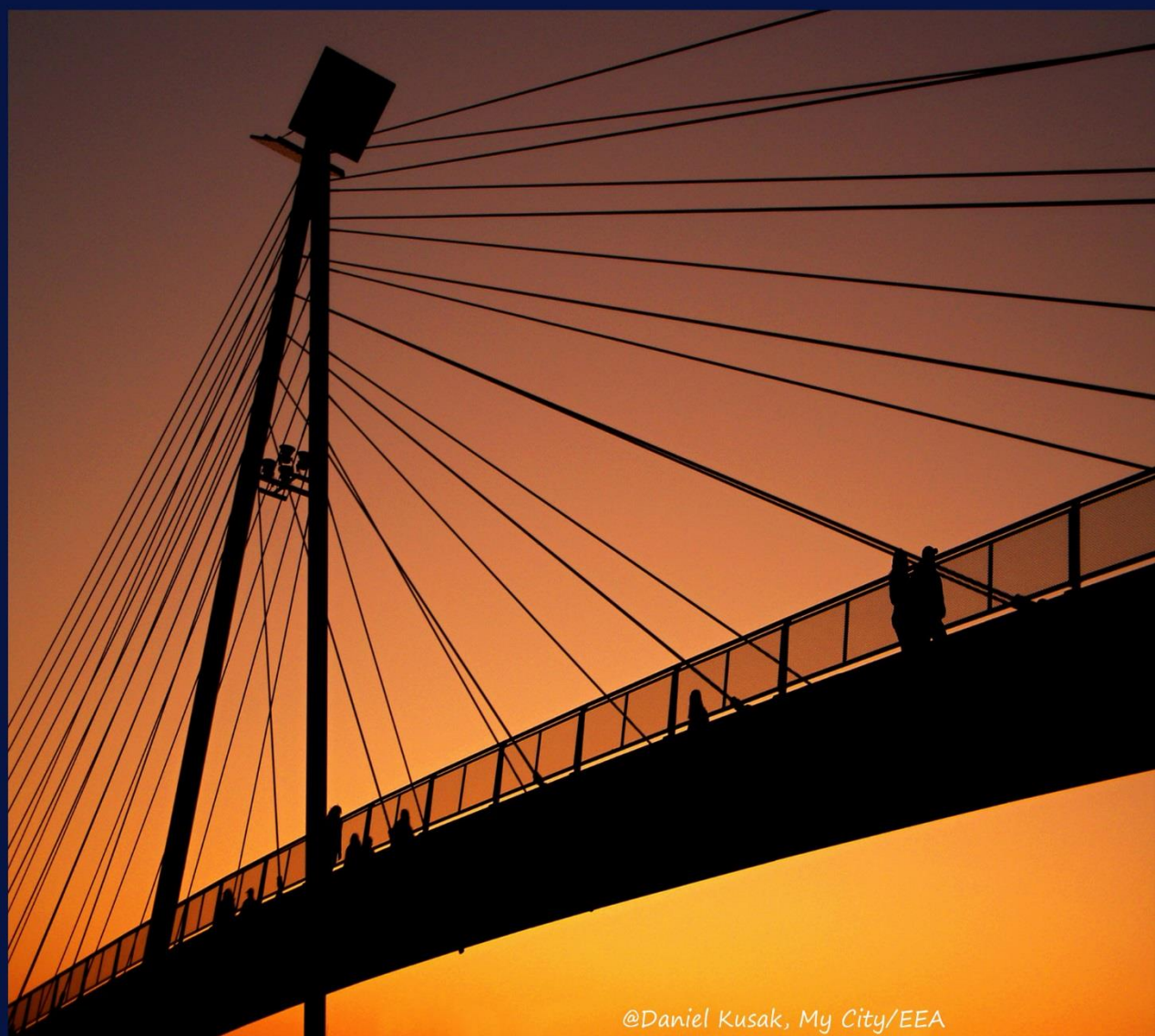


# Eionet **A B C**



*@Daniel Kusak, My City/EEA*

a short guide to the Eionet

European Environment Agency



Final Version

October 2019

08.11.2019 : Paragraph 7.1.4, Copernicus Programme, has been revised

## Table of Contents

<b>Eionet ABC – a short guide to the Eionet</b> .....	7
Preface .....	7
Objective of this document.....	7
<b>A. Eionet – a network of people</b> .....	10
1. EEA-Eionet.....	10
2. Eionet .....	10
3. The European Environment Agency (EEA) .....	11
3.1. EEA mission .....	11
3.2. EEA membership and participation .....	11
3.3. EEA roles and responsibilities .....	11
3.4. Executive Director .....	13
3.5. EEA Management Board .....	13
3.5.1. MB members .....	14
3.6. Bureau .....	14
3.6.1. Bureau members .....	14
3.7. EEA Scientific Committee .....	15
3.7.1. Scientific Committee members .....	15
3.8. EEA partners.....	15
3.8.1. European Union partners .....	15
3.8.1.1. Departments and executive agencies of the European Commission (EC).....	15
3.8.1.2. Environmental Knowledge Community (EKC). .....	15
3.8.2. International cooperation .....	16
3.8.3. EPA network .....	16
3.9. EEA Country Desk Officers (CDOs) .....	16
3.10. The Eionet Team .....	16
3.11. EEAcademy.....	17
3.12. Eionet Helpdesk .....	17
4. The national partners.....	17
4.1. National Focal Points (NFPs) .....	17
4.1.1. Relationship between NFPs and Management Board/Bureau.....	18
4.1.2. NFP/Eionet meetings .....	18
4.1.2.1. NFP/Eionet webinars .....	19
4.1.3. The Troika .....	19

4.1.4. NFP pre-meeting.....	19
4.1.5. NFP Working Groups .....	20
4.1.6. Eionet role mails to NFPs .....	20
4.1.7. The national networks .....	20
4.2. National Reference Centres (NRCs) .....	21
4.2.1. Primary Contact Point (PCP).....	21
4.3. European Topic Centres (ETCs) .....	21
4.4. Advisory and expert groups .....	22
<b>B. Eionet cooperation tools .....</b>	<b>24</b>
1. The Eionet portal.....	24
2. Eionet User Directory.....	24
3. The Eionet planner.....	24
4. EEA Indicators .....	25
5. Core data flows .....	26
6. Reportnet .....	26
6.1. Central Data Repository (CDR).....	27
6.2. Content Registry (CR).....	27
6.3. Data Dictionary (DD) .....	27
6.4. Reporting Obligations Database (ROD).....	28
6.4.1. Use of ROD.....	28
6.4.2. ROD users .....	28
6.5. Unified Notification System (UNS).....	28
7. EEA Services and products .....	29
7.1. Websites.....	29
7.1.1. EEA website .....	29
7.1.2. Biodiversity Information System for Europe (BISE).....	29
7.1.3. Climate Adaptation Platform (Climate-ADAPT) .....	29
7.1.4. Copernicus Programme .....	30
7.1.4.1. Copernicus In Situ component .....	30
7.1.4.2. Copernicus Land Monitoring Service (CLMS) .....	30
7.1.5. The European Pollutant Release and Transfer Register (E-PRTR) .....	31
7.1.6. Information Platform for Chemical Monitoring (IPCHEM) .....	32
7.1.7. Marine Water Information System for Europe (WISE-Marine) .....	32
7.1.8. Fresh Water Information System for Europe (WISE- Fresh Water) .....	32
7.2. EEA Publications.....	33

7.3. EEA Datasets .....	33
7.4. Data Centres.....	33
7.5. The Shared Environmental Information System (SEIS) .....	33
7.6. General Multilingual Environmental Thesaurus (GEMET) .....	34
7.7. The EEA environmental multilingual glossary.....	34
<b>C. Eionet - working together</b> .....	<b>36</b>
1. Single Programming Document (SPD).....	36
2. Publication and translation plan .....	36
3. Draft reports .....	37
4. Data flows monitoring and evaluation exercise .....	37
4.1. Progress reports.....	37
5. Relationship with EU Presidencies .....	37
6. Country visits.....	38
7. National events .....	38
8. NRC / Eionet meetings .....	38
<b>C1: EEA – Eionet cooperation guidelines</b> .....	<b>40</b>
1. Meetings .....	40
1.1. Meeting arrangements .....	40
1.2. Invitation .....	41
1.3. Involvement of the EEA staff in the NFP Meetings.....	41
1.4. Registration .....	42
1.5. Travel arrangements.....	42
1.6. Meeting documents .....	42
1.7. Action list & Minutes.....	42
1.8. Reimbursement.....	43
1.9. Non-physical meetings.....	43
2. Others assignments and activities .....	43
2.1. Commenting on drafts .....	43
2.2. Data reporting / Priority data flows.....	44
2.3. Quality-checking of translations .....	44
2.4. Processes to identify Eionet volunteers.....	44
2.5. Vacancies at the EEA/ETCs.....	45
2.6. Reminders of deadlines .....	45
3. Information supply and dissemination .....	45

3.1. Information to NFPs.....	45
3.2. Publications.....	45
3.3. National activities.....	45
3.4. Tools, training and development.....	46
<b>C2: National Focal Points (NFPs).....</b>	<b>48</b>
1.1. Introduction.....	48
1.2. General description.....	48
1.3. Skills, expertise and position.....	49
2. Main tasks and activities.....	49
2.1. Tasks and activities in connection with the national network and other actors in the country .....	49
2.2. Tasks and activities in connection with the EEA, ETCs, Eionet & other actors .....	51
<b>Annex: Acronyms and abbreviations.....</b>	<b>54</b>

# Eionet ABC – a short guide to the Eionet

## Preface

Tackling environmental issues needs a concerted European approach because many of these issues are cross-border or large scale issues. The European Environment Information and Observation Network (Eionet) has played a leading role in achieving a level of cooperation vital to this effort, based on sharing knowledge, environmental data and information across Europe. Historically, many countries had different environmental data sets, based on individual standards and information systems. The lack of harmonised environmental data made it obvious that a common language was needed in order to deal with environmental issues, which have a cross border nature. The establishment of Eionet provided this common language at a pan-European level. Through Eionet, the EEA brings together environmental data from individual countries across Europe via a common platform. The EEA, with help from ETCs, turns them into common knowledge by providing assessments and information in form of reports, short briefings, videos, articles, press material, and a range of online products and services, which are easily accessible from the [EEA website](#).

Cooperation between the different Eionet members is vital. All active members of the network benefit from each other by sharing advice, expertise and experience. These can be in the areas such as collection and management of data, improvement of environmental assessments and development of indicators. Eionet helps to create strong cooperation across several levels (national, regional, European, international). The communication between the Eionet members can help the countries to improve the quality of data and information at a national and a European level. By benchmarking the environmental performance, countries can strengthen capacities in the existing monitoring and reporting systems.

Eionet provides an important contribution to the information for policy makers, non-governmental organisations, scientific and academic communities, businesses, consultancies and think tanks involved in developing, adopting, implementing and evaluating environment, climate and sustainable development policies. Furthermore, this information can help citizens deepen their understanding on different environmental issues and act accordingly.

## Objective of this document

The objective of this document is to provide basic information on the European Information and Observation Network (Eionet). The document serves as a guide to new and existing members of the EEA and the Eionet, providing the first level of information, as well as links for further detailed information to those needing it. More information can also be acquired by the NFP mentor group, aiming to help new NFPs with their tasks.

The document is divided in three parts, A, B and C, providing information on different aspects of the Eionet. Part A is focused on the network and its partners, presenting the EEA and the national partners. Part B presents the tools that have been developed in order to facilitate the Eionet cooperation, while part C is focused on the different aspects of the work that needs to be done within the network, and the ways the Eionet members work together.

This document can be used as a reference for particular areas of interest in the Eionet structure.





# A



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# Eionet

 a network of people

# A. Eionet – a network of people

## 1. EEA-Eionet

Many principles of the **European Environment Agency (EEA)** and the **European Environment Information and Observation Network (Eionet)** are defined in the Council Regulation [\(EEC\) No 1210/90 / 07.05.1990](#), revised afterwards and consolidated in the [Council Regulation \(EC\) No 401/2009 / 23.04.2009](#). The regulation provides for the EEA and aims at the setting up of the Eionet.

**The objective of the EEA and of the Eionet** is to provide the Community and the Member States with:

- a. objective, reliable and comparable information at European level enabling them to take the requisite measures to protect the environment, to assess the results of such measures and to ensure that the public is properly informed about the state of the environment, and to that end;
- b. the necessary technical and scientific support.

The provision of timely and quality-assured data, information and expertise are used for assessing both the state of the environment in Europe and the pressures and driving forces acting upon it. This enables policymakers to decide on appropriate measures for protecting the environment at national and European level, as well as to monitor the effectiveness of existing policies and measures.

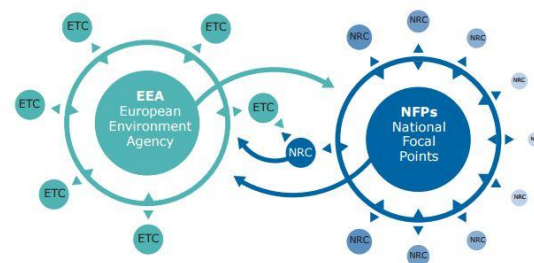
## 2. Eionet

Eionet is the partnership network of the European Environment Agency (EEA) and its 33 member and 6 cooperating countries. It consists of the EEA itself, a network of over 400 national institutions from 39 countries and the European Topic Centres (ETCs). In every country, there is an institution assigned as the National Focal Point (NFP) and a number of thematic institutions referred to as the National Reference Centres (NRCs).<sup>1</sup> These organisations are represented within Eionet by a number of named individual experts, also called NFPs and NRCs respectively. The Eionet constellation is supplemented by - currently - seven European Topic Centres (ETCs), a consortia of institutions dealing with specific environmental topics.



[More information](#)

European environment information and observation network (Eionet)



Left: The Eionet countries

Right: Schematic diagram of the Eionet

<sup>1</sup> An NRC can also be the institution that serves as the NFP

### 3. The European Environment Agency (EEA)

The European Environment Agency (EEA) is an agency of the European Union, aiming to provide sound, independent information on the environment for those involved in developing, adopting, implementing and evaluating environmental policy, and also the general public. In close collaboration with the European Environmental Information and Observation Network (Eionet) and its 33 member countries, the EEA gathers data and produces assessments on a wide range of topics related to the environment.

The EEA is responsible for developing the Eionet and coordinating its activities. To do this, the EEA works closely with the Eionet members and supports the collection and organisation of data and the development and dissemination of information.

[More information](#)

#### ◆ Inside the EEA

The European Environment Agency

Mission

#### 3.1. EEA mission

The European Environment Agency aims to support sustainable development by helping to achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policymaking agents and the public.

[More information](#)

Membership

#### 3.2. EEA membership and participation

The EEA currently has 33 member countries and 6 cooperating countries. The 33 member countries include the 28 European Union Member States together with Iceland, Liechtenstein, Norway, Switzerland and Turkey.

The six West Balkan countries are cooperating countries: Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia and Kosovo<sup>2</sup>. The cooperation activities of these countries are integrated into Eionet and are supported by the European Union under the Instrument for Pre-Accession Assistance.

The EEA also engages in international cooperation beyond its own member and cooperating countries. In this frame, the [European Neighbourhood Policy \(ENP\)](#) governs the EU's relations with 16 of the EU's closest Eastern and Southern Neighbours. EEA member countries that are not European Union Member States but share the concern of the European Union and its Member States for the objectives of the Agency, have the same rights and duties as the Member States, with the exception of the right to vote in the EEA Management Board.

[More information](#)

#### 3.3. EEA roles and responsibilities

The EEA founding regulations list the following tasks of the Agency:

<sup>2</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo Declaration of Independence. This note applies for every mention of Kosovo in this document.



- i. To establish, in cooperation with the Member States, and coordinate the Eionet. In this context, the Agency shall be responsible for the collection, processing and analysis of data, in particular in the fields referred to in Article 3:
  - (a) air quality and atmospheric emissions;
  - (b) water quality, pollutants and water resources;
  - (c) the state of the soil, of the fauna and flora, and of biotopes;
  - (d) land use and natural resources;
  - (e) waste management;
  - (f) noise emissions;
  - (g) chemical substances which are hazardous for the environment;
  - (h) coastal and marine protection.

It shall also be responsible for continuing the work started under [Decision 85/338/EEC](#);

- ii. To provide the Community and the Member States with the objective information necessary for framing and implementing sound and effective environmental policies. To that end, in particular to provide the Commission with the information that it needs to be able to carry out successfully its tasks of identifying, preparing and evaluating measures and legislation in the field of the environment.
- iii. To assist the monitoring of environmental measures through appropriate support for reporting requirements (including through involvement in the development of questionnaires, the processing of reports from Member States and the distribution of results), in accordance with its multiannual work programme and with the aim of coordinating reporting.
- iv. To advise individual Member States, upon their request and where this is consistent with the Agency's annual work programme, on the development, establishment and expansion of their systems for the monitoring of environmental measures, provided such activities do not endanger the fulfilment of the other tasks established by this Article. Such advice may also include peer reviews by experts at the specific request of Member States.
- v. To record, collate and assess data on the state of the environment, to draw up expert reports on the quality, sensitivity and pressures on the environment within the territory of the Community, to provide uniform assessment criteria for environmental data to be applied in all Member States, to develop further and maintain a reference centre of information on the environment. The Commission shall use this information in its task to ensure the implementation of Community legislation on the environment.
- vi. To help ensure that environmental data at European level are comparable and, if necessary, to encourage by appropriate means improved harmonisation of methods of measurement.
- vii. To promote the incorporation of European environmental information into international environment monitoring programmes such as those established by the United Nations and its specialised agencies.
- viii. To publish a report on the state of, trends in and the prospects for the environment every five years, supplemented by indicator reports focusing upon specific issues.

- ix. To stimulate the development and application of environmental forecasting techniques so that adequate preventive measures can be taken in good time.
- x. To stimulate the development of methods of assessing the cost of damage to the environment and the costs of environmental preventive, protection and restoration policies.
- xi. To stimulate the exchange of information on the best technologies available for preventing or reducing damage to the environment.
- xii. To cooperate with other Community bodies and programmes, and notably the Joint Research Centre, the Statistical Office and the Community's environmental research and development programmes.
- xiii. To ensure the broad dissemination of reliable and comparable environmental information, in particular on the state of the environment, to the public and, to this end, to promote the use of new telematics technology for this purpose.
- xiv. To support the Commission in the process of exchange of information on the development of Environmental Assessment methodologies and best practices.
- xv. To assist the Commission in the diffusion of information on the results of relevant environmental research and in a form that can best assist policy development.

#### **3.4. Executive Director**

The Agency is headed by an Executive Director appointed by the Management Board on a proposal from the Commission. The Executive Director is responsible for the day-to-day management of the Agency, internally assisted by the EEA's Senior Management Team. The Executive Director is the legal representative of the Agency and is accountable to the Management Board for his activities.

#### **3.5. EEA Management Board**

Regulation [\(EC\) No 401/2009](#) of the European Parliament and of the Council - Article 8

*"The Agency shall have a Management Board consisting of one representative of each Member State and two representatives of the Commission. In addition, there may be one representative of each other country which participates in the Agency, in accordance with the relevant provisions.*

*In addition, the European Parliament shall designate, as members of the Management Board, two scientific personalities particularly qualified in the field of environmental protection, who shall be chosen on the basis of the personal contribution they are likely to make to the Agency's work."*

The Management Board is the decision-making body of the European Environment Agency. The Board decisions include adoption of the EEA strategy, approval of the Agency's budget, appointment of the Executive Director and the accounting officer, election of Board chair and vice-chairpersons and designation of members of the Scientific Committee.

[More information](#)

### 3.5.1. MB members

The Board consists of representatives of the 33 member countries, two representatives of the European Commission and two representatives designated by the European Parliament, all with voting rights. Non EU countries can fully participate in the MB, but without the right to vote. One representative from the West Balkan countries (on a rotating basis) can also attend the MB without voting rights. Each member of the Management Board may be represented by an alternate.

The Board members (and alternates) are officially appointed by the countries through their permanent representation in Brussels. The Board members are high-level officials in the ministries responsible for the field of environment, or the respective Environment Protection Agency (EPA). They have both advisory and management functions on the policy side, as well as involvement in national activities on the collection of environmental information in their home country. The chairperson and the vice-chairpersons of the board are elected from amongst its members for a term of three years.

### 3.6. Bureau

Regulation [\(EC\) No 401/2009](#) of the European Parliament and of the Council - Article 8

*“The management board shall elect a bureau to which it may delegate executive decisions, according to the rules that it shall adopt”.*

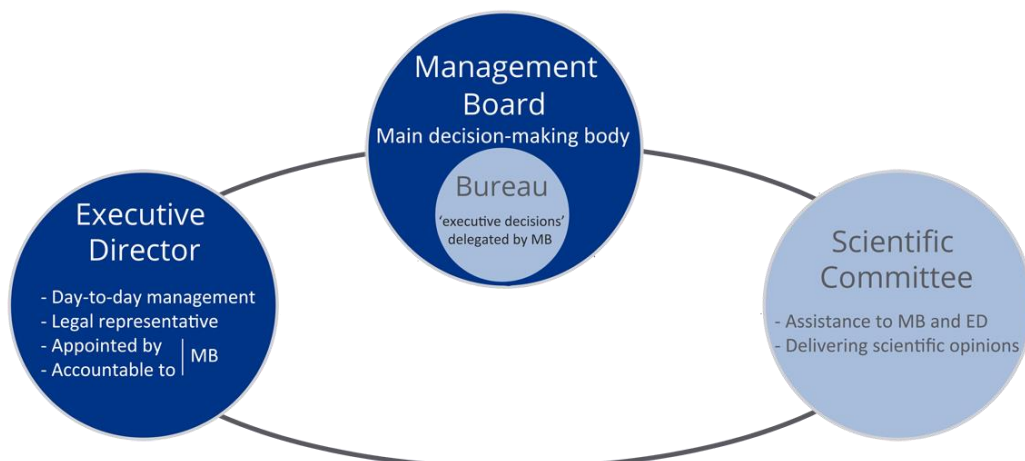
The Bureau is entitled to take executive decisions, necessary for the effective operation of the Agency, in between meetings of the Management Board. The decisions taken by the Bureau, in consultation with the Executive Director, are either delegated on a permanent basis, and hence listed in the rules of procedure of the Management Board and the Bureau, or are explicitly ad-hoc delegated by the Management Board of the Agency.

[More information](#)

#### 3.6.1. Bureau members

The Bureau consists of the chairperson of the Management Board, three to five vice-chairpersons, one Commission representative and one of the members designated by the European Parliament.

[Rules of procedure of the Management Board and the Bureau](#)



### 3.7. EEA Scientific Committee

Council Regulation: Article 10

The Scientific Committee is an independent advisory body that assists the EEA Management Board and the Executive Director in providing scientific advice and delivering professional opinion on any scientific matter in the areas of work undertaken by the Agency.

The Scientific Committee has three major tasks:

1. To deliver an opinion on the EEA multiannual and annual work-programmes and Programming Documents;
2. To give an opinion to the Executive Director for the purposes of recruitment of the Agency's scientific staff;
3. To provide advice and/or opinion on any scientific matter concerning the Agency's activity, which the Management Board or the Executive Director may submit to it.

[More information](#)

#### 3.7.1. Scientific Committee members

The committee is composed of independent scientists covering a variety of environmental fields relevant for the Agency's areas of activity. The chairperson and vice-chairperson of the committee are elected from amongst its members.

The total number of members in the scientific committee shall not exceed 20 experts. The members are identified through an open selection process and appointed for a four-years term, renewable once.

### 3.8. EEA partners

#### 3.8.1. European Union partners

The EEA provides information to help policy-makers in various areas in making environmentally sound and consistent policies and decisions. To achieve this, the EEA works closely with the EU institutions, i.e. the European Commission, the European Parliament and the Council of Ministers. The EEA also cooperates with EU advisory bodies, i.e. the Committee of the Regions and the European Economic and Social Committee, and other European agencies.

[More information](#)

##### 3.8.1.1. Departments and executive agencies of the European Commission (EC)

A list of all departments and executive agencies of the European Commission (EC) is available at the [EC website](#).

##### 3.8.1.2. Environmental Knowledge Community (EKC).

The Environment Knowledge Community (EKC) is a collaboration between different services of the European Commission<sup>3</sup> and the European Environment Agency in order to exploit new ways of creating and exchanging knowledge that is related to environmental

<sup>3</sup> DG Environment, DG Clima, DG Research and Innovation, DG Estat and the Joint Research Centre

policy-making. The EKC aims at improving the way environmental knowledge is generated and shared for EU policies. As part of their work, they operate a Knowledge and Innovation Project (KIP) on Citizen Science.

The [EKC Roadmap](#) adopted in May 2015 sets out three goals: co-planning of knowledge work, joint foresight system to identify emerging environmental issues (FORENV) and knowledge innovation projects.

[More information](#)

### *3.8.2. International cooperation*

The Regulation establishing the EEA and Eionet foresees active international cooperation around core areas of EEA work. The tasks of the EEA include promoting the incorporation of European environmental information into international environmental monitoring programmes, cooperating with regional and international bodies and programmes such as the Organisation for Economic Co-operation and Development (OECD) and the United Nations Environment Programme (UNEP), and cooperating with institutions in non-EU countries.

[More information](#)

### *3.8.3. EPA network*

The EPA Network is an informal network of the Directors of Environment Protection Agencies (EPAs) in Europe. The group shares experiences on implementation of environmental policy, communication of environmental issues and state of the environment at a strategic level.

[More information](#)

## **3.9. EEA Country Desk Officers (CDOs)**

The Country Desk Officers (CDOs) are EEA staff members who, among others, act as a general liaison officer between the EEA and the countries, helping to ensure a smooth two way communication and cooperation. This is done by keeping regular contacts with all the relevant stakeholders in the country as appropriate. CDOs assist the EEA management in preparing official country visits and supporting country delegation visits to the EEA. They also assist EEA management and staff in the dialogue with the country before and during a country's EU Presidency and liaise with the countries and the respective EEA colleagues in order to help prepare country profiles or similar, as well as organise and facilitate meetings, etc.

[EEA country desk officers Terms of Reference](#)

[List of EEA country desk officers](#)

## **3.10. The Eionet Team**

The Eionet team is operating within the Coordination and Strategy (CAS) programme, aiming to coordinate EEA interaction with the Eionet. In particular, it supports the regular EEA/Eionet plenary meetings and the NFP Working Group on Eionet Strategy Implementation. Its tasks include:



- consolidating networking links and communication exchange with the Eionet countries through the NFP Working Group, country visits and joint events,
- ensuring continuous information flows to the network on key EEA activities,
- closely following the projects requiring NFP/Eionet involvement,
- liaising between the NFP/Eionet and other networks (such as the EPA network),
- ensuring that the planning and outcome of the NFP/Eionet group meetings are aligned with the Management Board and the Scientific Committee discussions,
- coordinating the cooperation with the Western Balkans,
- coordinating the EEA country desk officers.

### 3.11. EEAcademy

The EEAcademy is designed to encompass capacity-building and educational activities in knowledge areas where policy needs are evolving and where the EEA/Eionet experience and competences need further development to meet new challenges

There are three foci for knowledge developments:

- assessing systemic challenges,
- supporting sustainability transitions and
- improving integrated environmental assessment methods.

At its core, the EEAcademy seeks to preserve and nurture a unique body of existing organisational knowledge as well as experiment with new learning approaches in support of continuous knowledge innovation.

[More information](#)

### 3.12. Eionet Helpdesk

The Eionet helpdesk is a central contact point for support requests related to Eionet account management and IT troubleshooting on Eionet web sites, tools and services (including the Eionet Portal, Eionet Planner, Eionet Forum/Projects and the various Reportnet sites). The Helpdesk also dispatches specific content related requests to relevant EEA experts. If you experience any problem or errors on the various Eionet sites please let us know immediately. When sending an email to the Eionet Helpdesk you initially get an automatically generated email confirming the receipt of your email and that a "ticket" has been created in the Helpdesk system. The Eionet helpdesk is manned throughout the opening hours of EEA and generally responds to the ticket within 24 hours.

## 4. The national partners

### 4.1. National Focal Points (NFPs)

The National Focal Points (NFPs) are national institutions, represented by an expert or a group of experts, which assemble and coordinate their national network and the information flow between their country and the EEA, in order to support the implementation of the EEA work programme. The NFPs may be the Environment Ministries, Agencies, or other relevant institutions.

The organisational set-up and working methods of the NFPs may differ from country to country. This partly reflects the diverse nature of the country structures established for the environmental

administration and the related information systems and networks. For a successful coordination, the NFPs need to be in contact with their national network and their Management Board Member(s), the EEA and, often, other NFPs.

[More information about the NFPs](#)

[List of all NFPs](#)

## ◆ Concerning the NFP's

NFPs and MB/Bureau

The National Focal Points

NFP/Eionet meetings

### 4.1.1. Relationship between NFPs and Management Board/Bureau

There is an increased need to further connect the activity of the various EEA bodies and to feed the EEA decision-making process. Therefore:

1. Management Board agenda items of relevance for NFPs are addressed at the NFP/Eionet meetings. This can help NFPs to brief the MB member ahead of the MB meetings.
2. Conclusions and proposals raised during the NFP/Eionet meetings can be introduced upon NFP initiative to the Bureau and Management Board meetings.
3. Joint MB/NFPs seminars are organised on a regular basis, often annually.
4. Guidance and support from and to the Bureau/MB members is vital for strengthening the national Eionet and ensuring its smooth functioning.

### 4.1.2. NFP/Eionet meetings

The NFP/Eionet group was established in 1995 with the specific objective “to assist the Agency in the preparation, implementation and follow-up of the work programme and in the development of Eionet”. The group currently consists of NFPs from 39 countries (33 EEA member countries and six south-east Europe countries – Albania, Bosnia-Herzegovina, North Macedonia, Kosovo, Montenegro, and Serbia), representatives from relevant Commission DGs, ETC managers and EEA staff.

NFP/Eionet meetings are held three times a year, usually in Copenhagen but occasionally elsewhere. The NFPs are the key participants in the meetings. Information on the previous meetings can be acquired via the Forum [NFP/Eionet interest group](#).

The agendas of the meetings are closely following the key items included on the Bureau and MB agendas, especially in key areas of EEA work. Topics of specific interest for discussion or information can be proposed by the NFPs or/and EEA staff.

The NFP/Eionet meetings present and discuss generic issues such as:

1. Information and status reports on progress in various key areas of development
2. Discussions on items put forward for Bureau and Management Board decision (NFP acting as advisory group for the MB group)
3. How to increase EEA support, impact and visibility amongst member countries (tools, guidelines, publications/web development, dissemination, translations, launches, joint events etc.)
4. Activities/actions necessary to increase the role and contribution of Eionet in relation to major EU and European initiatives, and possible ways to better cooperate with other relevant networks.

Specific examples include:

- EEA strategy and Programming Documents.
- Progress and plans for ETCs
- Progress and plans for the five-year state and outlook reports requiring significant contributions from the national Eionet organisations
- Progress, plans and proposals for launches of major reports
- Streamlining of European environmental information reporting and contribution to the development of Reportnet tools.
- Development of the EEA core set of indicators
- Requirements and progress on regular core dataflows
- Developments and progress in national Eionet networks
- New and emerging requirements from countries
- Links to other organisations and activities with an interest in environmental information.

#### 4.1.2.1. NFP/Eionet webinars

In between physical NFP/Eionet meetings webinars are organised eg as follow-up of some action points or for the provision of specific information items.

#### 4.1.3. The Troika

The Troika is a team of three NFPs, who share the responsibilities for supporting the EEA in the preparation of the NFP/Eionet meetings. A rotating system<sup>4</sup> is put in place to select NFPs for the Troika and at each meeting one member of the Troika is replaced by a new NFP. Each NFP serves for three NFP meetings.

Tasks for the Troika:

1. Securing the preparation and chairing of the NFP pre-meetings: setting up the agenda of the pre-meeting, chairing the pre-meeting and administrating all relevant files.
2. Preparation of the NFP-meetings: assisting the EEA in setting up a draft agenda for the NFP plenary, consulting the NFPs to finalize the agenda, reporting from the pre-meeting to the plenary and chairing of the NFP/Eionet issues session in the plenary.
3. Task within the Troika:
  - a) Leaving person: Taking notes in the pre-meeting (to be posted in the Forum pre-meeting folder) and chairing of the NFP/Eionet issues session
  - b) Mid-term person: Chairing of the pre-meeting
  - c) Entering person: Reporting to the plenary

#### 4.1.4. NFP pre-meeting

The NFP pre-meeting is a closed meeting of the NFPs, held always prior to the NFP/Eionet meeting. The scope of the meeting is to prepare the plenary discussions and to the extent possible draw a consolidated opinion of the group on key issues included on the plenary

<sup>4</sup> to balance out the experience within the troika and try to avoid a situation where there are 3 new NFPs together.

agenda. All NFPs are encouraged to attend. A member of the Troika chairs the pre-meeting.

#### 4.1.5. NFP Working Groups

The NFP Working Groups (WGs) are formed when needed in order to work towards achieving a specific task or set of tasks. A WG usually consists of NFPs, ETCs and EEA representatives, and is created on a voluntary basis: based on the interest, time availability and commitment of the members. WGs are time limited and their members should express the Eionet diversity: new and experienced NFPs; geographically diverse NFPs; and NFPs from countries of different sizes, as they need to be able to represent a wide range of views. WG meetings can either be physical or virtual, depending on needs. WG members work on behalf of the Eionet community and each WG has specific terms of reference (ToR). WGs do not have a mandate to make any decisions on behalf of the rest of the NFP community. Decisions on all key issues are taken in the NFP plenary.

One of the working groups operating for the last 20 years is the [EEA-West Balkans Coordination Interest Group](#).

All NFP Working groups and the materials prepared from them are available through the [NFP WGs interest groups](#).

#### 4.1.6. Eionet role mails to NFPs

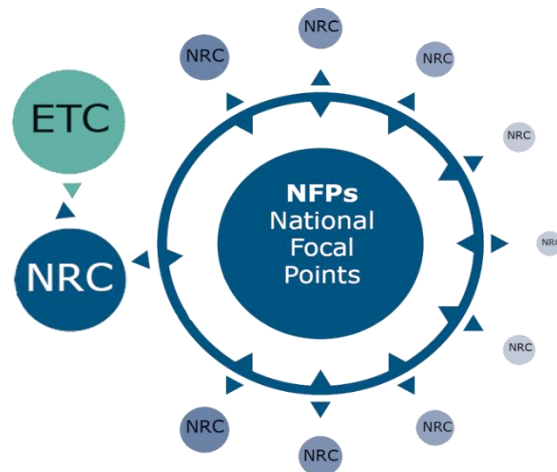
The roles mail archive is a selection of the most important email sent to the EIONET roles mailing lists. By clicking [mail-roles-mail-2019](#) one can get access to all emails sent to the NFPs during 2019.

[NFP role emails archive](#)

#### 4.1.7. The national networks

A typical form of a national network includes the NFP and the NRCs needed in the country.<sup>5</sup>

Every country has its own way of operating and coordinating its national network. It is important for the NFPs to have a full understanding of how their national network is set and how it operates, as they will be coordinating it. Ideas on how different national networks are structured and how they operate can be obtained by talking to other NFPs about their networks and looking at the posters prepared from the NFPs in different poster sessions during the [past meetings](#).



<sup>5</sup> Some countries do not have all 24 NRCs: e.g. land locked countries do not need an NRC Marine.

## 4.2. National Reference Centres (NRCs)

The National Reference Centres (NRCs) are national (or sometimes regional) institutions, represented by an expert or group of experts in the Eionet structure. Several of these experts can also have the role of reporters, providing the environmental data and information when necessary. The NRCs are established in different thematic areas in relation to EEA's Multi Annual Work Programme (MAWP). There are currently 24 NRC groups.

The NRCs act as a bridge between the EEA and their countries by ensuring the sharing of knowledge and information via workshops and interactions with the EEA. The NRCs contribute to the work of EEA and Eionet. NRC meetings are organised often, according to the existing needs.

The NRC structure varies in accordance with the requirements and priorities of EEA's Multi Annual Work Programme and the relevant policy processes in the respective fields of work.

[More about the NRCs](#)

[NRC profile descriptions](#)

[Link to the NRC groups](#)

NRCs

### 4.2.1. Primary Contact Point (PCP)

The NFP is always the Primary Contact Point for the communication between the EEA and the countries. In some cases, when more than one NRC have been appointed, the NFP can delegate the role of the PCP to one of the NRCs.

## 4.3. European Topic Centres (ETCs)

The European Topic Centres are consortia of institutions across EEA member countries dealing with a specific environmental topic and contracted by EEA to perform specific activities as defined in the EEA strategy (Multi-Annual Work Programme - MAWP) and the annual management plans. The EEA Management Board, following a Europe-wide selection process, designates the ETCs that work as an extension of the EEA in specific topic areas under a multi-year contract. Each ETC consists of a lead organisation and specialist partner organisations from the environmental research and information community, which combine their resources in their particular area of expertise. The ETCs, working together with member and cooperating countries, facilitate the provision of data and information from the countries, develop the European datasets / indicators, facilitate NRC meetings and deliver reports and other services to the EEA and Eionet. An ETC organisation can be, and often is, an NRC organisation.

[More information](#)

There are currently (2019) seven European Topic Centres working with EEA and the national Eionet partners:

- [Air Pollution, Transport, Noise and Industrial Pollution](#)
- [Climate Change Mitigation and Energy](#)
- [Climate Change Impacts, Vulnerability and Adaptation](#)
- [Biological Diversity](#)
- [Inland, Coastal and Marine Waters](#)





# B



*@Simon Hadleigh-Sparks, My city/EEA*

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# Eionet

 cooperation tools

## B. Eionet cooperation tools

### The Eionet infrastructure

Tools that help cooperation between Eionet members include:

#### 1. The Eionet portal

The **Eionet portal** is the Eionet members' main entry point to all the web based tools and services available for networking, information sharing and data collection in the Eionet. The Eionet portal hosts both publicly accessible information and information only accessible to logged in users. By logging in to the Eionet portal, the users can access all information maintained under the [www.eionet.europa.eu](http://www.eionet.europa.eu) domain, while a separate login (same username and password), is required in order to access restricted information on other Eionet websites.

The Eionet portal hosts for example the [Eionet User Directory](#) (restricted access) and the (sub)sites of the [ETCs](#) (publicly accessible) while the **Eionet Forum** and the **Eionet Planner** are examples of services on other websites (see further under [Workspace](#))

[Access the portal](#)

#### 2. Eionet User Directory

The Eionet User Directory is a hierarchical catalogue of the contacts details for and permissions held on the Eionet accounts of users with access to the various Eionet tools and information sources.

The hierarchy has four top roles:

- **eea** (including for example the EEA staff, the Management Board and the Scientific Committee members)
- **eionet** (including for example the National Focal Points, the European Topic Centres and the National Reference Centres)
- **reportnet** (including national users who actively use the Reportnet suite of tools to deliver data)
- **extranet** (various other users who have access to some Eionet tools and services)

NFPs maintain and update the data for all national representatives within the Eionet and Reportnet groups. NFPs are not routinely involved in the management of accounts within the extranet group. NFPs have the ability to create new Eionet accounts and / or organisations and assign NRCs or Eionet reporting permissions to account holders from their country. NFPs should review their nominations regularly in order to retain relevant expertise within their national network.

[Access the Eionet directory](#)

#### 3. The Eionet planner

The Eionet planner provides an overview of the EEA activities and products requiring inputs from Eionet and/or of general interest for Eionet members. The planner currently includes information about Eionet meetings, EEA governance meetings, launch dates of EEA products, Eionet consultations on upcoming products and the reporting of EEA member countries of data to EEA and beyond. The planner is updated continually throughout the year, it is an open access system - an NFP can share the



details with colleagues who do not have an Eionet account - and has filters to customise the information according to user needs.

[Access the Eionet planner](#)

## 4. EEA Indicators

EEA indicators are designed to answer key policy questions and support all phases of environmental policy-making, from designing policy frameworks to setting targets, and from policy monitoring and evaluation to communicating to policy-makers and the public. The indicators are classified as follows:

- Descriptive indicators (Type A) responding to the question: What is happening?
- Performance indicators (Type B): Does it matter? Are we reaching our targets?
- Efficiency indicators (Type C): Are we improving?
- Policy effectiveness indicators (Type D): Are the measures working?
- Total welfare indicators (Type E): Are we, overall, better off?

The [Digest of EEA indicators 2014](#) provides a comprehensive guide to all EEA indicators.

The EEA currently maintains 123 indicators, covering 13 environmental topics.

The [EEA indicators](#) are also organised by sets. The sets currently in use are the following: APE (Air pollutant emissions), CLIM (Climate state and impact indicators), ENER (Energy indicators), INDP (Industrial pollution indicators), LSI (Land and soil indicators), MAR (Marine indicators), Outlook, SCP (Sustainable consumption and production), SEBI (Streamlining European biodiversity indicators), TERM (Transport and environment reporting mechanism), WAT (Water indicators), WREI (Water resource efficiency indicators), and WST (Waste indicators).

Starting from the different sets, a Core Set of Indicators (CSI) is regularly identified, aimed at prioritising improvements in the quality and coverage of data flows, streamlining contributions to other international indicator initiatives, and providing a manageable and stable basis for indicator-based assessments of progress against environmental policy priorities. Many of the core set indicators are used in other international indicator processes implemented elsewhere, at country level or in international processes. The initial Core Set, identified in 2004, was composed of 37 indicators and covered six environmental themes and four sectors, all addressing EU policies. In 2013 the set has been revised, in order to better align it with current policy priorities and the EEA's work programme. The revised CSI comprises 42 indicators across six thematic areas (air pollution, transport and noise; climate change and energy; freshwater resources; marine and maritime; biodiversity and ecosystems; and waste and resources), each including seven indicators. The thematic areas also integrate the sectors agriculture and forests, fisheries (and maritime), energy, and transport. These are considered to be the main sources of environmental pressures from economic sectors. The choice of themes and sectors reflects policy priorities, EEA investments over the past decade and the diversity of EEA indicators, and enables indicator-based assessments of progress against key environmental policy priorities.

The [Indicator Management Project](#) was created in order to organise and provide technical support to the authors of the indicators in the different stages of production, as well as to improve the relations and consistency of the information provided between indicators and other EEA product types, such as assessments, data and maps, and IT systems.

## 5. Core data flows

The Eionet core data flows are a subset of existing key data flows reported by EEA member and cooperating countries using the Reportnet tools. The current set of core data flows has been agreed by the Management Board in November 2015. The reported data are used by the EEA for its main assessments, products and services.

[More information](#)

## 6. Reportnet

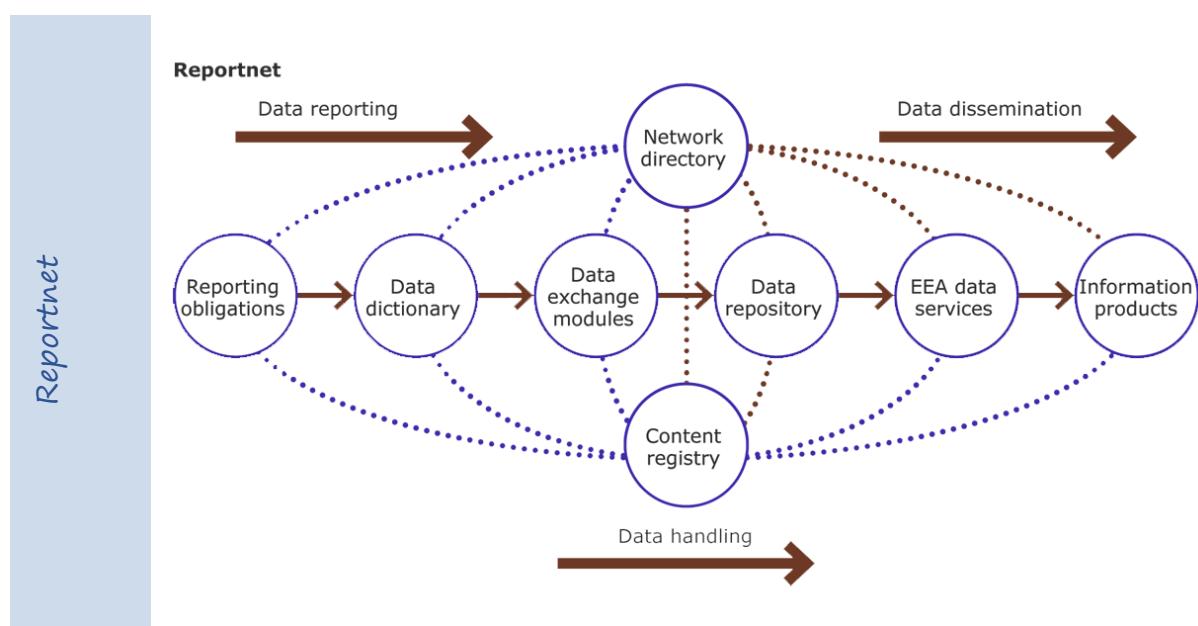
Reportnet was developed in order to support and improve the delivery of environmental data and information flows. Even if it was initially developed for the reporting obligations within the European Information and Observation Network, Reportnet is increasingly hosting some of the reporting tasks of DG Environment and other regional and international organisations. The open system permits deliveries in a very transparent way, aiming to improve the harmonisation and standardisation of the management of all Eionet dataflows by covering all activities inside them. The development of Reportnet started in 2000 and it has been operational since 2002, with major improvements throughout the years (the newer updated version has been called Reportnet 2.0).

In 2018, the EEA initiated the Reportnet 3.0 project to promote and modernise eReporting with the latest IT solutions. This modern reporting infrastructure will integrate new needs, data sources and technologies related to reporting, taking into account national capabilities and producing a platform that can support the new challenges in reporting for the future. The Reportnet 3.0 project is planned to be finalised at the end of 2020. The migration of the reported data will start at this time and continue together with further system development beyond the duration of this project. Reporting of new data will be available at both systems for a defined period to ensure the continuous and smooth operation of data reporting.

[More information on Reportnet](#)

[More information on Reportnet 3.0 project](#)

### ◆ Reportnet components (current version)



### 6.1. Central Data Repository (CDR)

The Central Data Repository (CDR) is part of the Reportnet architecture and the main component of interaction between the user and the system. It provides a web interface for guiding the user through the reporting workflow, with key steps (such as uploading files and presenting quality control feedback). Due to the different characteristics of the different reporting obligations, a tailored workflow can be configured for each reporting obligation. These workflow configurations often refer to how and when quality control and formal acceptance is done. Since many reporting obligations require the reporter to provide more than one file, each delivery is organised into a folder (envelope). These folders are further organised in parent folders (collections), which build up a structure from the delivery to the reporting obligation, and at the top to the country. Besides supporting the reporting process itself, CDR also acts as a catalogue of data, reports and related metadata delivered by the countries.

[More information - Access the CDR](#)

### 6.2. Content Registry (CR)

The Content Registry is a more advanced search engine for the content of data in Eionet compared to the search interfaces many of the Reportnet components provides themselves. It is an object-oriented search engine, meaning that it understands what e.g. a measuring station is and can show what measurements it has made. To facilitate this the Content Registry uses linked data, often seen as a part of what is referred to as the Semantic Web, which is essentially a way to connect data across the web with meaningful relationships. Not all of the Eionet services are included, only those that have been specified by the administrators of this site.

[Access the Content Registry](#)

### 6.3. Data Dictionary (DD)

The Data Dictionary supports the production and publishing of the specifications for the data to be submitted under the different reporting obligations. In more detail, this includes definitions of data in form of:

- datasets, tables and data elements,
- XML schemas,
- Vocabularies.

A special service in DD is the generation of site codes for the CDDA data flow. This service provides unique identifiers for the site records in the Common database of designated areas (CDDA).

Reporting obligations are usually long-lasting. The data definitions found in the DD, therefore, are relatively stable, but are updated prior to a new dataflow collection. The users of the DD are data reporters and data definers as well as dataflow administrators.

[Access the Data Dictionary](#)

## 6.4. Reporting Obligations Database (ROD)

Reporting obligations are agreed between countries and international bodies, such as the EU or international conventions, and provide the basis for most environmental information flows to the EEA. Reporting obligations can be 'compulsory' or 'voluntary' depending on whether the information is submitted in order to comply with the legal instrument or is just submitted by countries at a voluntary basis.

The Reporting Obligations Database (ROD) is the EEA's database that lists all environmental reporting obligations that EEA member countries have towards a number of organisations including the EC, the OECD, the UN, the EEA and various international conventions.

### 6.4.1. Use of ROD

ROD provides an overview inventory of reporting obligations. The database can be used to:

1. assist countries in the analysis of the reporting obligations;
2. support countries in planning and fulfilling reporting obligations;
3. assist in streamlining the flow of data to the EEA and other international organisations.

### 6.4.2. ROD users

ROD is targeted towards three kinds of users:

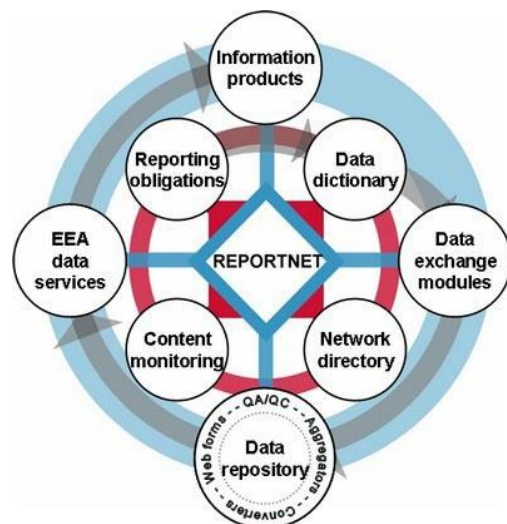
- people involved in environmental policy development who are gathering information about environmental issues (what information is reported where?);
- country representatives who are involved in environmental reporting (when is reporting due and what do I need to do?);
- people involved in environmental reporting from the perspective of the international organisations receiving and making use of the data.

[More information](#)

## 6.5. Unified Notification System (UNS)

The Unified Notification System is part of the Reportnet architecture. It provides key stakeholders in international environmental reporting with notifications presenting summary information harvested from Reportnet modules, as well as from other Agency systems based on predefined profiles.

[More information](#)



## 7. EEA Services and products

### 7.1. Websites

The EEA maintains its own website, while at the same time is contributing to a number of web-based platforms hosting data and information on the environment.



#### ◆ Websites overview

EEA

##### 7.1.1. EEA website

The EEA website provides a wide range of information regarding the EEA and the Eionet, as well as provides access to all EEA products, including reports and data sets. Among others the EEA website includes the [country pages](#), where the visitor can get a number of useful information about the countries involved in the Eionet constellation.

[Access the EEA website](#)

BISE

##### 7.1.2. Biodiversity Information System for Europe (BISE)

The Biodiversity Information System for Europe (BISE) is a single entry point for data and information on biodiversity, supporting the implementation of the EU strategy and the [Aichi targets](#) in Europe. Bringing together facts and figures on biodiversity and ecosystem services, it links to related policies, environmental data centres, assessments and research findings from various sources. It is being developed to strengthen the knowledge base in support of the implementation of the EU biodiversity strategy and the assessment of progress in achieving the 2020 targets.

[Access BISE](#)

Websites overview

Climate-ADAPT

##### 7.1.3. Climate Adaptation Platform (Climate-ADAPT)

The European Climate Adaptation Platform Climate-ADAPT is a partnership between the European Commission and the European Environment Agency (EEA). Climate-ADAPT is maintained by the EEA with the support of the European Topic Centre on Climate Change Impacts, Vulnerability and Adaptation (ETC/CCA). Climate-ADAPT aims to support Europe in adapting to climate change helping users to access and share data and information on:

- Expected climate change in Europe
- Current and future vulnerability of regions and sectors
- EU, national and transnational adaptation strategies and actions
- Adaptation case studies and potential adaptation options
- Tools that support adaptation planning

[Access Climate-ADAPT](#)

#### *7.1.4. Copernicus Programme*

Copernicus is a European programme for monitoring the Earth. It combines satellite observation data with data from sensor networks on the Earth's surface to build a comprehensive picture of our planet and its environment.

Three components make up Copernicus: Space, Services and In Situ. The Services Component is made up of six areas: land, marine, atmosphere, climate change, emergency management and security. Within these services, the data collected are processed to give reliable and up-to-date information about the six thematic areas.

The European Environment Agency (EEA) has been entrusted with the coordination of the Copernicus Land Monitoring Service (CLMS) and the Copernicus In Situ Component, under a Delegation Agreement with the European Commission.

##### *7.1.4.1. Copernicus In Situ component*

The Copernicus Services need access to a range of additional (non-satellite) environmental measurements and topographic information for production, validation, and calibration purposes.

External data providers collect such data from ground-based, sea-borne or air-borne monitoring systems. This includes, for example, data from sensors carried on weather balloons or aircraft, pulled through the sea by ships, or drifting in the ocean on floats or buoys; and background topographic information, such as transportation network maps, administrative boundaries and digital elevation models. These different types of data are collectively referred to as in situ data.

The Copernicus In Situ Component coordinates and channels Member States in situ data contributions to the Copernicus Programme, along with those other data providers. As such, it benefits from international efforts to collect and share data, e.g. data delivered through research infrastructures. The implementation of the Copernicus In Situ Component is shared between the Copernicus Services and the EEA.

The Copernicus Services access in situ data directly according to their day-to-day operational needs and as an integrated part of their workflows. The EEA intervenes in cases where a coordinated approach to accessing in situ data is required at a programmatic level, i.e. where necessary datasets cannot be provided efficiently without interventions that go beyond the capacities of the individual services. This might be, for example, because a change of policy by national authorities is needed, or where multiple services display common needs, such as for the pre-processing of satellite data.

[Access the Copernicus in Situ](#)

##### *7.1.4.2. Copernicus Land Monitoring Service (CLMS)*

The Copernicus Land Monitoring Service has been jointly implemented by the European Environment Agency (EEA) and the Joint Research Centre (JRC) since 2011.

The Copernicus Land Monitoring Service (CLMS) provides geographical information on land cover to a broad range of users in the field of environmental terrestrial applications.

This includes information on land cover characteristics and changes, land use, vegetation state, water cycle and Earth surface energy variables.

CLMS products are divided into five categories:

- Systematic biophysical monitoring
- Land cover and land use mapping
- Thematic hotspot mapping
- Reference data
- Ground motion service

These categories enable applications to be developed in a wide range of areas, including:

- Spatial and urban planning
- Forest management
- Water management
- Agriculture and food security
- Nature conservation and restoration
- Ecosystem accounting
- Climate change mitigation

Copernicus products and services are continually evolving. They are defined, created and developed in consultation with the Copernicus User Forum, which liaises with stakeholder communities. The European Commission and EU Member States, as well as participating countries in the Copernicus Committee set priorities for products. The European Environment Agency (EEA) also works in cooperation with other Copernicus Services, such as Copernicus Marine Environment Monitoring and Copernicus Emergency Management, to create new products.

Use of the Copernicus Services is an integrated part of the EEA's strategy to improve environmental information. The EEA's mandate is to help the European Community and member countries make informed decisions about improving the environment, integrating environmental considerations into economic policies and moving towards sustainability. To take the right actions, decision makers, businesses and citizens must be provided with reliable and up-to-date information on how our planet and its climate is changing. Copernicus provides this information and the EEA is one of the many users of these data.

[Access Copernicus land](#)

#### *7.1.5. The European Pollutant Release and Transfer Register (E-PRTR)*

The European Pollutant Release and Transfer Register (E-PRTR) is a web-based register established by [Regulation \(EC\) No 166/2006](#), which implements the UNECE PRTR Protocol, signed in May 2003 in Kiev. The E-PRTR provides easily accessible key environmental data from industrial facilities in the European Union Member States, Iceland, Liechtenstein, Norway, Serbia and Switzerland. It replaced and improved upon the previous European Pollutant Emission Register (EPER). The new register contains data



reported annually by more than 30,000 industrial facilities covering 65 economic activities across Europe.

[Access E-PRTR](#)

#### *7.1.6. Information Platform for Chemical Monitoring (IPCHEM)*

The Information Platform for Chemical Monitoring (IPCHEM) is the European Commission's reference access point for searching, accessing and retrieving chemical occurrence data collected and managed in Europe. The platform has been developed to fill the knowledge gap on chemical exposure and its burden on health and environment.

[Access IPCHEM](#)

#### *7.1.7. Marine Water Information System for Europe (WISE-Marine)*

WISE-Marine is a portal and infrastructure for sharing information with the marine community on the marine environment at a European level. Focusing on the state of the marine environment at the European scale, WISE Marine shows the information and knowledge gathered or derived through the Marine Strategy Framework Directive (MSFD) process and other key marine policy drivers. WISE-Marine fits in the landscape of existing directive reporting and associated portals, European data infrastructures and the Regional Sea Convention's – all of which are heavily dependent on data and information coming from EU member states.

[Access WISE-Marine](#)

#### *7.1.8. Fresh Water Information System for Europe (WISE- Fresh Water)*

The Water Information System for Europe – or more commonly known as WISE – is the gateway to information on European fresh water issues. It comprises a wide range of data and information collected by EU institutions to serve several stakeholders.

[Access WISE-Fresh Water](#)

#### *7.1.9. Forest Information System for Europe (FISE)*

FISE is an information system, meaning a centralised, easy to access entry point and infrastructure for sharing information with the forest-interested users, community and decision makers on the forest ecosystems (state and trends) at European and EU level. The demo portal for forest and forest related information gives access to data, maps and indicators on forests in Europe. Information is organised to get basic forest information, as well as information on forest bioeconomy, forest carbon, nature and biodiversity in forests, and forest condition.

[Access FISE](#)

#### *7.1.10. European Air Quality Portal*

The European Environment Agency (EEA) maintains the portal that contains technical details and services that facilitate the reporting of official air quality information from EU Member States and other EEA member and co-operating countries. This information is submitted according to Directives 2004/107/EC and 2008/50/EC of the European



Parliament and of the Council. The rules for this exchange are set out in the [Commission implementing decision 2011/850/EU](#).

[Access the European Air Quality Portal](#)

## 7.2. EEA Publications

The publication section contains all EEA products, from brochures and corporate documents to EEA briefings and reports. The section starts with an overview of most recent products, while there is also a link to the list of all reports, sorted in several ways.

[Access to publications](#)

## 7.3. EEA Datasets

The data service provides access to most data sets and applications, which have been used in EEA's periodical environmental reports and metadata for data that are maintained by other international organisations. Visitors can find and download maps and infographics. There are also interactive data viewers for some EEA products.

[Access to datasets](#)

## 7.4. Data Centres

The Environmental Knowledge Community (EKC)<sup>6</sup> partners agreed to continue to work together with a view to ensuring that the EKC environmental data are developed and used in an aligned and interoperable manner (based on the principles of the European Interoperability Framework). This will lead to a coherent and streamlined data and information architecture that provides easy, quick access and re-use of all available datasets of proven quality generated and/or collected by the different EKC partners as well as improved links to the different thematic EKC-managed information platforms. Each EKC partner makes available the environmental data and other data required for EKC business cases - e.g. EKC – Knowledge and Innovation Projects (KIPs) and other jointly identified data needs- hosted in its own data centre by inclusion into a complimentary shared data architecture.

[Paper on Data Centres](#)

## 7.5. The Shared Environmental Information System (SEIS)

The "Shared Environmental Information System (SEIS)" was established to improve the collection, exchange and use of environmental data and information across Europe. SEIS aim to create an integrated, web-enabled, EU-wide environmental information system by simplifying and modernising existing information systems and processes.

SEIS is based on seven 'principles' demonstrating the key characteristics of shared information:

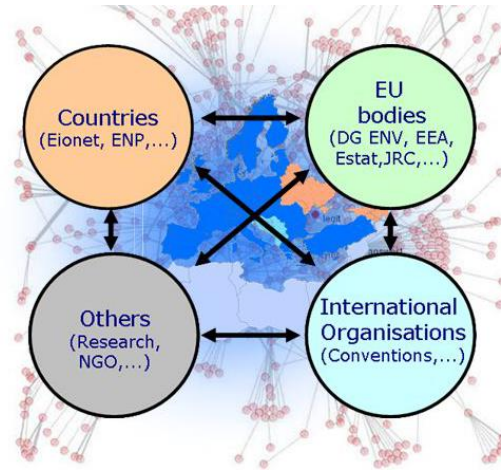
1. Managed as close as possible to its source.
2. Collected once and shared with others for many purposes.
3. Readily available to easily fulfil reporting obligations.
4. Easily accessible to all users.

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<sup>6</sup> Information about the EKC can be found in paragraph 3.8.1.2.

5. Accessible to enable comparisons at the appropriate geographical scale and the participation of citizens.
6. Fully available to the general public and at national level in the relevant national language(s).
7. Supported through common, free, open software standards.

[More information](#)



#### 7.6. General Multilingual Environmental Thesaurus (GEMET)

GEMET, the GEneral Multilingual Environmental Thesaurus, has been developed by the European Environment Agency as an indexing, retrieval and control tool and was first released in 1996. It is serving as the reference vocabulary of the European Environment Agency (EEA) and its Network (Eionet) and due to its ca. 5.500 terms in 37 languages it is of wide international usage. GEMET is regularly updated with the most recent environmental concepts and aligned with the translations tools and vocabularies of the European Commission.

[Access GEMET](#)

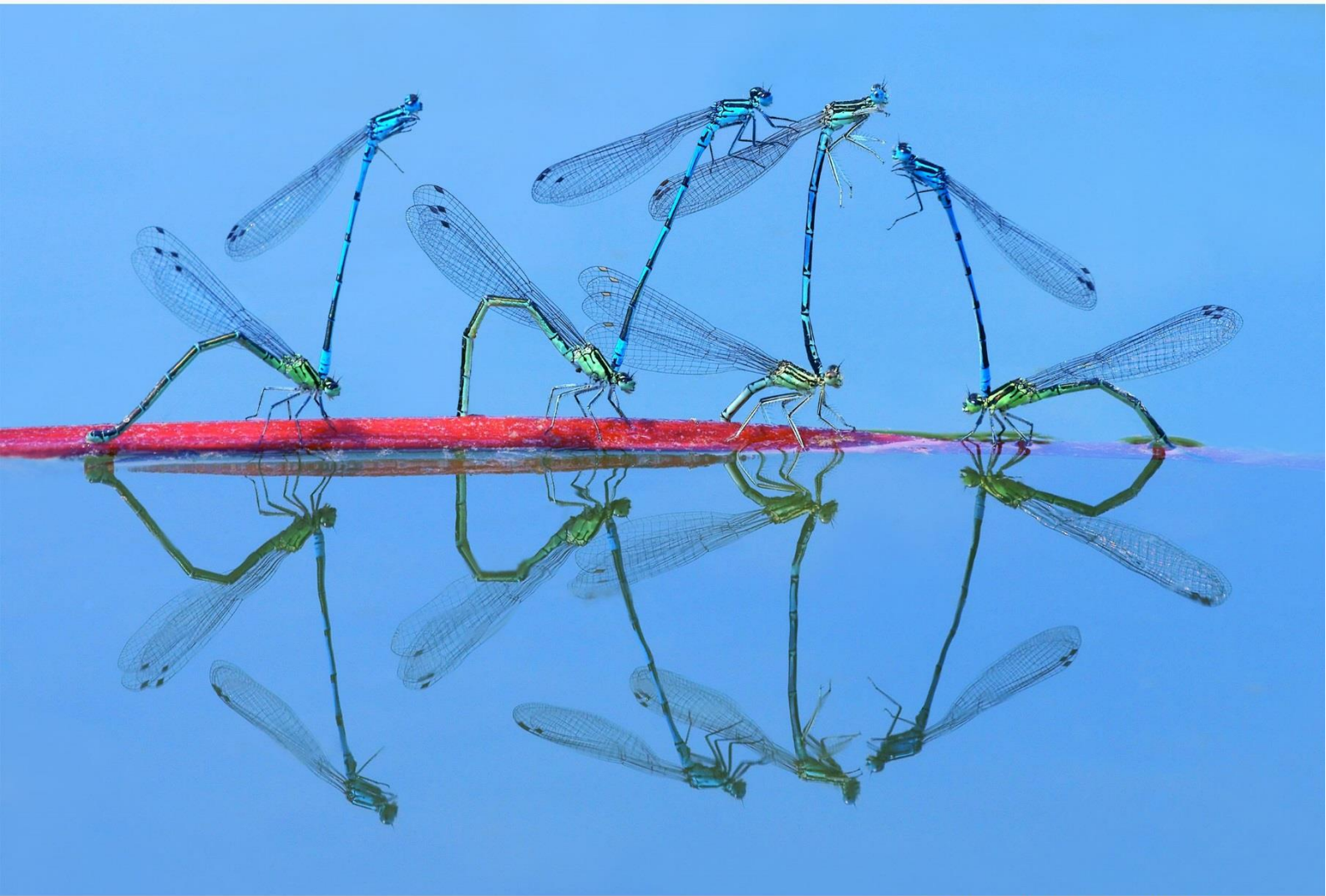
#### 7.7. The EEA environmental multilingual glossary

The glossary contains terms used on the EEA web site. They have been selected for their importance and/or because a clear definition is needed to prevent potential difficulties in translation. The margin of many pages on the EEA's web site automatically lists the terms used on that page that appear in the glossary. Moving the mouse over a term displays its definition.

The glossary harvests all relevant glossaries (including GEMET) in order to provide a general catalogue containing about 1500 English terms (1200 unique concepts) with definitions and definition sources, synonyms and links as well as translations into the 23 other EEA languages. The terms are translated by the Translation Centre for the Bodies of the European Union, and most of them have been validated by the Eionet. The glossary is continuously updated and revised.

[Access the glossary](#)

# C



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# Eionet

working together

## C. Eionet - working together...

The cooperation between the Eionet members is a continuous process and certain needs define a number of cases where close collaboration is required. There are some standard procedures where the Eionet members' involvement is vital for the network. This chapter is focusing on the presentation of the cases where the Eionet members' collaboration is needed, as well as the process of cooperation, and in particular, the cooperation guidelines that have been created in order to ensure a smooth collaboration within the Eionet.

### 1. Single Programming Document (SPD)

The work planning cycle for EEA activities is undertaken according to a common schedule and format for all EU agencies. Work plans are set out in a document, known as the "Single Programming Document (SPD)", which covers a three year period, focusing in more detail on the first year. A new version of the SPD is prepared in advance of the year in which the work is undertaken. A key milestone is 31<sup>st</sup> January before of the year the work is undertaken. By this date, a draft of the single programming document is circulated to EU institutions, including the Commission and Parliament as well as to Eionet for comments.

Within the period given for consultation, the NFPs organise a national consultation process and the delivery of a set of consolidated comments to the EEA. The role of the NFPs in the process is to review the document as well as to collect and synthesise the comments from the national Eionet.

After EEA has processed the comments and revised the SPD, work activities are set out at a more detailed level, such as in ETC work plans. The SPD is subsequently submitted to the Management Board for approval. It is important to note that the preparation time for an SPD is longer than the implementation time period, which means that usually two SPDs are in preparation and one is being implemented at any given time.

### 2. Publication and translation plan

The EEA draft publication plan for each year needs to be consulted with the NFP/Eionet. The information is made available via the Eionet planner at the end of the previous year. Apart from the EEA planned titles, brief information on content, the target audience and policy relevance is provided in order to receive relevant feed-back.

Input is expected from the NFP/Eionet on:

- the proposed publications;
- specific national interest in some EEA products leading to co-publishing;
- number of copies to be received for dissemination;
- interest for a specific product (driven by national or regional needs or by a planned event/conference);
- interest for organising specific events related to EEA publications or services (launches, press releases, articles, other events).

The EEA translation policy aims to maximize outreach potential in view of limited resources and prioritises short and non-technical EEA content, targeting the general public, i.e. web articles, press

releases and thematic web introduction texts. Signals, which consists of a compilation of web articles, gets translated on demand based on EEA needs and input to specific survey circulated to NFPs.

In addition to up-to-date information on Eionet Planner, NFP/Eionet is informed regularly prior to the publication of a new EEA assessment through a number of channels. In addition to yearly overview and quarterly updates on the annual publication plan, NFP/Eionet is informed about upcoming publications through communication updates sent out every second week. The latter is complemented by more detailed updates on communication activities around EEA assessments, including under embargo access to the press release and the assessment. These updates aim to prepare Eionet, NRCs for Communications in particular, for potential follows, as well as for multiplying EEA messages, disseminating the EEA products and organising national events is essential.

### 3. Draft reports

Every year there is a number of EEA reports for which a consultation/commenting phase by the Eionet is foreseen. The Eionet planner reflects the products envisaged for commenting and the period planned for this process. The request accompanying a product sent for consultation indicates the type of input expected, the timing, the expected network (NRCs, NFPs) to be involved and the EEA project manager in charge (as a contact for further information and the recipient of the comments). The request is addressed to the relevant NRCs and to the NFPs. Systematic feed-back on the use of the comments received is provided by the EEA. At the end of the commenting phase the countries (channeling through the NFPs) will notify the EEA of their comments if any.

### 4. Data flows monitoring and evaluation exercise

The Eionet core data flows are a subset of existing key data flows reported by EEA member and cooperating countries using the Reportnet tools. The objective of the data flows monitoring and evaluation exercise is to encourage countries towards a better performance through friendly competition concentrating on the praise for achievements rather than the blame for failures.

The annual obligations for reporting to EEA are provided to all the nominated reporters and the NFP/Eionet at the beginning of each year. Notification on the forthcoming deadlines is sent in advance by the EEA.

[More information](#)

#### 4.1. Progress reports

An annual progress report is produced by the EEA on the country performance in delivering these data. This report is a useful tool to benchmark the countries performance and encourage countries to improve their response. Data and information, which have been reported by the countries in the framework of the EEA work program, EU and other international obligations, are used within and outside Eionet to the extent possible. This means that data collected once at a national level, can be used for many purposes at a national, EU and international level.

[More information](#)

### 5. Relationship with EU Presidencies

Provision of timely information on each Presidency priorities (environmental and related ones), calendar of events and key policy objectives is important to the NFP/Eionet. The NFPs, from the



country holding the Presidency, are welcome to provide information on various activities organised under the Presidency umbrella, as well as any relevant policy development (including legislative aspects, call for interests etc.) during the NFP/Eionet meetings.

## 6. Country visits

Every year the EEA is planning a number of official visits to the member or participating countries in such a way that the cycle is complete every three years. The visits can be either in response to a specific invitation, related to a specific event taking place in the country, or at the initiative of EEA (eg. connected with each Presidency). The planning is usually done by EEA at the beginning of the year. Therefore, the country wishing to have an EEA official visit should express interest no later than the first NFP/Eionet meeting of the year (January/February). The EEA country desk officers and the NFPs are involved in the preparation of the visit/programme and have the responsibility to facilitate the dialogue with the national authorities and other relevant bodies. MB members should be kept informed and assist in the preparation and realisation of the visit.

## 7. National events

National events are organised in order to disseminate/communicate/present relevant EEA products and services. The events can bring together Eionet partners as well as other relevant networks at national level. NRCs for Communication and the NFPs play a key role in the organisation/preparation of the events. The planned launches are announced by the EEA at the beginning of each year. Coordinated launches are normally organised in the countries for the key products of EEA and, consequently, the NRCs for Communication together with the NFPs are requested to identify suitable opportunities and timing for the event (around the official launch). Summaries in each language are available for the national launches of the EEA key products. Launches can be also organised for specific EEA products based on a particular interest expressed by a country (or group of countries). EEA staff can be invited to participate at the launches and present the respective products. The EEA Country Desk Officers are fully involved in the preparation and development of these activities.

## 8. NRC / Eionet meetings

A number of meetings of a different nature are organized within the Eionet, amongst them the National Reference Centers meetings, taking place according to the existing needs. The NRC meetings is another typical example of cooperation between the EEA and the national partners, as well as an example of coordination needed in a national level. Following the invitation for such a meeting, the NFPs identify and nominate the national expert, or experts, who will attend the meeting, as well as confirm to the EEA on who is the one going to be reimbursed. Coordination in the national level can ensure the best possible preparation for such meetings, eg country presentations, as well as follow up activities on the potential outcomes of the meeting. Just like the NFP meetings, the NRC meetings can be held in the form of webinars. Some of those meetings can be streamed, allowing a wider audience and participation.

For more information regarding the different procedures followed in the Eionet meetings, please refer to the [Cooperation Guidelines](#).

# C<sub>1</sub>

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# EEA-Eionet

cooperation guidelines

# C1: EEA – Eionet cooperation guidelines

The “EEA-NFP/Eionet cooperation guidelines” were created in 2018 in a collaborative process between NFPs and EEA staff. They are a collection of non-exhaustive guidelines, recommendations, due to the multifaceted nature of the cooperation. However, they aim to serve as a basis for decisions, as well as an example for the cooperation amongst the different Eionet parties.

The original document can be found on the [forum](#). The NFPs and the EEA will agree a process for the review and update of this document in accordance with the new 10-year EEA strategy. The most basic cooperation guidelines are presented below.

## 1. Meetings

Eionet members and EEA staff participate in a number of meetings of different nature. The EEA organises the NFP/Eionet group meetings, NRC workshops/meetings, meetings of evaluation committees & other ad hoc assemblies, as well as meetings with non-Eionet partners. The ETCs are also involved in the organising of NRC workshops.

Meetings of NFP Working Groups<sup>7</sup> (WGs) and NRC WGs are organised jointly by the EEA and the Eionet partners. The NFPs organise the NFP pre-meetings and the NFP Troika<sup>8</sup> meetings. The cooperation guidelines are preferably implemented to ensure a smooth cooperation of all partners, keeping this diversity in mind as far as possible.

1. The organiser provides an agenda for the meeting, including the purpose, significance, relevance, status, and aims/targets of the meeting as well as the main connections to other events and processes. The meeting agenda is sent at least one month before the scheduled meeting.
2. The contents and agenda of the NFP/Eionet group meetings are discussed with the NFP Troika in due time, to allow the NFPs to comment. For other meetings the organisers open the discussion on the agenda with the participants, where relevant, and in due time. All parties are entitled to send proposals and suggestions for the agenda. Moreover, parties are invited to provide suggestions unsolicited.
3. The participants are prepared for the meeting and take all necessary action before the meeting (registration, travel arrangements, questions and questionnaires sent by the organisers etc.) in the given time frame.

### 1.1. Meeting arrangements

- a. A meeting schedule of the regular NFP/Eionet meetings and workshops, as well as NRC meetings, is available preferably one year in advance, but at least 6 months before the meeting, as a standard and to the extent possible. The meeting schedule is available, and kept up to date, on the Eionet website.

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<sup>7</sup> Working groups are established to address specific issue related to the network. The groups consist of volunteers from NFPs and relevant EEA staff.

<sup>8</sup> The NFPs choose amongst themselves a Troika to secure the preparation and chairing of the pre-meetings; the troika rotates after each NFP/Eionet meeting of the basis of a schedule agreed amongst the NFPs.



- b. Back-to-back or joint meetings can be used whenever feasible, after being discussed/agreed with the participants in good time. The length of meetings does not exceed three working days, except in special cases and in agreement with the participants.
- c. The primary location of meetings is the EEA headquarters in Copenhagen, however, NFPs are invited to propose their country to host a meeting. When meetings are not in Copenhagen, the EEA considers the start and end times of the meeting with the aim of minimising the extra overnight stays and additional costs.
- d. Appropriate facilities for meetings include secretarial support, suitable meeting rooms, appropriate space for coffee breaks, presentation facilities, electricity, Wi-Fi and printing facilities.
- e. The timing of meetings in relation to other relevant meetings is considered. The time interval between, for example, the NFP/Eionet group meeting and the subsequent Management Board or Bureau meeting should allow time for coordination at a national level, while NRC meetings cannot clash with the NFP/Eionet meeting so that the NFP can participate if the relevant expert is unavailable.

## 1.2. Invitation

- a. Invitations to meetings are sent well in advance and at least two weeks before the deadline of registration.
- b. Invitations to the NRCs are always copied to the NFPs.
- c. The invitation includes the meeting description and the (draft) agenda. Each main agenda point comes with info on whether it is for discussion, information etc. and what the expected outcome is.
- d. The invitation includes sufficient information on registration and travel arrangements. Detailed instructions on navigation, especially when the meeting place is not the EEA headquarters, is shared in due time, preferably together with the invitation.
- e. Information on the reimbursement and possible specific factors affecting the reimbursement (meals to be offered by organisers etc.) is included so that the participants can have a reliable estimate of the amount of reimbursement before the registration. ([Reimbursement rules](#))
- f. The invitation clearly states that the NFP nominates the country's participant(s) entitled to the reimbursement.
- g. The NFP tries to ensure that all relevant parties are aware of the invitation.
- h. Where relevant, the NFP facilitates the national process to find the most suitable participant(s) in the light of the scope and contents of the meeting.

## 1.3. Involvement of the EEA staff in the NFP Meetings

- a. The NFP pre-meetings, NFP Troika meetings and similar meetings and groups are intended for the NFPs only.
- b. In agreement with relevant EEA managerial staff EEA staff can be invited to such NFP-only meetings to clarify or elaborate on agreed topics or issues.
- c. For the NFP-only meetings and working groups, the EEA provides the NFPs with a dedicated NFP mailing list containing all NFPs and only those members of the EEA staff

the NFPs have accepted to be included in the mailing list. All correspondence using this NFP mailing list is confidential and meant to be used only by the NFPs.

#### 1.4. Registration

- a. The Eionet website, or Eionet Forum is used for the registration to all meetings organised by the EEA.
- b. The NRCs inform and consult the NFP before registering for the meeting.
- c. Regarding NRC and similar meetings, the NFPs decide on:
  - i. registration of the participant(s)
  - ii. control (incl. deletion) of the nomination(s)
  - iii. identification of the participant(s) representing the country
  - iv. identification of the participant(s) entitled to the reimbursement.
- d. The NFP informs, when possible, the organisers before the end of the registration period when:
  - v. the country will not be represented, or
  - vi. the nomination will be delayed.

#### 1.5. Travel arrangements

- a. The participants nominated by the NFP as eligible for reimbursement have the option to order the flight tickets and the accommodation using a travel agency that invoices the EEA directly.
- b. The NFPs remind participants that the orders are to be sent to the travel agency as early as possible, preferably immediately after the registration.
- c. EEA checks that the eligibility for reimbursement of the participant is confirmed by the NFP before the travel agency processes the orders.
- d. The travel agency will make an offer with a suggested itinerary according to the meeting times and the EEA travel guidance. The participants can propose a different alternative without exceeding the cost of the original proposal.

#### 1.6. Meeting documents

- a. All necessary documents are available, when possible, at least two weeks prior to the meeting. Where this is not possible, the participants are notified of the delay and, where possible, the date when the document will be available (at least 2 working days in advance of the start of the meeting).
- b. Documents published later (e.g. presentations held during the meeting and possible post-meeting documents) are made available as soon as possible.
- c. All documents (or links to documents) related to the meeting are made accessible to all meeting participants. They are made available from relevant Eionet fora, including the Interest Group and the Planner (or a similar tool) as soon as it is possible. An adequate link is also sent within the invitation.
- d. All documents, including the documents related to travel arrangements and reimbursement, are accessible by the NFPs.

#### 1.7. Action list & Minutes

- a. The meeting organisers deliver a list of main decisions/conclusions and actions soon after the meeting. The minutes of the meeting are also provided, unless the parties

agree that only the action list is needed. The style and level of detail of the minutes depend on the nature of the meeting.

### 1.8. Reimbursement

- a. The rules on reimbursement are always updated and available to Eionet members.
- b. Meeting organisers are aware of and follow the latest version of the rules, especially in regard of the required administrative documents (Legal entity form, Bank identification form etc.)

### 1.9. Non-physical meetings

- a. For meetings of a more informative nature, a webinar may be an effective and efficient alternative. An invitation to the Webinar is sent at least a month in advance. The meetings are recorded, unless otherwise specified, and uploaded into the meeting folder on the Eionet forum.



## 2. Others assignments and activities

### 2.1. Commenting on drafts

- a. Drafts of reports and similar products which will be made public are sent for comments to the countries.
- b. A schedule of the requests for comments should be available. The Eionet planner or a similar tool could be used to publish the schedule and to keep the document available.
- c. The time allowed for commenting depends on the extent and nature of the draft. A minimum of one month is allowed for commenting. When a consultation is expected to take place during holiday periods or when they involve the network widely, e.g. in case of the work programmes, longer time is preferred.

- d. The receivers of the request are chosen so that all relevant NRCs are included.
- e. Experts outside the national networks could be consulted unless when the request explicitly states that this is not allowed.
- f. The NFP tries – when applicable - to make sure that a response to the request is sent, even if the country has no comments.
- g. The NFPs supports the NRCs, when necessary, in delivering the responses to the requests, therefore, project managers avoid setting deadlines during the 3 NFP meeting weeks.
- h. The authors of each document evaluates all comments and brings adequate answers in the next version. As far as possible, the most fundamental comments are given a specific written response. In this case the NFP gets a copy.
- i. Where material is distributed under embargo, the embargo is respected at all times. However, the material could be distributed internally when appropriate, with reference to the embargo.

## 2.2. Data reporting / Priority data flows

- a. Information on the core data flows including deadlines, formats and information on delivery address(es) is sent to NFPs and involved NRCs at least 6 months in advance of the reporting deadline. In case of substantial changes in the reporting requirements, longer periods up to 18 months could be applied depending on the nature and extent of the change.
- b. All data requests and their deadlines are published in the Eionet planner, or a similar tool, that is made available for NFPs, reporters and NRCs from their usual interest groups.

## 2.3. Quality-checking of translations

- a. The countries have the opportunity to check the quality of translations of publications, web pages and similar products.
- b. The time allowed for checking depends on the extent of the text. A minimum of one month is allowed for checking of reports and similar products. For other types of texts and web pages, a shorter time could be agreed.
- c. A notice of a request for quality checking is available preferably three months in advance. One month in advance is sufficient for shorter texts and web pages.
- d. The notice explains how the quality checking would be done if a country is not able to do it.
- e. EEA should be informed if a country is not able to do the quality checking.

## 2.4. Processes to identify Eionet volunteers

- a. An advance notice of a need to nominate volunteers is sent by the EEA to all NFPs as early as possible.
- b. The request to nominate volunteers contains a clear description of the duties of the volunteers as well as an estimate for timetable and work contribution.
- c. The request also contains information on situations where a conflict of interest may exist and suggests possible solutions.
- d. The NFP Troika (or similar groups of NFPs) can act as an intermediary.

## 2.5. Vacancies at the EEA/ETCs

Information on vacancies within the EEA is shared with the NFPs.

## 2.6. Reminders of deadlines

A reminder of approaching deadlines is sent to the NFPs and involved NRCs.

# 3. Information supply and dissemination

## 3.1. Information to NFPs

1. All written communications to the NRCs are also sent (copied) to the NFPs. This applies as well to the communications sent to a restricted set of NRCs, for example to NRCs participating in an Eionet meeting or to NRC working groups.
2. The EEA informs the NFPs
  - a. on the support from the EEA by keeping the list of the Country Desk Officers and the description of their role updated
  - b. on issues relevant to the Eionet:
    - i. main discussions and decisions in the Senior Management Team (SMT)
    - ii. role and main activities of the Coordination and Strategy (CAS) programme
    - iii. role and main activities of the EPA network
    - iv. main activities of the non-Eionet (working) groups established by the EEA
    - v. main activities of the international organisations related to EEA work.
3. The EEA and the ETCs inform the Eionet on major events and changes (e.g. changes in organisation, new members of staff, new roles/duties of staff members etc.).
4. The EEA and the ETCs inform the NFPs and involved NRCs on the mailing list used to send information to outside the Eionet, to the extent possible, for example, on major reports or events. This is especially important when it is obvious that the Eionet members will benefit of this information when contacting the national non- Eionet parties.

## 3.2. Publications

Publications by the EEA and ETCs

- a. The NFPs are encouraged to subscribe to the notifications of new publications and products.
- b. A separate message about new publications and products is sent to the NFPs. The ETCs inform if the publications and products are outside the scope of the notification service.
- c. A request asking to indicate the desired number of printed copies (and other material when relevant) for the upcoming year is sent to the NFPs.
- d. The NFPs help in the dissemination process of information on the publications and other relevant material within their respective country.
- e. The NFP informs the publisher if specific promotion is planned, for example an event for launching the product.

## 3.3. National activities

1. The NFPs keep the EEA and the ETCs informed on relevant national or regional documents, products, processes and events.
2. EEA keeps the NFP informed of EEA's activities with other groups in the country.

### 3.4. Tools, training and development

1. The EEA develops and maintains the necessary tools for storing and dissemination of data, documents and information. Such tools are, for example, Eionet forum, Eionet projects, Eionet planner and Reportnet.
  - a. The NFPs and relevant NRCs have the opportunity to participate in the planning and development of the tools through adequate Working Groups, e.g. the ICT User Working Group.
2. The EEA organises training on tools, routine processes and procedures developed for use in the Eionet, where and when appropriate.
3. Eionet members have a voice in the development and implementation of training and tutoring activities for the Eionet organised by the EEA.
  - a. The national activities of the NFPs for training and tutoring/mentoring are ideally compatible with the activities of the EEA and vice versa.
4. When assignments or other requests are communicated to the national networks, it is preferable to include only one assignment in a message i.e. to facilitate and clarify the process when the assignments are passed on within the network. This does not apply to action lists or other collections of assignments.
5. The Eionet account grants the NFPs access to all web pages, including the NRCs, MB and the Bureau pages. When the EEA uses the on-line forms to collect responses, the NFPs have access during the consultation process as well as to the answers afterwards, also in case of consultation targeted to restricted group of NRCs.



# C<sub>2</sub>

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## National Focal Points

## C2: National Focal Points (NFPs)

The document describing the role and main tasks and activities of the National Focal Points was last refreshed by a group of NFPs in 2014 to fit with the then 2013-2018 MAWP, and can be found at the [forum](#). NFPs will decide in due course whether this needs to be reviewed in light of the new 10 year EEA strategy.

### 1. Role description

#### 1.1. Introduction

The initial definition of the National Focal Point (NFP) role in the European Environment Agency (EEA) Regulation is the following: “Member States may in particular designate from among the institutions referred to in paragraph 2 or other organisations established in their territory a ‘national focal point’ for coordinating and/or transmitting the information to be supplied at national level to the Agency and to the institutions or bodies forming part of the network including the topic centres referred to in paragraph 4.”

Experience since many years has shown that the NFP role is much broader and vital than the provision in the EEA Regulation suggests. Instead of concentrating merely on the information transmission from the country, the main NFP activities focus on the coordination of the national cooperation and the transmission of all kinds of information between EEA and the national network and, on ad hoc basis, also the actors outside the national network. For a successful coordination at the national level, the NFP needs to be actively connected to all parts of Eionet and EEA.

The NFP role has evolved with the development of the EEA. This description, updated in 2014 and acknowledged by Management Board, is presented below addressing both the general and the specific activities of a NFP. The aim of the description is to provide a clear picture of the NFP role, tasks and activities as well as of the required skills and expertise for the purpose of organisational and resource considerations.

#### 1.2. General description

The National Focal Point (NFP) is the organisation nominated and funded by an EEA Member or collaborating country to be the primary link and contact between the country and EEA, other Eionet members and other relevant actors. Persons to whom the NFP organisation has assigned the management of the NFP duties and responsibilities may be referred to as NFP representatives, NFP contacts, NFP teams, NFP staff or even NFP.

The NFPs coordinate the national contribution to the implementation of the EEA Multi Annual Work Programme, the more detailed Annual Work Programmes and support relevant activities at country level. Their organisational set-up and working methods differ from country to country. This partly reflects the diverse nature of the national structures established for the environmental administration and the related national information systems and networks. The NFPs may be environmental Ministries, Agencies or other institutions in a centralised national administration or operate in a decentralised, federal, or other structure.



### 1.3. Skills, expertise and position

The NFP of a country should preferably cover the following skills:

- Managerial skills enabling effective management and coordination of the network of National Reference Centres (NRCs)
- Communication skills for the communication within the national network and Eionet as well as with other national and international stakeholders
- Good command of spoken and written English and the national language(s)
- At least basic IT skills such as to be able to use the office software, Internet and Eionet specific applications
- Expertise or familiarity with most of the following:
  1. Environmental monitoring, data/statistics, indicators, assessment and reporting
  2. Policy and legislation
  3. General knowledge of technological developments including those associated with spatial data

Moreover, in order to be able to fulfil its duties, the NFP, should also be in a position to enable the following:

- Close relations with the country's EEA Management Board Member(s)
- Adequate resources and budget to carry out NFP tasks
- Secretarial support and support from environmental, legal and Information and Communication Technology experts in-house
- Nationally accepted coordinating role
- Good communication/dialogical connection with the environmental organisations and other stakeholders including the political level. Access to environmental information

## 2. Main tasks and activities

A National Focal Point has a number of tasks, activities and responsibilities. The situation from NFP to NFP may vary considerably depending, for example, on the agreed distribution of work and responsibilities between the NFP and the National Reference Centres (NRCs), the resources at the NFP's disposal, and possibly also to some degree on the administrative position of the NFP. Some of the activities belong to the everyday routines whereas some are rarely undertaken. The list below provides a spectrum of duties and responsibilities a NFP might perform.

### 2.1. Tasks and activities in connection with the national network and other actors in the country

1. Establishment, development and maintenance of the national network on the basis of the actual Eionet structure<sup>9</sup> and other requirements
  - Selection of the appropriate institutes for the national network

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<sup>9</sup> Eionet structure is the agreed set of such topics (e.g. Climate Change, Marine and Coastal Environment, Transport) where the countries are expected to provide sufficient national expertise to take care of the anticipated activities within the topic. The structured is revised regularly. For the period 2014 to 2020 there are 24 topics.

- Establishment of agreements, either written or oral, with these institutes
2. Coordination of the activities in the national network:
- Agreement on the distribution of work and responsibilities between the network members, i.e. the NFP and the NRCs
  - Coordination of or support to the delivery of reports and other data/information to EEA, and awareness of reporting to other European and international bodies
  - Coordinate the delivery of feedback on (draft) products of the EEA and European Topic Centres (ETCs); reports, indicators, processes, tools, web contents etc.
  - Quality checks of the translations of EEA products
  - Agreements with the network members on participants in the Eionet workshops, webinars and other events
3. Supporting the national network members by:
- Informing the network on the activities and their requirements by consulting the Eionet Planner and other sources of information
  - Encouraging, supporting or possibly controlling timely high-quality responses to the requests
  - Encouraging participation in the Eionet workshops and other events
  - Encouraging and guiding the use of the basic Eionet tools like Forum, Reportnet, Eionet Planner
  - Informing the network of Eionet working practices (e.g. Code of Conduct)
  - Arranging of network meetings and workshops
  - Disseminating information to the network by a newsletter or other means
4. Taking care of the everyday routines
- Receiving copies of all correspondence to the national network
  - Ensuring that relevant network members are aware of the correspondence
  - Keeping track of the ongoing activities and the outcomes in the network
  - Replying to or forwarding EEA-Eionet related enquires and information requests sent from outside the Eionet
5. Cooperation with the national EEA Management Board (MB) member(s) to
- Reach common national positions
  - Prepare for the MB meetings and seminars
  - Arrange the country visits and prepare country visit reports
6. Improve the sharing of data, information and assessments at European, national and global levels together with the national network
- Supporting or raising awareness about processes like the development of a knowledge base for the 7th Environment Action Programme (and SEIS in general), Inspire, Copernicus, together with MB and Scientific Committee (SC) members, other stakeholders and policy makers
7. Cooperate with stakeholders and networks beyond Eionet at national level
- National representatives of other international networks: e.g. Eurostat, Inspire, Copernicus and GEO/GEOSS, OECD, UNEP, UNECE

- Main environmental organisations and related stakeholders in the country
- Other stakeholders and actors outside the national network

#### 8. Communication actions at national level

- Coordination and promotion of EEA products (e.g. SOER)
- Dissemination of the information on EEA products
- National launches, press releases etc. to support the dissemination of the EEA products in cooperation with NRC Communication
- Arrangements for the translation of the products which the country wishes to have in the national language(s) when they are not translated by the EEA
- Dissemination of the general information on the EEA, Eionet and their activities and plans

9. Follow up the national developments in the environmental monitoring, research, publications and other relevant fields to ensure the use of up-to-date information.

### 2.2. Tasks and activities in connection with the EEA, ETCs, Eionet & other actors

#### 10. Consultations with the EEA on

- EEA Multi Annual Work Programme (MAWP) and Annual Work Programmes (AWPs)
- Major products and processes like SOER, Priority data flows, knowledge development within Eionet
- EEA indicators and indicator reports
- EEA Communication Strategy, Data policy and other strategies
- EEA/ETC products in general such as reports, processes, tools, web content

#### 11. The cooperation with the EEA and the ETCs by participating in

- NFP/Eionet group meetings and webinars several times per year
- Management Board seminars
- Eionet events, sub-groups, projects and ad hoc working groups e.g. Eionet reviews, Eionet tools development, Copernicus, NFP Troika
- Participation in the NRC Eionet workshops instead of or in addition to the NRC representative(s) when needed
- EEA/ETC/Eionet evaluations
- Projects on Eionet infrastructure like the SENSE projects, SOE on line
- Selection processes for committee members, project contractors etc. (e.g. ETC review)
- Training courses with regard to Eionet and Eionet activities (e.g. ICT tools)
- Liaise with Copernicus coordination at national level and if requested provide assistance for the provision of in-situ data

#### 12. Cooperation at European level with

- Relevant DGs such as Environment, Climate Action, Eurostat and the Joint Research Centre (JRC)
- International and EU environment related information processes like the development of a knowledge base for the 7th Environment Action Programme (and SEIS in general), Inspire, Copernicus
- Regional activities like in the Mediterranean, Arctic, Black Sea



# Annex

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## Acronyms and abbreviations

# Annex: Acronyms and abbreviations

## **A**

ABAC	Accrual Based Accounting System
ADS	The administrative services programme of the EEA
AEI	Agri-environmental indicators
Aichi targets	20 time-bound, measurable targets to be met by the year 2020 (Aichi Biodiversity Targets) under the Strategic Plan for Biodiversity 2011-2020
AMP	Annual Management Plan
AQ	Air quality
AWP	Annual Work Programme

## **B**

BD	Biodiversity
BISE	Biodiversity Information System for Europe
BWD	Bathing Water Directive

## **C**

CAAR	Consolidated Annual Activity Report
CAMS	Copernicus Atmosphere Monitoring Service
CAP	Common agricultural policy
CAS	The coordination and strategy programme of the EEA
CBD	Convention on Biological Diversity
CCE	Coordination Centre for Effects
CDDA	Common Database on Designated Areas
CE	Circular economy
CEIP	(EMEP) Centre on Emission Inventories and Projections
CET	The climate change, energy and transport programme of the EEA
CIS	Common implementation strategy
CLC	Corine Land Cover
Climate-ADAPT	European Climate Adaptation Platform
CLRTAP	Convention on Long-range Transboundary Air Pollution
CMEMS	Copernicus Marine Environment Monitoring Service
COM	The communications programme of the EEA
CORDA	Copernicus Reference Data Access Node
CRM	Client relationship management
CSI	Core set of indicators

## **D**

DG	(European Commission) Directorate-General
DG AGRI	DG for Agriculture and Rural Development
DG BUDG	DG for Budget
DG CLIMA	DG for Climate Action

DG DEVCO	DG for International Cooperation and Development
DG ECHO	DG for Humanitarian Aid and Civil Protection
DG ENER	DG for Energy
DG ENTR	DG for Enterprise
DG ENV	DG for Environment
DG ESTAT	Eurostat (the statistical office of the EU)
DG GROW	DG for Internal Market, Industry, Entrepreneurship and Small and Medium-sized Enterprises
DG JRC	Joint Research Centre
DG MARE	DG for Maritime Affairs and Fisheries
DG MOVE	DG for Mobility and Transport
DG NEAR	DG for Neighbourhood and Enlargement Negotiations
DG REGIO	DG for Regional and Urban Policy
DG RTD	DG for Research and Innovation
DG SANTE	DG for Health and Food Safety
DIS	The data and information services programme of the EEA
DiscoMap	Discover Map Services (EEA)
DPSIR	Driving forces-pressures-state-impact-responses
DWD	Drinking Water Directive

## **E**

EAP	Environment Action Programme
EASME	Executive Agency for Small and Medium-sized Enterprises (EU)
EC	European Commission
ECA	European Court of Auditors
ECDC	European Centre for Disease Prevention and Control
ECHA	European Chemicals Agency
ECMWF	European Centre for Medium-Range Weather Forecasts
EDO	Executive Director's Office
EEA	European Environment Agency
EEAS	European External Action Service (EU)
EEEN	European Environmental Evaluators Network
EFSA	European Food Safety Authority
EFTA	European Free Trade Association
EHBMI	European Human Bio-monitoring Initiative
Eionet	European Environment Observation and Information Network
EIR	Environmental Implementation Review
EKC	Environment Knowledge Community
EKC KIP	Environment Knowledge Community's Knowledge Innovation Project
EMS	Environmental management system
EMAS	Eco-Management and Audit Scheme (EU)
EMEP	European Monitoring and Evaluation Programme
EMODnet	European Marine Observation and Data Network
ENI	European Neighbourhood Instrument
ENP	European Neighbourhood Policy
ENPI	European Neighbourhood Partnership Instrument



EP	European Parliament
EPA	Environment Protection Agencies
EPA Network	European Network of the Heads of Environment Protection Agencies
E-PRTR	European Pollutant Release and Transfer Register
ESTAT	Eurostat (the statistical office of the EU) (DG ESTAT)
ETC	European Topic Centre
ETC/ACM	ETC on Air Pollution and Climate Change Mitigation
ETC/BD	ETC on Biological Diversity
ETC/CCA	ETC on Climate Change Impacts, Vulnerability and Adaptation
ETC/ICM	ETC on Inland, Coastal and Marine Waters
ETC/ULS	ETC on Urban, Land and Soil Systems
ETC/WMGE	ETC on Waste and Materials in a Green Economy
ETS	Emissions Trading System
EU	European Union
EUR	Euro
EU SDS	EU Sustainable Development Strategy
EUNIS	European Nature Information System

## **F**

FAO	Food and Agriculture Organization of the United Nations
FFR	Financial Framework Regulation for decentralised bodies
F-gas	Fluorinated gases
FLIS	Forward-Looking Information and Services
FPA	Framework Partnership Agreement
FR	Financial Regulation (EU budget)
FTE	Full-time employee

## **G**

GEO	Group on Earth Observations
GHG	Greenhouse gas
GI	Green infrastructure
GIS	Geographical information system
GMES	Global Monitoring for Environment and Security

## **H**

HBM4EU	European Human Biomonitoring Initiative
Horizon 2020	EU framework research and innovation programme 2014-2020
HSR	The health and sustainable resource use programme of the EEA

## **I**

IAC	Internal Audit Capability
IAS	Internal Audit Service of the European Commission
IAS	The integrated assessments for sustainability programme of the EEA
ICLEI	Local Governments for Sustainability

IED	Industrial Emissions Directive
IEEG	Industrial Emissions Expert Group
IG	Interest group
INCA	Integrated system for natural capital and ecosystem services accounting
Inspire	Infrastructure for Spatial Information in the European Community
IPA	Pre-accession Assistance
IPBES	Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services
IPCC	Intergovernmental Panel on Climate Change
IPCHEM	Information Platform for Chemical Monitoring
IPR	Implementing provisions under the air quality directive
ISDR	International Strategy for Disaster Reduction
IT	Information technology

## **J**

JNCC	Joint Nature Conservation Committee
JRC	Joint Research Centre (DG JRC)

## **K**

KIP	Knowledge Innovation Project
KIP-INCA	KIP on Natural Capital and Ecosystem Services Accounting
KPI	Key performance indicator

## **L**

LCP	Large combustion plant
LRTAP	Long-range Transboundary Air Pollution
LULUCF	Land use, land use change and forestry
LUSP	Land use and spatial planning

## **M**

MAES	Mapping and Assessment of Ecosystems and their Services
MAP	Mediterranean Action Plan
MAWP	Multiannual Work Programme
MB	Management Board
MS	Member State
MSFD	Marine Strategy Framework Directive

## **N**

n/a	Not applicable
Natura 2000	EU-wide network of nature protection areas established under the Habitats Directive and Birds Directive
NCE	The natural capital and ecosystems programme of the EEA
NEC	National Emission Ceilings
NFP	National focal point
NGO	Non-governmental organisation

NRC National reference centre

## **O**

OECD Organisation for Economic Co-operation and Development

OSCE Organization for Security and Co-operation in Europe

## **P**

PAMS Policies and measures

PD Programming Document

PRTR Pollutant Release and Transfer Register

## **Q**

QM Quality management

QMS Quality management system

## **R**

RAP Rules of application of the EU budget

RBMP River Basin Management Plan

REC Regional Environmental Center for Central and Eastern Europe

## **S**

SA Strategic area

SC Scientific Committee

SDG Sustainable Development Goals

SDS Sustainable Development Strategy (EU)

SEBI Streamlining European Biodiversity Indicators

SEIS Shared Environmental Information System for Europe

SIIF Structured Implementation and Information Framework

SMT Senior Management Team

SoE State of Environment

SOER The European environment — State and outlook

SWD Staff Working Document

## **T**

TEG Technical expert group

TERM Transport and Environment Reporting Mechanism

## **U**

UN United Nations

UNCCD UN Convention to Combat Desertification

UNDP UN Development Programme

UNEA UN Environment Assembly

UNEA 3 Third meeting of the UN Environment Assembly

UNECE	UN Economic Commission for Europe
UNEP	UN Environment Programme
UNFCCC	UN Framework Convention on Climate Change
UNSD	UN Statistical Division
UNWTO	UN World Tourism Organization
UWWTD	Urban Waste Water Treatment Directive

## **W**

WCMC	World Conservation Monitoring Centre
WFD	Water Framework Directive
WHO	World Health Organization
WiLoP	Within Limits of the Planet (project)
WISE	Water Information System for Europe
WMO	World Meteorological Organization









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