



# **How to use Reportnet for monitoring and reporting under the Fuel Quality Directive 98/70/EC, Article 8(1) and 7a**

**Guidance document**

**04.10.2017**



# Introduction

This document explains how Member States can fulfil their reporting requirements according to Article 8 (1) and Article 7a of the Fuel Quality Directive 98/70/EC. The reporting is organised in collaboration between the European Commission and the European Environment Agency (EEA). The next section presents details about the use of Reportnet for monitoring and reporting under the Fuel Quality Directive. Additional references are provided at the end of this document.

These guidelines explain how to use Reportnet (the European Environment Agency's electronic infrastructure for data collection) for reporting information to the EU Commission in pursuance of the FQD.

## Step 1: User accounts and access permissions

Being operational since 2002, Reportnet is a suite of IT tools optimised to support the business processes of a data collection network building on a shared information infrastructure. It supports, improves and streamlines information flows, which are used for reporting environmental data to the EEA, but also hosts several reporting tasks of DG Environment and DG Clima. Reportnet is developed and used by the European Environment Information and Observation Network (Eionet) and thus requires that any user also has an Eionet account (user name and password) and permissions to submit national deliveries. Please inform the EEA ([helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu) AND [fqd@eea.europa.eu](mailto:fqd@eea.europa.eu)) about any required updates regarding nominated persons providing below information, so that the necessary arrangements can be made.

- First name:
- Last name:
- Email:
- Organisation:
- Phone:
- Address:
- Reason for Eionet account: reporting on Article **XX** of the FQD

Please also inform us about accounts which should be deactivated or have their reporting rights revoked.

## Step 2: Enter the Central Data Repository (CDR), login to your folder and create envelopes

When preparing for the FQD delivery, you first have to go to the respective national FQD folder, in EEA's Central Data Repository (CDR), see the direct links below for EU Member States and for other countries in the EEA (European Economic Area):



EU Member State	URL to FQD folder in EEA Central Data Repository (CDR)	Title
Austria	<a href="http://cdr.eionet.europa.eu/at/eu/fqd/art8_1">http://cdr.eionet.europa.eu/at/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/at/eu/fqd/art7a/">http://cdr.eionet.europa.eu/at/eu/fqd/art7a/</a>	Article 7a
Belgium	<a href="http://cdr.eionet.europa.eu/be/eu/fqd/art8_1">http://cdr.eionet.europa.eu/be/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/be/eu/fqd/art7a">http://cdr.eionet.europa.eu/be/eu/fqd/art7a</a>	Article 7a
Bulgaria	<a href="http://cdr.eionet.europa.eu/bg/eu/fqd/art8_1">http://cdr.eionet.europa.eu/bg/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/bg/eu/fqd/art7a">http://cdr.eionet.europa.eu/bg/eu/fqd/art7a</a>	Article 7a
Croatia	<a href="http://cdr.eionet.europa.eu/hr/eu/fqd/art8_1">http://cdr.eionet.europa.eu/hr/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/hr/eu/fqd/art7a">http://cdr.eionet.europa.eu/hr/eu/fqd/art7a</a>	Article 7a
Cyprus	<a href="http://cdr.eionet.europa.eu/cy/eu/fqd/art8_1">http://cdr.eionet.europa.eu/cy/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/cy/eu/fqd/art7a">http://cdr.eionet.europa.eu/cy/eu/fqd/art7a</a>	Article 7a
Czech Republic	<a href="http://cdr.eionet.europa.eu/cz/eu/fqd/art8_1">http://cdr.eionet.europa.eu/cz/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/cz/eu/fqd/art7a">http://cdr.eionet.europa.eu/cz/eu/fqd/art7a</a>	Article 7a
Denmark	<a href="http://cdr.eionet.europa.eu/dk/eu/fqd/art8_1">http://cdr.eionet.europa.eu/dk/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/dk/eu/fqd/art7a">http://cdr.eionet.europa.eu/dk/eu/fqd/art7a</a>	Article 7a
Estonia	<a href="http://cdr.eionet.europa.eu/ee/eu/fqd/art8_1">http://cdr.eionet.europa.eu/ee/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/ee/eu/fqd/art7a">http://cdr.eionet.europa.eu/ee/eu/fqd/art7a</a>	Article 7a
Finland	<a href="http://cdr.eionet.europa.eu/fi/eu/fqd/art8_1">http://cdr.eionet.europa.eu/fi/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/fi/eu/fqd/art7a">http://cdr.eionet.europa.eu/fi/eu/fqd/art7a</a>	Article 7a
France	<a href="http://cdr.eionet.europa.eu/fr/eu/fqd/art8_1">http://cdr.eionet.europa.eu/fr/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/fr/eu/fqd/art7a">http://cdr.eionet.europa.eu/fr/eu/fqd/art7a</a>	Article 7a
Germany	<a href="http://cdr.eionet.europa.eu/de/eu/fqd/art8_1">http://cdr.eionet.europa.eu/de/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/de/eu/fqd/art7a">http://cdr.eionet.europa.eu/de/eu/fqd/art7a</a>	Article 7a
Greece	<a href="http://cdr.eionet.europa.eu/gr/eu/fqd/art8_1">http://cdr.eionet.europa.eu/gr/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/gr/eu/fqd/art7a">http://cdr.eionet.europa.eu/gr/eu/fqd/art7a</a>	Article 7a
Hungary	<a href="http://cdr.eionet.europa.eu/hu/eu/fqd/art8_1">http://cdr.eionet.europa.eu/hu/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/hu/eu/fqd/art7a">http://cdr.eionet.europa.eu/hu/eu/fqd/art7a</a>	Article 7a
Ireland	<a href="http://cdr.eionet.europa.eu/ie/eu/fqd/art8_1">http://cdr.eionet.europa.eu/ie/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/ie/eu/fqd/art7a">http://cdr.eionet.europa.eu/ie/eu/fqd/art7a</a>	Article 7a
Italy	<a href="http://cdr.eionet.europa.eu/it/eu/fqd/art8_1">http://cdr.eionet.europa.eu/it/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/it/eu/fqd/art7a">http://cdr.eionet.europa.eu/it/eu/fqd/art7a</a>	Article 7a
Latvia	<a href="http://cdr.eionet.europa.eu/lv/eu/fqd/art8_1">http://cdr.eionet.europa.eu/lv/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/lv/eu/fqd/art7a">http://cdr.eionet.europa.eu/lv/eu/fqd/art7a</a>	Article 7a
Lithuania	<a href="http://cdr.eionet.europa.eu/lt/eu/fqd/art8_1">http://cdr.eionet.europa.eu/lt/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/lt/eu/fqd/art7a">http://cdr.eionet.europa.eu/lt/eu/fqd/art7a</a>	Article 7a
Luxembourg	<a href="http://cdr.eionet.europa.eu/lu/eu/fqd/art8_1">http://cdr.eionet.europa.eu/lu/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/lu/eu/fqd/art7a">http://cdr.eionet.europa.eu/lu/eu/fqd/art7a</a>	Article 7a
Malta	<a href="http://cdr.eionet.europa.eu/mt/eu/fqd/art8_1">http://cdr.eionet.europa.eu/mt/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/mt/eu/fqd/art7a">http://cdr.eionet.europa.eu/mt/eu/fqd/art7a</a>	Article 7a
Netherlands	<a href="http://cdr.eionet.europa.eu/nl/eu/fqd/art8_1">http://cdr.eionet.europa.eu/nl/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/nl/eu/fqd/art7a">http://cdr.eionet.europa.eu/nl/eu/fqd/art7a</a>	Article 7a
Poland	<a href="http://cdr.eionet.europa.eu/pl/eu/fqd/art8_1">http://cdr.eionet.europa.eu/pl/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/pl/eu/fqd/art7a">http://cdr.eionet.europa.eu/pl/eu/fqd/art7a</a>	Article 7a



Portugal	<a href="http://cdr.eionet.europa.eu/pt/eu/fqd/art8_1">http://cdr.eionet.europa.eu/pt/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/pt/eu/fqd/art7a">http://cdr.eionet.europa.eu/pt/eu/fqd/art7a</a>	Article 7a
Romania	<a href="http://cdr.eionet.europa.eu/ro/eu/fqd/art8_1">http://cdr.eionet.europa.eu/ro/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/ro/eu/fqd/art7a">http://cdr.eionet.europa.eu/ro/eu/fqd/art7a</a>	Article 7a
Slovakia	<a href="http://cdr.eionet.europa.eu/sk/eu/fqd/art8_1">http://cdr.eionet.europa.eu/sk/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/sk/eu/fqd/art7a">http://cdr.eionet.europa.eu/sk/eu/fqd/art7a</a>	Article 7a
Slovenia	<a href="http://cdr.eionet.europa.eu/si/eu/fqd/art8_1">http://cdr.eionet.europa.eu/si/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/si/eu/fqd/art7a">http://cdr.eionet.europa.eu/si/eu/fqd/art7a</a>	Article 7a
Spain	<a href="http://cdr.eionet.europa.eu/es/eu/fqd/art8_1">http://cdr.eionet.europa.eu/es/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/es/eu/fqd/art7a">http://cdr.eionet.europa.eu/es/eu/fqd/art7a</a>	Article 7a
Sweden	<a href="http://cdr.eionet.europa.eu/se/eu/fqd/art8_1">http://cdr.eionet.europa.eu/se/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/se/eu/fqd/art7a">http://cdr.eionet.europa.eu/se/eu/fqd/art7a</a>	Article 7a
United Kingdom	<a href="http://cdr.eionet.europa.eu/gb/eu/fqd/art8_1">http://cdr.eionet.europa.eu/gb/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/gb/eu/fqd/art7a">http://cdr.eionet.europa.eu/gb/eu/fqd/art7a</a>	Article 7a

Other EEA countries	URL to FQD folder in EEA Central Data Repository (CDR)	Title
Iceland	<a href="http://cdr.eionet.europa.eu/is/eu/fqd/art8_1">http://cdr.eionet.europa.eu/is/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/is/eu/fqd/art7a/">http://cdr.eionet.europa.eu/is/eu/fqd/art7a/</a>	Article 7a
Liechtenstein	<a href="http://cdr.eionet.europa.eu/li/eu/fqd/art8_1">http://cdr.eionet.europa.eu/li/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/li/eu/fqd/art7a/">http://cdr.eionet.europa.eu/li/eu/fqd/art7a/</a>	Article 7a
Norway	<a href="http://cdr.eionet.europa.eu/no/eu/fqd/art8_1">http://cdr.eionet.europa.eu/no/eu/fqd/art8_1</a>	Article 8 (1)
	<a href="http://cdr.eionet.europa.eu/no/eu/fqd/art7a/">http://cdr.eionet.europa.eu/no/eu/fqd/art7a/</a>	Article 7a

By 31st August each year the Member States must submit their data in accordance with Article 7a and Article 8(1) of the FQD. In order to submit each year in the right place, the text below explain how the respective envelope can be created.

#### *Create envelopes for Fuel Quality Directive country submissions*

For each Member State Eionet Helpdesk has created a subfolder named “Article 7a” or “Article 8 (1)” in folder named “Fuel Quality Directive”. These folders are linked to the Fuel Quality Directive reporting obligation in the EEA reporting obligations database (ROD).

For uploading a country report log into the “Article 7a” or “Article 8 (1)” folder for your country by using your Eionet user name and password as shown in the example below.



Now create a new envelope to host your data. Please add a meaningful title for the envelope, including the year in which the report has to be submitted, e.g. “2017 submission” or “2018 submission”. Envelope description and coverage note fields are optional.

**New envelope**

Open the new envelope by clicking on its title.

Activate the task, by clicking on the related button.

**Activate task**

Activating means that you have reserved the envelope for yourself to work on. Other users will not be able to modify it. Your new envelope is now in Draft status and files can be added.

For adding the country file, continue with the next step.

#### *Upload your Fuel Quality Directive country submission and make it available*

Provide your Fuel Quality Directive country report within the newly created envelope “2015 submission” in the “Article 8 (1)” folder. Upload your country report that follows the most up-to-date template using the “Add file” option.

**Add file**

If the country report is also available from your national web site, provide a link to its exact location.

**Add hyperlink**

Links can be added to an envelope by using the “Add hyperlink” option.



Once you are satisfied that you have uploaded the correct information, complete your delivery by releasing the envelope using the “Release envelope” option.

The purpose of release is to signal that all necessary data has been uploaded and can now be officially delivered (see next step).

**Release envelope**

### Complete the delivery or go back to drafting?

There is a possibility to re-open the envelope so that you can make corrections e.g. upload a missed file or remove a wrong one. In order to do so, click on the link “Redeliver or Finish” (see also below) which brings you back to a completed Step 2. You will have to activate the task (as before), add or remove files, and eventually release the envelope again.

**EIONET**  
Central Data Repository

SERVICES | REPORTNET | TOOLS | TOPICS (ETCS)

You are here: Eionet > CDR > Austria > European Union (EU), ... > Fuel Quality Directive > Art. 8 (1) > Fuel quality report 2015

**Fuel quality report 2015**

Overview | Edit properties | History

**Description**  
**Obligations** [Fuel Quality Directive](#)  
**Period** 2014 - Whole Year  
**Coverage** Austria  
**Reported** 03 Jun 2015 18:03

**Status** Task(s) waiting to be assigned: [Activate task: Redeliver or finish](#) (The envelope is released. You can now go back to draft in order to add/remove files or finish your delivery which will post an automatic confirmation of receipt and complete the envelope.)

**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	2014_clean_Template.xls	03 Jun 2015	964 KB
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Feedback for this envelope  
 No feedback posted in this envelope

Navigation:  
 >> Search by obligation  
 >> Search XML files  
 >> Search for feedback  
 >> Global worklist  
 >> Notifications  
 >> Help

Account Services  
 I have  
 >> lost my password

Buttons: Zip Envelope, Activate task, Deactivate task

**To complete the official submission of the electronic Fuel Quality Directive data, you need to do more than just release the envelope!** In order to do so, click on the link “Redeliver or Finish” (see also above). The reporter has then the choice to go “back to drafting” or “Finish” for the delivery of the envelope.

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  
 No feedback posted in this envelope

Clicking on “Finish” will close the envelope and indicate to the EEA that your electronic submission is complete. Reportnet will issue and save in the envelope an automated but official



confirmation letter from the EEA, which you can forward to DGCLIMA ([ENV-Report-98-70@ec.europa.eu](mailto:ENV-Report-98-70@ec.europa.eu) with [fgd@eea.europa.eu](mailto:fgd@eea.europa.eu) in copy) as confirmation of submission. Your Fuel Quality Directive submission is now publicly available in the Reportnet Central Data Repository (CDR).

Please note that completed envelopes cannot be edited anymore and will not be deleted from the Reportnet. If any correction should be required, a new envelope would have to be created and the old content will remain in the system.

More help on Reportnets Central Data Repository is available from <http://cdr.eionet.europa.eu/help>. There is a Fuel Quality Directive folder where both the templates and these guidelines are available (<http://cdr.eionet.europa.eu/help/fqd>)

In case of login problems, please contact Eionet Helpdesk: [helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu).

## Additional References

About Eionet: <http://www.eionet.europa.eu/about>

Eionet terminology: <http://www.eionet.europa.eu/acronyms>

About Reportnet: <http://www.eionet.europa.eu/reportnet>