

# Delivery guide for Environmental Noise Data:



## DF2: Reporting of competent authorities for strategic noise maps, action plans and data collection

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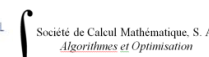


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# 1 OUTLINE OF THE DELIVERY

This reporting obligation consists on the provision of the competent authorities and bodies responsible for implementing the END, including the authorities responsible for:

(a) making and, where relevant, approving noise maps and action plans for:

- Agglomerations > 100,000 inhabitants.
- Major civil airport > 50,000 movements/year
- All major roads > 3 million vehicles/year
- All major railways > 30,000 trains/year

(b) collecting noise maps and action plans

This information have been mandatory provided by the end of 2005, but updates are accepted at any time, especially if there are modifications in the dataflow corresponding to noise sources designated by MS (DF1\_DF5).

This delivery would consist on the following types of information:

- Tabular data consisting on:
  - o Excel sheets providing the information on the competent authority (name of the authority, contact details of the responsible person, etc.) per each noise source and per each role that can be fulfilled: development of the strategic noise maps, development of the action plans, collection, etc. Details can be found in the description of the reporting obligation in Reportnet – <http://rod.eionet.europa.eu/obligations/560>- and in section 4 of this Annex)
  - o Unique codification to identify the elements that would be reported.
- Supplementary information (if needed), detailed in chapter 5 of this Annex.
- Metadata (how the data provided has been created and constraints of this data: a detailed list of information that should be provided is specified in chapter 6).

So, it is expected that each envelope created to deliver data concerning this reporting obligation will contain the corresponding spreadsheets. How data should be delivered through Reportnet is explained in a separate chapter in the main document.

It is highly recommended that the data provided follow the templates that have been specially created for this purpose, with specific quality check rules designed for helping the country to report the data following the specifications and ensuring the data coherence and at the same time, to facilitate the manual quality check developed by several EU institutions.

The analysis of the quality of the data as well as of its completeness will be only done for the information requested as compulsory, which will be basis to evaluate the compliance of a specific country.

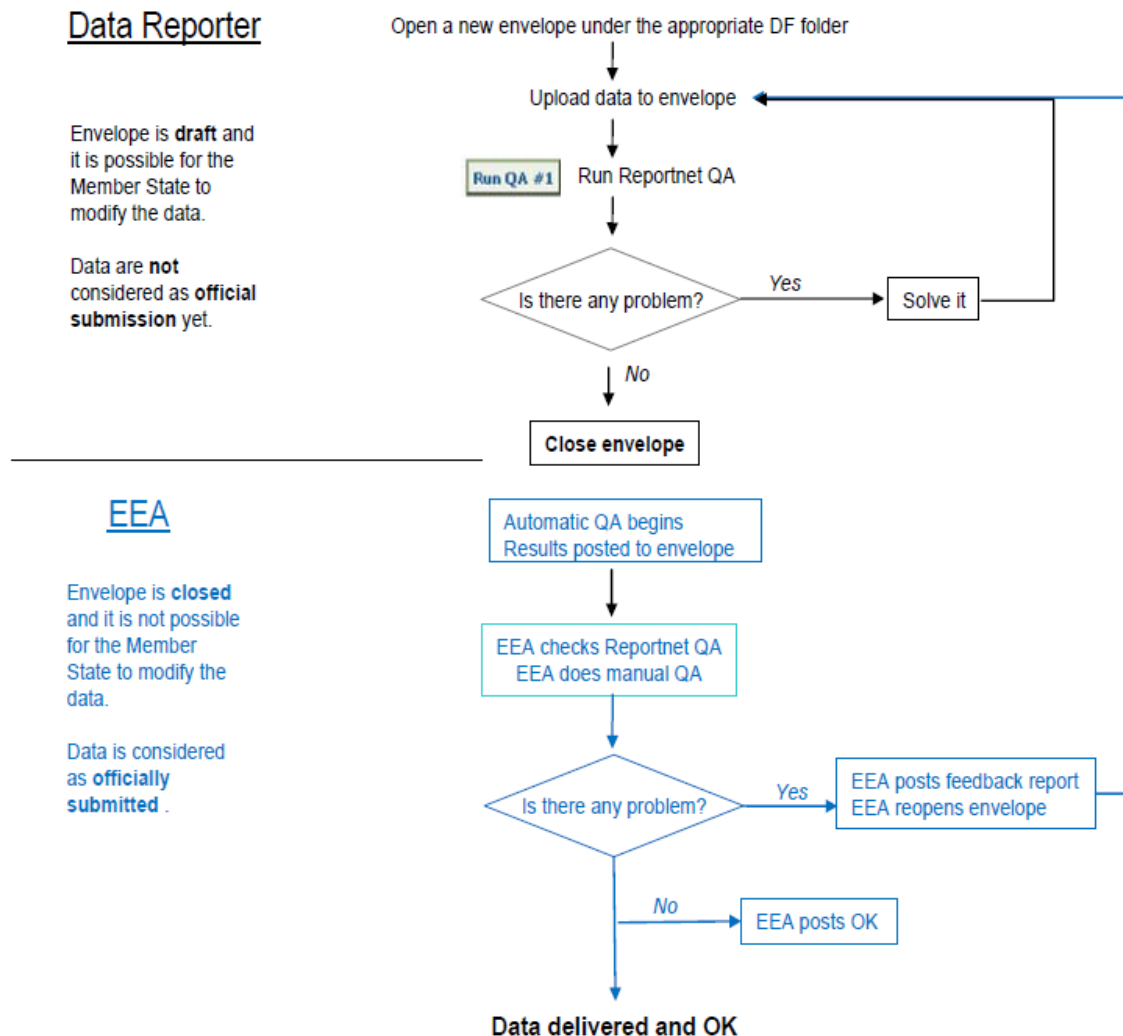
To be highlighted that unique codes are not compulsory but highly relevant in order to ensure traceability as well as the linkage between different dataflows or different types of information in the same dataflow. This is the reason why unique codes already stored from previous deliveries can be consulted in <http://rod.eionet.europa.eu/obligations/560> through the Reportnet platform.

## 2 DATA SUBMISSION PROCESS

The process to submit the requested information is very simple:

1. Download the template provided for tabular data
2. Fill in the template in your personal computer
3. Upload the filled in template into the Reportnet system
4. Run the quality check rules and correct the data if necessary (if this is the case, go back to step 2)
5. Complete the task (=equivalent to submit the information)

**Figure 1. Overview of the Reporting process**



The reporter would be able to find the instructions and the explanation of the detailed data to be delivered for each concept specified in the END in chapter 4.

Moreover, chapter 3 contains a check list of what needs to be done in order to fulfil the requests of the END for this specific deliverable, to ensure that the data provided is compliant with the minimum requirements specified in this Annex.

Chapter 5 deals with the supplementary information that can be provided, and chapter 6 details the content of the metadata files to be provided for each document delivered.

Finally, in chapter 7, details concerning the naming conventions for the files that should be uploaded in Reportnet are proposed and chapter 8 contain the general quality check process followed concerning this dataflow.

### 3 CHECK LIST FOR THE DATA REPORTERS

This section contains a list to be checked by the (experienced) noise information reporters through Reportnet, to be sure that the data reported accomplish the minimum requirements specified in this annex.

#### **Data preparation:**

- Have you downloaded the most recent template for DF2 from the Reportnet data dictionary (26 tables)? <http://dd.eionet.europa.eu/datasets/3026>
- Is your data complete?
- All the cells are fulfilled and where no data should be provided (due to data not available of data not applicable), have they been fulfilled using the explanatory values "-1" and "-2"?
- Have you inserted your country data into the template (xls or xml)?
- Do you provide a metadata file / supplementary report and do they contain all necessary information (e.g. description of data actuality)?
- Does the supplementary report include a short summary in English?
- Have you completed all the metadata files for all the information you need to provide for this deliverable?

#### **File names:**

- Do the file names follow the naming convention proposed? And if the naming convention is not available, does the name indicate the content of the file?

#### **Uploading process:**

- Have you delivered the data through Reportnet? If this is the case, have you log in, created a new envelope, entered the envelope and activated the task?
- Have you uploaded the filled template with the corresponding metadata file, and the supplementary reports (in case it is needed)?
- Have you run the automatic QA for all the tables?
- If necessary (because the automatic QA is not passed successfully for all tables) have you corrected the data and uploaded the correct tables again?
- Have you checked that your data is delivered? Have you press the option "Complete task"?
- Have you logout from Reportnet?

## 4 STATISTICAL INFORMATION EXPECTED TO BE REPORTED

In order to harmonise the statistical information to be reported to the European Commission, an Excel Workbook has been designed containing 27 different worksheets, 26 of them expected to be fulfilled with information concerning the competent authorities which have the responsibility to develop strategic noise maps, action plans and data collection as specified in the END, and the last worksheet is solely for internal use (for the conversion of the files to enable the automatic quality check of the data being reported).

The expected information to be reported is indicated in the first row of the four worksheets. Empty fields are not allowed in those worksheets; therefore, one of the following values should be provided in case there is no information available for a specific cell:

Field value	Meaning	Description
-1	Data not applicable	This may apply to the following cases: <ul style="list-style-type: none"> <li>- Table / field not to be reported because no agglomeration, or no major roads, or no major railways or no major airports fall in the scope of the Directive (meeting the minimum threshold specified by END).</li> <li>- For the agglomerations case if a specific noise source is not present.</li> <li>- A field value does not exist (e.g. EURoadID)</li> </ul>
-2	Data not available	This may apply to the following cases: <ul style="list-style-type: none"> <li>- Data not mandatory for reporting</li> <li>- Data not yet available (mandatory data)</li> <li>- Data not available (mandatory data)</li> </ul>

The "-2" value should not appear in the mandatory cells corresponding to the final data delivery (in case more than one delivery is done by one MS).

For consultation purposes, all the information expected to be provided in the template excel sheets is detailed in the following subsections (it is not the purpose to reproduce the format of all the spreadsheets, it is just a summary of the details of the data requested in each excel sheet,). This information can also be consulted in the following Reportnet page: <http://dd.eionet.europa.eu/datasets/3026>.

Naming conventions to upload the requested files in the corresponding folder of Reportnet are detailed in chapter 7 of the current annex.

EC and EEA will decline responsibilities for not quality checking and therefore, not including into NOISE (Noise Observation and Information Service for Europe) those deliveries not following the specifications and guidelines provided in this annex.

The specifications detailed in this document will be adapted to the INSPIRE guidelines specifications as soon as they become available and official.

## 4.1 DATA TO BE REPORTED CORRESPONDING TO AGGLOMERATIONS > 100.000 INHABITANTS

Information should be provided in 10 different worksheets, which has exactly the same structure but refer to the different roles that each competent authority should perform.

The worksheets to be fulfilled concerning agglomerations are named as:

- DF\_2\_Aggl\_Map\_AggRoad: details of the competent authority responsible to develop the strategic noise map of the agglomeration due to road noise.
- DF\_2\_Aggl\_Map\_AggRail: details of the competent authority responsible to develop the strategic noise map of the agglomeration due to rail noise.
- DF\_2\_Aggl\_Map\_AggAir: details of the competent authority responsible to develop the strategic noise map of the agglomeration due to air noise.
- DF\_2\_Aggl\_Map\_AggInd: details of the competent authority responsible to develop the strategic noise map of the agglomeration due to industrial noise.
- DF\_2\_Aggl\_Collect\_AggRoad: details of the competent authority responsible to collect the strategic noise map of the agglomeration due to road noise.
- DF\_2\_Aggl\_Collect\_AggRail: details of the competent authority responsible to collect the strategic noise map of the agglomeration due to rail noise.
- DF\_2\_Aggl\_Collect\_AggAir: details of the competent authority responsible to collect the strategic noise map of the agglomeration due to air noise.
- DF\_2\_Aggl\_Collect\_AggInd: details of the competent authority responsible to collect the strategic noise map of the agglomeration due to industrial noise.
- DF\_2\_Aggl\_AP: details of the competent authority responsible to develop the action plan of the agglomeration.
- DF\_2\_Aggl\_AP\_Collect: details of the competent authority responsible to collect the action plan of the agglomeration.



All of them contain the following data requests:

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
UniqueAgglomerationID	Unique Agglomeration ID	Unique Agglomeration ID assigned by the reporting entity to each agglomeration.	nc	Unique Agglomeration ID assigned by the reporting entity to each Agglomeration using the convention '<CountryCode>_<Reporting Entity Unique Code>_ag<x>', where x is a unique incremental ID number of four digits. Example: ES_a_ag0027	String	Minimum size: 2 Maximum size: 14
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for mapping agglomeration rail.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum

		Calling Code.				size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

## 4.2 DATA TO BE REPORTED CORRESPONDING TO MAJOR ROADS WITH MORE THAN 3.000.000 VEHICLES / YEAR

Information should be provided in 6 different worksheets which has different specific data requests.

The worksheets to be fulfilled concerning major roads, and the data requested in each case, are detailed below:

- DF\_2\_MRoad\_Map: code of the competent authority responsible to develop the strategic noise map per road segment

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
UniqueRoadID	Unique Road ID	Unique Road ID assigned by the reporting entity to each major road segment.	nc	The same code as defined in DF_1_5_MRoad	String	Minimum size: 6 Maximum size: 14
CAEntityCode_Mapping	CA Entity Code (Mapping)	A unique ID assigned by the reporting entity to each competent authority for mapping.	nc	The same code as defined in DF_2_MRoad_Map_Code	String	Minimum size: 6 Maximum size: 17

- DF\_2\_MRoad\_Map\_Code: details of the competent authorities responsible to develop the strategic noise map per road segment.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
CAEntityCode_Mapping	CA Entity Code (Mapping)	A unique ID assigned by the reporting entity to each competent authority for mapping.	nc	Unique Competent Authority for mapping ID assigned by the reporting entity to each record using the convention '<CountryCode>_<Reporting Entity Unique Code>_camrl<x>', where x is a unique incremental ID number of four digits.	String	Minimum size: 6 Maximum size: 17
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for noise mapping.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16

Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255
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- DF\_2\_MRoad\_Map\_Collect: details of the competent authority responsible to collect the strategic noise map for major roads.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
ReportingEntityUniqueCode	Reporting Entity Unique Code	A single character Unique code assigned by the Member State to each Reporting Entity.	nc	The same code as defined in DF0_MRoad	String	Minimum size: 1 Maximum size: 1 Minimum value: a Maximum value: z
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for collecting noise maps.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255

Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

- DF\_2\_MRoad\_AP: code of the competent authority responsible to develop the action plans per road segment.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
UniqueRoadID	Unique Road ID	Unique Road ID assigned by the reporting entity to each major rail segment.	nc	The same code as defined in DF_1_5_MRoad	String	Minimum size: 6 Maximum size: 14
CAEntityCode_ActionPlanning	CA Entity Code (Action Planning)	A unique ID assigned by the reporting entity to each competent authority for action planning.	nc	The same code as defined in DF_2_MRoad_AP_Code	String	Minimum size: 6 Maximum size: 18

- DF\_2\_MRoad\_AP\_Code: details of the competent authorities responsible to develop the action plans per road segment.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
CAEntityCode_ActionPlanning	CA Entity Code (Action Planning)	A unique ID assigned by the reporting entity to each competent authority for action planning.	nc	Unique Competent Authority for action planning ID assigned by the reporting entity to each record using the convention '<CountryCode>_<Reporting Entity Unique Code>_caaprl<x>', where x is a unique incremental ID number of four digits.	String	Minimum size: 6 Maximum size: 18
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for action planning.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16

Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

- DF\_2\_MRoad\_AP\_Collect: details of the competent authority responsible to collect the action plans for major roads.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
ReportingEntityUniqueCode	Reporting Entity Unique Code	A single character Unique code assigned by the Member State to each Reporting Entity.	nc	The same code as defined in DF0_MRoad	String	Minimum size: 1 Maximum size: 1 Minimum value: a Maximum value: z
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for collecting action plans.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255

Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

### 4.3 DATA TO BE REPORTED CORRESPONDING TO MAJOR RAILWAYS WITH MORE THAN 30.000 TRAIN PASSAGES / YEAR

Information should be provided in 6 different worksheets which has different specific data requests.

The worksheets to be fulfilled concerning major railways, and the data requested in each case, are detailed below:

- DF\_2\_MRail\_Map: code of the competent authority responsible to develop the strategic noise map per railway segment

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
UniqueRailID	Unique Rail ID	Unique Rail ID assigned by the reporting entity to each major rail segment.	nc	The same code as defined in DF_1_5_Mrail	String	Minimum size: 6 Maximum size: 14
CAEntityCode_Mapping	CA Entity Code (Mapping)	A unique ID assigned by the reporting entity to each competent authority for mapping.	nc	The same code as defined in DF_2_Mrail_Map_Code	String	Minimum size: 6 Maximum size: 17



- DF\_2\_MRail\_Map\_Code: details of the competent authorities responsible to develop the strategic noise map per railway segment.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
CAEntityCode_Mapping	CA Entity Code (Mapping)	A unique ID assigned by the reporting entity to each competent authority for mapping.	nc	Unique Competent Authority for mapping ID assigned by the reporting entity to each record using the convention '<CountryCode>_<Reporting Entity Unique Code>_camrl<x>', where x is a unique incremental ID number of four digits.	String	Minimum size: 6 Maximum size: 17
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for mapping	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

- DF\_2\_MRail\_Map\_Collect: details of the competent authority responsible to collect the strategic noise map for major railways.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
ReportingEntityUniqueCode	Reporting Entity Unique Code	A single character Unique code assigned by the Member State to each Reporting Entity.	nc	The same code as defined in DF0_MRail	String	Minimum size: 1 Maximum size: 1 Minimum value: a Maximum value: z
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for collecting noise maps.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

- DF\_2\_MRail\_AP: code of the competent authority responsible to develop the action plans per railways segment.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
UniqueRailID	Unique Rail ID	Unique Rail ID assigned by the reporting entity to each major rail segment.	nc	The same code as defined in DF_1_5_Mrail	String	Minimum size: 6 Maximum size: 14
CAEntityCode_ActionPlanning	CA Entity Code (Action Planning)	A unique ID assigned by the reporting entity to each competent authority for action planning.	nc	The same code as defined in DF_2_Mrail_AP_Code	String	Minimum size: 6 Maximum size: 18

- DF\_2\_MRail\_AP\_Code: details of the competent authorities responsible to develop the action plans per railway segment.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
CAEntityCode_ActionPlanning	CA Entity Code (Action Planning)	A unique ID assigned by the reporting entity to each competent authority for action planning.	nc	Unique Competent Authority for action planning ID assigned by the reporting entity to each record using the convention '<CountryCode>_<Reporting Entity Unique Code>_caapr<x>', where x is a unique incremental ID number of four digits.	String	Minimum size: 6 Maximum size: 18
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for action planning.	c		String	Minimum size: 1 Maximum size: 255

ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

- DF\_2\_MRail\_AP\_Collect: details of the competent authority responsible to collect the action plans for major railways.

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
ReportingEntityUniqueCode	Reporting Entity Unique Code	A single character Unique code assigned by the Member State to each Reporting Entity.	nc	The same code as defined in DF0_MRail	String	Minimum size: 1 Maximum size: 1 Minimum value: a Maximum value: z

NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for collecting action plans.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

#### **4.4 DATA TO BE REPORTED CORRESPONDING TO MAJOR AIRPORTS WITH MORE THAN 50.000 MOVEMENTS / YEAR**

Information should be provided in 4 different worksheets, which has exactly the same structure but refer to the different roles that each competent authority should perform.

The worksheets to be fulfilled concerning major airports are named as:

- DF\_2\_MAir\_Map: details of the competent authority responsible to develop the strategic noise map of the major airport.
- DF\_2\_MAir\_Map\_Collect: details of the competent authority responsible to collect the strategic noise map of the major airport.
- DF\_2\_MAir\_AP: details of the competent authority responsible to develop the action plan of the major airport.
- DF\_2\_MAir\_AP\_Collect: details of the competent authority responsible to collect the action plan of the major airport.

All of them contain the following data requests:

Field Identifier	Field Name	Field Definition	Compulsory (c) / not compulsory (nc)	Methodology	Data type	Units
ICAOCode	ICAO Code	The airport code defined by the International Civil Aviation Organization	c	The International Civil Aviation Organization location identifier codelist	String	Minimum size: 4 Maximum size: 4
NameOfCompetentAuthority	Name of the Competent Authority	The name, in full, of the Competent Authority responsible for action planning.	c		String	Minimum size: 1 Maximum size: 255
ContactName	Contact name	The name of the person who will act as the primary point of contact within the nominated organisation.	nc		String	Minimum size: 1 Maximum size: 255
Address	Address	The postal address for the organisation, including building name or number where appropriate.	nc		String	Minimum size: 1 Maximum size: 255
Telephone	Telephone	Contact Telephone number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Fax	Fax	Contact Fax number, including International Calling Code.	nc	International telephone number starting with "+".	String	Minimum size: 1 Maximum size: 16
Email	E-mail	The electronic mail address of the responsible organisation or individual	nc		String	Minimum size: 1 Maximum size: 255

## 5 SUPPLEMENTARY INFORMATION

You can provide any other types of information that you think are relevant for consultation purposes (letters, clarification documents, etc). This information will be solely stored, and will not be analysed, so be sure that all the relevant information is provided in the fulfilled templates, in the shapefiles or in the metadata sections accompanying all the files.

It is requested that a short text file (supplying it using any text file format (e.g. Microsoft WORD, .txt files, etc.), to be used as metadata of the supplementary information provided, would be stored in the same folder detailing, in English:

- The title of the supplementary information
- Language used in the report
- Short description of the information contained in this report (recommended length: from half a page to one page).

(The name of this file can follow the same specifications than the proposed in section 6.1).

## 6 METADATA

In order to be able to deal with the data provided, it is very important to provide some information about the data itself.

Therefore, several metadata files are asked to be provided accompanying the information reported. These files should be written down in English, and it is sufficient to supply them using any text file format (e.g. Microsoft WORD, .txt files, etc.).

### 6.1 METADATA FOR THE TABULAR FILES TO COMPILE COMPETENT AUTHORITIES

The metadata file should contain the following information:

- Title of the excel file that the metadata is referring to
- Reference year: in which year this information has been created and delivered / published
- Responsible organisation: Name of the organisation creating the data
- Contact person: Name of the contact person in the responsible organisation and contact details
- Constraints of the data being provided

The supplied metadata files could follow the naming convention specified below:

[Name]\_metadata.[extension]

Where:

- [Name] is the name of the file the metadata is referring to.

### 6.2 METADATA FOR THE SUPPLEMENTARY INFORMATION

Detailed information provided in section 5.



## 7 NAMING CONVENTIONS

The excel files to be uploaded in the corresponding folder in Reportnet should follow the naming convention proposed below:

[CountryCode]_[ReportingEntityUniqueCode]_DF2__[RefYear]_	{ del upd(date) }
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Where:

- [RefYear] corresponds to the year when the deliverable should be done (four digits);
- "del" refers to "deliverable" and corresponds to the first time that a country provide information for this dataflow;
- "upd" refers to "update" and corresponds to the updates of the information corresponding to the dataflow;
- and (date) is the date when the update of information is done. Date format is month (two digits), followed by year (two digits).

Examples:

FR\_a\_DF2\_2005\_del.xls

FR\_a\_DF2\_2008\_upd1112.xls

## 8 QUALITY CHECK PROCESS

The items checked in the data reported are the following ones:

- Items checked in the Reportnet's QA process:
  - data specifications – data types, to ensure that data is within the range defined in the guidelines documents,
  - all the mandatory elements have been reported,
  - code conventions
  - the existence of duplicates in unique codes fields.
- It is checked which mandatory elements has been filled in with "-2" value, to keep track of the information that still needs to be provided.
- Correspondence of unique codes between different dataflow and/or updates of the same dataflow.
- Reporting coverage, to be sure that the information has been provided for all the expected reporting units.