here should refer to the part of the site or group of sites that will be strictly protected. The expected area needs to be provided in hectares. Use rounded values, no decimal places.
- **Is the strict protection aimed at restoring the ecosystems/habitats/habitats of species present in the site (passive restoration)?**
  The response to this question can be yes, no, or unknown.
- **Will this area be protected in view of ensuring that restored ecosystems/habitats/ habitats of species therein do not degrade again (in case restoration measures have been or will be implemented on the site)?**
  The response to this question can be yes, no, or unknown.

- **Are the conservation objectives and measures already identified for the new area?**
  If the response to this question is 'not yet' fill in also column R (see below)
- **If conservation objectives and measures are not yet identified, when will this be done, considering that the targets should be reached by 2030?**
  If 'not yet' is entered for the previous question, provide the year (2030 at the latest) in the column R, otherwise leave column R blank.
- **What form do the conservation objectives/measures have or will have when they are identified?**
  The conservation objectives/measures can be established in more than one way. It is possible, for example, that within a group of sites some will have their conservation objectives/measures established through a designation decree while others will have conservation objectives/measures established through a management plan. Please select 'x' in each one of the columns S-W which are relevant. If you chose 'other' (column V) provide a description in column 'X'.
- **Is there already a body responsible for the monitoring and management of the natural values in the area?**
  Choose one of the three predefined responses from the drop-down list. If you choose 'not yet', indicate the year in which they will be in place in the column 'Z'.
- **Further explanations**
  Further explanations can be provided as free text in the last column of the table. The text should not exceed 1500 characters and be provided in English if feasible. Make sure that the text is provided in one cell, do not spread it over several cells.

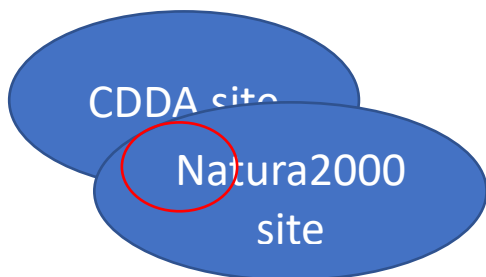## 3. How to deal with overlaps between protected and strictly protected areas?



(1) The strictly protected area is located within a nationally designated area or the whole area is strictly protected.

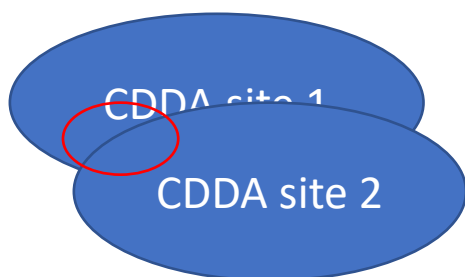⇨ Fill in the code for the CDDA site



(2) The strictly protected area is located within a Natura 2000 site, which does <u>not</u> overlap with a nationally designated area (CDDA site)

⇨ Fill in the code for the Natura 2000 site

**CDDA site**

**Natura2000 site**

(3) A Natura 2000 site overlaps (or is identical) with a nationally designated area (CDDA) and the area under strict protection (represented by the red circle) is located where the sites overlap.

⇨ If the designation type of the CDDA site is the legal instrument for the strict protection, fill in the code for the CDDA site

⇨ Otherwise, if the strictly protected area is e.g. part of a management plan which is only relevant for the Natura 2000 site, fill in the code for the Natura 2000 site

**CDDA site 1**

**CDDA site 2**

(4) Two or several CDDA site overlap, they have different types of designation. The area under strict protection (represented by the red circle) is located (fully or partially) in the overlapping area of the sites.

The designation type for site 1 is the legal instrument relevant for the strict protection.

⇨ Fill in the code for CDDA site 1 only

## 4. Can I use CDDA sites or Natura2000 sites which have not yet been delivered for the European data sets in the sections 2 or 3 of the template?

Please note that the automatic quality control for the reporting of pledges in Reportnet3 cannot be passed when site codes used in the template do not currently exist in the CDDA or the Natura 2000 databases.

CDDA sites which had been already designated at national level in 2022 but were not reported in the data collection 2022 need to be treated as pledges and therefore included in section 5 of the template.

Natura 2000 sites, which have not yet been reported to the Commission via Reportnet by the end of 2021 should also be included in section 5 of the template.

These sites which have not yet been reported at EU level, and the new sites that will be designated (or OECMs that will be recognised) in the framework of the protected areas target in the Biodiversity Strategy, will then need to be later reported through the CDDA or the Natura 2000 data flows. While the progress towards the targets will be assessed by the Commission on the basis of the pledges reported using this template, the assessment of whether the strategy targets are effectively reached

by 2030 will be based on the actual designations, once they have been reported through those two data flows.

# 5. What to consider when I intend to paste data prepared in my own system or from other documents into the Excel file?

If you prepare the data for the Excel template using your own system and then copy and paste the data into the template, please make sure that the data are conform with the data validation restrictions. That means you can only copy and paste data into the cells when they match the pre-defined values in the drop-down list and are conform to the data type. The following examples demonstrate some typical cases for data validation restrictions in the excel file.

If you wish to use an API instead of the Excel template please check out the 'Technical guidelines for the use of Reportnet 3 for reporting pledges on protected areas' (see CDR help page).

Example 1 – the biogeographical region fields:

**X** incorrect entry

| Biogeographical region code |
|---|
| ALP |

✔ correct entry

| Biogeographical region code |
|---|
| ALP - Alpine |

The 3-letter code for the biogeographical region must be concatenated with a blank, a dash, a blank and the name of the region.

Example 2 – the area in ha where **integer** values are required (tables 1.x)

**X** incorrect entries

| Current area [ha] |
|---|
| 100.5 |

| Current area [ha] |
|---|
| 100,5 |

✔ correct entry

| Current area [ha] |
|---|
| 100 |

The data for the area in ha must be integer values. Decimal values need to be rounded; the data for the area may not contain any decimal separator (neither a comma nor a point).

Example 3 – the area in ha where **decimal** values are required (tables 4.x)

**X** incorrect entries

| Total area under strict protection [ha] |
| --- |
| 134,8 |

✔ correct entry

| Total area under strict protection [ha] |
| --- |
| 134.80 |

Example 4 – the yes/no fields:

**X** incorrect entry

| Answer: Yes/Not yet |
| --- |
| no |

✔ correct entry

| Answer: Yes/Not yet |
| --- |
| Not yet |

The entry for this field must be either 'Yes' or 'Not yet'.

Example 4 – fields with predefined long responses:

**X** incorrect entry

What is the new area expected to become?

Extension of Natura2000 site

✓ correct entry

What is the new area expected to become?

Extension of existing Natura2000 site

The text in this field must be exactly as defined in the drop-down list. In the example with the incorrect entry the word 'existing' is missing.

# 6. How to deal with free text entries

- Provide text in English if feasible
- Ensure that the maximum number of characters indicated in the header of the columns for free text entry is not exceeded.
- Use the 'paste as text' option to avoid issues with formatting
- Use Latin alphabet
- Do not use the 'Enter' key', as that would take you to another cell in the table. Only one cell in the Excel file can be used in each case. If you would like to have separate paragraphs within your explanation, use 'Alt-Enter' rather than just 'Enter' at the end of each paragraph.

# 7. Quality control (QC)

- The QC is not implemented directly in the Excel file but will take place when uploading and releasing the data delivery to Reportnet 3.
- It is highly recommended to test upload of smaller samples of datasets to understand how the QC works.
- An example for the QC is to test all fields requesting a year and check that the entry is a single year between 2022 and 2030.
- For the list of QC test see CDR help page.