

Essential tips on delivering derogation reports

1. Please submit your reports via [EEA's Reportnet-System](#) (no e-mails, no paper please)
2. Please submit:
 - One report every year for Birds Directive
 - One report every two years for Habitats Directive
3. Use separate Reportnet folders for each report
4. The title of the report and of the folder should indicate the year of application of the derogation, not the year of delivery of the report
5. Do not submit reports overlapping chronologically.
6. Reportnet: When a report is complete change the status to "Complete", do not stop at "Task(s) waiting to be assigned: Redeliver or finish"
7. If there are no derogations at all for a specific reporting period, please ask the national data coordinator to send an e-mail clearly stating so to Stefania Charisiadou and in CC to Nicola Notaro (Head of Unit ENV.D.3).
 - stefania.charisiadou@ec.europa.eu
 - Nicola.Notaro@ec.europa.eu
8. Please note that all reports need to be prepared using Habides+.

For further information on Habides+ please consult the documentation at the following webpage: <https://circabc.europa.eu/w/browse/6f375f43-315b-4926-ba37-61d6383a53c1>

9. For further information and clarifications please contact Stefania Charisiadou, stefania.charisiadou@ec.europa.eu