



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

Reporting Guidelines

Dataflow 6: Internal Energy Market

**under Regulation (EU) 2018/1999 on Governance of the Energy Union
and Climate Action
Implementing Regulation 2022/2299
Annex 6**

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1. INTRODUCTION

1.1. This document

From 2023, reporting on the internal energy market is 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/CME to provide guidance and support to the Member States for this transition to the new reporting obligation and reporting tool.

Some additional and background information is annexed to this document:

- Annex 1: 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 Commission¹. 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 ReportENER: <https://ec.europa.eu/energy-climate-plans-reporting/ePlatform/reportENER/screen/home>

1.4. Pre-filling, post-filling, pre-loading

1.4.1. Colour-coding

The Implementing Regulation uses colour-coding for the fields in each table. The below table indicates the meaning of the different colours.

Descriptive text (white/or light grey)	Text describing the purpose of the table / fields (not to be filled by MS)
N/A	Not applicable (not to be filled by MS)
To be filled in by MS	Information to be completed by MS: can be mandatory (if applicable/available) or voluntary
Pre-filling	<p>Information that is already provided by the MS to the Commission through another reporting exercise that finishes substantially before the deadline for the progress report, and if complete, fully covers the requirements of the NECPR, or that is determined by EU legislation. Therefore, MS will not submit the information again as part of the NECPR.</p> <p>Data cannot be altered in the progress reporting, but through the primary process established for the source data.</p> <p>ReportNet specific Prefilled data will not appear directly in a reporting system, however, information on prefilled data will be accessible in the relevant export templates.</p>
Post-filling	<p>Information that is already provided by the MS to the Commission through another reporting exercise, ongoing in parallel to the progress reporting, and if complete, fully covers the requirements of the NECPR. Therefore, MS will not submit the information again as part of the NECPR.</p> <p>Data cannot be altered in the progress reporting, but through the primary process established for the source data.</p> <p>ReportNet specific Post-filled data will not appear directly in a reporting system, however, information on where post-filled data is supposed to be provided will be visible in the relevant export templates.</p>

¹ 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 \(europa.eu\)](https://ec.europa.eu/energy-climate-plans-reporting/ePlatform/reportENER/screen/home).

	Once the QA/QC process is completed for the other reporting exercise, data will be stored and accessed together as one cohesive set of data.
Pre-loading	<p>Information that is already collected by the Commission from the past exercises or provided to the Commission through another source, but does not fully cover the requirements of the NECPR.</p> <p>Information can be pre-loaded in the relevant template.</p> <p>Data will be checked, completed and commented by the Member States, where applicable.</p> <p>Example: Policies and measures relevant to greenhouse gas emissions reported in 2021 pursuant to Article 18 of the Governance Regulation are already in the database of Reportnet 3, and reporters will be able to update them.</p>
Automatically calculated	Fields automatically calculated based on other fields.

1.4.2. The process for pre-filling, pre-loading and post-filling of data

The dataflow described in this document does not include special data handling.

1.5. Dynamic references to years

Many tables in the annexes to the Implementing Regulation make dynamic references to years, which depend on the year of reporting.

The table below summarizes the dynamic references used in the annexes, and the years they refer to in the first two reporting exercises in 2023 and 2025.

Note: in the e-platform, the years themselves, rather than the dynamic references will be displayed.

For the first reporting cycle in 2023, X-3 (i.e., 2020) reporting is not required but can be included by MS, where available and applicable.

Dynamic reference	Respective year in first reporting (2023)	Respective year in second reporting (2025)
X	2023	2025
X-1	2022	2024
X-2	2021	2023
X-3	2020	2022
t	2025	2030
t+5	2030	2035
t+10	2035	2040
t+15	2040	2045
t+20	2045	2050
t+25	2050	2055

2. REPORTENER

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 dataflows described in this document, ReportENER is used.



2.2. Getting access to ReportENER

ReportENER uses the EU Login account for user authentication. An EU Login account must be acquired prior to accessing ReportENER.

Please refer to the separate ReportENER account creation guideline for the process description.

NOTE: EU Login is associated with an e-mail. If the user uses different e-mail addresses and creates another EU Login account associated with the new e-mail, a new ReportENER request would need to be raised and all authorization privileges granted to the old account would not apply).

In such a case a user should update the e-mail associated with the EU Login account. ReportENER should detect e-mail change and adjust ReportENER user account after user confirmation for the changed e-mail.

2.3. Dataflow overview

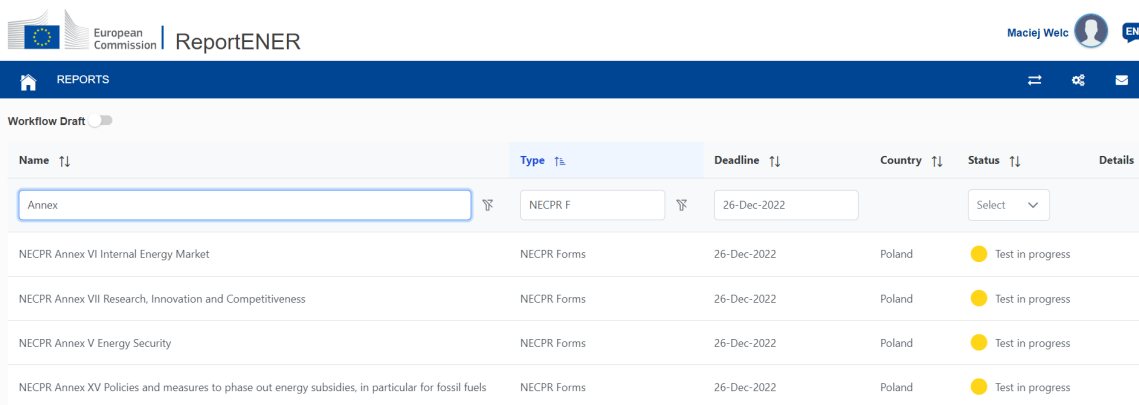
In ReportENER a dataflow represents a single occurrence of a reporting obligation (that may be repeating) for a specific Member State. The scope of information to be reported within a dataflow depends on how the reporting obligation is decomposed and configured. In the case of complex reporting there may be a reporting campaign that binds together and includes a set of sub-reports.

Example: The NECPR is based on an implementing regulation that has 23 annexes that requires Member States to report every two years. ReportENER supports reporting for 11 of them and the dataflows are configured that way – 1 per annex. They are brought together in a reporting campaign that binds the 11 dataflows.

The dataflows are listed under the “Reports” menu item and can be accessed by an authorized user when double clicking the name.

If there are too many reports visible, they can be filtered with use of obligation name, type or deadline.

Example: 2023 NECPR dataflows are of the type “Energy & Climate Progress” with the deadline on 15 March 2023 and the name following the pattern “NECPR Annex ...”



Name	Type	Deadline	Country	Status	Details
NECPR Annex VI Internal Energy Market	NECPR Forms	26-Dec-2022	Poland	Test in progress	
NECPR Annex VII Research, Innovation and Competitiveness	NECPR Forms	26-Dec-2022	Poland	Test in progress	
NECPR Annex V Energy Security	NECPR Forms	26-Dec-2022	Poland	Test in progress	
NECPR Annex XV Policies and measures to phase out energy subsidies, in particular for fossil fuels	NECPR Forms	26-Dec-2022	Poland	Test in progress	

The dataflow’s accessibility and editability depends on:

- the date¹ – there is a time window (e.g. a month) prior to the reporting obligation deadline when the report can be edited;
- the user authorization – a reporting obligation’s workflow configuration defines what user roles need to be granted to enable a user to view/edit a report;
- the workflow step (aka status) – a reporting obligation configuration’s workflow defines user role access level (e.g. read-only/write) for each status (e.g. user role may be authorized to edit a report in the DRAFT status but read-only in the IN REVIEW status)
- the sensitivity – to access reports containing Sensitive Non-Classified data, in addition to the user role defined in a workflow, the user needs to be a member of the group indicated in the reporting obligation configuration.

A campaign can also be accessed from the “Reports” menu. The dataflows can be also accessed from within a campaign where they are listed. In such a case the selected dataflow will be opened in a new browser tab for convenience.

Example: 2023 NECPR Campaign is the report of the “Energy & Climate Progress” with the deadline on the March the 15th 2023 named “NECPR Campaign”

2.4. Report Details

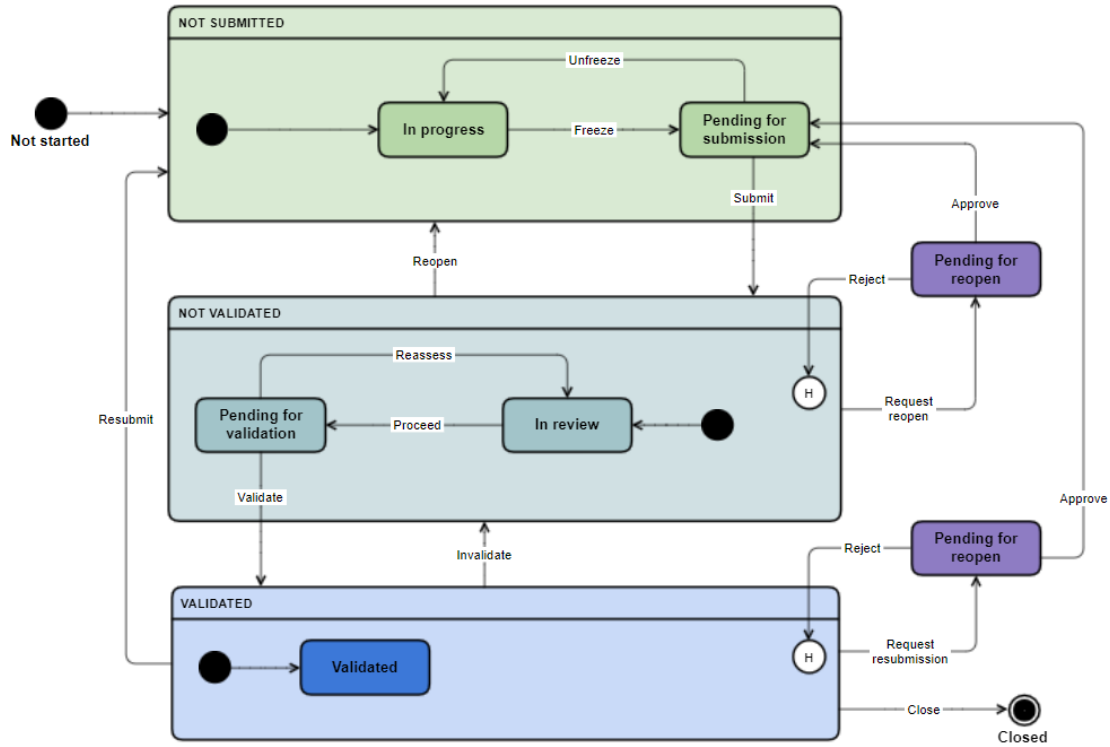
When the user accesses a dataflow then its reporting page is displayed. Its layout and details may differ between different reporting obligations. Nevertheless, it contains sections and elements that can be distinguished:

1. country selection that enables an authorized user to change the reporting context from one country to the another (see section 1.6),
2. reporting obligation information (e.g. type, deliverable status, deadline),
3. reporting participants and communication (e.g. comments),
4. report actions enabling user to fire workflow transitions (i.e. change status) or perform actions specific to current workflow step,
5. report data section customized for specific reporting obligation data collection (e.g. a file upload form, a web form, a table using a web form to be populated with records) – this is the place where reporters provide information to be reported.

2.5. Organizing the reporting network

Each dataflow is processed in accordance with a preconfigured workflow (which may be to some point customized for specific country work delegation needs – but can't be changed once report is started) and User Roles (to define workflow step read/write access level and user privileges) as requested by reporting obligation business manager.

Example: User Roles and standard workflow for NECPR



Workflow Role	Role Purpose	Required Request Approvals
MS Lead Reporter for Annex <annex number>	MS reporting participant who is authorized to submit a specific Annex report to EC	Either other Lead Reporter for Annex <annex number> from user's country or EC Coordinator
MS Supporting Reporter for Annex <annex number>	MS specific annex reporting participant who is not authorized to submit a report to EC	Either Lead Reporter for Annex <annex number> from user's country or EC Coordinator
MS Viewer for Annex <annex number>	User authorized to view a specific annex report	Either other Lead Reporter for Annex <annex number> from user's country or EC Coordinator
External Reviewer	External reviewer (e.g. consultant working on Commission's behalf or auditor)	EC Coordinator

EC Reviewer	EC subject matter expert performing assessment	EC Coordinator
EC Data Steward	NECPR data steward	EC Coordinator
EC Coordinator	NECPR processing coordinator	Business Manager
NECPR Admin	Support team member	Product Owner or Development Team Coordinator

2.6. Technical details of reporting

2.6.1. Dataflow layout

The reporting dataflow layout is composed with sections:

- 1) the dataflow information (e.g. deadline, link to underlying regulation),
- 2) the workflow transition comments (e.g. for submission or reopening)
- 3) the actions (e.g. to trigger workflow transition),
- 4) the report data (i.e. the content being reported).

If the user is authorized there is also the country selector that allows user to switch to the other country report for the same obligation and deadline.

The screenshot displays the 'ReportENER' web application interface. The main content area is titled 'REPORT DETAILS' and shows information for 'NECPR Annex VI Internal Energy Market'. Key details include:

- Internal Energy Market
- Regulation: IMPL_REG_2022/2299 ANNEX VI
- Type: Energy & Climate Progress
- Deadline: 22/01/2023
- Workflow: NECPR_A06_STD
- Status: In progress (indicated by a yellow dot)

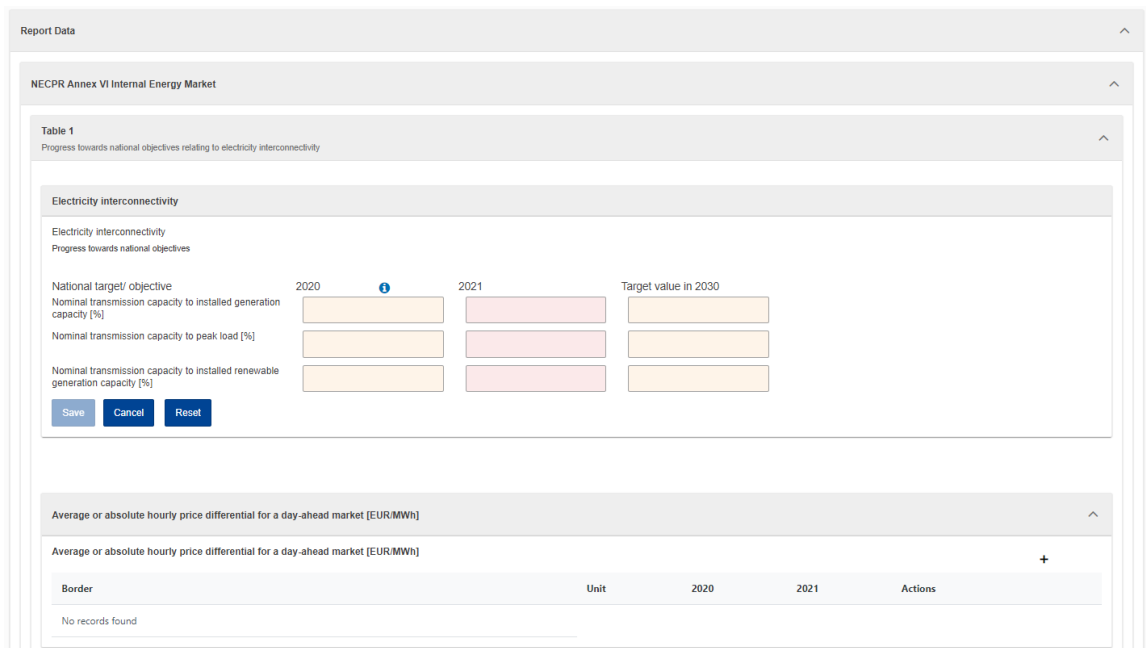
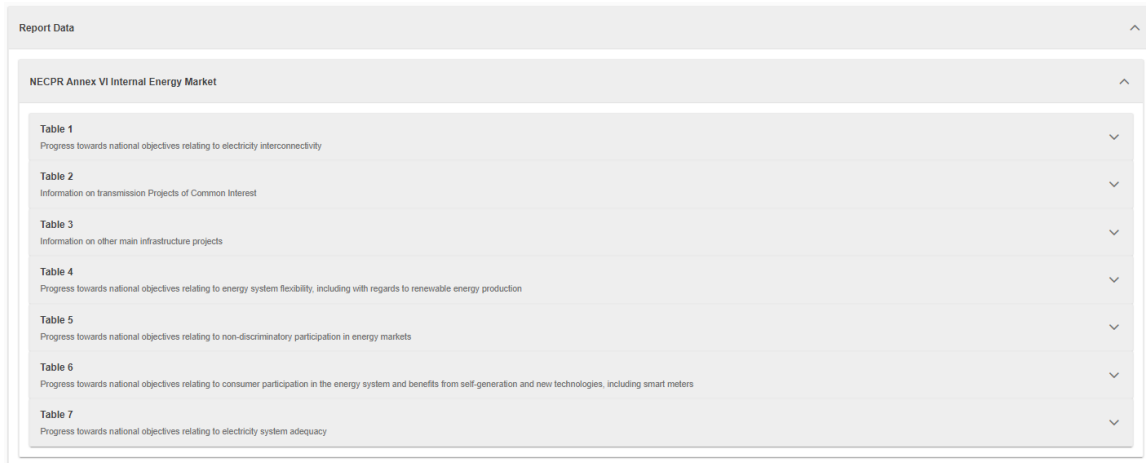
Below the details, there are sections for 'Actions' (with a 'FREEZE' button) and 'Report Data'. A 'Comments' section is also visible on the right side of the interface. The top navigation bar includes the European Commission logo and the user's name 'Maciej1 Weik'.

2.6.2. Report data collection with web forms

2.6.2.1. Report data section composition

The report data section can be composed with one or more reports. Each report include sections that aggregate one or more web forms.

Example: The “NECPR Annex VI Internal Energy Market” consists of 7 sections. The “Table 1” section contains the “Electricity interconnectivity” form and “Average or absolute hourly price differential for a day-ahead market [EUR/MWh]” form table.



2.6.2.2. Filling web form

Each web form is composed with form fields that are configured to be:

- 1) mandatory (with a red background) – a form can't be saved until all form's mandatory field values are provided,
- 2) requisite (with a yellow background) – a form doesn't require values to be provided for these fields, just indicate that they are expected to be provided (e.g. if available, applicable) from the reporting perspective,
- 3) optional (with a white background) – neither a form nor reporting require these field values.

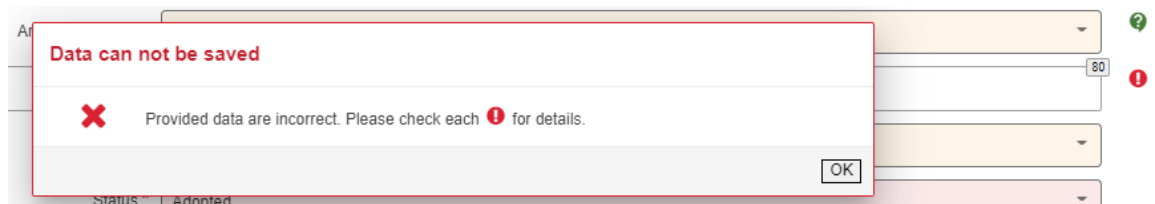
The form contains the following fields:

- Name * (text input, 100 characters)
- Description * (text area, 1500 characters)
- Art. 22 relevance * (dropdown menu, 80 characters)
- Target Year * (dropdown menu)
- Status * (dropdown menu)
- Policies which drove setting the objective(where relevant)
- Union policy * (dropdown menu, 200 characters)
- National policy (text input, 200 characters)
- Entity responsible for achieving the objective * (text input, 80 characters)
- Energy sources and fuels covered * (dropdown menu, 80 characters)

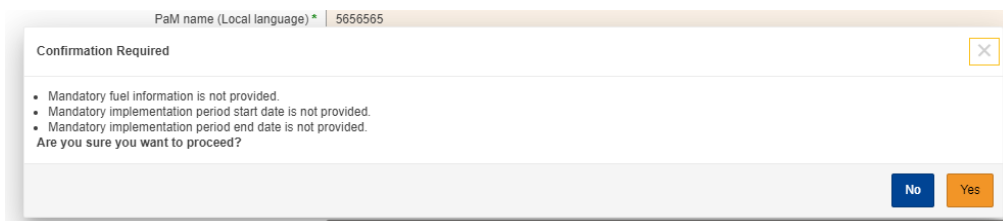
Buttons: Add, Cancel

Furthermore a form may have custom validation rules. These can be:

- a) form validation rules – if violated (example: details not provided if “other” is selected) a form can’t be saved and the error message and icon is displayed.



- b) report validation rules – if violated (example: for instance to confirm requisite field is not applicable when not filled in) a user is asked for a confirmation before a form is saved.



2.6.2.3. Form table

A form table is a way that ReportENER collects multiple records for the same form. If the Add new record is requested the underlying form pops up. Once a form is saved a table row is added that can later be edited or removed.

National energy security targets/objectives					
Name	Entity Responsible	Target Year	Status	Sources and Fuels	Actions
Name1	Entity	2028	PLANNED	ELECTRICITY,GAS	

In some cases there can be a Master-Detail bond between form tables. In such a case Detail form table records represent information referring to a specific Master form table record. In such a case Detail form table header and content would refer to the selected (and highlighted) Master form table record.

Example: The “National energy security targets/objectives” is a Master table form for the “... quantifiable indicator” and the “... non- quantifiable indicator” Detail table forms. Each Detail table forms has one entry corresponding to Master entry “Name1” and no entry corresponding to Master entry “Name2”.

NOTE: to enter information in the Detail table forms, information should first be entered in the respective Master table form.

Example: First “National energy security targets/objectives” should be entered in Master table form, before related “indicators can be added in the Detail table forms.

National energy security targets/objectives					
Name	Entity Responsible	Target Year	Status	Sources and Fuels	Actions
Name1	Entity	2028	PLANNED	ELECTRICITY,GAS	
Name2	Entity		EXPIRED	NUCLEAR	

Name1 quantifiable indicator							
Indicator	Unit	2020	2021	2022	Target Value	Target Year	Actions
Indicator	Percentage					2024	

Name1 non-quantifiable indicator				
Indicator/Milestone	Description	Target year	Progress Status	Actions
Milestone 1.1	Milestone 1.1 description	2020	Ongoing	

National energy security targets/objectives					
Name	Entity Responsible	Target Year	Status	Sources and Fuels	Actions
Name1	Entity	2028	PLANNED	ELECTRICITY,GAS	
Name2	Entity		EXPIRED	NUCLEAR	

Name2 quantifiable indicator							
Indicator	Unit	2020	2021	2022	Target Value	Target Year	Actions
No records found							

Name2 non-quantifiable indicator				
Indicator/Milestone	Description	Target year	Progress Status	Actions
No records found				

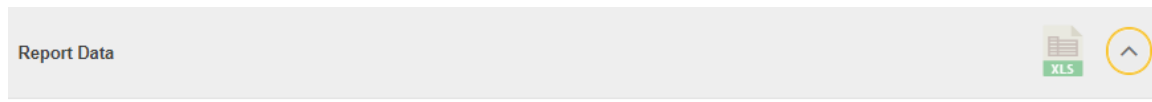
2.7. Data export

Authorised users can export the current data status of the report to an Excel workbook at any time.

The data export function is available by either clicking on the Excel icon in the report list in the Details column for the report to be exported

Name ↑↓	Type ↑↓	Deadline ↑↓	Country ↑↓	Status ↑↓	Progress Info ↑↓	Details
<input type="text" value="necpr"/>		<input type="text" value="Deadline"/>		<input type="text"/>	<input type="text" value="Select"/>	
NECPR Annex VI Internal Energy Market	Energy & Climate Progress	15-Mar-2023	Estonia	● In review	SUBMITTED	
NECPR Annex XVIII Energy Poverty	Energy & Climate Progress	15-Mar-2023	Estonia	● In review	SUBMITTED	
NECPR Annex V Energy Security	Energy & Climate Progress	15-Mar-2023	Estonia	● In review	SUBMITTED	

or from the dataflow by clicking on the Excel icon in the header of the Report Data area.



When the campaign data export function is called, all data flows to which the calling user has access are included.

2.7.1. Single country data export

There are different data to be exported scope options available for single country:

Data Export Scope

Please select which country data should be included in the export file

Poland

Please select which data should be included in the export file

Current state
 Latest submission
 Selected submission(s)

- current state – the AS IS data state at the moment of data dump is exported,
- latest submission – each time report is being (re)submitted its data snapshot is automatically generated; this option enables to include the latest saved snapshot into the data export scope,
- selected submission(s) – enables user to select not only the latest but also any of the snapshots reflecting previous submissions done by the specific country.

2.7.2. Multiple countries data export

When the export function is used by the user authorized to export multiple countries data then user is enabled to select which ones should be included.

Data Export Scope

Please select which country data should be included in the export file

Bulgaria, Croatia

Unselect all
 Austria
 Belgium
 Bulgaria
 Croatia
 Cyprus
 Czechia
 Denmark
 Estonia
 Finland
 France
 Germany

The selected submission(s) option is not available in such a case (i.e. past submission are downloadable only when single country is selected).

Data Export Scope

Please select which country data should be included in the export file

Bulgaria, Croatia

Please select which data should be included in the export file

- Current state
- Latest submission
- Selected submission(s)

Cancel

Export

For the current state option user needs to decide whether each country data should be exported to a separate file or consolidated to as few files as possible (i.e. number of files would depend on how many workflows is in use for particular dataflow; in such a case there is going to be a one file per workflow that would include all countries the workflow is applied to).

Please select which data should be included in the export file

Current state

Please select which data should be included in the export file

- Separate export file per country
- Data export consolidated into single file per workflow

3. THEMATIC GUIDELINES FOR REPORTING - REPORTING INFORMATION REQUIRED UNDER ART 5. INTERNAL ENERGY MARKET DIMENSION

3.1. Introduction

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

This section provides guidance for reporting information on the internal energy market dimension (Article 5), according to Annex VI of the Implementing Regulation. It includes:

- Table 1: Progress towards national objectives relating to electricity interconnectivity.
- Table 2: Information on transmission Projects of Common Interest
- Table 3: Information on other main infrastructure projects
- Table 4: Progress towards national objectives relating to energy system flexibility, including with regards to renewable energy production
- Table 5: Progress towards national objectives relating to non-discriminatory participation in energy markets
- Table 6: Progress towards national objectives relating to consumer participation in the energy system and benefits from self-generation and new technologies, including smart meters
- Table 7: Progress towards national objectives relating to electricity system adequacy

The screenshot shows a web interface titled "Report Data" with a sub-section "NECPR Annex VI Internal Energy Market". Below this, there is a list of seven tables, each with a title and a brief description, and a downward arrow icon to its right. The tables are:

Table	Description
Table 1	Progress towards national objectives relating to electricity interconnectivity
Table 2	Information on transmission Projects of Common Interest
Table 3	Information on other main infrastructure projects
Table 4	Progress towards national objectives relating to energy system flexibility, including with regards to renewable energy production
Table 5	Progress towards national objectives relating to non-discriminatory participation in energy markets
Table 6	Progress towards national objectives relating to consumer participation in the energy system and benefits from self-generation and new technologies, including smart meters
Table 7	Progress towards national objectives relating to electricity system adequacy

Figure 1: Overview of Annex VI data flow

3.2. Annex VI, Table 1: Progress towards national objectives relating to electricity interconnectivity

Electricity interconnectivity

Electricity interconnectivity
Progress towards national objectives

National target/ objective	2020	2021	Target value in 2030
Nominal transmission capacity to installed generation capacity [%]	1.1		
Nominal transmission capacity to peak load [%]	1.2		
Nominal transmission capacity to installed renewable generation capacity [%]	1.3		

Save
Cancel
Reset

Average or absolute hourly price differential for a day-ahead market [EUR/MWh]

Average or absolute hourly price differential for a day-ahead market [EUR/MWh]

Border	Unit	2020	2021	Actions
No records found				

Figure 2: Webform for Annex 6 - table 1

3.2.1. FIELD 1.1 / 1.2 / 1.3: national target/objective

Guidance, including format of the data

Member States have to report on the share of electricity interconnectivity compared to (1.1) installed generation capacity, (1.2) peak load and (1.3) installed renewable generation capacity.

Member States have to report the value for the X-3 (not required for 2023 reporting), X-2 and, if applicable, the target value in 2030.

Member states have to report the average or absolute hourly price differentials for day-ahead markets (separately for every intra-EU border). The price differentials of day-ahead markets calculated and published by Agency for the Cooperation of Energy Regulators (ACER) in the annual Market Monitoring Report may be used. Member States have to provide details for this field for each of their borders.

Data format: number (percentage)

Level of obligation

Mandatory (mandatory if applicable for target value in 2030)

Average or absolute hourly price differential for a day-ahead market [EUR/MWh]

Year	Value
Border *	1.4
2020 *	1.5
2021 *	1.6

Add Cancel

Figure 3: webform for Annex VI table 1 (borders)

3.2.2. FIELD 1.4: Border

Guidance, including format of the data

Member States have to specify every infra-EU border they have that is covered by day-ahead markets (each border is a separate entry).

Data format: text

3.2.1. FIELD 1.5 / 1.6: Year value

Member States have to specify the average or absolute hourly price differentials for day-ahead markets (separately for every intra-EU border).

The price differentials of day-ahead markets calculated and published by Agency for the Cooperation of Energy Regulators (ACER) in the annual Market Monitoring Report may be used.

Data format: number (EUR/MWh)

3.3. Annex VI, Table 2: Information on transmission Projects of Common Interest

Table 2
Information on transmission Projects of Common Interest

Information on transmission Projects of Common Interest

Information on transmission Projects of Common Interest

Please report any important developments on PCI projects compared to the last PCI Monitoring Report that might have an impact on the objectives and targets set in the national energy and climate plan.

2.1

1500

Save Cancel Reset

Figure 4: webform for Annex VI table 2

3.3.1. *FIELD 2.1: Please report any important developments on PCI projects compared to the last PCI Monitoring Report that might have an impact on the objectives and targets set in the national energy and climate plan.*

Purpose

The purpose of this field is for the Member State to include information on Projects of Common Interest (PCI) and other key infrastructure projects that are expected to support the implementation of policies and measures related electricity and gas transmission infrastructure projects.

Guidance, including format of the data

Report any important developments on PCI projects compared to the last PCI Monitoring Report that might have an impact on the objectives and targets set in the national energy and climate plan.

Data format: text.

Level of obligation

Mandatory

3.4. Annex VI, Table 3: Information on other main infrastructure projects

Purpose

The purpose of this table is for the Member State to include in integrated national energy and climate progress reports information on the implementation of the following objectives and measures including:

- key electricity and gas transmission infrastructure projects that are necessary for the achievement of objectives and targets under the five dimensions of the Energy Union;
- where applicable, main infrastructure projects envisaged other than Projects of Common Interest, including infrastructure projects involving third countries, and, to the extent feasible, a general assessment of their compatibility with, and contribution to, the aims and targets of the Energy Union;
- Member States have to include in this table also PCI projects other than cross-border transmission projects, if they indirectly contribute to increasing the cross-border interconnectivity. The contribution to increased cross-border interconnectivity should be explained in the table.

Information on other main infrastructure projects

Name* 3.1

Type* 3.4

Energy Carrier* 3.3

3.4 (other)

Description* 3.5

Planned year of commissioning 3.6

Transmission capacity 3.7

UNIT list 3.7(unit)

Contribution toward threshold achievement description 3.8

Contribution to Energy Union dimensions description 3.9

Status 3.10

Progress description 3.11

Implementation date 3.12

Rescheduling 3.13

Reason for delays in implementation or for rescheduling of the project plan 3.14

Submit Cancel

Figure 5: webform Annex VI table 3

3.4.1. FIELD 3.1: Project name

Guidance, including format of the data

Member States have to provide the name of the project.

Data format: text.

Level of obligation

Mandatory if applicable

3.4.2. *FIELD 3.2: TYNDP ID*

Guidance, including format of the data

Member States have to provide the ID of the project in the ten-year network development plan (if applicable).

Data format: text.

Level of obligation

Mandatory if applicable

3.4.3. *FIELD 3.3: Energy carrier*

Guidance, including format of the data

Member States to select from the following energy carriers (additional energy carrier may be added and specified under 'Other'): Electricity; Natural gas; Hydrogen; Other.

Data format: text (drop-down)

Level of obligation

Mandatory if applicable

3.4.4. *FIELD 3.4: Project type*

Guidance, including format of the data

Member States to provide general categories of infrastructure (for example LNG terminal; storage facility; third-country interconnector).

Data format: text.

Level of obligation

Mandatory if applicable

3.4.5. *FIELD 3.5: Description*

Guidance, including format of the data

Briefly describing the key features of the project, and its impact.

Data format: text.

Level of obligation

Mandatory if applicable

3.4.6. *FIELD 3.6: Planned year of commissioning*

Guidance, including format of the data

Provide the year of commissioning of the project.

Data format: text.

Level of obligation

Mandatory if applicable

3.4.7. *FIELD 3.7: Transmission capacity*

Guidance, including format of the data

Specify the transmission capacity (MW for electricity GWh/d for natural gas, hydrogen and other gases/liquids).

Data format: number (drop-down for unit field)

Level of obligation

Mandatory if applicable

3.4.8. *FIELD 3.8: Description of how the project will contribute to achieving the planned levels reported under Article 23(1)(a)*

Guidance, including format of the data

Report how the project will contribute to achieving the level of electricity interconnectivity that the Member State aims for in 2030 in consideration of the electricity interconnection target for 2030 of at least 15 %

Data format: text.

Level of obligation

Mandatory if applicable

3.4.9. *FIELD 3.9: Description of how the project will contribute to the Energy Union dimensions*

Guidance, including format of the data

Present specific details on how the project will contribute the Energy Union's dimensions.

Data format: text.

Level of obligation

Mandatory if applicable

*3.4.10. FIELD 3.10: Project status***Guidance, including format of the data**

Member states have to provide details of the status of the project – i.e., if it is commissioned/ under construction/ completed/ delayed, etc.

Data format: text.

Level of obligation

Mandatory if applicable

*3.4.11. FIELD 3.11: Description of progress***Guidance, including format of the data**

Member States have to provide details related to the progress, where applicable, in quantitative terms, including details related to the expenditures and resource deployment. Data format: text.

Level of obligation

Mandatory if applicable

*3.4.12. FIELD 3.12: Implementation delay (years)***Guidance, including format of the data**

Member States have to provide details on the delay in implementation, if any.

Data format: text.

Level of obligation

Mandatory if applicable

*3.4.13. FIELD 3.13: Rescheduling (years)***Guidance, including format of the data**

Member States have to provide details on the rescheduling of implementation, if any.

Data format: text.

Level of obligation

Mandatory if applicable

3.4.14. FIELD 3.14: Reasons for delays in implementation or for rescheduling of the project plan

Guidance, including format of the data

Member States have to provide reasons and justifications for the delay in implementation and/or rescheduling, if any.

Data format: text.

Level of obligation

Mandatory if applicable

3.5. Annex VI, Table 4: Progress towards national objectives relating to energy system flexibility, including with regards to renewable energy production

Internal Energy Market Progress towards National System flexibility targets/objectives

Topic *	System flexibility	
Name of national target/objective *	4.1	
Description *	4.2	
Energy Carrier *	4.3	
Element(s) addressed *	4.4	
Other element(s)	4.4 (other)	
Target year and value	Target Year * 4.5	Target Value * 4.6
Progress towards target/objective *	4.7	

3.5.1. FIELD 4.1: Name of national target/objective

Guidance, including format of the data

Member States have to provide the complete name of national targets / objectives with regard to ensuring the flexibility of the energy system with regard to renewable energy production.

Data format: text

Level of obligation

Mandatory

3.5.2. *FIELD 4.2: Description*

Guidance, including format of the data

Member States are required to provide details about their national objectives related to the flexibility of the energy system with regard to renewable energy production.

Data format: text

Level of obligation

Mandatory, if applicable (i.e. Member States have to provide information if further details are needed to understand the goal of the target / objective).

3.5.3. *FIELD 4.3: Energy carrier*

Purpose

The purpose of this field is for the Member State to select the energy carrier the objective targets.

Guidance, including format of the data

Member States have to select from the following options: electricity; natural gas; hydrogen.

Data format: text (drop-down)

Level of obligation

Mandatory

3.5.4. *FIELD 4.4: Element(s) of system flexibility addressed*

Purpose

The purpose is to provide additional details on the specific elements of flexibility that are included under the national objective(s).

Guidance, including format of the data

Member States have to select from the following options (more than one option may be selected, additional options may be added and specified under 'other'): market integration and coupling aiming to increase the tradeable capacity and efficient use of interconnectors; smart metering/grids; aggregation; demand response; storage; distributed generation; mechanisms for dispatching, re-dispatching, and curtailment; real-time price signals; other.

Data format: text (drop-down)

Level of obligation

Mandatory

3.5.5. *FIELD 4.5: Target year*

Guidance, including format of the data

The Member State have to provide the target year set for the defined national objective.

Data format: year (drop-down)

Level of obligation

Mandatory

3.5.6. *FIELD 4.6: Target value*

Guidance, including format of the data

The Member State have to provide the target value, including unit, set for the defined national objective.

Data format: text.

Level of obligation

Mandatory

3.5.7. *FIELD 4.7: Progress towards target/objective*

Guidance, including format of the data

Member States have to describe the progress towards the target/objective.

Data format: text.

Level of obligation

Mandatory

3.5.8. *FIELD 4.8 / 4.9 / 4.10 / 4.11: Progress indicator(s)*

Purpose

If the target/objective is quantifiable, Member States have to provide an indication of progress, with the latest available information. Indicators for reporting are to be determined on the basis of national objectives or targets.

The purpose of this field is for the Member State to assess the level of fulfilment of the target, in comparison with previous years.

Guidance, including format of the data

- **Name of indicator to monitor progress:** Member States have to indicate a name for the indicator. The indicator has to refer to a base year and value, as appropriate, if this aids in demonstrating progress.

Format: text

- **Unit:** Member States have to provide the unit of the indicator.

Format: text

- **Year value:** Member States should provide the value of the indicator in the given year.

Format: number.

Level of obligation

Mandatory, if applicable (i.e. Member States are obliged to provide the information if the progress indicator(s) have been set).

3.6. Annex VI, Table 5: Progress towards national objectives relating to non-discriminatory participation in energy markets

Internal Energy Market Progress towards National System flexibility targets/objectives

Topic *	System flexibility	
Name of national target/objective *	4.1	
Description *	4.2	
Energy Carrier *	4.3	
Element(s) addressed *	4.4	
Other element(s)	4.4 (other)	
Target year and value	Target Year * 4.5	Target Value * 4.6
Progress towards target/objective *	4.7	

3.6.1. FIELD 5.1: Name of national target/objective

Guidance, including format of the data

Member States have to provide the complete name of national targets / objectives with regard to the non-discriminatory participation of renewable energy, demand response and storage, including via aggregation, in all energy markets.

Data format: text

Level of obligation

Mandatory

3.6.2. *FIELD 5.2: Description*

Guidance, including format of the data

Member States are required to provide details about their national objectives related to the non-discriminatory participation of renewable energy, demand response and storage, including via aggregation, in all energy markets.

Data format: text

Level of obligation

Mandatory, if applicable (i.e. Member States have to provide information if further details are needed to understand the goal of the target / objective).

3.6.3. *FIELD 5.3: Energy carrier*

Purpose

The purpose of this field is for the Member State to select the energy carrier the objective targets.

Guidance, including format of the data

Member States have to select from the following options: electricity; natural gas; hydrogen.

Data format: text (drop-down)

Level of obligation

Mandatory

3.6.4. *FIELD 5.4: Element(s) of non-discriminatory participation addressed*

Purpose

The purpose of this field is for the Member State to describe the elements of non-discriminatory participation addressed by the Member States.

Guidance, including format of the data

Member States have to select from the following options (more than one option may be selected, additional options may be added and specified under 'other'): renewable energy; demand response; storage; other.

Data format: text (drop-down)

Level of obligation

Mandatory, if applicable (i.e. Member States are obliged to provide the information if relevant national objectives and targets have been set).

3.6.5. *FIELD 5.5: Target year*

Guidance, including format of the data

The Member State have to provide the target year set for the defined national objective.

Data format: year (drop-down)

Level of obligation

Mandatory

3.6.6. *FIELD 5.6: Target value*

Guidance, including format of the data

The Member State have to provide the target value, including unit, set for the defined national objective.

Data format: text.

Level of obligation

Mandatory

3.6.7. *FIELD 5.7: Progress towards target/objective*

Guidance, including format of the data

Member States are required to provide their national objectives with regards to consumer participation in the energy system and benefits from self-generation and new technologies, including smart meters. The target has to include a timeframe for when the objectives are to be met, which can be quantitative or qualitative – it can be quantitative or qualitative.

When describing progress, Member States have to detail progress on non-discriminatory participation, considering the following elements, as relevant. This list is non-exhaustive and may be complemented by Member States:

- In relation to markets: elements such as balancing markets, capacity markets (where applicable), wholesale energy markets, retail markets.
- In relation to technologies: elements such as demand response, energy storage, aggregation, citizen energy communities/renewable energy communities, prosumers.
- In relation to participation: elements such as market participation, tariff availability (including for charging points for electromobility; and energy storage e.g. preventing double charging for injection and withdrawal), dynamic price contract availability, simultaneous multi-service/product participation.

Data format: text.

Level of obligation

Mandatory

3.6.8. *FIELD 5.8 / 5.9 / 5.10 / 5.11: Progress indicator(s)*

Purpose

If the target/objective is quantifiable, Member States have to provide an indication of progress, with the latest available information. Indicators for reporting are to be determined on the basis of national objectives or targets.

The purpose of this field is for the Member State to assess the level of fulfilment of the target, in comparison with previous years.

Guidance, including format of the data

- **Name of indicator to monitor progress:** Member States have to indicate a name for the indicator. The indicator has to refer to a base year and value, as appropriate, if this aids in demonstrating progress.

Format: text

- **Unit:** Member States have to provide the unit of the indicator.

Format: text

- **Year value:** Member States should provide the value of the indicator in the given year.

Format: number.

Level of obligation

Mandatory, if applicable (i.e. Member States are obliged to provide the information if the progress indicator(s) have been set).

3.7. Annex VI, Table 6: Progress towards national objectives relating to consumer participation in the energy system and benefits from self-generation and new technologies, including smart meters

Internal Energy Market Progress towards National System flexibility targets/objectives

Topic * System flexibility

Name of national target/objective * 4.1

Description * 4.2

Energy Carrier * 4.3

Element(s) addressed * 4.4

Other element(s) 4.4 (other)

Target year and value Target Year * 4.5 Target Value * 4.6

Progress towards target/objective * 4.7

Add Cancel

3.7.1. FIELD 6.1: Name of national target/objective

Guidance, including format of the data

Member States have to provide the complete name of national targets / objectives with regard to consumers participation in the energy system and benefits from self-generation and new technologies, including smart meters.

Data format: text

Level of obligation

Mandatory

3.7.2. FIELD 6.2: Description

Guidance, including format of the data

Member States have to provide a condensed description of national targets / objectives. The following questions should be answered in a short description:

- How does the Member State intend to further foster consumers' participation in the energy system?
- What benefits can be expected from self-generation / new technologies that support an increased consumers' participation in the energy system?

It is recommended to make appropriate use of references/links to direct users to documents and websites with a more detailed description of the information and methodologies used to acquire this information. If the target / objective correspond to a legal act (law, decree, regulation, etc.), it is good practice to report its exact name, preferably in English.

Data format: text

Level of obligation

Mandatory, if applicable (i.e. Member States have to provide information if further details are needed to understand the goal of the target / objective).

3.7.3. FIELD 6.3: Energy carrier

Purpose

The purpose of this field is for the Member State to select the energy carrier the objective targets.

Guidance, including format of the data

Member States have to select from the following options: electricity; natural gas; hydrogen.

Data format: text (drop-down)

Level of obligation

Mandatory

3.7.4. FIELD 6.4: Element(s) of consumer participation addressed

Guidance, including format of the data

Member States have to select from the following options:

- self generation;
- new technologies (including smart meters);
- other.

More than one option may be selected. When Member States select “other”, additional options may be reported (e.g. renewable energy communities/citizen energy communities)

Data format: text (drop-down)

Level of obligation

Mandatory

3.7.5. FIELD 6.5: Target year

Guidance, including format of the data

The Member State have to provide the target year set for the defined national objective.

Data format: year (drop-down)

Level of obligation

Mandatory

3.7.6. *FIELD 6.6: Target value*

Guidance, including format of the data

The Member State have to provide the target value, including unit, set for the defined national objective.

Data format: text.

Level of obligation

Mandatory

3.7.7. *FIELD 6.7: Progress towards target/objective*

Guidance, including format of the data

Member States have to describe the progress towards the target/objective.

Data format: text.

Good examples

- Provision of smart meters to at least X% of electricity customers by X.
- Roll-out of X smart meters.
- Creation of X energy communities by X.
- Enable/remove barriers to individual and/or collective self-consumption of renewable energy by X.

Level of obligation

Mandatory

3.7.8. *FIELD 6.8 / 6.9 / 6.10 / 6.11: Progress indicator(s)*

Purpose

If the target/objective is quantifiable, Member States have to provide an indication of progress, with the latest available information. Indicators for reporting are to be determined on the basis of national objectives or targets.

The purpose of this field is for the Member State to assess the level of fulfilment of the target, in comparison with previous years.

Guidance, including format of the data

- **Name of indicator to monitor progress:** Member States have to indicate a name for the indicator. The indicator has to refer to a base year and value, as appropriate, if this aids in demonstrating progress.

Format: text

- **Unit:** Member States have to provide the unit of the indicator.

Format: text

- **Year value:** Member States should provide the value of the indicator in the given year.

Format: number.

Level of obligation

Mandatory, if applicable (i.e. Member States are obliged to provide the information if the progress indicator(s) have been set).

3.8. Annex VI, Table 7: Progress towards national objectives relating to electricity system adequacy

Internal Energy Market Progress towards National System flexibility targets/objectives

Topic *	System flexibility			
Name of national target/objective *	4.1			
Description *	4.2			
Energy Carrier *	4.3			
Element(s) addressed *	4.4			
Other element(s)	4.4 (other)			
Target year and value	Target Year *	4.5	Target Value *	4.6
Progress towards target/objective *	4.7			

Add Cancel

3.8.1. FIELD 7.1: Name of national target/objective

Guidance, including format of the data

Member States have to provide the complete name of national targets / objectives related to electricity system adequacy.

Data format: text

Level of obligation

Mandatory

3.8.2. FIELD 7.2: Description

Guidance, including format of the data

Member States are required to provide details about their national objectives related to electricity system adequacy.

Data format: text

Level of obligation

Mandatory, if applicable (i.e. Member States have to provide information if further details are needed to understand the goal of the target / objective).

3.8.3. FIELD 7.3: Element(s) addressed

Purpose

The purpose of this field is for the Member State to report which characteristic associated with electricity system adequacy is addressed by each national targets / objectives.

Guidance, including format of the data

Member States have to select from the following options:

- flexibility of energy system – renewable energy production;
- roll-out of intraday market coupling;
- roll-out of cross-border balancing markets;
- other

More than one option may be selected. When Member States select “other”, additional options may be reported.

Data format: text (drop-down)

Level of obligation

Mandatory

3.8.4. FIELD 7.4: Target year

Guidance, including format of the data

The Member State have to provide the target year set for the defined national objective.

Data format: year (drop-down)

Level of obligation

Mandatory

3.8.5. FIELD 7.5: Target value

Guidance, including format of the data

The Member State have to provide the target value, including unit, set for the defined national objective.

Data format: text.

Level of obligation

Mandatory

3.8.6. *FIELD 7.6: Progress towards target/objective*

Guidance, including format of the data

Member States have to describe the progress towards the target/objective.

Data format: text.

Level of obligation

Mandatory

3.8.7. *FIELD 7.7 / 7.8 / 7.9 / 7.10: Progress indicator(s)*

Purpose

If the target/objective is quantifiable, Member States have to provide an indication of progress, with the latest available information. Indicators for reporting are to be determined on the basis of national objectives or targets.

The purpose of this field is for the Member State to assess the level of fulfilment of the target, in comparison with previous years.

Guidance, including format of the data

- **Name of indicator to monitor progress:** Member States have to indicate a name for the indicator. The indicator has to refer to a base year and value, as appropriate, if this aids in demonstrating progress.

Format: text

- **Unit:** Member States have to provide the unit of the indicator.

Format: text

- **Year value:** Member States should provide the value of the indicator in the given year.

Format: number.

Level of obligation

Mandatory, if applicable (i.e. Member States are obliged to provide the information if the progress indicator(s) have been set).

4. FINALIZING REPORTING

4.1. Validating your submission

When filling in and saving the data, ReportENER performs a number of checks on the dataflow. In case of issues with the reported information, depending on the severity of

the issue, you will either receive a warning message or saving is blocked until the issue is resolved (for more details see section X above).

Once the dataflow is fully filled in, lead reporters and/or reporters are able to “freeze” the dataflow, indicating that it is ready for validation by the lead reporters.

Lead reporters are then able to submit the “frozen “ dataflows to the Commission. Please align with the other lead reporter(s) prior to submitting your data. Once submitted an e-mail notification will be sent to all workflow participants, with a timestamped proof of submission.

4.2. Resubmitting data

In case of need, lead reporters can request to reopen a certain dataflow, to revert it back to “not submitted” state.

Actions

Comment for transition actions

REQUEST REOPEN

In addition, the Commission can reopen a dataflow following a request for clarification.



Data can be submitted multiple times. In each occasion the data will be saved. However please note that for later use **the Commission will always take the latest version** of the submitted data.

4.3. Help during the reporting

If you need support please contact:

- For general questions about NECPR reporting: EC-NECP-REPORTING@ec.europa.eu
- For questions on substance on dataflows reported in ReportNet 3: govreg@eea.europa.eu
- For questions on substance on dataflows reported in ReportENER: EC-NECP-REPORTING@ec.europa.eu
- For technical support for ReportNet 3: helpdesk@reportnet.europa.eu
- For technical support for ReportENER: EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu
- For technical support on EU Login: [Help \(europa.eu\)](https://help.europa.eu)

5. QUALITY ASSURANCE AND QUALITY CONTROL

To be added in March update

ANNEXES

Annex 1: reporting roles

6. ROLES IN THE NECPR REPORTING

This document discusses the different roles envisioned in the technical implementation of the NECPR reporting.

6.1. Member state roles

- Lead reporter (2 per dataflow)
- Reporter

Function	Lead reporter
Overall aim of the function	The lead reporter is responsible for ensuring the complete and timely reporting of (a) data flow(s)
Role/ responsibilities	<ul style="list-style-type: none"> • Responsible for validating and submitting completed data flows. • Coordinate the reporting exercise from a substantive perspective, following up overall completion and assigning the necessary reporters. <ul style="list-style-type: none"> ○ Acts as distribution point of relevant developments/information related to reporting to the necessary reporters. ○ Responsible for all reporters in their dataflow(s): that they are coordinated and updated on timelines, key meetings, processes (etc.). • Key contact for Commission/EEA with regard to substantive issues of reporting.
Competencies	<ul style="list-style-type: none"> • Expertise of thematic area of relevant dataflow(s) • Knowledge/coordination of supporting reporters and relevant supporting ministry/ministries <ul style="list-style-type: none"> ○ To be able to disseminate information related to the relevant dataflow(s) • Understanding of the reporting system (ReportNet and/or ReportENER) for relevant dataflow(s) following guidance and training: <ul style="list-style-type: none"> ○ Ability to assign reporters ○ Ability to validate and release/submit data when completed
Interfaces to	<ul style="list-style-type: none"> • Data stewards, regarding thematic reporting queries • Data custodians, regarding technical reporting queries • Other lead reporters, for coordination and to ensure the overall reporting obligations of the Member State is accomplished • Reporters, where assigned by lead reporter
Note	<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,</p>

however a lead reporter can be responsible for multiple or even all data flows for the NECPR.

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).

Contact for changes:

(for dataflows in ReportNet) govreg@eea.europa.eu

(for dataflows in ReportENER) EC-E-PLATFORM-IT-SUPPORT@ec.europa.eu

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

6.2. Commission/EEA roles

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

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

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

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

Function	Data Steward
Overall aim of the function	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.

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