



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

# Reporting Guidelines Dataflow 3: Adaptation

**under Regulation (EU) 2018/1999 on Governance of the Energy Union  
and Climate Action  
Implementing Regulation 2022/2299  
Annex 3**

**Disclaimer:** these draft guidelines have been distributed for information in the context of the 5 November meeting of Energy Union Committee – Working Group I & Climate Change Committee – Working Groups I, II & Adaptation. A final version of the guidelines is to follow.

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Prepared by the European Commission and European Environment Agency, with support from the European Topic Centre on Climate Change Adaptation and LULUCF.

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## 1. INTRODUCTION

### 1.1. This document

From 2023, reporting on ‘Decarbonisation adaptation progress reporting’- Adaptation’ as 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/CA to provide guidance and support to the Member States.

Some additional and background information is annexed to this document:

- Annex 1: Reporting National climate change adaptation planning and strategies.
- Annex 2: 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 Commission<sup>1</sup>. 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](#).

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<sup>1</sup> 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 \(europa.eu\)](#).

## 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 hosting 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](mailto:govreg@eea.europa.eu)
- Reportnet helpdesk: [helpdesk@reportnet.europa.eu](mailto: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). Furthermore all dataflows in grey are closed.



Role: CUSTODIAN

Creation date: 2022-09-13  
Delivery date: Pending

**Decarbonisation adaptation progress reporting**  
Art 17 - NECP Annex III

Legal instrument: Regulation on the Governance of the Energy Union and Climate Action  
Obligation: National climate change adaptation planning and strategies - GovReg

Dataflow status: DESIGN

Once selecting the relevant dataflow, you will see the **reporting window** for the dataflow “Decarbonisation adaptation progress reporting”.

The reporting window is made up of several key elements:

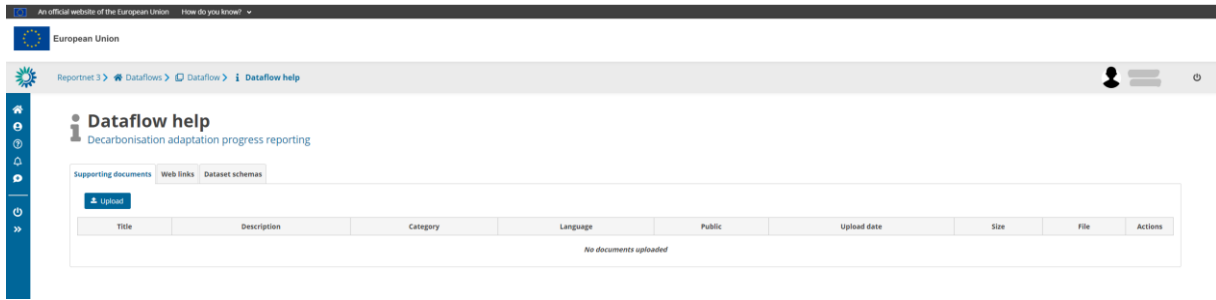
1. Dataflow help,
2. Data schema(s),
3. Data submission,
4. Navigation bar.

The screenshot shows the reporting window for the dataflow "Decarbonisation adaptation progress reporting". On the left, there is a vertical navigation bar with various icons. A red bracket on the left side of this bar is labeled "4.", indicating the navigation bar. The main content area has a title "Decarbonisation adaptation progress reporting" and "Dataflow" below it. There are three main buttons: "Dataflow help" (yellow), "Reporting Data" (blue), and "Release to data collection" (teal). Below these buttons are the numbers "1.", "2.", and "3." respectively, corresponding to the list items in the previous block.

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

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

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





**Data schemas** (in blue) are the location where data can be reported. Please see Section 2 for detailed guidance on how to report. Different categories exist depending on the dataflow. For this dataflow there is only one data schemas: **Data**, where reported data is provided.

**Data submission features** (in green) are located on the right in the reporting window. For more information please see Section 4. 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 II 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).

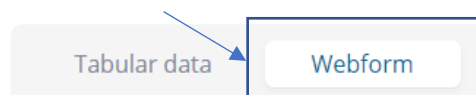
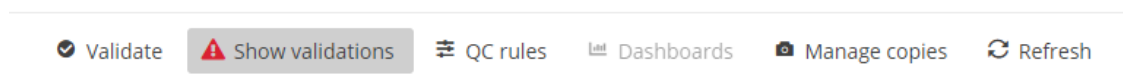


A lead reporter can nominate as many supporting reporters as is necessary. This is achieved by selecting the **manage reporters** icon in the blue bar.

Lead reporters are responsible to maintain the reporting network.

## 2.5. Technical details of reporting

This section provides the different steps required for reporting in Reportnet 3. This is preferably done by the use of the of the Webform view, which can be found in the upper right section of the reporting screen.



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

1. Insert data to the webform (preferred) or tabular data.
2. Validate data (see Section 4) and refresh,
3. Edit data in Reportnet - updates, based on the results of the validation,
4. (optional) Export data (Excel .xlsx or Word .docx format),
5. Submit data when final data is ready,
6. Download confirmation.



**Video trainings on the technical details of reporting are available through the EEA's YouTube channel: [@EEAvideos](#)**

### 3. THEMATIC GUIDELINES FOR REPORTING - REPORTING INFORMATION REQUIRED UNDER ART 2. DECARBONISATION DIMENSION - ADAPTATION

#### 3.1. Introduction

This section provides the step-by-step guidelines for reporting. This includes visual guide of **how and where** to report in Reportnet, 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, Voluntary).

This section provides guidance for reporting information on adaptation, according to Annex III of the Implementing Regulation. This includes:

- Table 1: Adaptation goals in integrated national energy and climate plans (NECPs), and
- Table 2: Information on adaptation, which may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement.

##### 3.1.1. *Scope*

As a minimum, Member States need to report on adaptation with regard to meeting the objectives and targets of the Energy Union and the EU's climate mitigation commitments under the Paris Agreement by stating:

1. Their adaptation goals in relation to ensuring the climate resilience of their actions to decarbonise (via decreasing GHG emissions and increasing removals), and, where applicable, to decarbonise through the use of renewable energy, increase energy efficiency, increase energy security, improve the internal energy market, and support research, innovation, and competitiveness.
2. Why each adaptation goal is relevant in that regard, i.e., the climate vulnerabilities and risks that it addresses and how it reduces them.
3. Progress with the implementation of each goal (i.e., output reporting) and, over the longer term, progress with reducing the climate vulnerabilities and risks (i.e., outcome reporting).

Such information can be drawn from the NECP or any other national policy documents containing relevant information. Hence, Member States who have not included adaptation goals in their NECPs will be equally able to report.

Definitions of terms from the Intergovernmental Panel on Climate Change (IPCC) Fifth ([AR5](#)) and Sixth (AR6-[SR15](#)) Assessment Reports apply throughout this reporting.

### 3.2. Annex III, Table 1: Adaptation goals in integrated national energy and climate plans

#### 3.2.1. *FIELD 1: Are adaptation goals in accordance with Article 4 included in the integrated national energy and climate plan?*

Are adaptation goals in accordance with Article 4 included in the integrated national energy and climate plan? \*

#### **Purpose**

The purpose of this field is for the Member State to report whether the NECP contained climate adaptation goals.

#### **Guidance, including format of the data**

The Member State should select “yes” or “no” in response to this question. If climate adaptation goals are included in the Member State’s NECP, then “yes” should be selected. Otherwise, the Member State should select “no”.

Adaptation is defined by the IPCC as: “*The process of adjustment to actual or expected climate and its effects.*”

Data format: text (dropdown list yes or no).

**Level of obligation:** Mandatory.

#### 3.2.2. *FIELD 2: Will the next submission of the integrated national energy and climate plan include adaptation goals?*

Will the next submission of the integrated national energy and climate plan include adaptation goals?

#### **Purpose**

The purpose of this field is for the Member State to report whether the Member State intends to include climate adaptation goals in its draft NECP by 1 January 2028.

#### **Guidance, including format of the data**

The Member State can select “yes” or “no” in response to this question. If the Member State intends to include climate adaptation goals in its draft NECP when it is submitted by 1 January 2028, then “yes” can be selected. Otherwise, the Member State should select “no”.

Data format: text (dropdown list yes or no).

**Level of obligation:** Voluntary.

- 3.2.3. *FIELD 3: If adaptation goals are included in the integrated national energy and climate plan or the planned submission of the integrated national energy and climate plan, please provide an overview of these goals.*

If adaptation goals are included in the integrated national energy and climate plan or the planned submission of the integrated national energy and climate plan, please provide an overview of these goals (max. 3000 characters)

### **Purpose**

The purpose of this field is for the Member State to capture a summary description of the climate adaptation goals contained, or planned to be contained, in the Member State's NECP.

### **Guidance, including format of the data**

The adaptation goals can be copied from the NECP into this field. If the text exceeds the character limit, a summary of the climate adaptation goals can be provided with a reference(s) to the location(s) (e.g., page or clause number) of the adaptation goals in the Member State's NECP. If the adaptation goals will only be included in the updated NECP, it is sufficient to describe approximately what they would be and in which part they will be inserted.

Data format: text (multiline, max. 3000 characters).

**Level of obligation:** Voluntary

- 3.2.4. *FIELD 4: If available, please provide other documents containing adaptation goals relevant to meeting the objectives and targets of the Energy Union and the*

If available, please provide other documents containing adaptation goals relevant to meeting the objectives and targets of the Energy Union and the long-term Union greenhouse gas emissions commitments consistent with the Paris Agreement + Add record

**Other documents containing adaptation goals**

Title of the document \*

Date of adoption \*

Provide an overview of the goals (max. 3000 characters) \*

Link to the document \*

*long-term Union greenhouse gas emissions commitments consistent with the Paris Agreement, including the date of adoption and a link to the document.*

**Purpose**

Regardless of whether the Member State has included climate adaptation goals in its NECP, The purpose of this field is for the Member State to enable it to signpost other government documents that commit to adaptation goals that are relevant to meeting the objectives and targets of the Energy Union and the EU's climate mitigation commitments under the Paris Agreement.

**Guidance, including format of the data**

The Member State can list each relevant document, its date of adoption, an overview of the goals and a hyperlink to the document (if available).

Data format: text for *title of document*, number (date, yyyy-mm-dd format) for *date of adoption*, and text (hyperlink) for *link to the document*.

**Level of obligation:** Voluntary.



### 3.3. Annex III, Table 2: Information on adaptation, which may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement

#### National circumstances

Table 2 - Information on adaptation, which may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement

**National circumstances**

(1) Vulnerabilities, including adaptive capacities (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), that are relevant to the Energy Union dimension selected + Add record

(2) Risk of potential future impacts (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), that are relevant to the Energy Union dimension selected + Add record

3.3.1. *Field 1: Vulnerabilities, including adaptive capacities (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), that are relevant to the Energy Union dimension selected.*

Table 2 - Information on adaptation, which may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement

**National circumstances**

(1) Vulnerabilities, including adaptive capacities (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), that are relevant to the Energy Union dimension selected + Add record

**Vulnerabilities, including adaptive capacities**

Dimension of the Energy Union \*

Reference \*

Other documents containing adaptation goals

Description of vulnerabilities, including adaptive capacities (max. 1500 characters) \*

#### **Purpose**

The purpose of this field is for the Member State to report on the climate vulnerabilities, including adaptive capacities, relevant to each of the dimensions of the Energy Union.

#### **Guidance, including format of the data**

The Member State should report on climate vulnerabilities, including adaptive capacities, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness.

Vulnerability (to climate change impacts) is defined by the IPCC as: “*The propensity or predisposition to be adversely affected. Vulnerability encompasses a variety of concepts and elements including sensitivity or susceptibility to harm and lack of capacity to cope and adapt.*”

Adaptive capacity (to climate change impacts) is defined by IPCC as: “*The ability of systems, institutions, humans, and other organisms to adjust to potential damage, to take advantage of opportunities, or to respond to consequences.*”

Relevant climate vulnerabilities, including adaptive capacities, in addition to those identified in the NECP and/or in other documents identified in Table 1, may have been included the Member State in its Article 19 report under the Governance Regulation. The information from the Article 19 report can be used to complement information in this field. All entries should be accompanied by a reference to their location (e.g. page or clause number) in the source document.

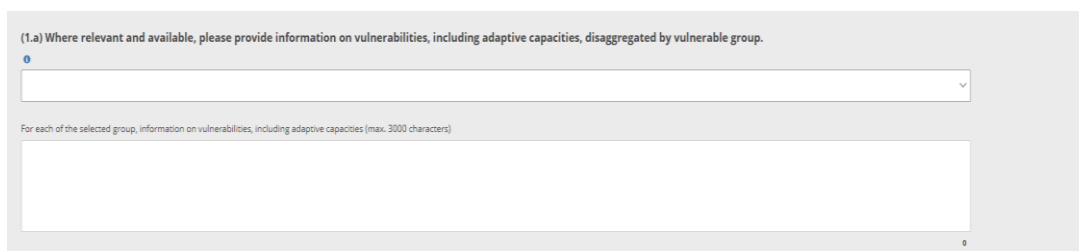
According to the European Climate Risk Assessment (EUCRA) performed by the European Environment Agency (EEA), the energy sector is projected to experience strong rise in damage to critical infrastructure. Among climate-related hazards relevant to the energy sector, it notably mentions the following: heatwaves, decrease in precipitation, droughts, wildfires, floods, landslides, and extreme events (hails, storms).

Data format: text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description of vulnerabilities, including adaptive capacities*.

**Level of obligation:** Mandatory, for the dimension of the Energy Union regarding “Decarbonisation: GHG emissions and removals”.

This is a “mandatory if applicable” reporting requirement for all other dimensions of the Energy Union. This means that the Member State is required to report on climate vulnerabilities, including adaptive capacities, relevant to each of the other dimensions of the Energy Union (i.e., Decarbonisation: renewable energy; Energy efficiency; Energy security; Internal energy market; Research, innovation and competitiveness), where they may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement.

- 3.3.2. *FIELD 1(a): Where relevant and available, please provide information on vulnerabilities, including adaptive capacities, referred to in field 1 above, disaggregated by vulnerability group.*



### **Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to disaggregate by vulnerability group the climate vulnerabilities, including adaptive capacities reported in the preceding field.

### **Guidance, including format of the data**

The guidance provided for the preceding field also applies here. However, in this field, each climate vulnerability, including adaptive capacities, reported can be disaggregated by vulnerability group.

A “vulnerability group” is defined as: “*a population with specific characteristics that is at a higher risk of being negatively impacted by climate change, such as older people, persons with disabilities, displaced persons, socially marginalised persons, minorities, lower socioeconomic groups or a gender.*”

Data format: text (multiple select, dropdown list) for *vulnerable group*, and text (multiline, max. 3000 characters) for *each of the selected group, information on vulnerabilities, including adaptive capacities.*

**Level of obligation:** Voluntary.

3.3.3. *FIELD 2: Risk of potential future impacts (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), that are relevant to the Energy Union dimension selected.*

The screenshot shows a form titled "Risk of potential future impacts" with a subtitle "(2) Risk of potential future impacts (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), that are relevant to the Energy Union dimension selected". The form contains four input fields: "Dimension of the Energy Union", "Reference", "Other documents containing adaptation goals", and "Description of risk of potential future impacts (max. 1500 characters)". Each field has a dropdown arrow on the right. There is a blue "Add record" button in the top right corner and a red close button in the top right corner of the form area.

### **Purpose**

The purpose of this field is for the Member State to report on the climate risks, relevant to each of the dimensions of the Energy Union.

### **Guidance, including format of the data**

The Member State should report on the risks of future climate impacts, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness

Risk is defined by the IPCC as: *“the potential for adverse consequences of a climate-related hazard, or of adaptation or mitigation responses to such a hazard, on lives, livelihoods, health and well-being, ecosystems and species, economic, social and cultural assets, services (including ecosystem services), and infrastructure. Risk results from the interaction of vulnerability (of the affected system), its exposure over time (to the hazard), as well as the (climate-related) hazard and the likelihood of its occurrence.”*

Relevant risks of impacts in addition to those identified in the NECP and/or in other documents identified in Table 1, may have been identified by the Member State in its Article 19 report under the Governance Regulation. The information from the Article 19 report can be used to complement information in this field. All entries should be accompanied by a reference to their location (e.g. page or clause number) in the source document.

The European Climate Risk Assessment (EUCRA) performed by the European Environment Agency (EEA) highlights some potential direct or indirect impacts related to climate hazards on the energy system, such as: increased energy demand (and in particular increased energy cooling demand), increased need for desalination, decreased capacity of power lines and/or transformers, damage to energy transport infrastructure, increased power outages, decreased hydropower production, decreased thermal power production, and damage to renewable energy sources.

Data format: text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description of risk of potential future impacts*.

**Level of obligation:** Mandatory, for the dimension of the Energy Union regarding “Decarbonisation: GHG emissions and removals”.

This is a “mandatory if applicable” reporting requirement for all other dimensions of the Energy Union. This means that the Member State is required to report on the risks of climate impacts relevant to each of the other dimensions of the Energy Union (Decarbonisation: renewable energy; Energy efficiency; Energy security; Internal energy market; Research, innovation and competitiveness), where they may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement.

## Strategies and plans

Adaptation goals National circumstances **Strategies and plans** Monitoring and evaluation

Table 2 - Information on adaptation, which may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement

### Strategies and plans

(3) Adaptation goals (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1) that are relevant to the Energy Union dimension selected + Add record

(4) Challenges, gaps and barriers (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1) that are relevant to the Energy Union dimension selected + Add record

(5) Foreseen actions, budget and timeline related to the adaptation goals identified under 'Adaptation Goals' (above) + Add record

(6) Overview of the content of sub-national strategies, policies, plans and efforts related to the adaptation goals identified under 'Adaptation Goals' (above) + Add record

3.3.4. *FIELD 3: Adaptation goals (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), that are relevant to the Energy Union dimension selected.*

(3) Adaptation goals (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1) that are relevant to the Energy Union dimension selected + Add record

#### Adaptation goals

Dimension of the Energy Union <sup>+</sup>

Reference <sup>+</sup>

Other documents containing adaptation goals <sup>+</sup>

Description of adaptation goals (max. 1500 characters) <sup>+</sup>

### **Purpose**

The purpose of this field is for the Member State to report on the Member State's climate adaptation goals, in its NECP and/or in other government documents, that are relevant to each of the dimensions of the Energy Union.

### **Guidance, including format of the data**

The Member State should report on the climate adaptation goals, in its NECP and/or in other government documents, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency

- Energy security
- Internal energy market
- Research, innovation and competitiveness

Adaptation is defined by the IPCC as: “*The process of adjustment to actual or expected climate and its effects.*”

The European Climate Law requires that Member States shall adopt and implement national adaptation strategies and plans, taking into consideration the Union strategy on adaptation to climate change and based on robust climate change and vulnerability analyses, progress assessments and indicators, and guided by the best available and most recent scientific evidence. In their national adaptation strategies, Member States shall take into account the particular vulnerability of the relevant sectors, inter alia, agriculture, and of water and food systems, as well as food security, and promote nature-based solutions and ecosystem-based adaptation. Member States shall regularly update the strategies and include the related updated information in the reports to be submitted under Article 19(1) of Governance Regulation.

The text or an overview of each relevant climate adaptation goal should be copied into this field from the Member State’s NECP or other government documents and should be accompanied by a reference to their location (e.g. page or clause number) in the source document.

Data format: text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description of adaptation goals*.

**Level of obligation:** Mandatory, for the dimension of the Energy Union regarding “Decarbonisation: GHG emissions and removals”.

This is a “mandatory if applicable” reporting requirement for all other dimensions of the Energy Union. This means that the Member State is required to report on climate adaptation goals regarding each of the other dimensions of the Energy Union (Decarbonisation: renewable energy; Energy efficiency; Energy security; Internal energy market; Research, innovation and competitiveness) if relevant to delivery of the objectives and targets of the Energy Union.

3.3.5. *FIELD 4: Challenges, gaps and barriers (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), that are relevant to the Energy Union dimension selected.*

### **Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to report on the identity of institutional, governance-related and other challenges, gaps and barriers that restrict adaptive capacities to climate change impacts reported in Table 2, Field 1.

### **Guidance, including format of the data**

The Member State can report on institutional, governance-related and other challenges, gaps and barriers that restrict adaptive capacities to climate change impacts reported in Table 2, Field 1, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness

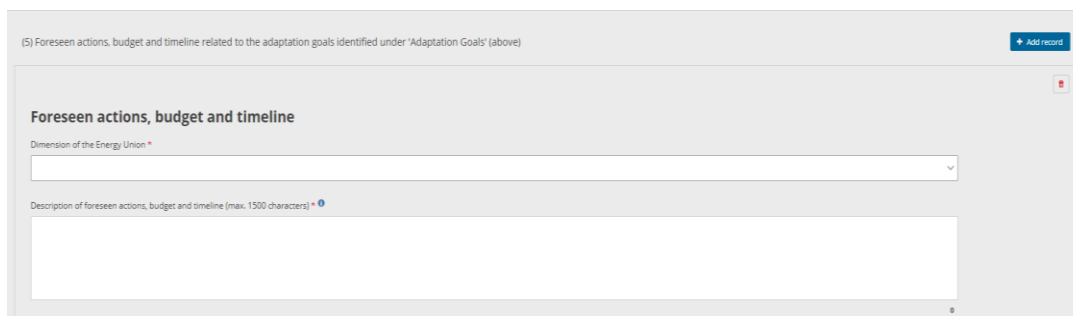
Relevant challenges, gaps and barriers, in addition to those identified in the NECP and/or in other documents identified in Table 1, may have been included the Member State in its Article 19 report of the Governance Regulation. The information from the Article 19 report can be used to complement information in this field. All entries should be accompanied by a reference to their location in the source document.

Data format: text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description of challenges, gaps and barriers*.

**Level of obligation:** Voluntary.



3.3.6. *FIELD 5: Foreseen actions, budget and timeline related to the adaptation goals identified in Field 3.*



The screenshot shows a web form interface. At the top, there is a header with the text "(5) Foreseen actions, budget and timeline related to the adaptation goals identified under 'Adaptation Goals' (above)" and a blue "Add record" button. Below the header, the form is titled "Foreseen actions, budget and timeline". It contains two main input fields: a dropdown menu labeled "Dimension of the Energy Union" and a large text area labeled "Description of foreseen actions, budget and timeline (max. 1500 characters)".

**Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to report on what actions are foreseen and associated budgets and timelines regarding the delivery of the climate adaptation goals reported in Field 3.

**Guidance, including format of the data**

The Member State can report on the foreseen actions, and associated budgets and timelines regarding the delivery of the adaptation goals reported in Field 3, relevant to each of the dimensions of the Energy Union:

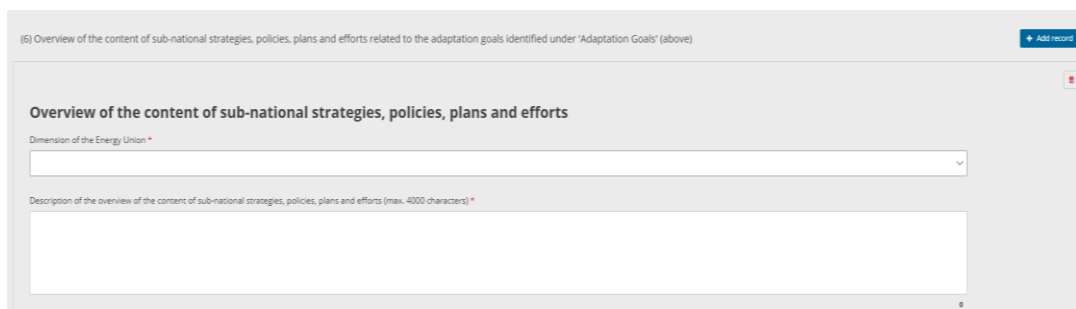
- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness.

Where information on the actions, budgets and/or timelines is held in separate documents from those containing the climate adaptation goals referenced in Field 3, entries should be accompanied by references (including links, where available) to these documents.

Data format: text (dropdown list) for *dimension of the Energy Union*, and text (multiline, max. 1500 characters) for *description of foreseen actions, budget and timeline*.

**Level of obligation:** Voluntary.

3.3.7. **FIELD 6: Overview of the content of sub-national strategies, policies, plans and efforts related to the adaptation goals identified in Field 3.**



**Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to report on sub-national strategies, policies, plans and efforts related to their climate adaptation goals reported in Field 3.

**Guidance, including format of the data**

The Member State can report on the content of sub-national strategies, policies, plans and efforts related to the adaptation goals identified in Field 3, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness.

All entries should be accompanied by references (including links, where available) to the relevant sub-national strategies, policies, plans and efforts.

Data format: text (dropdown list) for *dimension of the Energy Union*, and text (multiline, max. 1500 characters) for *description of the overview of the content of sub-national strategies, policies, plans and efforts*.

**Level of obligation:** Voluntary.

## Monitoring and evaluation

Adaptation goals National circumstances Strategies and plans **Monitoring and evaluation**

Table 2 - Information on adaptation, which may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement

### Monitoring and evaluation

(7) Progress towards reducing climate impacts, vulnerabilities and risks (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), relevant to the Energy Union dimension selected	+ Add record
(8) Progress towards increasing adaptive capacity (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), relevant to the Energy Union dimension selected	+ Add record
(9) Progress of implementation towards meeting the adaptation goals identified in tab Strategies and plans - Adaptation goals	+ Add record
(10) Progress towards addressing barriers (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1) that are relevant to the Energy Union dimension selected	+ Add record

- 3.3.8. *FIELD 7: Progress towards reducing climate impacts, vulnerabilities and risks (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), relevant to the Energy Union dimension selected.*

(7) Progress towards reducing climate impacts, vulnerabilities and risks (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), relevant to the Energy Union dimension selected

+ Add record

#### Progress towards reducing climate impacts, vulnerabilities and risks

Dimension of the Energy Union \*

Reference \*

Other documents containing adaptation goals <sup>?</sup>

Description of progress towards reducing climate impacts, vulnerabilities and risks (max. 1500 characters) <sup>?</sup>

### **Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to report on progress towards reducing vulnerabilities to and risks of climate impacts (i.e., outcomes) that are relevant to the Energy Union dimensions.

### **Guidance, including format of the data**

The Member State can report on progress towards reducing the climate vulnerabilities identified in Table 2 Field 1 and risk of climate impacts identified in Table 2 Field 2, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness.

In accordance with the IPCC’s definitions of terms, reduction in risk of impacts should be reported in relation to reduction in the exposure of vulnerabilities to climate hazards and in the probability of resultant impacts.

If relevant information has been published, entries should be accompanied by references (including links, where available).

Data format: text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description of the progress towards reducing climate impacts, vulnerabilities and risks*.

**Level of obligation:** Voluntary.

3.3.9. *FIELD 7(a): Where relevant and available, please provide information on progress towards reducing climate impacts, vulnerabilities and risks, referred to in field 7 above, disaggregated by vulnerability group.*

(7.a) Where relevant and available, please provide information on progress towards reducing climate impacts, vulnerabilities and risks, disaggregated by vulnerable group.

Reference

For each of the selected group, information on the progress towards reducing climate impacts, vulnerabilities and risks (max. 3000 characters)

### **Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to disaggregate by vulnerability group the information reported in the preceding field.

### **Guidance, including format of the data**

The guidance provided for field 7 also applies here. However, in this field, the information reported can be disaggregated by vulnerability group.

Vulnerability group is defined as: “a population with specific characteristics that is at a higher risk of being negatively impacted by climate change, such as older people,

*persons with disabilities, displaced persons, socially marginalised persons, minorities, lower socioeconomic groups or a gender.”*

**Data format:** text (multiple select, dropdown list) for *Reference*, and text (multiline, max. 3000 characters) for *each of the selected group, information on vulnerabilities, including adaptive capacities*.

**Level of obligation:** Voluntary.

3.3.10. *FIELD 8: Progress towards increasing adaptive capacity (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), relevant to the Energy Union dimension selected.*

The screenshot shows a data entry form for Field 8. At the top, there is a title: "(8) Progress towards increasing adaptive capacity (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1), relevant to the Energy Union dimension selected". In the top right corner, there is a blue button labeled "+ Add record". Below the title, there is a red close button. The form contains four input fields: 1. "Dimension of the Energy Union" with a dropdown arrow. 2. "Reference" with a dropdown arrow. 3. "Other documents containing adaptation goals" with a dropdown arrow. 4. "Description of the progress towards increasing adaptive capacity (max. 1500 characters)" with a large text area. At the bottom right of the form, there is a small number "8".

### **Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to report on progress towards increasing adaptive capacities to climate change impacts (i.e., outcomes) that are relevant to the Energy Union dimensions.

### **Guidance, including format of the data**

The Member State can report on progress towards increasing the adaptive capacities to climate change impacts identified in Table 2 Field 1, relevant to each of the dimensions of the Energy Union:

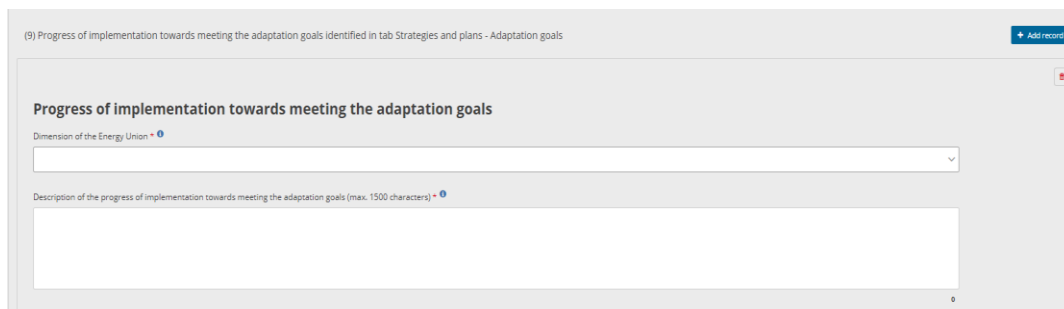
- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness

If relevant information has been published, entries should be accompanied by references (including links, where available).

**Data format:** text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description the progress towards increasing adaptive capacity*.

**Level of obligation:** Voluntary.

### 3.3.11. *FIELD 9: Progress of implementation towards meeting the adaptation goals identified in Field 3.*



The screenshot shows a web-based form titled '(9) Progress of implementation towards meeting the adaptation goals identified in tab Strategies and plans - Adaptation goals'. The form has a header with the title and a blue '+ Add record' button. Below the header, there is a section titled 'Progress of implementation towards meeting the adaptation goals'. This section contains two input fields: a dropdown menu labeled 'Dimension of the Energy Union' and a large text area labeled 'Description of the progress of implementation towards meeting the adaptation goals (max. 1500 characters)'. The form is displayed in a light gray container with a small red close button in the top right corner.

#### **Purpose**

The purpose of this field is for the Member State to report on the Member State's progress of implementation (i.e., outputs) towards meeting each of its climate adaptation goals that have been identified as relevant to the Energy Union dimensions.

#### **Guidance, including format of the data**

The Member State can report on the progress of actions intended to meet each of the climate adaptation goals identified in Field 3, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness.

**Data format:** text (dropdown list) for dimension of the Energy Union, and text (multiline, max. 1500 characters) for description of the progress of implementation towards meeting the adaptation goals.

**Level of obligation:** Mandatory, for the dimension of the Energy Union regarding “Decarbonisation: GHG emissions and removals”.

This is a “mandatory if applicable” reporting requirement for all other dimensions of the Energy Union. This means that the Member State is required to report on the progress of implementation towards meeting its climate adaptation goals relevant to each of the other dimensions of the Energy Union (Decarbonisation: renewable energy; Energy efficiency; Energy security; Internal energy market; Research, innovation and

competitiveness), where they may affect delivery of Energy Union objectives and targets and the long-term Union GHG emission reduction commitments under the Paris Agreement.

3.3.12. *FIELD 10: Progress towards addressing barriers (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1 – please cite references), relevant to the Energy Union dimension selected.*

(10) Progress towards addressing barriers (identified in the integrated national energy and climate plan and/or in other documents identified in Table 1) that are relevant to the Energy Union dimension selected

**Progress towards addressing barriers**

Dimension of the Energy Union \*

Reference \*

Other documents containing adaptation goals ⓘ

Description of progress towards addressing barriers (max. 1500 characters) ⓘ

+ Add record

**Purpose**

The purpose of this field is for the Member State to give Member States the opportunity to report on progress towards addressing barriers that restrict adaptive capacities to climate change impacts relevant to the dimensions of the Energy Union.

**Guidance, including format of the data**

The Member State can report on the progress towards addressing each of the barriers that restrict adaptive capacities to climate change impacts reported in Table 2, Field 1, relevant to each of the dimensions of the Energy Union:

- Decarbonisation: GHG emissions and removals
- Decarbonisation: renewable energy
- Energy efficiency
- Energy security
- Internal energy market
- Research, innovation and competitiveness

Data format: text (dropdown list) for *dimension of the Energy Union*, text (dropdown list) for *reference*, text (dropdown list – linked to Table 1, Field 4) for *other documents containing adaptation goals*, and text (multiline, max. 1500 characters) for *description progress towards addressing barriers*.

**Level of obligation:** Voluntary





## 4. FINALIZING REPORTING

### 4. Finalising reporting

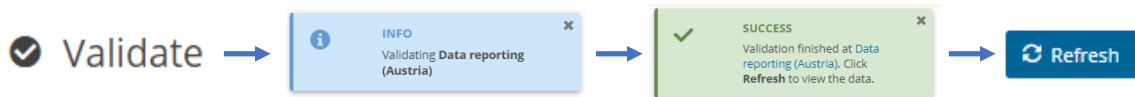
#### 4.1. Validating your submission

Reportnet is designed to run a series of quality checks once data is reported. This assists you in the reporting process. See Section 4 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 released 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**. Furthermore, validations can be viewed in the webform next to each field of the reporting.

 **Show validations**

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 (see image below).

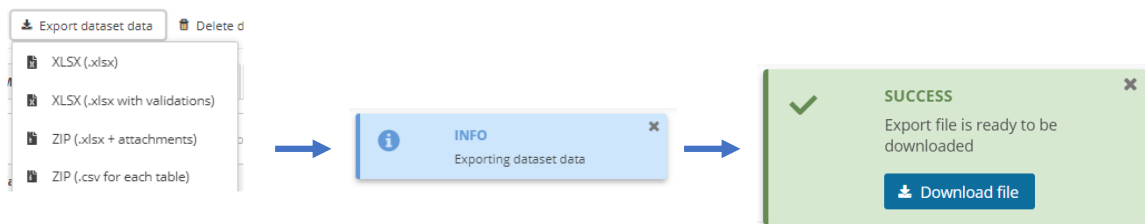


Entity	Table	Field	Code	Level error	Message	Number of records
FIELD	Challenges	AdaptationGoalSource	TC142	ERROR	The value is not a valid member of the referenced list.	1
FIELD	Challenges	Description	Description_warning	WARNING	The text you provided is longer than requested. Please provide a summary of the information.	1
FIELD	RiskFutureImpacts	AdaptationGoalSource	TC139	ERROR	The value is not a valid member of the referenced list.	1
FIELD	Vulnerabilities	AdaptationGoalSource	TC172	ERROR	The value is not a valid member of the referenced list.	1
FIELD	AdaptationGoals	AdaptationGoalSource	TC141	ERROR	The value is not a valid member of the referenced list.	1
FIELD	ProgressAddressingBarriers	AdaptationGoalSource	TC146	ERROR	The value is not a valid member of the referenced list.	1
FIELD	ProgressAdaptiveCap	AdaptationGoalSource				

## 4.2. Export functionality

Once data has been reported, there is a possibility to export the reported data from Reportnet.

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.



European Environment Agency  
Kongens Nytorv 6  
Dk 1050 Copenhagen K

Receipt date: 2023-01-23  
Representative: Italy

## 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](mailto:william.keeling@eea.europa.eu)



**Data can be submitted multiple times.** In 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. QUALITY ASSURANCE AND QUALITY CONTROL

To be inserted from horizontal element “E-platform - Reportnet 3 – Introduction, finalizing reporting, quality assurance” OR “E-platform – ReportENER – Introduction, finalizing reporting, quality assurance” section 3 “quality assurance” and adjusted.

## Annex 1: Reporting National climate change adaptation planning and strategies

Reporting “National climate change adaptation planning and strategies” pursuant to Governance Regulation Art. 19 (1) and implementing regulation 2020/2018 Art. 4 and Annex I is made in a different dataflow [[add link](#)].

(Lead) reporters for “Decarbonisation adaptation progress reporting” are suggested to look for synergies between both dataflows.

## Annex 2: 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
<b>Overall aim of the function</b>	The lead reporter is responsible for ensuring the complete and timely reporting of (a) data flow(s)
<b>Role/ responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for validating and submitting completed data flows.</li> <li>• Coordinate the reporting exercise from a substantive perspective, following up overall completion and assigning the necessary reporters.               <ul style="list-style-type: none"> <li>○ Acts as distribution point of relevant developments/information related to reporting to the necessary reporters.</li> <li>○ Responsible for all reporters in their dataflow(s): that they are coordinated and updated on timelines, key meetings, processes (etc.).</li> </ul> </li> <li>• Key contact for Commission/EEA with regard to substantive issues of reporting.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Expertise of thematic area of relevant dataflow(s)</li> <li>• Knowledge/coordination of supporting reporters and relevant supporting ministry/ministries               <ul style="list-style-type: none"> <li>○ To be able to disseminate information related to the relevant dataflow(s)</li> </ul> </li> <li>• Understanding of the reporting system (ReportNet and/or ReportENER) for relevant dataflow(s) following guidance and training:               <ul style="list-style-type: none"> <li>○ Ability to assign reporters</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Ability to validate and release/submit data when completed</li> </ul>
<b>Interfaces to</b>	<ul style="list-style-type: none"> <li>• Data stewards, regarding thematic reporting queries</li> <li>• Data custodians, regarding technical reporting queries</li> <li>• Other lead reporters, for coordination and to ensure the overall reporting obligations of the Member State is accomplished</li> <li>• Reporters, where assigned by lead reporter</li> </ul>
<b>Note</b>	<p>Lead reporters + back-ups for each data flow are nominated initially by mail through the Permanent Representation (November 2022).</p> <p>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.</p> <p>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).</p> <p>Contact for changes:  (for dataflows in ReportNet) <a href="mailto:govreg@eea.europa.eu">govreg@eea.europa.eu</a>  (for dataflows in ReportENER) <a href="mailto:EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu">EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu</a></p>

<b>Function</b>	<b>Reporter</b>
<b>Overall aim of the function</b>	The reporter is responsible for contributing to complete and timely reporting of (a) data flow(s)
<b>Role/ responsibilities</b>	<ul style="list-style-type: none"> <li>• Contributing to complete and timely reporting of (a) data flow(s). A reporter cannot submit completed data flows.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Expertise of thematic area of relevant dataflow(s)</li> <li>• Understanding of the reporting system (ReportNet and/or ReportENER) for relevant dataflow(s) following guidance and training</li> </ul>
<b>Interfaces to</b>	<ul style="list-style-type: none"> <li>• Lead reporter</li> </ul>
<b>Note</b>	<p>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)</p> <p>For ReportNet: lead reporters can assign reporters directly in the system (See section 2.4)</p> <p>For ReportENER: lead reporters can request changes to the reporters by e-mail: <a href="mailto:EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu">EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu</a></p>

## **Commission/EEA roles**

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

<b>Function</b>	<b>Assessment coordinator</b>
<b>Overall aim of the function</b>	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.
<b>Role/ responsibilities</b>	<ul style="list-style-type: none"> <li>• Establishes and manages the business processes for the overall assessment</li> <li>• Manages the meetings of the technical implementation group &amp; ISG</li> <li>• Keeps track of the fulfilment and assignment of process roles</li> <li>• If needed, escalates issues to the management level</li> </ul>
<b>Competencies</b>	
<b>Interfaces to</b>	<ul style="list-style-type: none"> <li>• All core team coordinators</li> <li>• All COM associated reviewers</li> </ul>

<b>Function</b>	<b>ReportNet coordinator</b>
<b>Overall aim of the function</b>	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
<b>Role/ responsibilities</b>	<p><b>NECPR management</b></p> <ul style="list-style-type: none"> <li>• Manages the technical implementation of the NECPR modules implemented through ReportNet</li> <li>• Coordinates with data stewards and custodians on ReportNet dataflows, ensuring where possible a consistency of approach</li> <li>• Coordinates internal business management approaches across dataflows, establishing common timelines and where necessary resource management.</li> </ul> <p><b>Stakeholder relations</b></p> <ul style="list-style-type: none"> <li>• Maintains institutional stakeholder relations (EC, EEA, Eurostat, JRC ...) as main contact point <ul style="list-style-type: none"> <li>○ Ensures regular updates on progress are shared with relevant experts (coordinators, data stewards/custodians, other relevant internal stakeholders)</li> </ul> </li> </ul>



<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Overview of key developments/challenges faced within ReportNet (per dataflow)</li> <li>• In-depth understanding of dataflow management processes</li> <li>• High-level technical and thematic data collection knowledge</li> </ul>
<b>Interfaces to</b>	<ul style="list-style-type: none"> <li>• All core team coordinators</li> <li>• All ReportNet data stewards and custodians</li> <li>• Where relevant, additional institutional stakeholders (EC, EEA, Eurostat, JRC ...)</li> <li>• Where relevant, data providers</li> </ul>

<b>Function</b>	<b>ReportENER coordinator</b>
<b>Overall aim of the function</b>	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
<b>Role/ responsibilities</b>	<ul style="list-style-type: none"> <li>• Manages the technical implementation of the NECPR modules implemented through ReportENER.</li> <li>• Coordinates with data stewards and custodians on the relevant ReportENER dataflows.</li> <li>• Cooperates internally to align reportENER development plans and resources with NECPR modules implementation needs, escalates to Management if necessary.</li> </ul> <p><b>Stakeholder relations</b></p> <ul style="list-style-type: none"> <li>• Maintains institutional stakeholder relations (EC, EEA, Eurostat, JRC ...) as main contact point. <ul style="list-style-type: none"> <li>○ Ensures regular updates on progress are shared with relevant experts (coordinators, data stewards/custodians, other relevant internal stakeholders).</li> </ul> </li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Stakeholder relationship management</li> <li>• High-level technical and thematic data collection knowledge</li> </ul>
<b>Interfaces to</b>	<ul style="list-style-type: none"> <li>• All core team coordinators</li> <li>• ReportENER data steward, custodian and internal stakeholders (e.g. Product Owner, development team)</li> </ul>

Function	Data Steward
<b>Overall aim of the function</b>	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.
<b>Role/ responsibilities</b>	<p><b>Dataflow management</b></p> <ul style="list-style-type: none"> <li>• Establishes and manages the business processes to ensure their dataflow is operational for data collection, data processing/validation and data dissemination.</li> <li>• Ensures a project plan for their relevant dataflow and permanent quality improvement - the what, when, who, how and resources.</li> <li>• Translate requirements to different expert groups (data custodian, analyst, communication).</li> <li>• Coordinates with data custodian on technology improvements impacting data flow.</li> <li>• Coordinate with main data users.</li> <li>• Where necessary ensures that data collected is made visible/accessible.</li> </ul> <p><b>Stakeholder relations</b></p> <ul style="list-style-type: none"> <li>• Works with relevant coordinator to maintain institutional stakeholder relationships (EC, EEA, Eurostat, JRC ...).</li> <li>• Directly maintains stakeholder relationships with data providers/reporters at national level.</li> <li>• Manages the assignment of reporters' rights to the relevant dataflow, after (re)-nomination.</li> <li>• Monitoring reporting status (and initial follow up if there are reporting delays/issues)</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Has in-depth thematic knowledge of the data collection <ul style="list-style-type: none"> <li>○ Understands the data from a content point of view.</li> <li>○ Understands the data collection methodology.</li> <li>○ Understands how this data can be used and not used.</li> </ul> </li> <li>• General understanding of ICT relevant for monitoring, data handling and reporting practices e.g. quality control, data formats (spatial, textual, tabular), and data sharing.</li> </ul>
<b>Interfaces to</b>	<ul style="list-style-type: none"> <li>• Core group institutional stakeholders (Commission, EEA, Eurostat, JRC ...) with/via relevant coordinator.</li> <li>• Implementation group thematic colleagues internally or externally (Commission, EEA, Eurostat, JRC ...) directly.</li> <li>• Relevant data custodian(s)</li> <li>• Reporters/data providers</li> <li>• Other final users of the data</li> </ul>