



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY
DIRECTORATE-GENERAL FOR CLIMATE ACTION

Reporting Guidelines

Dataflow 1: Progress towards targets

GHG

**under Regulation (EU) 2018/1999 on Governance of the Energy Union
and Climate Action
Implementing Regulation 2022/2299
Annex 1**

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1. INTRODUCTION

1.1. This document

From 2023, reporting on ‘Progress towards targets for greenhouse gas emissions and removals’ is part of the national energy and climate progress reports (Article 17) under Regulation (EU) 2018/1999 on the Governance of the Energy Union and Climate Action.

This document provides both technical and thematic guidance for the relevant reporting obligation and the use of the e-platform. The purpose of the guidelines is to support Member States in reporting this information by outlining:

- How to utilise the reporting platform
- Background information and examples for the information required,
 - *Technical guidelines* – facilitating how to report.
 - *Thematic guidelines* – facilitating what to report.
- Information on finalising reporting,
- The quality checks carried out.

Ultimately, the goal is to improve the quality of the information reported by Member States and disseminated through the e-platform, by making it more timely, transparent, complete, consistent, comparable, coherent and accurate.

These reporting guidelines have been prepared by the European Commission, the EEA and its ETC-CM to provide guidance and support to the Member States for this transition to the new reporting obligation and reporting tool.

Some additional and background information is annexed to this document:

- Annex 1: Reporting roles.

1.2. Legal background

According to Article 17(1) of the [Regulation \(EU\) 2018/1999](#) (Governance Regulation), by 15 March 2023, and every two years thereafter, each Member State shall report to the Commission on the status of implementation of its integrated national energy and climate plan (NECP) by means of an integrated national energy and climate progress report (NECPR) covering all five dimensions of the Energy Union.

The recently adopted Commission [Implementing Regulation \(EU\) 2022/2299](#) ‘Laying down rules for the application of Regulation (EU) 2018/1999 of the European Parliament and of the Council as regards the structure, format, technical details and process for the integrated national energy and climate progress identifies all the reporting requirements within 23 Annexes.

1.3. Overall process of reporting

Each Member State shall submit their NECPR by **15 March 2023**, and every two years thereafter.

The NECPR will be submitted through the e-platform established by the Commission¹. Different elements of the progress reporting will be submitted through one of the following systems: Reportnet 3 and ReportENER.

This reporting obligation will be reported in [Reportnet](#).

1.4. Pre-filling, post-filling, pre-loading

1.4.1. Colour-coding

The Implementing Regulation uses colour-coding for the fields in each table. The below table indicates the meaning of the different colours.

Descriptive text (white/or light grey)	Text describing the purpose of the table / fields (not to be filled by MS)
N/A	Not applicable (not to be filled by MS)
To be filled in by MS	Information to be completed by MS: can be mandatory (if applicable/available) or voluntary
Pre-filling	Information that is already provided by the MS to the Commission through another reporting exercise that finishes substantially before the deadline for the progress report, and if complete, fully covers the requirements of the NECPR, or that is determined by EU legislation. Therefore, MS will not submit the information again as part of the NECPR. Data cannot be altered in the progress reporting, but through the primary process established for the source data. ReportNet specific Prefilled data will not appear directly in a reporting system, however, information on prefilled data will be accessible in the relevant export templates.
Post-filling	Information that is already provided by the MS to the Commission through another reporting exercise, ongoing in parallel to the progress reporting, and if complete, fully covers the requirements of the NECPR. Therefore, MS will not submit the information again as part of the NECPR. Data cannot be altered in the progress reporting, but through the primary process established for the source data. ReportNet specific Post-filled data will not appear directly in a reporting system, however, information on where post-filled data is supposed to be provided will be visible in the relevant export templates. Once the QA/QC process is completed for the other reporting exercise, data will be stored and accessed together as one cohesive set of data.

¹ Article 28 of the Regulation (EU)2018/1999 on the Governance of the Energy Union and the Climate change. E-platform available at: [Reporting system for EU countries | European Commission \(europa.eu\)](#).

Automatically calculated	Fields automatically calculated based on other fields.
--------------------------	--

1.4.2. The process for pre-filling, pre-loading and post-filling of data

The following tables of this dataflow rely (partially) on data that is either pre-filled, or post-filled.

Table	Type of filling	Source(s) of data
Annex 1, table 1 to 3	Post-filling	GHG projections GHG inventory data
Annex 1, table 2	Pre-filling	Annual Emissions Allocations

In the paragraphs below, the process for integrating this data in the progress report is described.

1.4.2.1. GHG projections

Pursuant to Article 18(1)b of the Governance Regulation, GHG projections need to be reported by Member States 15 March 2021, and every two years thereafter, thus coinciding with the NECPRs. Pursuant to Article 17(3) of the Governance Regulation, GHG projections reports shall be covered by the NECPRs.

This information is submitted in parallel to the progress reporting, and will be post-filled in the relevant progress reporting obligations once the QA/QC process for the GHG projections is completed (see Figure 1).

Figure 1 – overview of post-filling



Data cannot be altered in the progress reporting, but through the primary process established for the source data.

The data submitted by the Member State through the primary process (biennial reports pursuant to Article 18(1)(b)) are considered as submissions for the purpose of the reporting obligation under Article 17.

1.4.2.2. GHG inventory data

Pursuant to Article 26(3) of the Governance Regulation, from 2023, Member States shall determine and report to the Commission final greenhouse gas inventory data by 15 March each year, thus coinciding with the NECPRs in uneven years.

This information is submitted in parallel to the progress reporting, and will be post-filled in the relevant progress reporting obligations once the QA/QC process for the GHG projections is completed.

Data cannot be altered in the progress reporting, but through the primary process established for the source data (the GHG inventory reports).

The data submitted by Member State through the primary process (GHG inventory report) will be considered as submission for purpose of the biennial reports under Article 17.

1.4.2.3. Annual Emissions Allocations

The annual emission allocations for years 2021-2030 are laid down in Commission Implementing Decision (EU) 2020/2126 adopted pursuant to Article 4(3) of Regulation (EU) 2018/842 and adjusted in accordance with Article 10 of that Regulation. These annual emissions allocations will be amended in view of adoption of the Effort Sharing Regulation revision, proposed as part of the Fit for 55 package.

Nevertheless, annual emission allocations for 2021 and 2022 will remain unchanged and the latest annual emission allocations will be pre-filled in the relevant tables in the e-platform.

This data cannot be altered by a reporter in the progress reporting.

1.5. Dynamic references to years

Many tables in the annexes to the Implementing Regulation make dynamic references to years, which depend on the year of reporting.

The table below summarizes the dynamic references used in the annexes, and the years they refer to in the first two reporting exercises in 2023 and 2025.

Note: in the e-platform, the years themselves, rather than the dynamic references will be displayed.

Dynamic reference	Respective year in first reporting (2023)	Respective year in second reporting (2025)
X	2023	2025
X-1	2022	2024
X-2	2021	2023
X-3	2020	2022
t	2025	2030
t+5	2030	2035
t+10	2035	2040

t+15	2040	2045
t+20	2045	2050
t+25	2050	2055

2. REPORTNET 3

2.1. Intro

The Governance Regulation specifies in Article 28 that the e-platform should be used for reporting on all dimensions of the Energy Union by Member States and the Commission, assisted by the European Environment Agency.

The e-platform consists of different elements, notably “ReportNet 3: and “ReportENER”. For the dataflow(s) described in this document, ReportNet 3 is used.

Reportnet 3 (<https://reportnet.europa.eu/>) is the next generation platform for reporting environmental data to the EEA and also host several reporting tasks for the European Commission. Reportnet 3 is a centralized e-Reporting platform, aiming at simplifying and streamlining the data flow steps across all environmental domains. The system acts as a one-stop-shop for all involved stakeholders.



2.2. Logging in

User authentication is carried out on the **EU login** platform, hence you need to have an EU login account before you can be authenticated for Reportnet 3 access.

How to log in. In this guide you will find the steps for the following:

- A. Regular login process: Where you already have an EU account and you have logged on to Reportnet 3 before,
- B. Creating an EU login account: Where you do not have an EU account,
- C. Logging on for the first time: Where you have an EU account but you have not logged on to Reportnet 3 before.

For a visual guide, please check [this document](#).

A. Regular login to Reportnet 3.0

- 1. Navigate to Reportnet 3 and click on the “Login” button at the top right,
- 2. You will be redirected to authenticate using EU login,
- 3. With a successful login you will be redirected back to Reportnet 3,
- 4. You will see the dataflows you have authorisation to access.

B. Creating an EU login

EU Login (<https://webgate.ec.europa.eu/cas>) is the entry gate to sign in to the Reportnet 3 platform as well as different European Commission services and/or other systems. EU

Login verifies your identity and allows recovering your personal settings, history and access rights in a secure way.

1. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account,
2. Click on the "Create an account" link on the EU Login sign-in page,
3. Fill in the provided form with your personal details,
4. If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. If you cannot find the e-mail, check your spam or junk folder,
5. Click the link in the e-mail or copy/paste it in the address bar of your browser,
6. Select and confirm a password and click on "Submit",
7. You now have an EU Login account and can proceed with the login for Reportnet 3 from the home page,
8. As this is the first time you will login in to the Reportnet 3 platform, there are some additional steps to follow (next section) after you have been authenticated.

C. First time login to Reportnet 3.0

1. If this is your first login to Reportnet 3, after you have been authenticated by EU login, you will be asked to fill a form. Username should just be your email address,
2. You are now logged in. However you will not see any dataflows the first time you log in. You will be sent an email when the reporting is open for your credentials.

If you need support please contact the EEA:

- Governance Regulation helpdesk: govreg@eea.europa.eu
- Reportnet helpdesk: helpdesk@reportnet.europa.eu

2.3. Dataflow overview

Once you are successfully logged-in to Reportnet 3 you will see the **dataflows assigned to you**. If this is your only reporting obligation in Reportnet, you will only see this obligation. If you are a reporting on multiple obligations they should all appear here.

For historic dataflows, please note that these will still be visible in Reportnet. All dataflows will be labelled with the relevant reporting year (i.e., the first submission will be 2023). All dataflows in grey are closed (i.e. new submissions are now blocked, but data can still be reviewed and exported).

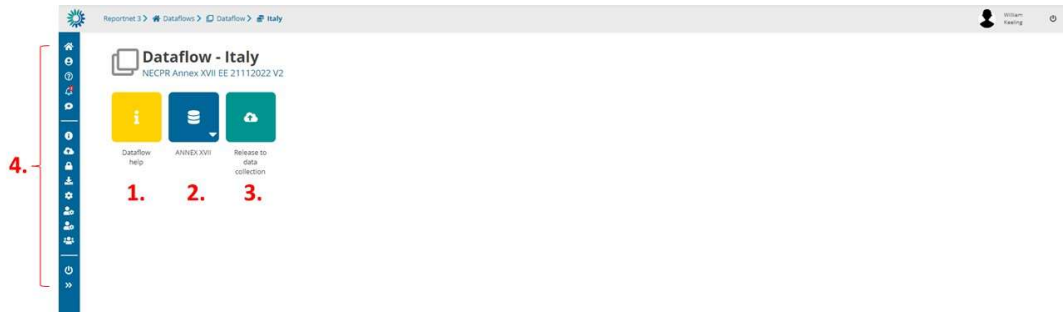


Once selecting the relevant dataflow, you will see the **reporting window** for the dataflow.

The reporting window is made up of several key elements:

1. Dataflow help,

2. Data schema(s),
3. Data submission,
4. Navigation bar.



Dataflow help is presented on the far left (in yellow), and provides relevant helpful documentation, including this guidelines.

Inside dataflow help, useful documentation will be made available here, including:

- **Supporting documents:**
 - These guidelines,
 - Excel import documentation.
- **Web links:**
 - Video trainings (technical and thematic) via YouTube,
 - Legislation,
 - Links to relevant materials used within the dataflow,
 - Other possible guidance of relevance.

Dataflow help NECPR Annex XVII EE 21112022 V2

Supporting documents	Web links	Dataset schemas
 Upload		
Title ▾ Import_Template_Annex XVII.xlsx		

Data schemas (in blue) are the location where data can be reported. Please see Section 1.1 for detailed guidance on how to report. Different categories exist depending on the dataflow. For this dataflow the relevant data schemas include:



- **Data:** where reported data is provided,
- **Attachments:** where additional information (technical report and other supporting documentation) can be attached,

Data submission (in green) are located on the right in the reporting window. For more information please see Section 0. These include:



- **Release to data collection:** to submit your final reported information.
- **Confirmation receipt:** is available only after the data is submitted.

1. The blue navigation bar on the left provides many key pieces of information for reporters. Important icons include:



2.



1. **Help:** which explains the main elements at each level.
2. **Notifications:** stores and monitors what happens in the dataflow, downloaded files are also available here.



If the system doesn't react click refresh to reload page

 Refresh

2.4. Organizing the reporting network

Lead reporters are officially nominated and are the ones that can submit data. They are also responsible for adding and managing supporting reporters (see guidance below).

Supporting reporters can upload and modify data in the system but cannot add other reporters or officially submit data.

For more information on the roles in the reporting process, please see Annex 1 of this document.

Roles in Reportnet 3



Lead Reporter(s)

Up to two per country per reporting obligation.

Formally nominated.

Able to submit final data or reports.



Supporting Reporter(s)

Unlimited number per country per reporting obligation.

Managed by the Lead Reporter(s).



A lead reporter can nominate as many supporting reporters as is necessary. This is achieved by selecting the **manage reporters** icon in the blue bar.

Lead reporters are responsible to maintain the reporting network.

2.5. Technical details of reporting

This section provides the technical guidance required for reporting in Reportnet 3. This includes:

- Use of import/export templates,
- Use of Reportnet tabular data view.

To ensure that Member States can report as easily as possible, the recommended workflow for this dataflow is as follows.

1. Download import/export template,
2. Input data in the template in excel,
3. Upload data to Reportnet,
4. Validate data (see Section 0),
5. Edit data in Reportnet (tabular data) only for minor updates (align data in input template),
6. Submit data when final data is ready.



Video trainings on the technical details of reporting are available through the EEA's YouTube channel: [Reportnet 3 tutorials](#)

2.5.1. Use of import templates

A dedicated excel import file has been prepared for this dataflow, to ensure the ease-of-use for Member States, and is the recommended method for filling in this dataflow. It is

important to note that if this method is used, attention should be had to **always update the excel document** utilised to ensure future data is not overwritten.



Note: The import and export templates for this dataflow are both useable as import templates (see Section 2.5.2).

2.5.1.1. Import template - downloading

The excel import template can be **downloaded within the dataflow help icon** in the dataflow's reporting window. The file is called Import_Template_AnnexI.



2.5.1.2. Overview of excel import template

The document is designed to look and feel similar to the legislation you are accustomed to. The tables are grouped into worksheets, to make all the reporting information easily accessible. **Some tables have been modified, or some additional worksheets have been included** to provide context or more structured information. These cases are justified and explained in great detail in Section 1.1.

The template additional contains an **instructions page** which provides:

- Basic instructions on understanding the dataflow,
- Links to guidance,
- Contents of the excel,
- Counter of answers,
- Information on pre-filling / post-filling.

This excel import template includes the following worksheets:

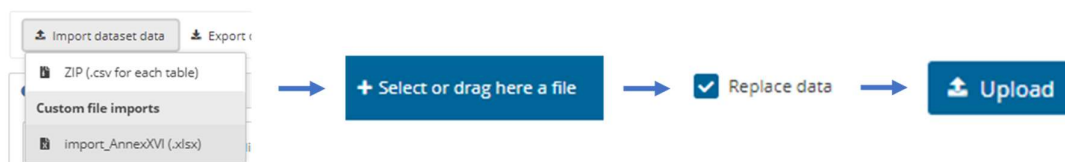
- Instructions,
- Table 1 – Current and projected national progress towards the national greenhouse gas (GHG) emissions reduction targets in view of climate-neutrality,
- Table 2 – Current and projected progress towards the annual binding national limits pursuant to Regulation (EU) 2018/842,
- Table 3 - Current and projected progress towards commitments pursuant to Regulation (EU) 2018/841,
- Table 4 - Current and projected progress towards other national greenhouse-gas related targets and objectives set out in integrated national energy and climate plans, including sector targets.

However table 2 only includes prefilled, postfilled and aggregate data and therefore is only of relevance for the excel export file.

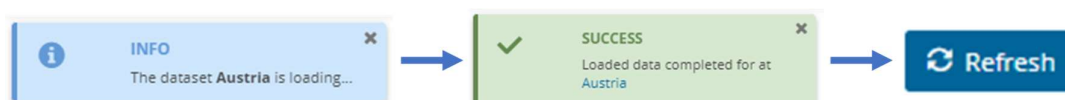
2.5.1.3. Importing data into Reportnet

To upload your data, firstly go into the **data schema** of Reportnet.

Click on **Import dataset data** (do not confuse with *Import table data*) and select **Import_AnnexI (.xlsx)**. You will be prompted to select or drag your excel template and click **Upload**. If you are re-uploading an Excel file it is recommended to click before on *Replace data* to remove the old data and avoid duplication of records.



The file will upload and you will see a **blue info notification** on the top-right corner informing you the dataset is loading. Now the system will take the data from the Excel templates and manipulate it so it fits the structure of Reportnet. Once the dataset has been loaded, you will see a **green success notification** (this should only take a few minutes). Once the data is successfully loaded in, click the button **Refresh** in the top-right corner to display your data.

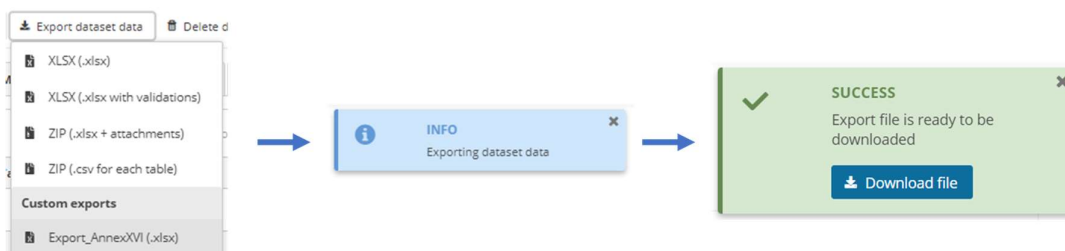


2.5.2. Special workflow with export templates

This dataflow includes pre-filled, post-filled, and/or aggregated data information, that is not directly reported via Reportnet, but via other platforms (see Section 1.4.2). Therefore a special workflow has been created to allow access/use of this information in the most efficient means for Member States in their reporting obligations.

Excel export templates can be downloaded from Reportnet to include the pre-filled information that is useful for reporting. To download the excel export template, enter the data schema and click on the **Export dataset data** icon. Here you select the custom export **Export Annex I (.xlsx)**.

Once selected Reportnet will prepare your download, collating pre-filled data (and additional data entered into Reportnet if you have already entered/imported data). You will be prompted by a **blue information icon**. Once successful a **green success icon** will appear with a download link, click here to download your export template.



If the **green success icon** disappears, or you close it, then **the download can still be accessed under the notifications icon** in the blue bar. Here you will find a success

notification titled “External reporting export file generated successfully”, with a download file action to the right. This is the link that allows you to download the export file.



This document will look nearly identical to the import template (see Section 2.5.1). The main difference is that cells linked to pre-filling, post-filling, and aggregations are now colour coded according to the legislation (see Section 1.4.1).

You may now edit the data linked to green cells and re-import with the export template into Reportnet (see Section 2.5.1).



It is **not possible** to import pre-filled, post-filled, or aggregate data into Reportnet. If there are issues with the non-Reportnet data, please follow up with the relevant data owner (see Section 1.4).

2.5.3. Use of Reportnet tabular data view

Once inside a data schema, you will have access to the **tabular data format** of your data within Reportnet 3. This is how your data is processed in the system and released into a database. The data schema is organised by table, which can be selected at the top of the data table.

Data can be manually edited within Reportnet by clicking on the relevant cell. However, it is highly recommended that if edits are made in Reportnet directly that the accompanying excel is updated accordingly. This can be achieved via utilising the export functionality (see Section 2.5.2).

Please note that this information **only includes data reported to Reportnet 3** (green cells in the legislation). Data coming from other reporting obligations (i.e., pre-filled / post-filled / aggregated) will not be displayed here. On how to access this data see Section 2.5.2.



The **attachments schema** can be used to add supporting documentation to this dataflow, allowing you to clarify further details on the data provided. This is a useful tool for adding information not requested within the tables.

2.5.4. Notation keys

Notation keys are a type of statistical symbol which replace, or supplement, numeric (integer/float) values where not available. The term notation key is officially used within the UNFCCC Greenhouse Gas (GHG) inventory reporting². In this context they provide additional information in a condensed and standardised format for the reasons why data cannot be reported.

As of 2025, notation keys will be used in NECPR reporting in Reportnet 3. The purposes of which is to provide more nuance on the data reported and reducing the

² https://unfccc.int/resource/tet/bg/bg2-02_Overview_Notation_Keys.pdf

requirements for redundant follow up during the post-submission quality assurance process. Notation keys are therefore only required for non-mandatory reporting values (and only instead of a NULL value). For mandatory fields, notation keys will not be accepted and a reporting value is required.

The notation keys being deployed in Reportnet 3 are as follows:

Notation key	Description
NA	Not applicable - For data and activities in a reporting country that are not applicable or relevant to the context of the reporting country. Anticipated to be used in the context of Miap and V reporting fields. This notation key can be used instead of a value or 0, to ensure complete reporting.
NAv	Not available – For data and activities in a reporting country that are applicable to the context of the reporting country, however the data is not available. Anticipated to be used in the context of Miap, Miav and V reporting fields. This value can be used instead of a value or 0, to ensure complete reporting.

Notation keys can be added both via the import template or via the Reportnet tabular data viewer. In both cases only one notation key can be reported for a single cell of the reporting. If using the import template, the specific value of the notation key must be reported precisely instead of a quantitative value. Any deviation from the code above will result in an incorrect import (e.g. “NA_”, “NA;NAv”, “Not applicable” would activate a blocker in the system).

An overview of the specific notation keys accepted throughout the dataflow are detailed below:

Annex, Table	Reporting element	Notation keys accepted
Annex I, Table 1	Climate neutrality	NA
Annex I, Table 1	Role of removals	NA
Annex I, Table 1	National GHG target	NA
Annex I, Table 3	LULUCF commitments as expressed in the current NECP	NA
Annex I, Table 4	Year	NA



Notation keys are now a required value instead of a “NULL” value, for Miap, Miav and V reporting values. **If neither a value or notation key is provided, a blocker will activate in the dataflow** (See section 4).

3. THEMATIC GUIDELINES FOR REPORTING

This section provides the step-by-step guidelines for reporting. This includes visual guide **of how and where** to report in Reportnet (via excel template), as well as information on the **purpose of reporting** and guidance on **what to report**. This is structured as follows:

- Purpose,
- Guidance (screenshot and data format included),
- Good examples (where available),
- Not recommended (where available),
- Level of obligation (Mandatory, Mandatory if applicable, Mandatory if available, Voluntary).

For tables that will be pre-filled or post-filled based on other reporting sources, or for annexes that are more straightforward, simplified guidance is provided.

3.1. Introduction

This document provides guidance for reporting information on the Decarbonisation dimension (Article 2), according to Annex I of the Implementing Regulation and focussing on the Member States' progress towards their greenhouse gas emission reduction targets and towards EU's climate neutrality objective. This includes:

- Table 1: Current and projected national progress towards the national greenhouse gas (GHG) emissions reduction targets, information about their climate-neutrality year and the role of removals in their national targets;
- Table 2: Current and projected progress towards the Member States' annual emission allocations pursuant to Effort Sharing Regulation;
- Table 3: Current and projected progress towards commitments in land use, land use change and forestry sector under LULUCF Regulation as set out in Member States' NECPs; and,
- Table 4: Current and projected progress towards other national greenhouse-gas related targets and objectives set out in integrated national energy and climate plans, including sectoral targets.

3.2. Annex I, Table 1: Current and projected national progress towards the national greenhouse gas (GHG) emissions reduction targets in view of climate-neutrality

Reporting element	ID ⁽¹⁾	Specification	Scope ⁽²⁾	Unit	GWp ⁽³⁾	X-3	X-2	Year 2030	2040	2050	Target year for climate-neutrality	Indirect CO ₂ -emissions included (yes/no)? ^(4a)
Climate-neutrality ⁽¹⁾	A1	M _{net}									1.	
Role of removals ⁽¹⁾	A2	M _{rem}		ktCO ₂ e	AR 5			2.				
National GHG target – for 2030 and beyond, if available, and indicative milestones for 2040 and 2050.	B	M _{net}	Total GHG emissions excluding LULUCF, excluding international aviation ⁽²⁾	ktCO ₂ e	AR 5			3.				<please select>
	C	M _{net}	Total GHG emissions including LULUCF, excluding international aviation ⁽²⁾	ktCO ₂ e	AR 5							<please select>
	D	M _{net}	Total GHG including LULUCF, including international aviation ⁽²⁾	ktCO ₂ e	AR 5							<please select>

3.2.1. FIELD 1: Climate-neutrality / Target year for climate-neutrality

Purpose

The EU Climate Law has increased the emphasis on the achievement of the long-term collective objective for the Union to become climate neutral by 2050. The purpose of this field is for the Member State to confirm, if national climate-neutrality objective is in place, or it is outlined in a public document as an indicative milestone, the targeted year for climate-neutrality, in line with their long-term strategies.

Guidance, including format of the data

Member States should add the year in which they expect to achieve climate neutrality. Climate neutrality requires a balance between anthropogenic emissions by sources and removals by sinks of greenhouse gases as regulated in the Union law.

Data format: number (integer)

Level of obligation: Mandatory, if applicable.

Notation keys must be used if the requested data are not reportable indicating “NA” if data is not applicable.

3.2.2. *FIELD 2: Role of removals*

Purpose

In view of achieving the objective of climate neutrality, the potential to capture and remove carbon dioxide from the atmosphere is crucial. The purpose of this field is for the Member State to have a clear understanding of the role played by the natural sinks (e.g. LULUCF, including harvested wood products) and technical sinks (e.g. CCS and CCU), in the achievement of the given target.

Guidance, including format of the data

If national total GHG emissions target for 2030, 2040 or 2050 is in place, or it is outlined in a public document as an indicative milestone, Member States should add the total estimated removals for the target year respectively in ktCO₂e. If national climate-neutrality objective is in place, or it is outlined in a public document as an indicative milestone, Member States should include the total estimated removals for the target year of climate-neutrality in ktCO₂e.

In the context of carbon removal certification framework, ‘carbon removal’ means either the storage of atmospheric or biogenic carbon within geological carbon pools, biogenic carbon pools, long-lasting products and materials, and the marine environment, or the reduction of carbon release from a biogenic carbon pool to the atmosphere. 3 kinds of removals are distinguished:

- permanent carbon storage (geological removals);
- carbon storage products (ie product-based removals); and,
- carbon farming (i.e. land-based removals).

Member States are encouraged to describe in the field the amount of natural sinks and technical sinks that is envisaged to be achieved for each target year (in ktCO₂e).

This value should inform on the amount of removals included in the climate-neutrality target.

Data format: negative number (decimal)

Level of obligation: Mandatory, if applicable.

Notation keys must be used if the requested data are not reportable indicating “NA” if data is not applicable.

3.2.3. *FIELD 3: National GHG target – for 2030 and beyond, if available, and indicative milestones for 2040 and 2050 –*

Purpose

The purpose of this field is for the Member State to indicate, confirm, or update, national economy-wide GHG emissions targets for 2030 and beyond, consistent with the Paris Agreement and the current NECP, and in line with, supplementing or updating, its long-term strategy reported under Article 15 of Regulation (EU) 2018/1999, whether it is set into law or outlined in a public document as an indicative milestone. Adding or updating information on national GHG targets are crucial to a correct assessment of progress towards achieving both the EU 2030 target and the EU climate-neutrality objective by 2050.

Guidance, including format of the data

Member State have to provide quantified levels of total GHG emissions to be achieved in 2030, 2040 and 2050, in ktCO₂e. Where available, in law or in public documents, Member State have to provide the total levels without LULUCF and international aviation, including LULUCF and excluding international aviation, and including both LULUCF and international aviation.

Member States have to indicate with yes/no whether indirect CO₂-emissions are included in the target figure. This is to clarify whether for the calculation, GHG emissions figures from their GHG inventory reports/ GHG projections reports should be used with or without indirect CO₂ emissions. If the Member State indicated that its targets do include indirect CO₂ emissions but its GHG inventories/GHG projections reports do not include them, the calculation will not be possible. In that case, Member State should indicate target without indirect CO₂ emissions.

Data format: number (decimal) for 2030, 2040, 2050, text (yes or no) for *Indirect CO₂-emissions included (yes/no)*

Level of obligation: Mandatory, if applicable

Notation keys must be used if the requested data are not reportable indicating “NA” if data is not applicable.

3.2.4. *Rest of the table*

Guidance, including format of the data

The rest of the table 1 will be post-filled based on other reporting sources, and eventually filled by calculated results. Information on current and projected national progress towards the national greenhouse gas (GHG) emissions reduction targets are

already provided by Member States to the European Commission through biennial reports by Member States submitted pursuant to Article 18(1), point (b) of Regulation (EU) 2018/1999 and annual reports submitted pursuant to Article 26(3) of that Regulation, submitted in parallel to the progress reporting.

Details on pre-filling and post-filling can be found in section 1.4 of this reporting guideline.

3.3. **Annex I, Table 2: Current and projected progress towards the annual binding national limits pursuant to Regulation (EU) 2018/842 as reported pursuant to Article 26(3) and Article 18(1), point(b) of Regulation (EU) 2018/1999**

Guidance, including format of the data

This section will be pre-filled and post-filled based on other sources. No submission from reporters is needed. Annual emissions allocations are laid down pursuant to Regulation (EU) 2018/842. Information on current and projected progress towards the annual binding national limits are already provided by Member States to the European Commission through biennial reports by Member States submitted pursuant to Article 18(1), point (b) of Regulation (EU) 2018/1999 and annual reports submitted pursuant to Article 26(3) of that Regulation in parallel to the progress reporting.

Details on pre-filling and post-filling can be found in section 1.4 of this reporting guideline.

3.4. **Annex I, Table 3: Current and projected progress towards commitments pursuant to Regulation (EU) 2018/841 of the European Parliament and of the Council as reported pursuant to Article 26(3) and Article 18(1), point (b) of Regulation (EU) 2018/1999**

Reporting element	ID	Specification	Description	Unit	GWP ⁽¹⁾	X-3	X-2	Year t	t+5	t+10
Land Use, Land-Use Change and Forestry ⁽²⁾	A	M	1.							
Land Use, Land-Use Change and Forestry in the WEM scenario ⁽³⁾	B	M								
Land Use, Land-Use Change and Forestry in the WAM scenario ⁽³⁾	C	M _{low}								
LULUCF commitment stated in current NECP ⁽⁴⁾	D	M _{up}	2.							

3.4.1. *FIELD 1: Description for pre-filled LULUCF emissions data*

Purpose

The purpose of this field is to provide additional information on historical and projected LULUCF emissions data that has been reported separately. Only the cell under “Description” must be reported here.

Guidance

The cell “Description” should include information, possibly by using links and references to existing documents, on the following:

- For historical data: detailed figures by LULUCF categories, explanations of the main natural and policy drivers of LULUCF emissions and removals, description of the inventory methodologies, envisaged enhancements to the inventory methodologies.
- For projected data (WEM and WAM): detailed figures by LULUCF categories, estimation of the gap between WEM/WAM and the ambition level necessary to reach LULUCF commitment, quantitative estimates of the mitigation impact of the LULUCF relevant policies and measures (including under the Common Agriculture Policy), consistency with the long-term strategy, description of the projection methodologies, envisaged enhancements to the projection methodologies.

Supporting documents can be uploaded to Reportnet using the *Attachments* schema.

Data format: text.

Level of obligation: Mandatory for historical and WEM, Mandatory if available for WAM.

3.4.2. *FIELD 2: LULUCF commitment stated in current NECP*

Purpose

The purpose of this field is to provide descriptive and quantitative information on progress toward individual national LULUCF commitments as stated in the current integrated national energy and climate plan. These commitments should include those referred to in Article 4 of the Regulation (EU) 841/2018 (“LULUCF Regulation”), and any additional national commitments made voluntarily by Member States.

Guidance

Over the period 2021-2025, the LULUCF Regulation sets a binding commitment for each Member State to ensure that accounted emissions from LULUCF sector are entirely compensated by an equivalent accounted carbon removal through action in the sector, known as the “no debit” rule. For the period 2026-2030, the revision of the LULUCF regulation, as agreed by trilogue on 10 November 2022, but yet to be published, will replace the “no debit” rule over the period 2026-2030, by a budget over 2026-2029 and a 2030-point target. Member States are also free to formulate additional voluntary commitment on LULUCF, including as part of their long-term strategy. Where sufficient information is available in 2023 to assess progress towards achieving certain LULUCF commitments set out in the current NECP, Member States should indicate whether or not this progress has been sufficient to achieve these LULUCF commitments and should provide all the information necessary to understand the efforts made to achieve them. In the event that a LULUCF commitment is not met, the Member States concerned are invited to indicate their intentions to make up for the unmet commitment or specify their delivery plan to get back on track with the corresponding ambition trajectory for that commitment.

The description cell should include information, possibly through hyperlinks to existing documents, on the following: recall of LULUCF commitments expressed in the current NECP, progress and achievement of LULUCF commitments that can be assessed at this stage, indicative assessment of the status of other LULUCF commitments, assessment of efforts made so far and still to be made (including in the framework of the Common

Agricultural Policy) to achieve LULUCF commitments, coherence with the long-term strategy, description of assessment methodologies, envisaged enhancements in assessment methodologies.

Where the information available in 2023 is not sufficient to fully assess progress toward LULUCF commitments, such as those referred to in article 4 of the LULUCF Regulation, Member States can use this field to indicate whether they are indicatively on track to meet their commitments, what efforts have been made so far to meet these commitments, and what efforts remain to be made.

Although the field refers to the commitments as formulated in the previous NECP, Member States are also free to indicate any assessment of the progress and efforts made towards new LULUCF commitments, including in relation with the revised commitments under the LULUCF Regulation.

For the column “years”, the values provided should be provided in a consistent way with each LULUCF commitment. In particular, indicative value provided for 2021 (year X-2) in relation with the 2021-2025 commitment under the LULUCF Regulation should be expressed using the accounting rules under the LULUCF Regulation. The column 2020 (X-3) does not apply for the progress report of 2023, but Member States are free to report this information on a voluntary basis.

Data format: text for *description, unit and GWP*. Number (decimal) for *years (X-3, X-2, t, t+5, t+10)*. Negative values indicate the LULUCF sector is a sink of net removals for the reported year. Positive values indicate the LULUCF sector is a source of net emissions from the reported year.

Level of obligation: Mandatory, if applicable

Notation keys must be used if the requested data are not reportable indicating “NA” if data is not applicable.

3.4.3. *Rest of the table*

Guidance

The rest of the table will be pre-filled and post-filled based on other sources. Rules for the monitoring, the reporting and the accounting of annual GHG emissions and removals of CO₂ in the LULUCF sector are laid down pursuant to Regulation (EU) 2018/841, Annex V, Part 3 of the Regulation (EU) 2018/1999 and Annex XX of the Commission Implementing Regulation (EU) 2020/1208. Information on GHG inventory data is already provided by Member States to the European Commission through biennial reports by Member States submitted pursuant to Article 18(1), point (b) of Regulation (EU) 2018/1999 and annual reports submitted pursuant to Article 26(3) of that Regulation in parallel to the progress reporting.

Information on GHG projections is already provided by Member States to the European Commission through biennial reports by Member States submitted pursuant to Article 18(1), point (b) of Regulation (EU) 2018/1999 and annual reports submitted pursuant to Article 26(3) of that Regulation in parallel to the progress reporting. National projections need to take into consideration any policies and measures adopted at Union level and need to include the information set out in Annex VII of the Governance Regulation.

Details on pre-filling and post-filling can be found in section 1.4 of this reporting guideline.

3.5. Annex I, Table 4: Current and projected progress towards other national greenhouse-gas related targets and objectives set out in integrated national energy and climate plans, including sector targets in accordance with Article 4(a), point (1)(iii) of Regulation (EU) 2018/1999

National target / objective ⁽¹⁾	Specification Reporting Element	Name of national target / objective	Sector(s) addressed	Description ⁽²⁾	Unit ⁽³⁾	GWP used ⁽⁴⁾	X-3	X-2	Year t	t+5	t+10
National target / objective #1	Target/ objective	1.	2.	3.	4.	5.	6.				
	Current progress										
	Projected progress under WEM scenario										
	Projected progress under WAM scenario										

The purpose of this table is for the Member State to ensure a comprehensive, robust and comparable report of all other national targets and objectives set by the Member States in their current NECPs. These are on top of the those required under EU regulation. Those other national target and objectives should be in line with the objective of the Union to achieve a balance between anthropogenic GHG emissions by sources and removals by sinks as early as possible and achieve negative emissions thereafter.

Member States should use a separate block of rows for each relevant other national targets and objectives they had set out in their NECP and that have not been reported in previous tables. The template can accommodate a total of 30 targets / objectives. If additional targets need to be reported, please contact the EEA. Do not insert new rows in the Excel template.

Purpose

The purpose of this field is for the Member State to ensure systematic comparability of reported data between the target, the current progress and the projected progress under various scenarios.

3.5.1. FIELD 1: Name of national target/objective

Purpose

The purpose of this field is for the Member State to provide the name of the national target or objective.

Guidance, including format of the data

Provide the name of the national target or objective (e.g. Transport emissions target) that was reported in their current NECP.

Data format: text

Level of obligation: Mandatory, if applicable (i.e. Member States are obliged to provide the information if other relevant national objectives and targets were set in their current NECP).

3.5.2. FIELD 2: Sector(s) addressed

Purpose

The purpose of this field is for the Member State to describe the scope and potential of impact of the target. It is necessary to understand the sector(s) that the Member State targets.

Guidance, including format of the data

Provide details on the sector addressed (e.g.. Transport (CRF 1.A.3)).

Data format: text

Level of obligation: Mandatory, if applicable (i.e. Member States are obliged to provide the information if the relevant national objectives and targets have been set).

3.5.3. *FIELD 3: Description*

Purpose

The purpose of this field is for the Member State to provide a textual description of the target/objective and, if needed, a qualitative assessment of the progress to target.

Guidance, including format of the data

Provide a clear and concise description of the target / objective (e.g. ‘MS envisages to reduce GHG emissions in this sector by 15 % in 2030 (compared to 2005)’).

In the case that the progress to target/objective cannot be expressed in quantitative terms, please describe the progress textually in this field instead that in Field 6 (Year).

Level of obligation: Mandatory, if applicable (i.e. Member States are obliged to provide the information if the relevant national objectives and targets have been set).

3.5.4. *FIELD 4: Unit*

Purpose

The purpose of this field is for the Member State to add units comparable to the unit of projected progress data.

Guidance, including format of the data

The unit should be the same for the target, the historic data, and the projected data.

Data format: text

Level of obligation: Mandatory, if applicable (i.e. Member States are obliged to provide the information if the relevant national objectives and targets have been set).

3.5.5. *FIELD 5: GWP used*

Purpose

The purpose of this field is for the Member State to describe the Global Warming Potential references used.

Guidance, including format of the data

Member States are to provide information according to which the national Global Warming Potential values the GHG emissions were calculated.

- AR 4 = Global Warming Potential values from the IPCC's 4th Assessment Report
- AR 5 = Global Warming Potential Values from the IPCC's 5th Assessment Report

Data format: text

Level of obligation: Mandatory, if applicable (i.e. Member States are obliged to provide the information if the relevant national objectives and targets have been set).

3.5.6. *FIELD 6: Year*

Purpose

The purpose of this field is for the Member State to provide numerical values detailing the progress of the described targets across time.

Guidance, including format of the data

For every year, Member States should provide numerical values quantifying the other national greenhouse-gas related targets described in the previous fields, if applicable.

The years are defined as follows:

- t = the first future year ending with 0 or 5 immediately following the reporting year; therefore, the years for reporting as mentioned in the template will be t , $t+5$ and $t+10$. For instance – 2025, 2030 and 2035
- X = reporting year; therefore, the years for reporting as mentioned in the template will be $X-3$ and $X-2$, for instance the historic reporting years for a submission in 2023 will be 2020 and 2021. Please note that $X-3$ will be voluntary for those Member States submitting their first progress updates in 2023.

In order to ensure systematic comparability of reported data between the target, the current progress and the projected progress under various scenarios. numerical values should be provided for the following categories, when applicable:

- **Target/Objective:** The numerical values defining the other individual national greenhouse gas targets and objectives (e.g. sector targets) as reported in the NECP.
- **Current progress:** Information on current level ($X-3$ and $X-2$) of greenhouse gases according to the specification of the defined target/objective mentioned above This allows the calculation of distance between historic data and national objective.
- **Projected progress under “With Additional Measures” (WEM):** Information on projected level (WEM scenario) of greenhouse gases according to the specification from previous fields. This allows the comparison of the national target with the projected emissions in the relevant sector.

- **Projected progress under “With Existing Measures” (WAM):** Information on projected level (WAM scenario) of greenhouse gases according to the specification from previous fields. This allows the comparison of the national target with a more ambitious future scenario for the relevant sector.

The unit should be the same for all years and categories (target, current progress and projected progress).

Example³: If the target is a certain level of emissions in the transport sector, provide absolute GHG emissions in Transport (CRF 1.A.3) according to the different categories. This allows to see the targeted GHG emissions (line *target/objective*) alongside the historic emissions from the inventory (line *current progress*) and projected future emissions (lines *projected progress under WEM/WAM scenario*) within the same sector.

Data format: number (decimal). If the value is a percentage, please ensure there is no blank space between the number and the % sign. Alternatively, you can write the percentage as a decimal (e.g. 15% = 0.15).

Level of obligation: Mandatory, if applicable (i.e. Member States are obliged to provide the information if the relevant national objectives and targets have been set).

Notation keys must be used if the requested data are not reportable indicating “NA” if data is not applicable.

³ As there is no standardised format on how to report on other national targets/objectives, no automatic progress calculation can take place and only absolute targeted, historic and projected data is required.

4. FINALIZING REPORTING

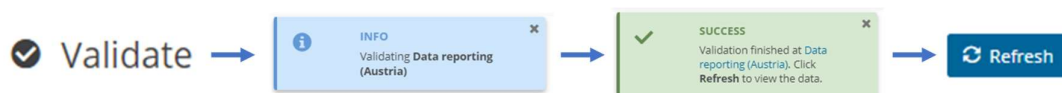
4.1. Validating your submission

Reportnet is designed to run a series of quality checks once data is reported. This assists you in the reporting process. See Section 4.1 for a detailed overview of the Quality Assurance and Quality Control (QAQC) procedures undertaken for the dataflows described in this document.

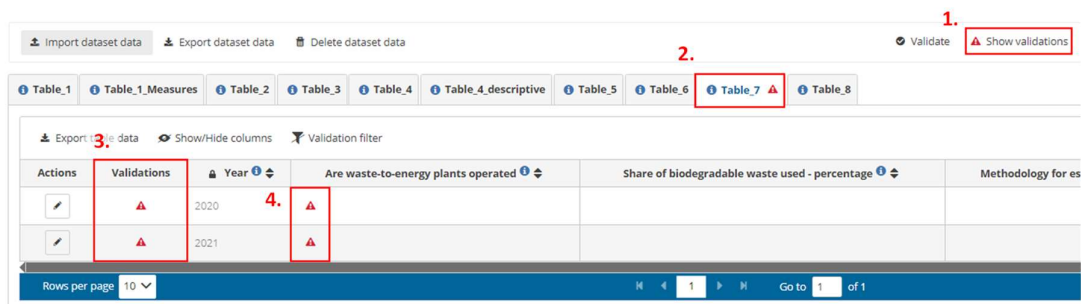
There are four types of errors in Reportnet 3:

-  **Blocker** – serious issues, the data cannot be submitted,
-  **Error** – the data may be release but some explanation is required. Please note, errors should be avoided. You should submit a dataset with errors only under exceptional circumstances,
-  **Warning** – less serious issues, does not prevent the data to be submitted,
-  **Information** – minor issues or simple notifications.

To begin the validation process, click **Validate** (and confirm). Validation takes several minutes, and depends heavily on the amount of data in the dataflow. Validation processes will begin with a blue notification icon and will end with a green success notification in the top right corner. Click the button **Refresh** to see the validations in the dataflow.



Validations can be viewed in multiple areas of the reporting window. For a full list click on **Show validations** (1), tables with validation errors can be viewed in **table tabs** (2), row-level validations can be found in the **Validations field** (3), and cell level validations are reported within the **relevant record** (4).



Actions	Validations	Year	Are waste-to-energy plants operated	Share of biodegradable waste used - percentage	Methodology for es
		2020			
		2021			

When you click on **Show validations**, validations can be filtered by type of QC, table name, field, level of error. There is a field that states the number of records which have this error.

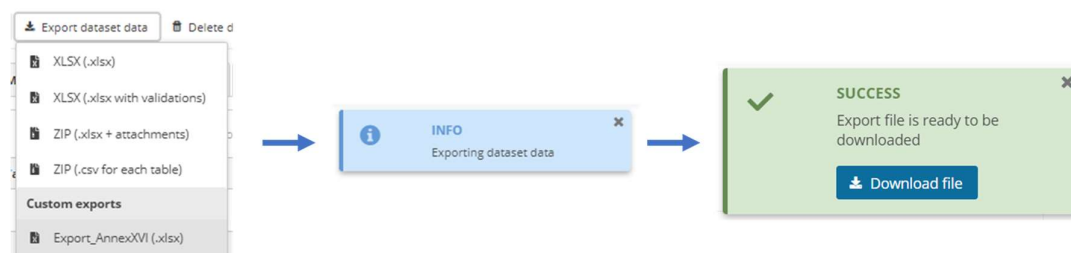
Validations						
Type of QC	Table	Field	Code	Level error	Message	Number of records
FIELD	Table_7	Are waste-to-energy plants operated	PCS8	ERROR	The value must not be missing or empty	2
Rows per page: 10 1 2 3 4 5 6 7 8 9 10 Go to: 1 of 1 Total: 97 records (total errors: 2)						

4.2. Export functionality

Once data has been reported, there is a possibility to export the reported data from Reportnet. This has multiple advantages for reporters:

- To export reported data from Reportnet into excel template format,
- To download pre-filled, post-filled, aggregated data that is not visible in Reportnet (this will be included with any data report in Reportnet by (a) reporter(s).
 - This template can be reused as an import template (see Section 2.5.2).

Once an export is initiated you will be notified by a blue notification icon. When the download is successful a green success icon will appear with the download link available. Click this link to download the export.



Exported files can also be **downloaded from the notification list** that can be accessed on the blue navigation pane on the left of the reporting window.



4.3. Releasing data

The green icon in the reporting window, **Release to data collection**, is used to submit your final data for this reporting obligation. Please align with the other lead reporter(s) prior to submitting your data. Once selected a **Confirmation receipt** will be made available, with a timestamped proof of submission.



To Whom It May Concern

This is a confirmation of receipt for national data submission under the reporting obligation

ANNEX XVI 22112022

Obligation: National projections of anthropogenic greenhouse gas emissions - GovReg
<https://rod.eionet.europa.eu/obligations/797>

Datasets

ANNEX XVI

Release date

2023-01-23 19:28:54 CET

Submitted by user: william.keeling@eea.europa.eu



Data can be submitted multiple times. On each occasion the data will be saved. However please note that for later use **the EEA will always take the latest version** of the submitted data.

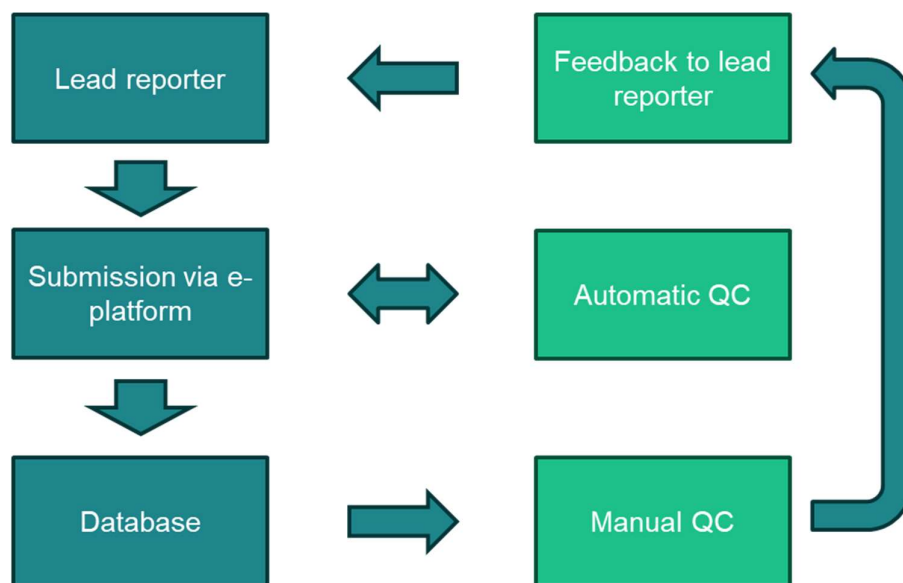
5.1. Quality assurance and quality control structure

Member States are strongly encouraged to adhere as much as possible to the reporting guidelines and to conduct a quality control of the information on the data reported before submission.

To ensure timeliness, completeness, consistency, comparability, coherence, transparency and accuracy of the reported information, specific quality checks are performed on the submissions of Member States. On behalf of the Commission and the EEA, the European Topic Centre (ETC-CM) carries out these quality checks for the dataflows covered in this guideline.

The results of the quality checks are communicated to the lead reporters through e-mail in the form of a checklist. The (lead) reporters can then (a) make adjustments to the reported data in the e-platform or (b) provide responses in the check-list on the reasons why changes are not considered necessary. After quality control, the data is stored in the EEA's database, made publicly available and used in the European Commission's assessment of the NECPRs and in certain EEA products. The figure below presents an overview of the process done on the reported information.

Figure 2 - Overview of the quality control process



The quality control procedure is aligned with the key reporting principles set out in the [2006 IPCC Guidelines for National Greenhouse Gas Inventories](#). More specifically, the information reported by Member States is assessed against seven criteria (five quality criteria so called ‘TCCCA criteria’ and timeliness and coherence):

- Timeliness,
- Transparency,
- Completeness,

- Consistency,
- Coherence,
- Comparability,
- Accuracy.

By performing quality checks each reporting cycle and providing additional reporting guidelines, the aim is to improve reporting along the seven criteria listed above.

Each criterion corresponds to a number of specific checks, which are performed in the sequential order. Below is an overview of what could be required per criteria.

Criteria	Objective
Timeliness	To assess if data and report was submitted on time and identify as early as possible any gaps or inconsistencies to inform Member States about the need for a resubmission.
Transparency	To ensure the data is identifiable and underlying methods are clearly referenced.
Completeness	To ensure that all relevant data and information is included.
Consistency	Ensure that the reporting is consistent and in line with good practices and guidelines. Checks ensure both internal consistency and consistency across years.
Coherence and Comparability	To assess whether the reported data is coherent with other possibly relevant reporting obligations and data provided and to ensure reporting across Member States is comparable.
Accuracy	To assess whether the data provided are credible.

5.2. Timeline & communication

Timeliness of reporting is an important quality criterion that helps ensure the smooth running of the quality control process. Member States must submit information on NECPR obligations required under the Governance Regulation by 15 March to allow for proper quality checking at EU level, prior to the publication of the submitted NECPRs and compilation of the European Commission's assessment of the NECPRs.

The number and the dates of additional resubmissions are also tracked. The main steps between the initial submission of information by the Member States, and the publication of the EU's progress report are described below. This includes the initial submission, quality control, a communication period, and the finalization and subsequent publication of the information. The Member States, ETC-CM, EEA and the European Commission are involved in these steps. The timeline below sets out the key dates associated with each of these steps (Table 1).

The effective implementation of the procedure requires efficient responses from all parties at each step and therefore the timeline is only indicative, assuming submission, quality

control and resubmission is not delayed for any reason. Furthermore it is not necessary for the procedure to take the full anticipated period, presented below, if data quality is sufficient and clearly presented.

Quality feedback reports

The central document in this quality control cycle is the **quality check feedback report**. It ensures a consistent and complete quality control process and is a template to communicate the findings to the Member States. Every finding is added to the feedback report. These reports will be bilaterally shared with relevant lead reporters of a dataflow. If needed Member States will be asked to adjust the submission and resubmit.

If reviewers have a specific question concerning the latest submission, the Member States will be asked for clarification via the feedback report. The Member States then have the responsibility to provide a clarification, adjust the information provided (report or data) and release the data again via Reportnet. In rare cases (data format) updates will be made in final datasets, however these will be communicated in quality feedback reports for confirmation prior to any changes. The Member States are responsible for making the necessary changes to the dataflow on the Reporting platform.

The findings from the quality assurance process will additionally be reported in dataflow specific **quality assurance reports**. These will provide an overview of the final dataset and any outstanding data quality issues thereof.

Table 1 – Indicative timeline and the description of the action required by the organisations involved

When	What	Who
By 15 March	- Preparation of the submission and completion of the reporting obligation within relevant dataflow; - Internal quality checks and via validation on Reportnet; - Release submission via Reportnet.	Member States
15 March – 15 April	Quality control (transparency, comparability, completeness, coherence, consistency and accuracy checks simultaneously). This includes feedback to Member States and communication on any issues found. Changes to Member States submissions will only be made, if Member States provide updates or corrections based on the findings communicated by the ETC-CM.	ETC-CM
15 April – 30 April	If necessary, MS adjust and resubmit the dataflow via Reportnet.	Member States
1 May – mid June	Review of the resubmitted report, if needed final follow up with the Member States.	ETC-CM (and Member States)

30 June	Delivery of final information by Member States to the EEA for publication in the EEA database.	ETC-CM
End-August	Final checking of whole EU database and preparation of report compiling the outcome of the implementation of the quality control procedure on EU level, including individual feedback to Member States.	ETC-CM
July-October	Assessment, analysis and reporting in progress reports (Commission). Publication of EEA products (data quality reports, trends and projections, data visualisations).	European Commission EEA

5.3. Assessment of Member States submissions

After the quality control procedure has been concluded a short report presenting the outcome of the quality checks will be prepared. This will include information on:

- List of checks done;
- Overview of findings;
- Overview of corrective actions;
- An EU assessment summarizing the outcome of the implementation of the quality checking procedure;
- Recommendations for further improvements in reporting.

Annex 1: Reporting roles

Roles in the NECPR reporting

This document discusses the different roles envisioned in the technical implementation of the NECPR reporting.

Member state roles

- Lead reporter (2 per dataflow)
- Reporter

Function	Lead reporter
Overall aim of the function	The lead reporter is responsible for ensuring the complete and timely reporting of (a) data flow(s)
Role/ responsibilities	• Responsible for validating and submitting completed data flows. • Coordinate the reporting exercise from a substantive perspective, following up overall completion and assigning the necessary reporters. ○ Acts as distribution point of relevant developments/information related to reporting to the necessary reporters. ○ Responsible for all reporters in their dataflow(s): that they are coordinated and updated on timelines, key meetings, processes (etc.). • Key contact for Commission/EEA with regard to substantive issues of reporting.
Competencies	• Expertise of thematic area of relevant dataflow(s) • Knowledge/coordination of supporting reporters and relevant supporting ministry/ministries ○ To be able to disseminate information related to the relevant dataflow(s) • Understanding of the reporting system (ReportNet and/or ReportENER) for relevant dataflow(s) following guidance and training: ○ Ability to assign reporters ○ Ability to validate and release/submit data when completed
Interfaces to	• Data stewards, regarding thematic reporting queries • Data custodians, regarding technical reporting queries • Other lead reporters, for coordination and to ensure the overall reporting obligations of the Member State is accomplished • Reporters, where assigned by lead reporter
Note	Lead reporters + back-ups for each data flow are nominated initially by mail through the Permanent Representation (November 2022).

	A lead reporter should be assigned for each individual data flow, however a lead reporter can be responsible for multiple or even all data flows for the NECPR. Changes can only be requested by e-mail by the relevant lead reporter(s) or Permanent Representation to the relevant data steward. The data steward must inform the Assessment Coordinator and relevant reporting system coordinator (Reportnet or ReportENER). Contact for changes: (for dataflows in ReportNet) govreg@eea.europa.eu (for dataflows in ReportENER) EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu
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Function	Reporter
Overall aim of the function	The reporter is responsible for contributing to complete and timely reporting of (a) data flow(s)
Role/ responsibilities	Contributing to complete and timely reporting of (a) data flow(s). A reporter cannot submit completed data flows.
Competencies	- Expertise of thematic area of relevant dataflow(s) - Understanding of the reporting system (ReportNet and/or ReportENER) for relevant dataflow(s) following guidance and training
Interfaces to	Lead reporter
Note	A reporter is assigned to an individual dataflow by the relevant lead reporter (can be assigned to multiple dataflows). It is not required to officially nominate a reporter to a data flow (given that a lead reporter is nominated) For ReportNet: lead reporters can assign reporters directly in the system (See section 2.4) For ReportENER: lead reporters can request changes to the reporters by e-mail: EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu

Commission/EEA roles

- Assessment coordinator
- ReportNet coordinator
- ReportENER coordinator
- Data steward

Function	Assessment coordinator
Overall aim of the function	The assessment coordinator is responsible for the management of the overall process on the business/policy side, keeping track of the fulfilment of the other Commission/EEA roles, in particular data stewards & associated reviewers at COM side.
Role/ responsibilities	• Establishes and manages the business processes for the overall assessment • Manages the meetings of the technical implementation group & ISG • Keeps track of the fulfilment and assignment of process roles • If needed, escalates issues to the management level
Competencies	
Interfaces to	• All core team coordinators • All COM associated reviewers

Function	ReportNet coordinator
Overall aim of the function	The ReportNet coordinator is responsible for ensuring the technical implementation of the NECPR modules implemented through ReportNet, including relations with data stewards & data custodians on the EEA side
Role/ responsibilities	NECPR management • Manages the technical implementation of the NECPR modules implemented through ReportNet • Coordinates with data stewards and custodians on ReportNet dataflows, ensuring where possible a consistency of approach • Coordinates internal business management approaches across dataflows, establishing common timelines and where necessary resource management. Stakeholder relations • Maintains institutional stakeholder relations (EC, EEA, Eurostat, JRC ...) as main contact point ◦ Ensures regular updates on progress are shared with relevant experts (coordinators, data stewards/custodians, other relevant internal stakeholders)
Competencies	• Overview of key developments/challenges faced within ReportNet (per dataflow) • In-depth understanding of dataflow management processes • High-level technical and thematic data collection knowledge

Interfaces to	• All core team coordinators • All ReportNet data stewards and custodians • Where relevant, additional institutional stakeholders (EC, EEA, Eurostat, JRC ...) • Where relevant, data providers
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Function	ReportENER coordinator
Overall aim of the function	The ReportENER coordinator is responsible for ensuring the technical implementation of the NECPR modules implemented through ReportENER, including relations with data stewards & data custodians on the COM side
Role/ responsibilities	• Manages the technical implementation of the NECPR modules implemented through ReportENER. • Coordinates with data stewards and custodians on the relevant ReportENER dataflows. • Cooperates internally to align reportENER development plans and resources with NECPR modules implementation needs, escalates to Management if necessary. Stakeholder relations • Maintains institutional stakeholder relations (EC, EEA, Eurostat, JRC ...) as main contact point. ◦ Ensures regular updates on progress are shared with relevant experts (coordinators, data stewards/custodians, other relevant internal stakeholders).
Competencies	• Project management • Stakeholder relationship management • High-level technical and thematic data collection knowledge
Interfaces to	• All core team coordinators • ReportENER data steward, custodian and internal stakeholders (e.g. Product Owner, development team)

Function	Data Steward
Overall aim of the function	Data Stewards are overall responsible for a data collection or dataflow, ensuring compliance with legislation and/or institutional regulations, interfaces to reporters, relevant coordinator and data users, ensures quality procedures are in place.

Role/ responsibilities	Dataflow management • Establishes and manages the business processes to ensure their dataflow is operational for data collection, data processing/validation and data dissemination. • Ensures a project plan for their relevant dataflow and permanent quality improvement - the what, when, who, how and resources. • Translate requirements to different expert groups (data custodian, analyst, communication). • Coordinates with data custodian on technology improvements impacting data flow. • Coordinate with main data users. • Where necessary ensures that data collected is made visible/accessible. Stakeholder relations • Works with relevant coordinator to maintain institutional stakeholder relationships (EC, EEA, Eurostat, JRC ...). • Directly maintains stakeholder relationships with data providers/reporters at national level. • Manages the assignment of reporters' rights to the relevant dataflow, after (re)-nomination. • Monitoring reporting status (and initial follow up if there are reporting delays/issues)
Competencies	• Has in-depth thematic knowledge of the data collection ○ Understands the data from a content point of view. ○ Understands the data collection methodology. ○ Understands how this data can be used and not used. • General understanding of ICT relevant for monitoring, data handling and reporting practices e.g. quality control, data formats (spatial, textual, tabular), and data sharing.
Interfaces to	• Core group institutional stakeholders (Commission, EEA, Eurostat, JRC ...) with/via relevant coordinator. • Implementation group thematic colleagues internally or externally (Commission, EEA, Eurostat, JRC ...) directly. • Relevant data custodian(s) • Reporters/data providers • Other final users of the data