

How to deliver data under the Bathing Water Directive through Reportnet

These guidelines explain how to use Reportnet (the European Environment Agency's electronic infrastructure for data collection) for reporting information to the EU Commission in pursuance of the Bathing Water Directive. The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).

Step 1: User accounts and access permissions

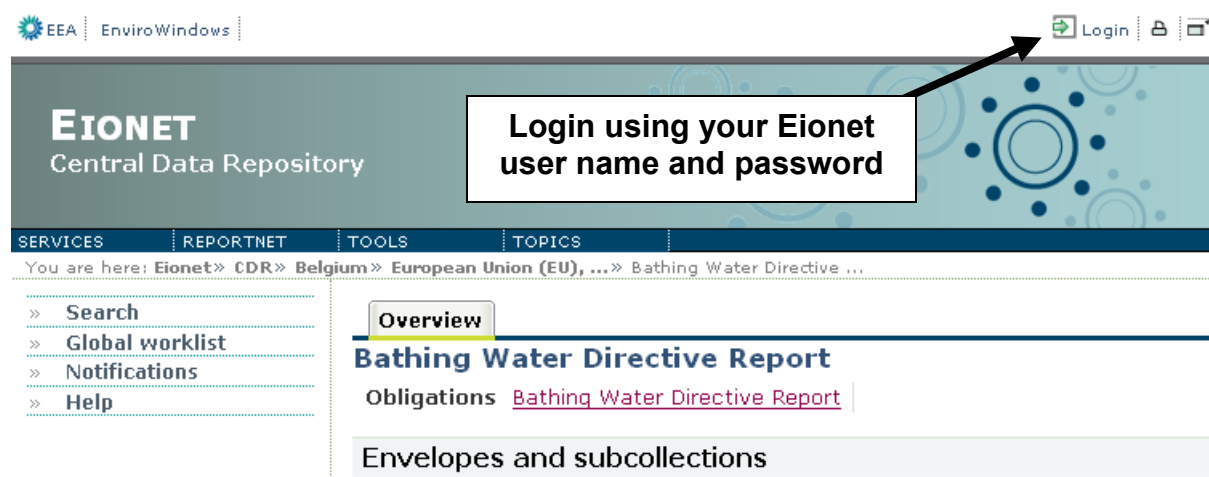
In order to report, an Eionet account with user name and password is required as well as permission to upload the national delivery. Please inform DG Environment about who will be the person(s) responsible for the reporting, so that the necessary arrangements can be made.

Step 2: Enter the Central Data Repository, login to your folder and create an envelope

When preparing for the Bathing Water Directive (BWD) delivery, you first have to go to the respective BWD folder in EEA's Central Data Repository, see the links below.

Member State	URL to BWD folder in EEA Central Data Repository
Austria	http://cdr.eionet.europa.eu/at/eu/bathing
Belgium	http://cdr.eionet.europa.eu/be/eu/bathing
Bulgaria	http://cdr.eionet.europa.eu/bg/eu/bathing
Cyprus	http://cdr.eionet.europa.eu/cy/eu/bathing
Czech Republic	http://cdr.eionet.europa.eu/cz/eu/bathing
Denmark	http://cdr.eionet.europa.eu/dk/eu/bathing
Estonia	http://cdr.eionet.europa.eu/ee/eu/bathing
Finland	http://cdr.eionet.europa.eu/fi/eu/bathing
France	http://cdr.eionet.europa.eu/fr/eu/bathing
Germany	http://cdr.eionet.europa.eu/de/eu/bathing
Greece	http://cdr.eionet.europa.eu/gr/eu/bathing
Hungary	http://cdr.eionet.europa.eu/hu/eu/bathing
Ireland	http://cdr.eionet.europa.eu/ie/eu/bathing
Italy	http://cdr.eionet.europa.eu/it/eu/bathing
Latvia	http://cdr.eionet.europa.eu/lv/eu/bathing
Lithuania	http://cdr.eionet.europa.eu/lt/eu/bathing
Luxembourg	http://cdr.eionet.europa.eu/lu/eu/bathing
Malta	http://cdr.eionet.europa.eu/mt/eu/bathing
Netherlands	http://cdr.eionet.europa.eu/nl/eu/bathing
Poland	http://cdr.eionet.europa.eu/pl/eu/bathing
Portugal	http://cdr.eionet.europa.eu/pt/eu/bathing
Romania	http://cdr.eionet.europa.eu/ro/eu/bathing
Slovakia	http://cdr.eionet.europa.eu/sk/eu/bathing
Slovenia	http://cdr.eionet.europa.eu/si/eu/colqbrkya/colqdpfyq
Spain	http://cdr.eionet.europa.eu/es/eu/bathing
Sweden	http://cdr.eionet.europa.eu/se/eu/colpxcea
United Kingdom	http://cdr.eionet.europa.eu/gb/eu/bathing

a) Log into the BWD folder for your country by using your Eionet user name and password



b) Now create a new envelope which will contain your data.

Add a meaningful title for the envelope. Please also enter the year to which the data relate. Envelope description and coverage note fields are optional.



c) Open the new envelope by clicking on its title.

d) Activate the task, by clicking on the related button.

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

Step 3: Upload your BWD report and make it available

Upload your report from your own system using the “add file” option. The uploading menu provides you with a check box to restrict a file from public access should this be necessary. Files with access restriction can only be downloaded by privileged users.



Once you are satisfied that you have uploaded the correct file(s), complete your delivery by releasing the envelope. The purpose of release is to signal that the data have been delivered. Your BWD report is now publicly available in the Reportnet Central Data Repository (CDR) unless you have applied access restrictions as explained above.

Finish or go back to drafting?

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

More help is available...

More help on Reportnet Central Data Repository is available at: <http://cdr.eionet.europa.eu/help>
In case of login problems, please contact Eionet Helpdesk: helpdesk@eionet.europa.eu