



How to use Reportnet 3 for MapMyTree reporting

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Overview

These guidelines explain how to use **Reportnet 3** (the European Environment Agency's new digital infrastructure for data collection) for reporting information to MapMyTree, the reporting platform of the European Commission's pledge to plant 3 billion additional trees by 2030. The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).



1 Dataflow MapMyTree

1.1 Step 1: Log on to Reportnet 3

Go to <https://reportnet.europa.eu/>

- If you do not have an EU login – Follow the steps in document [HowTo_Login\(Reportnet3\)](#), section B.1 Creating an EU login, page 5.
- If this is the first time you log on to Reportnet 3 – Follow the steps in [Annex 1 – Register on Reportnet 3](#)
- If you have logged on before – Follow the steps in [Annex 2 – Logging into Reportnet 3](#)

1.2 Step 2: Open the MapMyTree dataflow

1. Once logged in, you can find the **MapMyTree** dataflow under the citizen science dataflows tab



2. Enter the MapMyTree dataflow by clicking on it



The dataflow overview page provides the most relevant functions to report to MapMyTree

- [A] – The main part of the page are icons which take you to the components of the dataflow:
 - **Dataflow help** – is where you will find relevant documents, links and a technical overview of the reporting schema.
 - **Technical feedback** is where you will receive feedback from the EEA for the results of the manual acceptance check.



- **Reference dataset** is where you will find the data from the table lookups such as: countryCode, typeOrganisation, typeAction, typeLand, parcelOwnership, typeTree and plantingYear.
- **MapMyTree** is where relevant data can be uploaded and validated.
- **Confirmation receipt** will generate a PDF file serving as receipt of confirmation of submission.
- **Release to data collection** will submit your reported data once you have uploaded and validated it.
- [B] – **Properties** displays the information regarding the dataflow, reporting obligation and legal instrument (extracted from ROD).
- [C] – **Manage reporters** displays a dialog where a lead reporter can provide access to the dataflow for other reporters.

1.3 Step 3: Find the needed files

Click on **Dataflow help**. Under supporting documents, you will find the Declaration of Honour and other supporting files. You will have to download the Declaration of Honour (in your preferred language) to sign and upload it during the reporting process.

Dataflow help

MapMyTree

Supporting documents									
Upload									
Title	Description	Category	Language	Public	Upload date	Size	File	Actions	
Declaration Of Honour 3BT MT.pdf	A Declaration of Honour (DoH) should be filled out by the organisation, signed by its legal representative for each reported pledge, and uploaded as PDF file. The name of the PDF file must be unique and follow the pattern: doh_pledgeid.pdf	pdf	Maltese	✓	2022-01-21	287.07 KB			
Declaration Of Honour 3BT NL.pdf	A Declaration of Honour (DoH) should be filled out by the organisation, signed by its legal representative for each reported pledge, and uploaded as PDF file. The name of the PDF file must be unique and follow the pattern: doh_pledgeid.pdf	pdf	Dutch	✓	2022-01-21	279.79 KB			

1.4 Step 4: Important concepts

Parcels are planting actions of one or multiple trees at a specific site.

Pledges are projects or initiatives. Each “parcel” needs to be associated to a “pledge”.

“Pledges” are a way to organise planting actions as part of different projects or initiatives. For example, if an organisation has different planting campaigns in parallel with different partners. Any organisation is free to structure the divisions into “pledges” as it deems fit. It is very well possible to only use one single “pledge” for all planting actions. Please note that for each “pledge”, you will have to upload a signed Declaration of Honour (found under Dataflow help, see above). Should there be different entities responsible for planting trees, this allows linking each entity to a “pledge”, and uploading a declaration of honour signed by the relevant entity covering only the “parcels” which are associated to that entity’s “pledge”.



1.5 Step 5: Upload the MapMyTree data

To report data to the MapMyTree dataflow two options are currently available: reporting data manually, which is better suited to smaller datasets, and reporting data by uploading a CSV table, which is better suited to larger and more frequently reported datasets.

For both options, reporting is done under **MapMyTree** from the dataflow overview.

1.5.1 Option A: Manually reporting data

There are three tabs under the MapMyTree dataflow: **organisationInformation**, **Pledge** and **Parcel**).

Information on the organisation

The organisation information can be reported under the **organisationInformation** tab.

To start reporting the required information, click on the edit button under the first column **Actions** and fill out the different fields. The **Privacy Statement** found under **Dataflow help** will be required. Once finished, the validate button at the top of the page will help you check if the data has been provided in the correct format.



Actions	Validations	organisationName	organisationType	organisationEmail	organisationWebsite	generalPresentation
		Organisation test name	Private company or corporation	contact@organisationtest.com	www.organisationtest.com	This is the description of the organisation test that will be shown in the website

Rows per page: 10 | Go to 1 of 1 | Total: 1 record

Note: you need to manually upload the logo file by clicking the upload button under the logo column. The name of the logo file should be 'logo'.

Information on the pledges and parcels

To start reporting the “pledge” and “parcel” information, open the **Pledge** or **Parcel** tab under **MapMyTree** and click on the “edit” button under the first column and fill out the different fields.



Note on the “pledgeID” and “parcelID” elements

The “pledgeID” and “parcelID” elements are arbitrary and unique values to identify each “pledge” and “parcel”. The “pledgeID” and “parcelID” cannot contain white spaces. Each organisation is free to use its own classification system, the idea being that many organisations already use predefined codes to classify their planting actions. Below are two examples, in which each row represents a “pledge” or “parcel”.

Pledges

pledgeID	pledgeName	...
1	1 million trees in 5 years	...
2	Cities for green spaces	...

Parcels

parcelID	pledgeID	Coordinates	Area	...
FR0067	1	45.57, 8.93	13.1	...
FR0068	1	42.56, 7.44	2	...
IT0112	1	42.51, 6.91	3.5	...
CC001	2	32.01, 11.50	0.7	...

Alternatively, using only one “pledge”:

Pledge

pledgeID	pledgeName	...
1	DG-Environment plants trees	...

Parcels

parcelID	pledgeID	Coordinates	Area	...
1	1	45.57, 8.93	13.1	...
2	1	42.56, 7.44	2	...
3	1	42.51, 6.91	3.5	...

Once the relevant pledge or parcel information has been reported, the “**Validate**” button at the top of each tab will help you check if the data has been provided in the correct format.





Note: In the **Parcel** tab, the Declaration of Honour found under the supporting documents needs to be signed and uploaded.

1.5.2 Option B: Uploading CSV tables

There are 3 CSV tables that will be need to be prepared and uploaded to report data.

1.5.2.1 Filling out the CSV tables

organisationInformation.csv

The CSV file requires to fill out the following fields:

- **organisationName:** the name of the organisation
- **organisationType:** the type of organisation (Fill with either: **Civil community, Private company or corporation** or **Public institution**).
- **organisationEmail:** the email of the organisation
- **organisationWebsite:** the website URL of the organisation
- **generalPresentation:** a general presentation of the organisation that will be visible on the 3 Billion Trees websites.
- **logo:** the logo of the organisation
- **privacyStatement:** agree to the Privacy Statement (Fill with: **Agree**)

Note: Leave the logo field blank and upload it manually.

These are the main properties of the logo file:

1. **Picture size:** Height & Width 300px by 300px minimum and 500px by 500px maximum
 2. **File size:** Maximum 100 Kbyte (0.1 MB)
 3. **File formats:** JPEG, PNG or SVG
-

Pledge.csv

The CSV file requires to fill out the following fields:

- **pledgeID:** the pledge identifier
- **pledgeName:** the pledge name
- **DoH*:** the filled out declaration of honour.



Note: leave the DoH field blank and upload it manually under the **Pledge** tab.

Actions	Validations	pledgeID	pledgeName	DoH
		1	1 million trees in 5 years	

Rows per page: 10 | Go to 1 of 1 | Total: 1 record

Parcel.csv

The fields that need to have are these:

- **parcelID**: the parcel Identifier (a note on the **parcelID** and **pledgeID** elements is found under **1.5.1**)
- **pledgeID**: the pledge identifier
- **parcelCoordinates**: the [geoJSON](#) that contains the parcel as point. Geographical coordinates will be expressed in decimal degrees with a precision of 5 or more than 5 decimal places (e.g. 0,00001)
- **areaHa**: the **estimated planted** area in hectares (Ha); for individual trees, rows of trees or if the area is unknown, the value should be 0 (zero).
- **parcelOwnership**: the parcel ownership (Fill with either: **Private**, **Public**, or **Public and private**)
- **codeNUTS3**: the code of NUTS level 3 valid from 2021, which refers to the administrative unit (province, département, etc.) where the land parcel is located.
- **typeTree**: the type of tree (Fill with either: **Broadleaved**, **Conifer**, or **Mixed**)
- **numberTrees**: the number of trees
- **plantingYear**: the year when the trees were planted (from 1. May 2020 to 31. December 2030)
- **typeLand**: the type of land (Fill with either: **Agricultural area**, **Along infrastructure corridors**, **Forest area**, **Urban or peri-urban area**, or **Others**)
- **typeAction**: the type of action (Fill with either: **Assisted natural expansion** or **Planting**)
- **totalCost**: estimated total cost of tree planting in Euro as average per hectare (not required).
- **aftercareEntity**: the aftercare entity name
- **aftercareWebsite**: the aftercare website (not required)
- **addInfo**: additional information (not required free text).



1.5.2.2 Creating a ZIP file

Most modern operating systems allow to do this by selecting then right clicking all relevant files and choosing “Compress items” or “Send to: Compressed folder”.

It is important that although the ZIP file’s name can be whichever you want, the name of the CSVs have to be:

- organisationInformation.csv
- Pledge.csv
- Parcel.csv

1.5.2.3 Uploading the CSV tables

1. Open **MapMyTree** from the dataflow overview

MapMyTree
MapMyTree - Test Dataset - MapMyTree

Import dataset data Export dataset data Delete dataset data Validate Show validations QC Rules Dashboards Manage copies Refresh

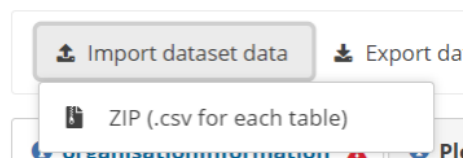
organisationInformation Pledge Parcel

Export table data Show/Hide columns Validation filter Filter by value

Actions	Validations	organisationName	organisationType	organisationEmail	organisationWebsite	generalPresentation
		Organisation test name	Private company or corporation	contact@organisationtest.com	www.organisationtest.com	This is the description of the organisation test that will be shown in the website

Rows per page 10 of 1 Total: 1 record

2. Click on **Import dataset data** on the top left of the menu, choose ‘Import File’ and select the previously created ZIP file to upload in the dialog.



It is important that although the ZIP file’s name can be whichever you want, the name of the CSVs have to be:

- organisationInformation.csv
- Pledge.csv
- Parcel.csv

The ZIP file has to be uploaded once. The Pledge.csv contains the list of pledges and the Parcel.csv contains all the parcels.

The CSV fields have to be separated by commas (,), in the description of the organisation if you need to write this character, all the phrase should be written between quotation marks (“”).

Example:

name,description



my name,"This is a description with comma inside, take care about this."

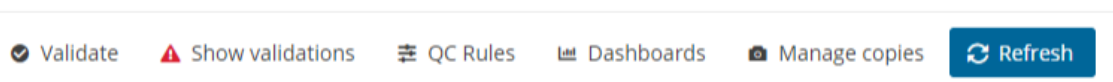
Note: Please do not include **Declaration of Honour** and **logo** files in the ZIP archive. These two files need to be uploaded manually.

- If you are importing the ZIP file again with all the data, then make sure **Replace data** is checked. Rows will be appended to the current tables except when **Replace data** check is selected.

- The application will automatically extract the data from the ZIP file and input into the dataset.

Note: The ZIP file is not stored on the platform

- After import the validation will be automatically run.
- Notifications in the top right will inform you the import has started and when the validation has finished
- Once the validation is finished the 'Refresh' button will be highlighted and after clicking you will see the results of the validation. The validation can also be run manually – see next section.

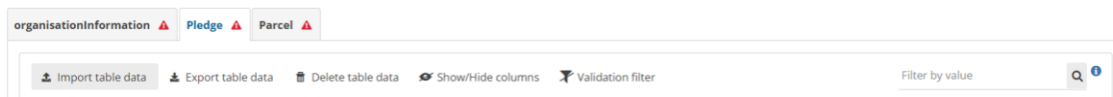


1.5.2.4 Upload independent CSV in a tab

In this case, the CSV that is uploaded into **Parcel** or **Pledge** tabs can be named as you want, there is no limitation as in 1.5.2 Upload all three CSV files as one ZIP file that needs to have a specific name.

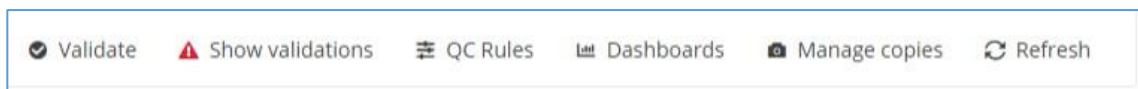


All the explained in previous section (1.5.1) is required here for the fieldnames in the CSV file. To upload this CSV you have to be on **Parcel** or **Pledge** tab and click on **Import table data**.



1.6 Step 6: Run quality control check (QA/QC) tests on the data

1. In the reporting dataset you will find several menu buttons for quality control:



- **Validate** – Runs validations for the whole dataset
 - **Show validations** – Shows a table of all the validation issues found across the whole dataset after a validation has been run.
 - **QC rules** – Shows a list of all the validations which have been created for the dataset.
 - **Dashboards** – Provides a visualisation of the validation feedback.
 - **Manage copies** – Functionality to save copies of the data (snapshots or restore points).
 - **Refresh** – After import, validation and restore copy, you will need to refresh the tables.
2. Click on **Validate**.
 3. A notification in the top right will indicate the validation has started and when it has been completed.
 4. **Refresh** the table once the validations are complete.



1.7 Step 7: Review quality control check (QA/QC) results

This step is required if errors persist following validation.

1. Errors are displayed at four types – the field; record; table; and dataset.
2. The column 'Validations' in the table shows for each record which level of errors at field and record level.



3. Field level errors have icons next to value in the field. Hover over it to see the error message.
4. Click on **Show validations** (dataset menu) to view the list of all errors in the dataset.

Validations

Type of QC: ▼ Table: ▼ Field: ▼ Level error: ▼ Filter Reset

Entity	Table	Field	Code	Level error	Message	Number of records
FIELD	organisationInformation	organisationEmail	FC324	WARNING	The organisationEmail value must not be missing or empty if the information is available.	1
FIELD	organisationInformation	generalPresentation	FC325	WARNING	The generalPresentation value must not be missing or empty if the information is available.	1
FIELD	organisationInformation	organisationName	FC321	BLOCKER	The organisationName field must not be missing or empty	1
FIELD	organisationInformation	privacyStatement	FC468	BLOCKER	The value must not be missing or empty	1
FIELD	organisationInformation	privacyStatement	MMT23	BLOCKER	This field need to have the value Agree to accept the privacy statement	1
FIELD	organisationInformation	logo	MMT11	WARNING	Please upload the logo as an image file (overall maximum value is 20 MB)	1

Download validations Close

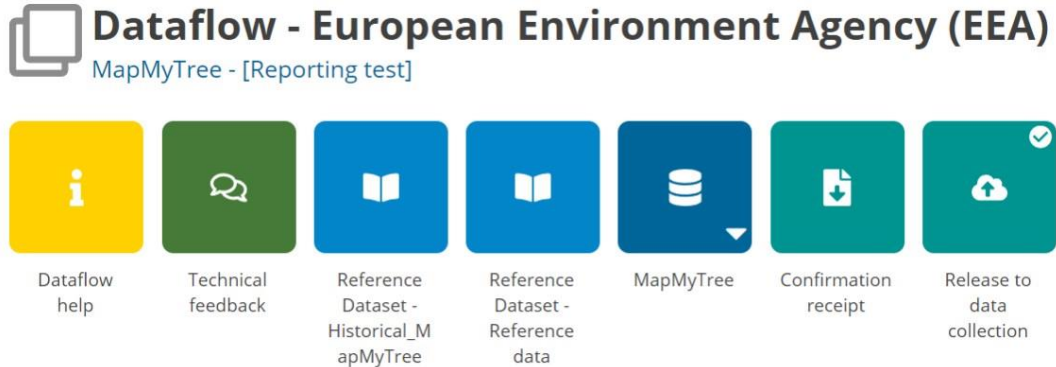
5. This table has four columns:
 - Entity – One of FIELD/RECORD/TABLE/DATASET.
 - Table – Table name
 - Field – Field name (if applicable)
 - Code – Short code
 - Level error – One of INFO/WARNING/ERROR/BLOCKER.
 - Error message – What the issue is.
 - Number of records – The number of records which have triggered the error (the table is grouped by error)
6. Page through it and sort it to understand errors in data. It is also possible to filter records in the validation table to make it easier to work with.
7. Double-click on an error in the list to go to group of records in the reporting table.
8. Click on **Dashboards** to get a visual overview of the number of errors in the data by table.
9. Corrections to the data should be made in your source data and the excel reimported. Remember when reimporting your file, to either **Delete dataset data** first, or check the **Replace data** in the excel import dialog. Once imported revalidate the data.
10. Only BLOCKERS will stop the data from being released to the data collection. For example, in “organisationInformation” table the user must provide a name in the “organisationName” field.



1.8 Step 8: Release the data to the data collection

Once you are satisfied with the uploaded data, complete your delivery by releasing to the data collection.

1. Go to the Dataflow overview.



2. Click on **Release to data collection**.
3. In the background, QC is run on each dataset and the 'Show validations' list refreshed in the dataset.
4. If there are blockers in any dataset, the release is stopped and there will be a message to inform about that.
5. If the QCs run fine, a notification will appear saying the data has been 'released successfully'. An automatic copy will be created.
6. You will also see a new icon from which you can download a **Confirmation receipt**. If you change the data and resubmit a new copy to the data collection, then a new confirmation receipt is available for download.
7. To look at your submission history, on the dropdown menu for the Reporting data, you will find **Historic releases** which opens a dialog showing the releases metadata.

Once the data is released, it is marked as an official delivery. The delivery must be inspected and accepted. Before it is inspected by the manager, the status of the delivery is "**Final feedback**".

The final feedback is given by the client (EEA/ETC). Once the client inspects the delivery, the status changes to "**Envelope is complete**". The delivery is then marked as an official delivery. Data updates, corrections and re-submissions can always be delivered via making a new release to the data collection. The tracking of delivery versions is enabled 'Historic releases' and historical data will be available in dataset "**Historical_MapMyTree**". If the client has **technically rejected** the delivery due to incompleteness, you will be contacted and asked for clarifications. In such case, inconsistencies in the data will have to be corrected and submitted under a new release to the data collection as described above (Steps 1-8). If client has **technically accepted** the delivery, no further actions are necessary.



2 More help is available

More help on Reportnet 3 is available at:

https://www.eionet.europa.eu/reportnet/docs/prod/reporter_howto_reportnet3.0

In case of login or platform problems, please contact Reportnet Helpdesk:

helpdesk@reportnet.europa.eu.

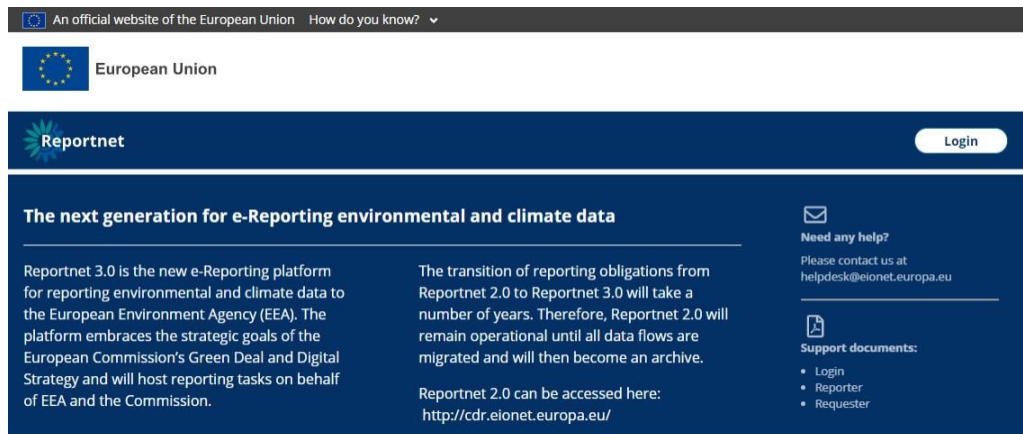
In case of data problems, please contact the MapMyTree helpdesk: forests@eea.europa.eu.



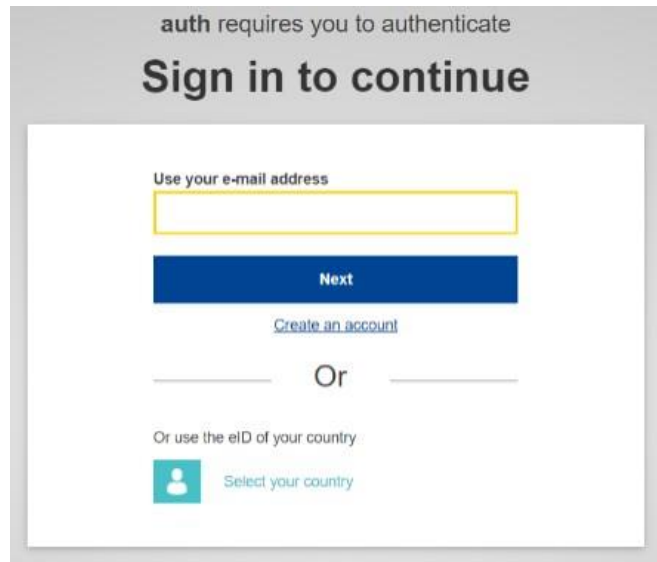
Annex 1 – Register on Reportnet 3

If you DO NOT have an EU login, follow the steps in document [HowTo_Login\(Reportnet3\)](#), section B.1 Creating an EU login, page 5. The following steps only need to do one time.

1. Navigate to Reportnet 3.0 <https://reportnet.europa.eu/> and click on **Login** on the top right corner of the page



2. You will be redirected to authenticate using an EU login. Enter your email and press **Next**.



3. 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. See **Error! Reference source not found..**



auth requires you to authenticate

Sign in to continue

Use your e-mail address


User not found

Next

[Create an account](#)

Or

Or use the eID of your country

 Select your country

4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**

auth requires you to authenticate

Sign in to continue

Welcome

ext.jose.luis.anton@altia.es
(External)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password



Sign in



- In your first login to Reportnet 3.0, after you have been authenticated by EU login, you will be asked to fill a form. Username should be the same email address as your EU login. Fill the form and press **Submit**

REPORTNET

Update Account Information

Username
ext.jose.luis.anton@eua.es

Email
ext.jose.luis.anton@eua.es

First name
jose Luis

Last name
Antonio Bueso

Submit

- You will now be logged in to the platform, but you will not see any dataflows (the dataflow list will be empty)

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European Union

Reportnet 3.0 > Dataflows Jonathan Maidens

My Dataflows Completed

↑↓ Name ↑↓ Description ↑↓ Legal instrument ↑↓ Obligation ↑↓ Status ▾ ↑↓ Role ▾ ↑↓ Date range Reset

There are no pending dataflows

- EEA will monitor for your registering on the platform and will then add you to the MapMyTree dataflow. A confirmation email will be sent from helpdesk when this has been done. Then you can log on to the platform as normal and will see your dataflows



Annex 2 – Logging into Reportnet 3

If you do NOT have an EU login, follow the steps in Annex 1

If you have NOT registered on Reportnet 3, follow the steps in Annex 2

1. Navigate to Reportnet 3.0 <https://reportnet.europa.eu/> and click on **Login** on the top right corner of the page
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.

auth requires you to authenticate

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

[Select your country](#)

3. You will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**

auth requires you to authenticate

Sign in to continue

Welcome

ext.jose.luis.anton@altia.es
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

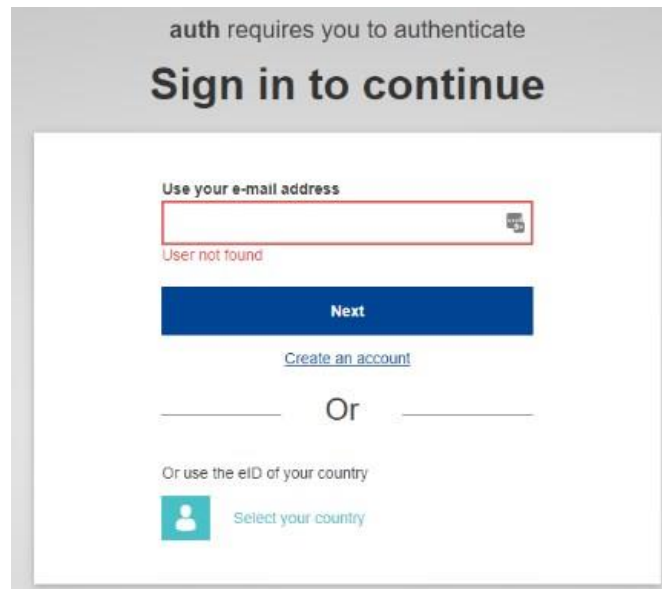
Choose your verification method

Password

Sign in



- 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 and then follow the steps for the first time login. See **Error! Reference source not found.**



- With successful login you will be redirected back to Reportnet 3. You are now logged in and can see all your dataflows

An official website of the European Union How do you know? ▾

European Union

Reportnet 3.0 > Dataflows Jonathan Maidens

My Dataflows Completed

Name	Description	Legal instrument	Obligation	Status	Role	Date range	Reset
				DRAFT			

Role: **LEAD REPORTER** Delivery date: 2021-03-15

Test greenhouse gas emissions data reporting

Test greenhouse gas emissions data reporting

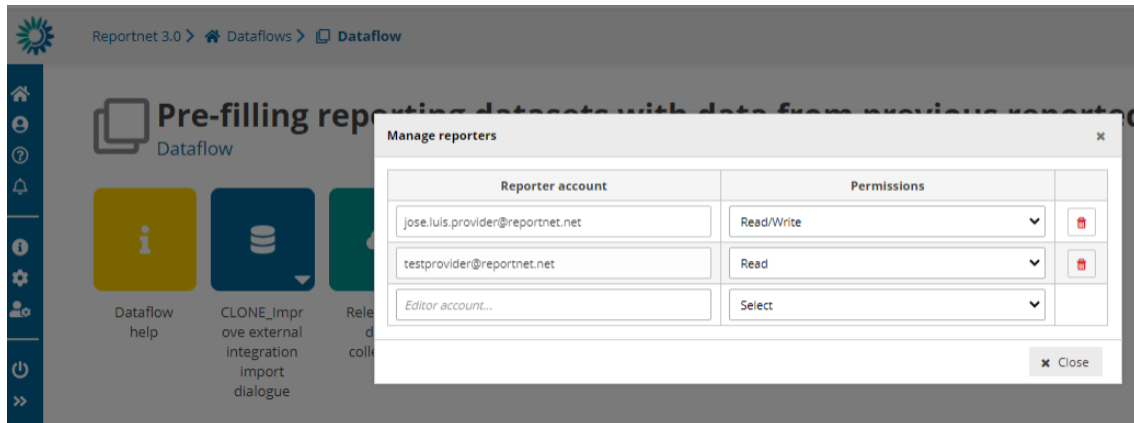
Legal instrument: **Regulation on the Governance of the Energy Union and Climate Action**
 Obligation: **National projections of anthropogenic greenhouse gas emissions - GovReg** Status: **DRAFT**



Annex 3 – Adding supporting reporters

Note: Only a lead reporter can use this functionality

Pre-requisite: Supporting reporters can only be added if they have registered on Reportnet 3 – See **Annex 1 – Register on Reportnet 3**.



1. Go to the dataflow page
2. Click on the **double arrow** at bottom left to expand the left menu, and click on **'Manage reporters'**

3. A pop-up will appear where you can add supporting reporters

4. Add the reporter accounts using the email. Under the account field, add the registered users email address and select an access level of 'read' or 'read-write'. Click on the dialogue away from the input fields.

Note: **'read-write'** can add data to the schema and run the validations. **'read'** can only see the dataflow schema through the 'Dataflow help' -> 'Dataset schemas' page

5. If the system cannot find the email as a registered user, then a red box will appear around the email address. If not found, then the reporter to be added has not registered on the platform – see **Annex 1 – Register on Reportnet 3**
6. If it is accepted, then you will be able to add another editor (the account field is automatically generated after a successful entry) and so on.
7. Once you have added all your reporters click **'Close'**



Annex 4 – Using dataset copies

As you upload and edit data, you may wish to create a save point in your data which you can later restore from. This is possible from the dataset menu.

How to save a copy of the dataset

1. On the table menu bar, click on **Manage copies**.
2. In the dialogue, give your copy a description in the text field at the top and press the '+' button.
3. Click **Yes** to confirm in the popup.
4. The platform will create the copy and when finished will now be listed.
5. **Close** the right panel and continue working.

How to restore a copy of the dataset

1. On the table menu bar, click on **Manage copies**.
2. In the list, click on **Restore copy** next to the copy you wish to revert to (WARNING: the current data will be overwritten – consider taking a copy of the current dataset before reverting to an older one).
3. Confirm in the dialogue you wish to continue.
4. Wait for the green notification to appear in the top right, confirming the copy has been successfully restored.
5. **Close** the right panel, refresh the dataset and continue working.



Annex 5 – Further information

If you need further information there are several documents to acquire more knowledge about Reportnet3:

- [HowTo Login.\(Reportnet3.0\)](#) – explains how to login in the Reportnet3 and create an EU login
- [HowTo Reporter.\(Reportnet3.0\)](#) – explains all the important parts of the platform in a Reporter role.
- [HowTo Requester.\(Reportnet3.0\)](#) – explains in detail Reportnet3 for all kind of requesters.

These and more updated documents can be found on the [official Reportnet3 website](#) in the **Support documents** section.

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Reportnet Login

The next generation for e-Reporting environmental and climate data

Reportnet 3 is the new e-Reporting platform for reporting environmental and climate data to the European Environment Agency (EEA). The platform embraces the strategic goals of the European Commission's Green Deal and Digital Strategy and hosts reporting tasks on behalf of EEA and the Commission.

The transition of reporting obligations from Reportnet 2 to Reportnet 3 will take a number of years. Therefore, Reportnet 2 will remain operational until all data flows are migrated and will then become an archive.

Reportnet 2 can be accessed here:
<http://cdr.eionet.europa.eu/>

Need any help?
Please contact us at
helpdesk@reportnet.europa.eu

Support documents:

- Login
- Reporter
- Requester
- Webforms