

Data Managers: definition and concepts

Nomination of Data Reporters and Data Focal Points for H2020 Indicators data flows

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ENI SEIS II South Support Mechanism

Data Managers can be defined as Data Reporters and Data Focal Points in a specific country that organise the national reporting exercise in a coordinated process. The data Managers have different roles and tasks, which are the following:

- **Data Reporters**, are responsible for delivering national data to the data repository and they will receive the necessary upload permissions for specific folders only. The main role of Data Reporter is to collect expert data from the national team and to upload the data into the information system.
- The **Data Focal Point** is an expert or group of experts nominated by the country and authorised to be the main contact point for the data submission to INFO/RAC. The main role of Data Focal Point is to coordinate the national network, review the data uploaded and validate data submission.

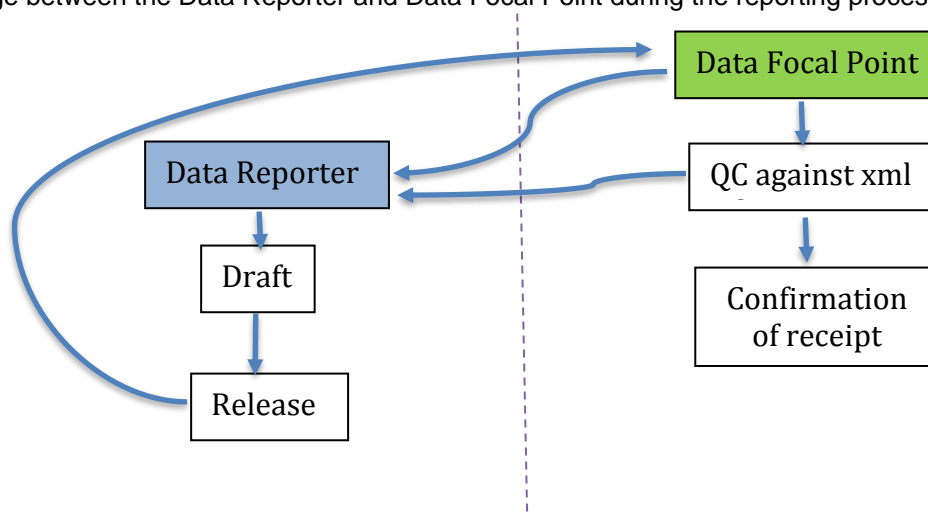
The number of Data Reporters and Data Focal Points need to be define **based on Country needs**. We suggest accrediting, as Data Focal Points, the two ENI SEIS II South Project Support Mechanism National Focal Points (NFPs). However other options could be possible (i.e. INFO/RAC NFP, MED POL NFP, etc.).

Tab.1 Comparison between Data Reporters and Data Focal Points' roles

Data Reporter	Data Focal Point
Tasks and responsibilities	
Possess relevant knowledge regarding environmental issues, monitoring or modelling	An individual with relevant expertise in a national organisation
Provide relevant data and expertise for specific thematic areas	Organise national coordination of activities
Collect data for specific indicators from organisations which are regular collectors or suppliers of environmental data	Review and accept the reporting from the Data Reporter
Fill the spreadsheets or web forms	Release the envelope following the Quality Control (QC)
Coordinate with the Data Focal Point for data validation	Submit the report to INFO/RAC and organise exchanges

Reporting data flows at country level require coordinated exchanges between the Data Managers and the National Team and depend on case by case. Below the core activity and relations between the Data Managers.

Fig. 1 Exchange between the Data Reporter and Data Focal Point during the reporting process



Implementation of the Shared Environmental Information System (SEIS) principles and practices in the ENP South region – SEIS Support Mechanism (ENI SEIS II South)

By consequence, internal coordination within the national team will ensure to organise H2020 data flows in a most efficient way. Numerous exchanges with the Data Managers are foreseen.

The access to the information system for reporting data requires that any user and permissions (user name and password) are in place to submit national deliveries. We kindly ask you to fill in the excel template with Data Managers details nominated.

Data Managers will be responsible for the validity of the data and therefore **passwords** are personal and cannot be shared.

Please inform the EEA michael.assouline@eea.europa.eu and INFO/RAC info@info-rac.org about any required update for accounts, which should be modified, deactivated or have their reporting rights revoked so that the necessary arrangements can be made.