

Procedure for Reporter to produce H2020 indicators data flow and spatial data collection under ENI SEIS II South Project

**Guidance document
20.12.2018**

Introduction

This document explains how ENI SEIS countries can fulfil the H2020 reporting exercise according to ENI SEIS II South project. The reporting is organised by the Information and Communication Regional Activity Centre (INFO/RAC) of the UN Environment Programme/MAP in collaboration with the European Environment Agency (EEA).

The next section presents details about the use of the InfoMAP Reporting system for collecting H2020 indicators and InfoMapNode Spatial Data infrastructure (SDI) for collecting geospatial datasets.

Step 1: User accounts and access permissions

InfoMAP Reporting System is developed by INFO/RAC and requires that all users have an InfoMAP account (user name and password) and permissions to submit national deliveries. As a Reporter from December 2018, you will have received login credentials automatically generated for your account. Please inform INFO/RAC managers (info@info-rac.org) about any problem or if you haven't received your credentials. You can contact INFO/RAC for any required updates regarding nominated persons providing the information below, so that the necessary arrangements can be made.

- First name:
- Last name:
- Email:
- Organisation:
- Phone:
- Address:
- ENI SEIS H2020 data flow responsible for

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

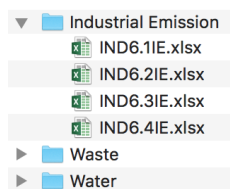
Step 2: Fill in the spreadsheets

You have received 3 zip packages of spreadsheet templates each for each data flow. After unzipping the specific package you will find in your local hard disk a set of excel templates designed to collect data for the ENI SEIS South II Project reporting exercise. You are invited to fill in each template in all the tables, following the description provided by the data dictionaries documents available on the dedicated website page <https://eni-seis.eionet.europa.eu/south/areas-of-work/indicators-and-assessment>. After having collected information on a specific indicator you should save the excel file named with your country code

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and the name of indicator (i.e. TUN_IND6.2IE.xls) and then to upload the files on the InfoMAP Data Repository (IDC) as it is explained in the next section.

The procedure needs to be replicated for each data flow by the nominated Reporter, in order to collect all the required data.



Step 3: Enter the InfoMAP Data Repository (IDC), login to your folder and create envelopes

When preparing for the H2020 delivery using the spreadsheet templates provided, you first have to go to the respective national H2020 Indicator folder, in the InfoMAP Data Repository (IDC), see the direct links below for countries in the ENI SEIS II South Project:

Countries	URL to H2020 Indicator folder in InfoMAP Data Repository (IDC)	Data Flow title
Algeria	https://idc.info-rac.org/dz/colxbpdta/colxbpfdw/	Industrial Emission
	https://idc.info-rac.org/dz/colxbpdta/colxbpfaw/	Waste
	https://idc.info-rac.org/dz/colxbpdta/colxbpfgw/	Water
Bosnia Herzegovina	https://idc.info-rac.org/ba/colxbpeta/colxbpgdw/	Industrial Emission
	https://idc.info-rac.org/ba/colxbpeta/colxbpgbg/	Waste
	https://idc.info-rac.org/ba/colxbpeta/colxbpgga/	Water
Egypt	https://idc.info-rac.org/eg/colxbpeaq/colxbpfwa/	Industrial Emission
	https://idc.info-rac.org/eg/colxbpeaq/colxbpfsq/	Waste
	https://idc.info-rac.org/eg/colxbpeaq/colxbpfyg/	Water
Israel	https://idc.info-rac.org/il/colxajizq/colxaji4g/	Industrial Emission
	https://idc.info-rac.org/il/colxajizq/colxaji1q/	Waste
	https://idc.info-rac.org/il/colxajizq/colxaji2w/	Water
Jordan	https://idc.info-rac.org/jo/colxajiba/colxajihq/	Industrial Emission
	https://idc.info-rac.org/jo/colxajiba/colxajifg/	Waste
	https://idc.info-rac.org/jo/colxajiba/colxajidg/	Water
Libya	https://idc.info-rac.org/ly/colxaji9w/colxajjdq/	Industrial Emission
	https://idc.info-rac.org/ly/colxaji9w/colxajjaq/	Waste
	https://idc.info-rac.org/ly/colxaji9w/colxajjw/	Water
Montenegro	https://idc.info-rac.org/me/colxajfpq/colxajfxw/	Industrial Emission
	https://idc.info-rac.org/me/colxajfpq/colxajfuw/	Waste
	https://idc.info-rac.org/me/colxajfpq/colxajfsw/	Water
Morocco	https://idc.info-rac.org/ma/colxajeuq/colxaje5q/	Industrial Emission
	https://idc.info-rac.org/ma/colxajeuq/colxajezg/	Waste
	https://idc.info-rac.org/ma/colxajeuq/colxaje2w/	Water
Palestine	https://idc.info-rac.org/ps/colxajimq/colxajisw/	Industrial Emission
	https://idc.info-rac.org/ps/colxajimq/colxajipq/	Waste
	https://idc.info-rac.org/ps/colxajimq/colxajiqw/	Water

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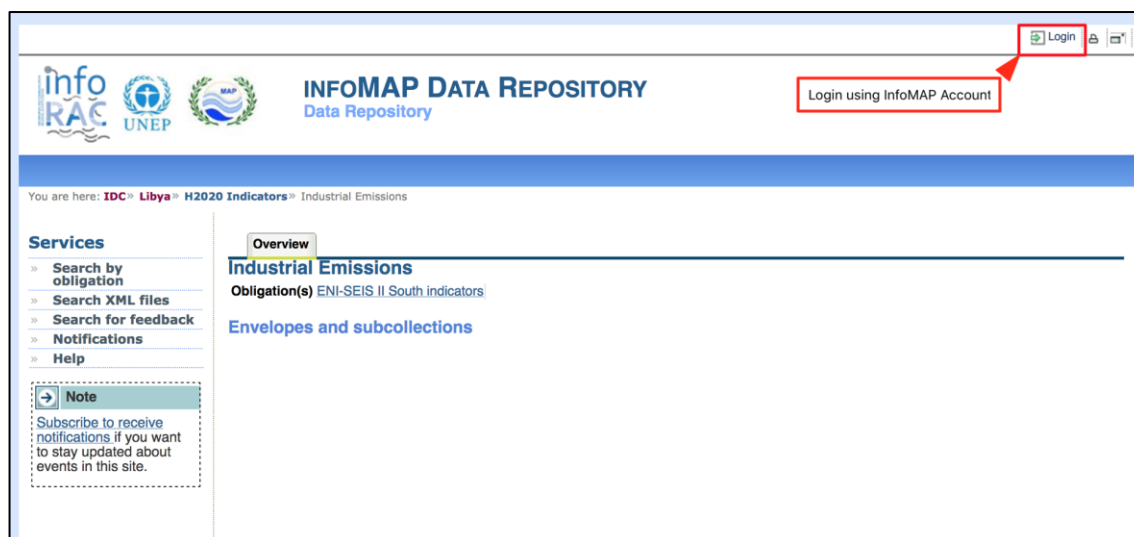
Tunisia	https://idc.info-rac.org/tn/colxbpdtq/colxbpfaq/	Industrial Emission
	https://idc.info-rac.org/tn/colxbpdtq/colxbpfsa/	Waste
	https://idc.info-rac.org/tn/colxbpdtq/colxbpfdw/	Water

By 25th January 2019, each country must have submitted their data in accordance with the three data flows: Industrial Emission, Waste and Water. In order to submit these in the right place, the text below explains in details how the envelopes can be created.

Create envelopes for H2020 Indicators country submissions

Three sub-folder named “Industrial Emission”, “Waste” and “Water” in the folder named “H2020 Indicators” has been created.

For uploading a country report log into the “Industrial Emission” or “Waste” or “Water” folder for your country by using your InfoMAP user name and password as shown in the example below.



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

New envelope

Open the new envelope by clicking on its title.

Activate the task, by clicking on the related button.

Activate task

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

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

Upload your H2020 indicators country submission and make it available

Provide your H2020 indicators country report within the newly created envelope “2018 submission” in the “Industrial Emission” folder. Upload your country report following the most up-to-date template using the “Add file” option.

Add file

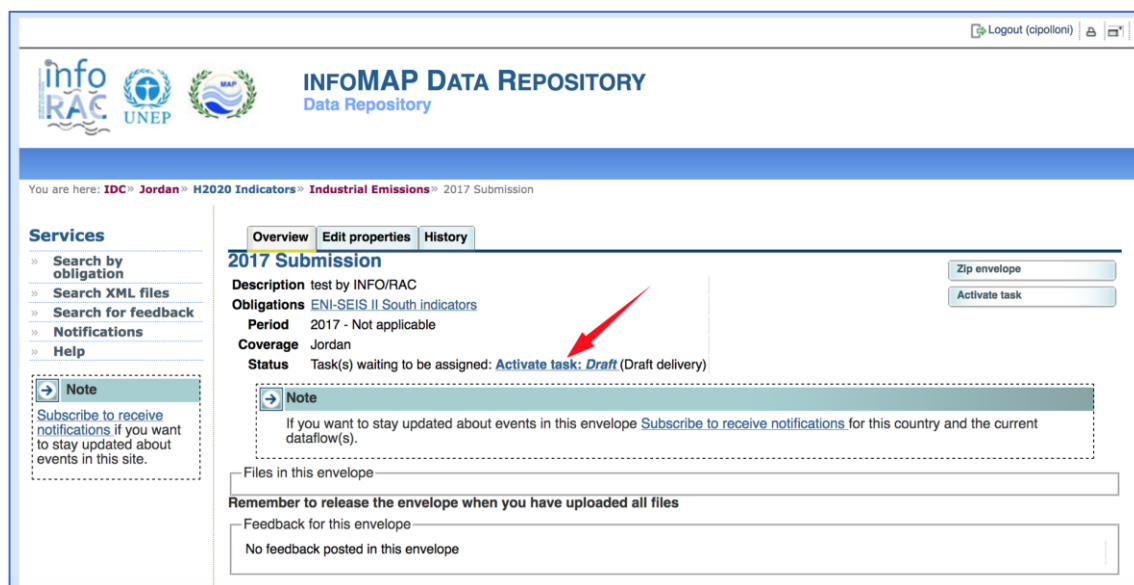
Once you are satisfied with your upload, complete your delivery by releasing the envelope using the “Release envelope” option.

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

Release envelope

Complete the delivery or go back to drafting?

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



The screenshot shows the '2017 Submission' envelope page. The status is 'Task(s) waiting to be assigned: **Activate task: Draft (Draft delivery)**'. A red arrow points to this link. The page also includes a 'Note' section with a subscription link and a 'Files in this envelope' section.

To complete the official submission of the H2020 indicators data, there is an extra step!

Click on the link “Redeliver or Finish” (see above). The reporter has then the choice to go “back to drafting” or “Finish” for the delivery of the envelope.

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Overview
Draft delivery
Edit properties
History


Draft delivery

Add supporting file
Release to final draft
Deactivate task

1) Your first step is to add one or more files into this envelope, using the webforms. You can always interrupt your work and continue your contribution at a later time without losing data.

2) Once you are satisfied with the contribution, you choose [Release to final draft](#) and your delivery will be released to the public.

Files in this envelope

<input type="checkbox"/>		IND6.1IE.xlsx	test1	14 Dec 2018	28.3 KB	
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Rename
Cut
Copy
Delete

By clicking on “Finish” you will close the envelope and indicate to the INFO/RAC that your electronic submission is complete. Your H2020 indicators submission is now publicly available in the InfoMAP Reporting System Data Repository (IDC).

If you want to restrict the access to the files as they are confidential, please do as follows:

- Log into envelope
- Click on file name
- Change file properties, see screenshot below

Access restrictions can always be changed, also in released or completed envelopes

Edit file properties

Title	<input type="text"/>
File size	97.0 KB (99328 Bytes)
Last uploaded	26 Jul 2018 09:22
Restricted from public view	<input type="checkbox"/> 

Change

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

Step 4 Spatial data fill-in and upload in the InfoMapNode system (SDI)

Log into the system using your credential that are the same of Reporting System in order to provide, if needed the different spatial datasets required in the call collection. In the system are pre-uploaded some spatial dataset of Mediterranean area, such as: Region administrative units, Coastline, Coastal cities. In order to improve the quality of data to support indicators collection and representation we need to have an agreement on these layers, if something is not correct we ask to provide a new dataset using the “**geospatial template package**” provided. Moreover, we need to collect a spatial dataset of River basins, therefore we ask using “**geospatial template package**” the to provide this one as new dataset to upload in the system as layer.

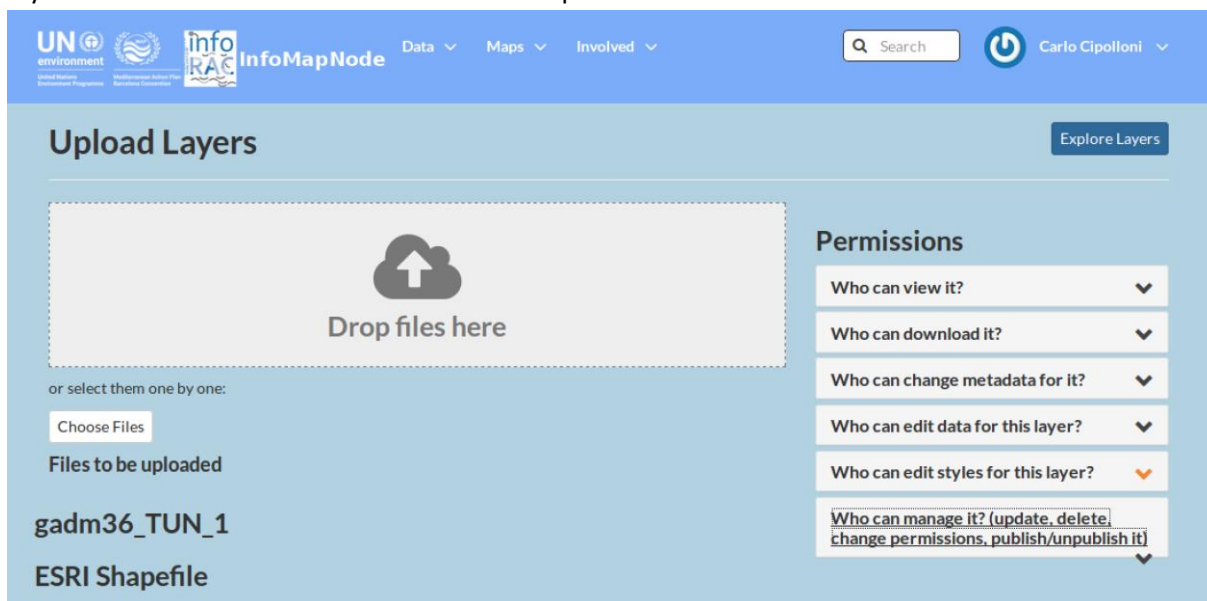
To provide spatial dataset after unzipped the geospatial template package you have to fill in the shapefile and upload them in the system as explained in the next steps.

Upload Document

1. Click on “**Upload Document**” section
2. On the top of the page, the allowed document types are specified.
3. Write the file name in “**Title**” section using a clear identification name for the country and content (i.e. Tunisia boundaries).
4. Chose file using “**Browse...**” button
5. ...or use “**URL**”. Here you can paste the link associated to the file
6. In order to link the file to an existing layer or map, specify the layer in the “**Link to**” box (highlighted in red).

Upload Layers

It is also possible to upload your Layer to the system, allowing you to create raster and vector layers that can be shared or used to create maps.



1. Click on **“Layer”** button on the Data Menu
2. Click on the Blu colour **“Upload Layers”**
3. Drag-and-drop the file into the grey area where specified **“Drop files here”**
4. ...or use **“Choose Files”** button to browse into the local folders. The files will appear below the drag-and-drop area, and the system will automatically specify the file format as shapefiles. In case a required file is missing (for shapefiles) you will be requested to add the file before you can proceed uploading.
5. Click on **“Upload File”** to start the Uploading process.

After a successful upload, five options on how to continue managing the data will appear you have to click on Edit Metadata in order to take you to an interface where detailed information on the layer should be provided. In the section below, this function will be explained in more detail. If you have already an existing xml ISO 19115 file of metadata associated to the layer, you can click on Upload Metadata.

Edit Metadata in a layer

Click on **“Edit Metadata”** button to start providing additional information about the layer. Some fields are automatically filled in, but most are left empty for you to provide information.

1. **Title:** Provide an explanatory name for your layer. The name should not follow the naming conventions for data files but instead correctly reflect main aspects of the data. Start the title with a geographical specification (country, region, or “Global”).
2. **Abstract:** Provide a brief description for your layer. This text will appear together with your layer e.g. in the search results.
3. **Keywords region:** Select one or more countries that the layer represents.

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4. **Keywords:** Specify keywords for your layer to appear in search results.
5. **Supplemental information:** Specify what the attributes represent by giving a brief description of each attribute. This information is the only explanation other users will have to understand the attribute short names and therefore it is critical that a description is provided. The supplemental information will appear under your layer in the Layer View interface when you click Show/Hide.
6. **Attributes:** Provide further descriptions of all the attribute short names or change the display order of the attributes.

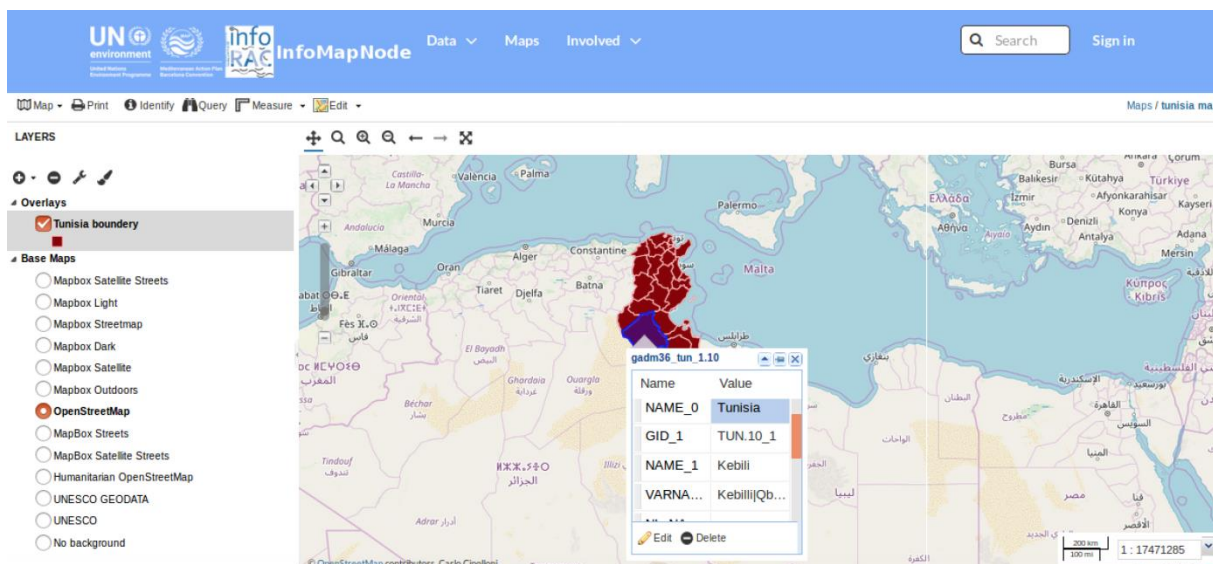
When you have finished editing the metadata associated to the dataset you finish your spatial dataset collection.

In the case that you want to enrich the spatial dataset directly in the system, as in the case of small changes the next step procedure explain how you can modify a spatial dataset available in the system. Before you start you have to check if you have the right to do that by writing to the INFO/RAC System Manager.

Modify a Layer's data

Depending on the permissions the user has, it is possible to edit data directly in a vector layer by modifying existing features.

1. Select the layer in the left-side panel in the **Map Composer interface**
2. ...or click on a specific point, line or polygon feature in the map
3. a pop-up window with all attribute values will appear
4. click on "**Edit**", all points defining the shape of the feature will become visible in the map.



Since a feature only has one geographic reference, simply drag-and-drop the symbol to the new location.

5. Edit the attribute values in the pop-up window and then click on **“Save”**.

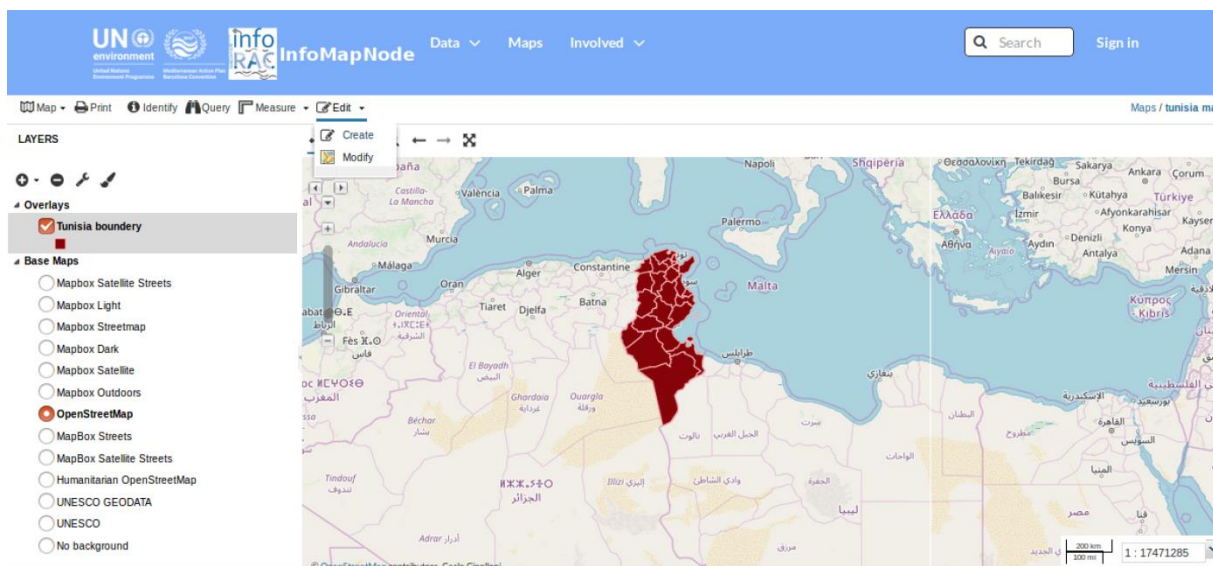
Create and remove data in a layer

To generate new data directly from the layer.

- 1) Select the layer in the left-side panel in the **Map Composer** interface.
- 2) Click on **“Edit”** button. The possibility will be one of the two: **“Create”** or **“Modify”**.
- 3) If you wish to generate a point on the map **simply double-click** on the location and a feature window will appear with no associated values.
- 4) Provide attribute values and then click on **“Save”**.

To generate data in the shape of lines or polygons to symbolize e.g. roads or flood-areas, click once at the starting location and double-click at the endpoint. A pop-up window will appear with empty fields for you to provide the attribute values.

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5) To remove data, click on ***“Delete”*** from Modify option.

References

More help on Reporting Data Repository is available from <https://idc.info-rac.org/help>.

In case of login problems, please contact INFO/RAC System Manager: info@info-rac.org

For any request of information about data reporting please contact:

michael.assouline@eea.europa.eu

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