

HOW TO DELIVER DATA ON THE CO₂ MONITORING FROM VEHICLES USING THE CENTRAL DATA REPOSITORY OF THE EUROPEAN ENVIRONMENT AGENCY

These guidelines explain how to use Reportnet (the European Environment Agency's electronic infrastructure for data collection) for reporting information to the European Commission in pursuance of Regulation (EC) 443/2009 on CO₂ emission from passenger cars, in particular to its article 8. The reporting is organised in collaboration between DG CLIMA and the European Environment Agency (EEA).

Step 0: Access to the Central Data Repository (CDR)

In order to deliver the data, an Eionet account with user name and password is required. The contact persons designated by each Member State will then receive an Eionet account in order to have access to the Central Data Repository. The list of such persons is available to the Members of Working Group 4 of Climate Change Committee in the CIRCA website¹. To subscribe any additional person(s) to Eionet a WG4 member should inform the Commission and the EEA. The additional person(s) should also to subscribe to CIRCA² for stay informed about any developments in the legislation.

Step 1: Create a new envelope

In the CDR website (<http://cdr.eionet.europa.eu>) follow the link to your country folder followed by the “*European Union (EU), obligations*” collection and finally the reporting obligation “*CO₂ emissions from light duty vehicles*”.

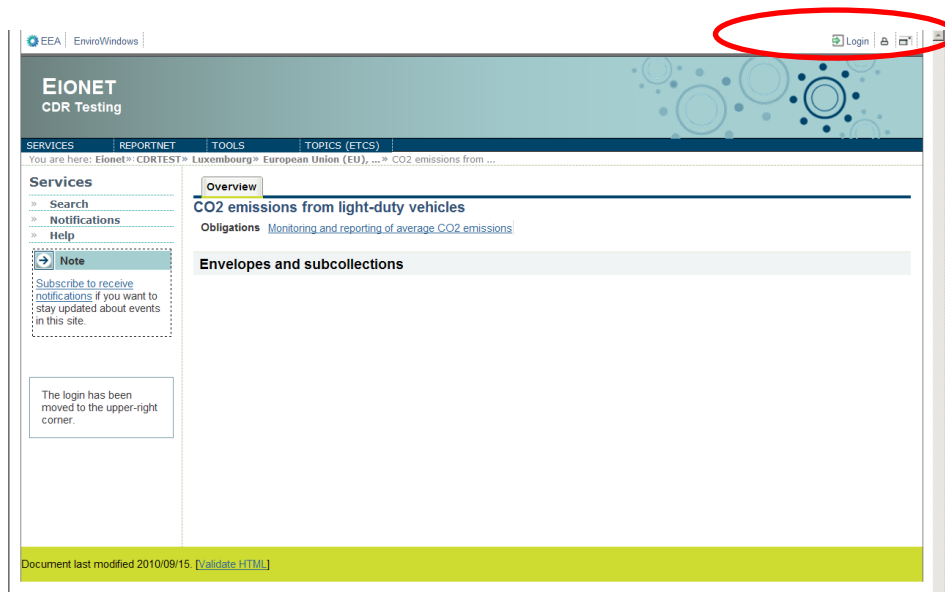
Login with your Eionet username and password using the login bottom in the upper right corner of the page as showed in figure 1. Contact the helpdesk if you have any problems in the log in procedure helpdesk@eionet.europa.eu.

¹ http://circa.europa.eu/Members/irc/env/gge_ldv/library?vm=detailed&sb=Date&l=/cars/cars/monitoring

² A tutorial is available here

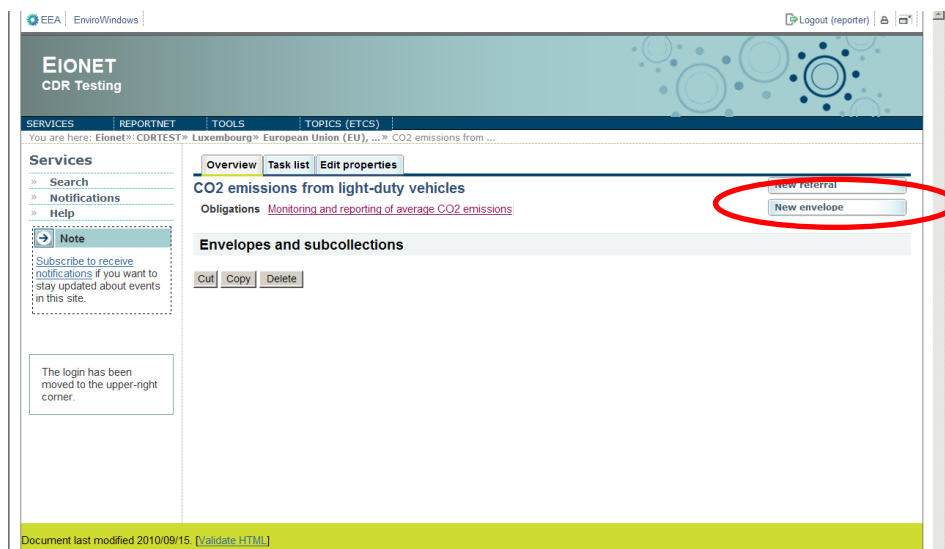
http://circa.europa.eu/Public/irc/env/gge_ldv/library?!=/documents_public&vm=detailed&sb=Title

Figure 1: Login to the CO2 monitoring data collection.



Subsequently, create a new envelope for your delivery clicking on the button "New Envelope" (figure 2).

Figure 2: Collection page after login, click on "New Envelope".



Fill the new envelope form making sure to indicate the year of the data you are about to upload. This is an **important step**, please make sure you specify the year when data were collected and not the year of the reporting. In case the data refers to only few months of the year please specify it in the **“Relating to which year”** field.

Figure 3: New envelope form

Add Envelope

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

The form contains the following fields and elements:

- Title:** A text input field.
- Description:** A large text area with a vertical scrollbar.
- Relating to which year:** A dropdown menu showing '2008', which is circled in red. It is followed by a 'Whole Year' dropdown and a 'to' field.
- Coverage:** A text field containing 'Albania'.
- Coverage note:** A text input field.
- Add:** A button at the bottom of the form.

Step 2: Draft your delivery

Open the newly created envelope. When starts the working on the envelope, activate it by clicking on the *Activate task: Draft* link or by pressing the *Activate task* button. This action will inform other users that you have reserved the envelope for yourself for uploading/updating documents.

Figure 4: Envelope overview - activate the "Draft" task

The screenshot shows the following details:

- Services:** Search, Notifications, Help, Note.
- Overview:** Edit properties, History.
- Submission_February_2011**
- Description:** Monitoring and reporting of average CO2 emissions
- Period:** 2010 - Whole Year
- Coverage:** Luxembourg
- Status:** Task(s) waiting to be assigned: **Activate task: Draft** (You have to activate this task first before you can upload your files.)
- Buttons:** 'Activate task' button (circled in red) and 'Activate task: Draft' link (circled in red).
- 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.

Other users will not be able to intervene on the envelope until you:

- *Release the envelope* (the system will move forward to the next step in the reporting process, validating data) - or
- *Deactivate the task* from the corresponding right-side button which saves the work already done and makes it possible for someone else to take over the task.

The data in the envelope is not available to the public until the release of the envelope.

You have now created all the necessary prerequisites to start the data delivery. The Draft page will look like in figure 6.

Upload your data from your own system using the “add file” option. The uploading menu provides you with a check box to restrict a file from public access should this be necessary. Files with access restriction can only be downloaded by privileged users. Please choose this option. The data will be made public following the provisions in Regulation (EC) 443/2009.

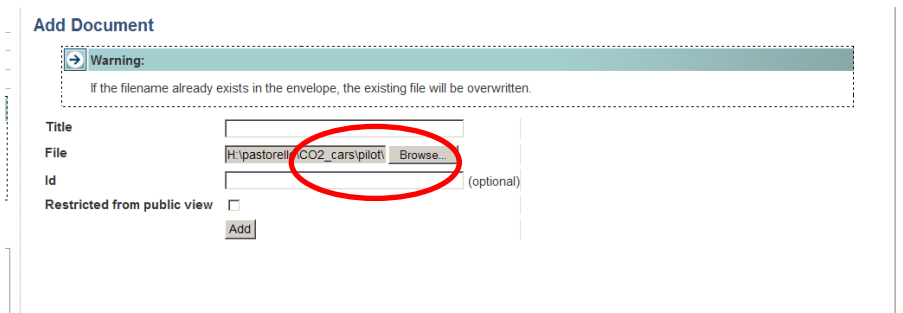
Please name the envelope in the following way: Submission_[month]_[year]

Please name the file containing the detailed data as *detailed_data*;

Please name the file containing the aggregated data as *aggregated_data*.

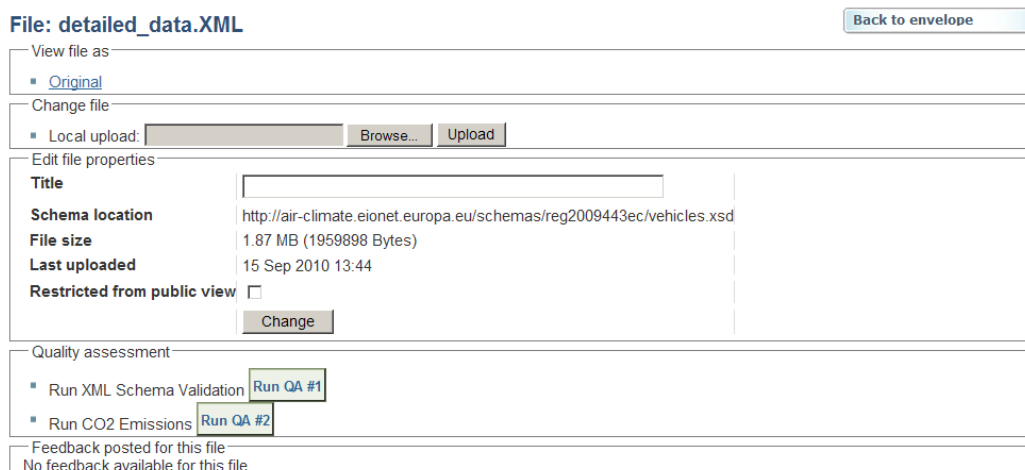
It is possible to include additional files (eg. a readme text document), if necessary, using the “add file” option.

Figure 5: Envelope overview – how to add file



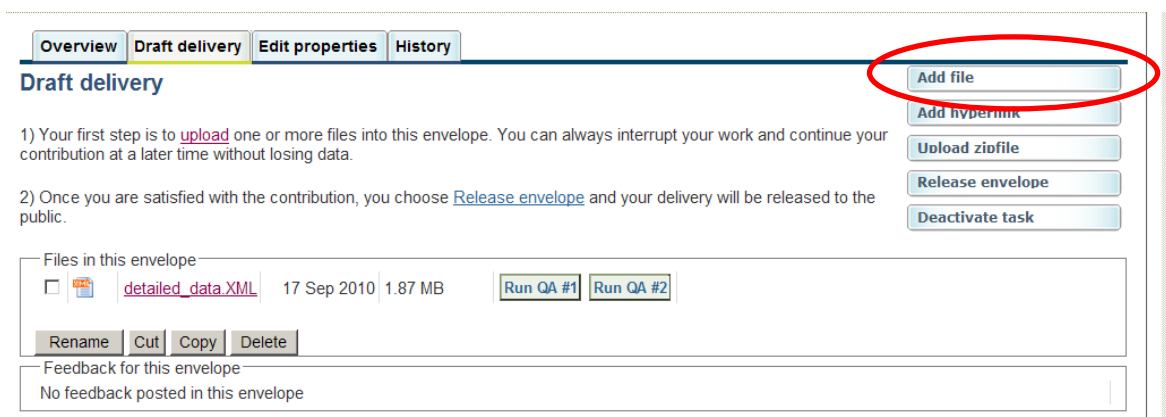
The screenshot shows a web form titled "Add Document". At the top, there is a warning box: "Warning: If the filename already exists in the envelope, the existing file will be overwritten." Below this, there are several input fields: "Title" (empty), "File" (containing "H:\pastorell\CO2_cars\pilot" and a "Browse..." button circled in red), "Id" (empty), and "Restricted from public view" (checkbox, unchecked). An "Add" button is at the bottom.

Figure 6: Document page for detailed_data.xml



The screenshot shows a document page for "File: detailed_data.XML". At the top right is a "Back to envelope" button. Below is a "View file as" section with a link to "Original". The "Change file" section includes a "Local upload:" field with "Browse..." and "Upload" buttons. The "Edit file properties" section shows: "Title" (empty), "Schema location" (http://air-climate.eionet.europa.eu/schemas/reg2009443ec/vehicles.xsd), "File size" (1.87 MB (1959898 Bytes)), "Last uploaded" (15 Sep 2010 13:44), and "Restricted from public view" (checkbox, unchecked). A "Change" button is at the bottom. The "Quality assessment" section has two buttons: "Run XML Schema Validation" (Run QA #1) and "Run CO2 Emissions" (Run QA #2). At the bottom, it says "Feedback posted for this file" and "No feedback available for this file."

Figure 7: Draft delivery: how to add more documents



Step 3: Complete the task and inspect the quality assessment results

Once you are satisfied with what you have uploaded, complete your delivery by releasing the envelope. The purpose of release is to signal that the data have been delivered.

When you finish the drafting work, you need to click on the right side button “Complete task”. Now the envelope is available to the public (unless you have chosen to restrict the access as it should be done in step 2) and processed by the automatic quality assessment routine.

It is possible to validate your XML data by running quality assessment checks by clicking button “Run QA” next to each file. Checking your data before releasing them to the public may save you future work in correcting it. In all cases feedback is given in the log section below each envelope.

Please note that Reportnet receives scores of different XML files: the schema followed by the XML file submitted must be declared in the file. This is done with an xsi:noNamespaceSchemaLocation attribute in the root element, and it looks like this for the CO2 monitoring detailed file:

M1 (cars) aggregated data:

```
xsi:noNamespaceSchemaLocation="http://dd.eionet.europa.eu/schemas/CO2-monitoring-cars\_2013/cars-aggregated.xsd"
```

M1 (cars) detailed data:

```
xsi:noNamespaceSchemaLocation="http://dd.eionet.europa.eu/schemas/CO2-monitoring-cars\_2013/cars-detailed.xsd"
```

N1 (vans) aggregated data:

```
xsi:noNamespaceSchemaLocation="http://dd.eionet.europa.eu/schemas/CO2-monitoring-vans\_2013/vans-aggregated.xsd"
```

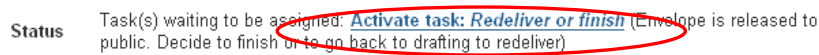
N1 (vans) detailed data:

xsi:noNamespaceSchemaLocation="http://dd.eionet.europa.eu/schemas/CO2-monitoring-vans_2013/vans-detailed.xsd"

Step 4: Complete or redeliver

Based on the feedback – automatic and manual – posted in the envelope, you have the option to “*Redeliver or finish*” the task by clicking on the designate button.

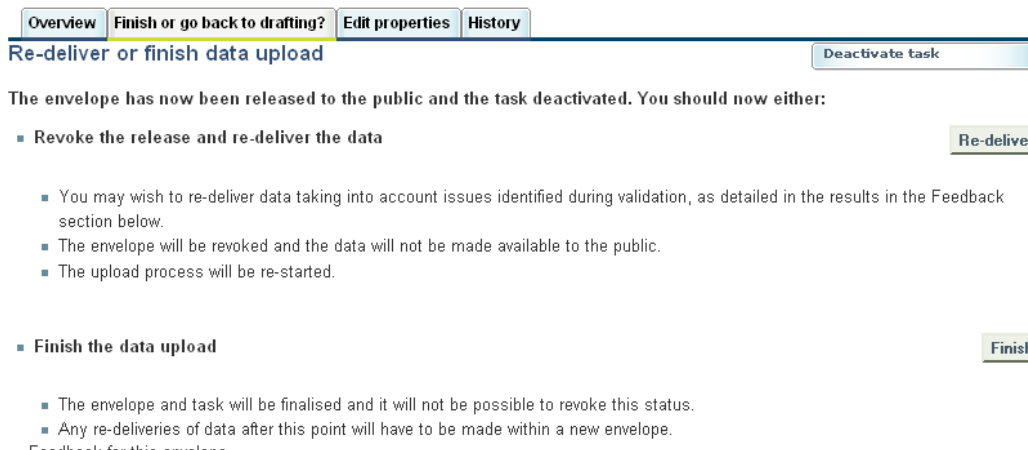
Figure 8: Activate the task after completion



Status Task(s) waiting to be assigned: **Activate task: Redeliver or finish** (Envelope is released to public. Decide to finish or to go back to drafting to redeliver)

You can either choose to go back to the drafting phase and change your delivery, or release the envelope, which makes it impossible to alter its content. For further delivery after the completion, you will need to create a new envelope.

Figure 9: Redeliver or finish



Overview Finish or go back to drafting? Edit properties History

Re-deliver or finish data upload Deactivate task

The envelope has now been released to the public and the task deactivated. You should now either:

- Revoke the release and re-deliver the data **Re-deliver**
 - You may wish to re-deliver data taking into account issues identified during validation, as detailed in the results in the Feedback section below.
 - The envelope will be revoked and the data will not be made available to the public.
 - The upload process will be re-started.
- Finish the data upload **Finish**
 - The envelope and task will be finalised and it will not be possible to revoke this status.
 - Any re-deliveries of data after this point will have to be made within a new envelope.

Feedback for this envelope

A complete schema of the process is reported in below.

For more information and to familiarize with Reportnet please consult "[Reportnet for beginners](http://www.eionet.europa.eu/reportnet)" that can found at this address: <http://www.eionet.europa.eu/reportnet>.

This document explains the relation between a legal obligation (Reporting Obligation Database - ROD), the template and guidelines to be used (Data Dictionary - DD) and the data repository (Central Data Repository – CDR). Please also note the Unified Notification System (UNS) that allows received warning relative to a reporting obligation. Another useful tool is the search engine (Content Registry - CR) that allows searching for all items in ROD, DD and CDR.

Another useful reading is "Reportnet architecture" on the same page, in particular sections 2.4, 2.5, 5.3.

Step 5: Notification to the Commission

For the submission to be considered valid for the purpose of meeting the reporting obligations under Article 8 of Regulation (EC) No 443/2009, the Member State should follow the procedure described in section 3 of the Commission Communication [COM\(2010\)657](http://ec.europa.eu/environment/air/quality/com2010657.htm).

Default data flow with generic receipt confirmation

