

Delivery guide for Environmental Noise Data:



DF7_DF10: Noise action plans for major roads, railways, airports and agglomerations

Type of Document:
Guidelines Annex DF7_DF10

Prepared by:
Colin Nugent, Núria Blanes, Jaume Fons, Maria José Ramos Miquel Sáinz de la Maza, Roman Ortner

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Project Manager:
Colin Nugent

European Environment Agency



UNIVERSIDAD
DE MÁLAGA

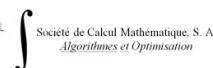
Universidad de Malaga
ETCSIA
PTA - Technological Park of Andalusia
c/ Marie Curie, 22 (Edificio Habitec)
Campanillas
29590 - Malaga
Spain

Telephone: +34 952 02 05 48
Fax: +34 952 02 05 59

Contact: etc-sia@uma.es



ifgi
Institut für Geoinformatik
Universität Münster



CHANGE RECORD

Issue / Rev	Date	Revised page(s)	Description of Change	Release
1.0	02.10.2013	All	Detailed specification of coverage for linking DF7_10 to DF1_DF5.	2.0
2,0	23.12.2016	All	Description adapted to the changes applied in the webforms available in Reportnet	3.0

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1 OUTLINE OF THE DELIVERY

This reporting obligation consists of the provision of action plans related data as listed in Annex VI of the Environmental Noise Directive (END) for major roads, railways, airports and agglomerations and any criteria used in drawing up 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

The first round of noise action planning, first implementation step of the END, only includes action plans for agglomerations > 250,000 inhabitants, major civil airports > 50,000 movements/year, major roads > 6 million vehicles/year and major railways > 60,000 trains/year. This information was to have been reported in January 2009, and in January 2014 it is expected to receive the information on action plans concerning all noise sources. Subsequently, every 5 years an update of the action plans should be reported to the European Commission (EC).

Information on action plans consists of 4 main blocks of information:

1. Webform to be filled in with the summary information of the action plans (details can be found in section 4 of this annex)
2. Excel sheet detailing the unique identifier by which any action plan summary can be referred to a specific entity. This information consists on the detailed information concerning coverage of the action plan summaries being reported, needed to ensure the exact correspondence between the reporting entities and the corresponding summaries of the adopted action plans.
3. Supplementary information: 2 files containing additional information as detailed in chapter 5 of this annex.
4. 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).

It is expected that each subfolder created to deliver data concerning this reporting obligation will contain one webform filled in per each entity to be reported: one summary per each agglomeration, one summary per each airport, preferably one summary for all major roads and preferably one summary for all major railways. Although, in the case of major roads and major railways, Member States are also permitted to report noise action plan summaries referring to a part of the complete network or to a particular region. The methodology for reporting data through Reportnet is explained in a separate chapter in the main reporting handbook

It is highly recommended that the data provided follows the templates that have been created for this purpose. There are specific quality check rules designed for helping the country to report the data in line with the specifications, thereby ensuring coherence of the data. This, in turn, facilitates the manual quality check process then followed by ETCSIA.

The analysis of the data quality and completeness will be only carried out upon the information requested as mandatory. This may be basis upon which the Commission assesses compliance with the END reporting obligations.

In this case, all the information to be reported in the webforms have been considered mandatory, as well as the accompanying excel files and the supplementary information covering aspects related with the linkages with previous dataflows. Unique codes have also been considered mandatory, in order to establish an internal control of the deliveries received and to ensure traceability and coherence between the different dataflows.

2 DATA SUBMISSION PROCESS

The process to submit the requested information is very simple:

1. Once you are in the corresponding folder, go into the webforms sections and click on "Add and edit a NoiseActionPlans_DF_7_10" questionnaire.
2. In the following page, you need to "Edit" the action plan to be reported and "Accept changes"
3. This should be repeated as many times as necessary to report all the noise action plans requested, by "Adding a new Action Plan".
4. Once all the noise action plans have been added, "Save form" before "Close form"
5. The excel sheet for reporting the correspondence between the unique identifier (coverage of the action plans) and the summaries of the action plans can be downloaded in the main page of the corresponding folder or when editing the contents of the action plan in the webform. This should be named as DF_7_10_APCoverage.xls and upload using the "Add file" option.
6. Other files, such as the supplementary reports, could also be added in the corresponding folder by clicking on the "Add file".

Once summaries of the action plans have been introduced and the supplementary files uploaded, last step is to click on "Complete the task". This step ensures that the data is reported.

In a situation where a Member State may need to have access to the webforms from outside of the Central data Repository (CDR), a webform system (<http://webforms.eionet.europa.eu/>) is available making possible to upload existing files or to create new ones.

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 4 presents instructions and explanation for the detailed data to be delivered, as specified in the END.

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

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

Figure 1. Overview of the Reporting process

Data Reporter

Envelope is **draft** and it is possible for the Member State to modify the data.

Data are **not** considered as **official submission** yet.

Open a new envelope under the appropriate DF folder

Upload data to envelope

Run QA #1 Run Reportnet QA

Is there any problem?

Yes

Solve it

No

Close envelope

EEA

Envelope is **closed** and it is not possible for the Member State to modify the data.

Data is considered as **officially submitted**.

Automatic QA begins
Results posted to envelope

EEA checks Reportnet QA
EEA does manual QA

Is there any problem?

Yes

EEA posts feedback report
EEA reopens envelope

No

EEA posts OK

Data delivered and OK

3 CHECK LIST FOR DATA REPORTERS

This section contains a list to be checked by reporters to ensure that the data reported adheres to the minimum requirements specified in this annex.

Data preparation:

- Do you have access to the webform corresponding to DF7_10 delivery from the Reportnet data dictionary?
- Are all the fields filled and where no data is be provided (due to unavailability or inapplicability), have the explanatory values "-1" or "-2" been used?
- Have you provided a metadata file and does this contain all necessary information, e.g. a description of the data?
- Have you provided a supplementary report highlighting the additional elements requested in Annex V of the END concerning action plans (authority responsible, legal context, noise reduction measures already in force and any projects in preparation)? Do these reports include a short summary in English?
- Have you completed all the metadata files concerning this deliverable?

DF7_DF10 names:

- Do the names of the files follow the naming convention proposed? Do the names also indicate the content of the files?

Uploading process:

- When using Reportnet, have you logged in, created a new envelope, entered the envelope and activated the task?
- Have you filled in the webform with the requested information?
- In the case of more than one noise action plan to be reported, have you repeated the exercise until the delivery is complete?
- Have you uploaded the excel sheet containing the coverage of the action plans summaries' being reported?
- Have you uploaded the corresponding metadata file and the supplementary reports?
- Have you pressed the option "Complete task"?
- Please remember to logout from Reportnet.

4 INFORMATION EXPECTED TO BE REPORTED

The following list contains the main items to be reported as a summary of the noise action plans for major roads, railways, airports and agglomerations and any criteria used in drawing up action plans for all geographical areas where noise maps indicate an exceedance of 55dB L_{den} and 50dB L_{night} :

- Identification of the noise action plan:
 - o Code of DF_7_10: a unique and specific short name for each summary, containing at least the country code, or the regional code, and the noise source that is addressed in the action plan. This unique code is the information that should be introduced in the excel sheet template concerning the correspondence between the unique identifiers and the summary action plans being delivered. This excel sheet (DF_7_10_APCoverage.xls) should contain all the list of action plans that are expected for each agglomeration, major roads, major railways and major airport, covering at least all the geographic locations where noise levels according to the noise maps are more than 55 dB L_{den} or 50 dB L_{night} . Please note that a "-2" value (Data not available) is expected if an action plan summary is not being delivered for a specific agglomeration, a specific road segment, a specific railway segment or a specific airport.
 - o Full name of Noise Action Plan report
 - o Reporting entity unique code

- Identification of the reporting issue which should be chosen from the following:
 - o Agglomeration
 - Indicate in the DF_7_10_APCoverage.xls if the summary refers to a single agglomeration, to a group of them or to all agglomerations, by specifying the UniqueAgglomerationId code (the same code as defined in DF_1_5_Aggl) or codes in correspondence with the "Code_DF7_DF10", first cell to be completed in the webform.

 - o Roads

Indicate in the DF_7_10_APCoverage.xls if the summary refers to the entire reporting entity, to a partial reporting entity or a regional area, or to a single road segment, by specifying the UniqueRoadId code (the same code as defined in DF_1_5_MRoad) or codes in correspondence with the "Code_DF7_DF10", first cell to be completed in the webform.

 - o Railways
 - Indicate in the DF_7_10_APCoverage.xls if the summary refers to the entire reporting entity, to a partial reporting entity or a regional area, or to a single railway segment, by specifying the UniqueRailId code (the same code as defined in DF_1_5_MRail) or codes in correspondence with the "Code_DF7_DF10", first cell to be completed in the webform.

- Airport
 - Indicate in the DF_7_10_APCoverage.xls if the summary refers to a single major airport or to all major airports, by specifying the ICAO code (the same code as defined in DF_1_5_MAir) or codes in correspondence with the "Code_DF7_DF10", first cell to be completed in the webform.

- Information concerning the measures taken:
 - Cost (in €) of the noise action plan
 - Adoption date
 - Completion date
 - Number of people experiencing noise reduction
 - Limit values in place at the time of adoption of the noise action plan (preferably converted where relevant in L_{den} , L_{day} , $L_{evening}$, L_{night} as defined by Annex I of the Directive 2002/49/EC)
 - Summary of the results of noise mapping (problems identified and situations that need to be improved)
 - Summary of the results of public consultations organised in relation to the action plan
 - Summary of noise management actions, including measures to preserve quiet areas, also including related budget and targets
 - Summary of the long-term strategy
 - Summary of provisions envisaged for evaluating the implementation and results of the action plan
 - Web links to the full noise action plan

Empty fields are not permitted in the webforms, or excel (in case of no action plan summary reported, indicate a -2). Therefore, one of the following values should be provided where no information is available for a specific cell:

Field value	Meaning	Description
-1	Data not applicable	This may apply to the following cases: - 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). - For the agglomerations case if a specific noise source is not present. - A field value does not exist (e.g. EURoadID)
-2	Data not available	This may apply to the following cases: 1 Data not mandatory for reporting 2 Data not yet available (mandatory data) 3 Data not available (mandatory data)

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

EEA cannot take responsibility for the quality checking of data that is not reported in accordance with these guidelines. As a result, such data may not be included in the Noise Observation and Information Service for Europe (NOISE).

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

5 SUPPLEMENTARY INFORMATION

There are two types of supplementary information to be provided:

1. Supplementary report highlighting the additional elements requested in Annex V of the END. This report should fulfill the following items, and could be provided as a letter or as any text file format:
 - The authority responsible, if not already communicated by 18 July 2008 following Art. 4(2). Note that the authority responsible for making and approving the action plan may be different from the reporting authority (DF2-Data Flow 2 should be updated accordingly)
 - You can also fulfill this request by providing the link to the Reportnet folder where (updated, if necessary) DF2 has been uploaded.
 - The legal context (though it may refer to the legal context reported under DF3 -Data Flow 3)
 - You can also fulfill this request by providing the link to the Reportnet folder where DF3 has been uploaded.
 - Any noise reduction measures already in force and any projects in preparation (though it may refer to the legal context reported under DF6_9 -Data Flow 6 and 9)
 - You can also fulfill this request by providing the link to the Reportnet folder where DF6_9 has been uploaded.
2. Any other type of information that may be relevant for consultation purposes (letters, clarification documents, the complete noise action plan, etc.). This second type of supplementary report is optional and will only be stored in CDR for purposes of traceability of the reporting obligation.

It is requested that a short text file (e.g. Microsoft WORD, .txt files, etc.) should be used as metadata for supplementary information provided and should be stored in the same folder detailing, in English:

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

The name of this file can follow the same specification proposed in section 6.1 of this Annex.

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 requested to accompany the information reported. These files should be written in English, and provided in a text file format, e.g. Microsoft WORD, .txt files, etc.

6.1 METADATA FOR THE WEBFORMS

The metadata file should contain the following information:

- Title of the file that the metadata is referring to
- Reference year: the year to which this information relates
- Responsible organisation: Name of the organisation creating the data
- Contact person: Name of the responsible person in the relevant organisation and the appropriate contact details
- Constraints of the information reported

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

[Name]_metadata.[extension]

Where:

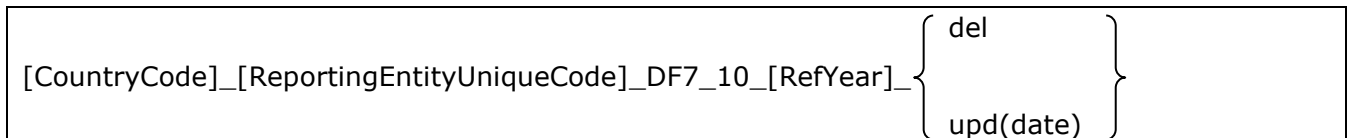
- [Name] is the name of the file the metadata is referring to.

6.2 METADATA FOR THE SUPPLEMENTARY INFORMATION FILES

Please refer to the detailed information provided in section 5 of this Annex.

7 NAMING CONVENTIONS

The title of the DF_7_10 envelope where the webforms, excel templates and supplementary reports should be stored should follow the naming convention proposed below:



Where:

- [RefYear] corresponds to the year when the deliverable should be made (four digits);
- "del" refers to "deliverable" and corresponds to the first time that a country provides information for this reporting obligation in a specific reference year;
- "upd" refers to "update" and corresponds to the updates of the information corresponding to the reporting obligation for a specific reference year of the END (i.e. when the information reported under "del" is not complete or does not contain the complete expected coverage);
- and "date" is the date when the update of information to the same reporting obligation is done. Date format is month (two digits), followed by year (two digits).

Examples:

LT_a_DF7_10_2014_del.xls

LT_a_DF7_10_2014_upd0914.xls

8 QUALITY CHECK PROCESS

The reported data is subject to the following quality check:

- Items checked:
 - 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.

- Mandatory elements that have been filled in with “-2” value, to keep track of the information that still needs to be reported.

- 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.