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Instructions for completing the Extended Templates

INTRODUCTION

Extended Templates (ET) are custom excel files that simplify the task of preparing the data that can be later imported by reporters into Reportnet 3.

To fill in correctly the Extended Templates, you can refer to the following documents:

- The Uniform Format: Annex I of Commission Implementing Regulation (EU) 2025/912 (link)
- The Explanatory Notes
- The data model files "*DataModel_*.xlsx"*
- The extended template files "*ExtendedTemplate_*.xlsx"*
- The reference data "Reference data.xlsx"

DATASETS OVERVIEW

The National Restoration Plan Uniform Format has been modeled into various datasets based on their content to enable parallel completion of information. The datasets are the following:

- Part A and Additional Information I
- Part B – Article 4
- Part B – Article 5 and Additional Information II
- Part B – Article 8 and Additional Information III
- Part B – Article 9 and Additional Information IV
- Part B – Article 10
- Part B – Article 11
- Part B – Article 12
- Part B – Article 13
- Part C

For each one of the datasets, two excel files are provided:

1. The data model that contains the breakdown to different tables, the fields in each table and associated information such as data type and information about mandatory/optional/conditional reporting. Conditional fields are those that become mandatory in some circumstances (specified by the uniform format) but are not relevant in other cases.
2. The Extended Template that supports the reporters in putting the data in the right structure and could be later used as import for Reportnet 3. Hovering over the field names

provide the field description, along with information of whether it is mandatory/optional/conditional.

Fields referring to spatial data are not included in this package, as they require separate implementation in Reportnet 3. More information on spatial data will be provided as the Reportnet 3 implementation progresses.

One single Reference Data file is provided; it contains all the code lists of all the datasets in one place.

INSTRUCTIONS

The numbering of tables and fields in the data models respects the numbering of sections and fields in the uniform format. Whenever possible, the field name contains short information about what needs to be reported but you can always consult the uniform format for a more detailed explanation. For example, in Part C, the uniform format's field "*14.1.1 Name of the measure - a) Full name*" is mapped to data field: "*f14_1_1_a__measure_full_name"*. Hovering over the headers of each column, you can find more information about the information that needs to be provided.

For additional information on the technical aspects, you can refer to the respective data model file that contains the description for each Reportnet 3 table and field indicating whether it is mandatory, optional or conditional (meaning mandatory under specific conditions) and its cardinality, indicating whether it's necessary to provide the information once (1) or multiple values can be provided (1..n). The dataType column can indicate the type of data expected for a field as e.g. text, decimal or integer, or the relation towards the connected table. In the latter case, the linked dataset name, table and field are given.

Finally, you can fill in the Extended Template by considering that:

- Each sheet represents one Reportnet 3 table. An additional sheet named refLOVs is included in each Extended Template and contains the code list implemented as dropdown menus in the entire dataset.

- Fields that require text or numeric values are represented by white columns.

- Fields expecting **one single value** from a code list available in the refLOVs sheet

  - Light green column: choose one code from the dropdown menu, e.g.: *f14_1_2__main_ecosystem_type*

  - Yellow column (if available): displays the label of the code selected in the dropdown menu of the light green column, e.g.: *f14_1_2__main_ecosystem_type_refLabel*

- Fields that can contain **multiple values** from a code list available in the refLOVs sheet

  - Light pink column: choose one code from the dropdown e.g.: *f14_1_3__other_ecosystem_types_mv -> "g_cropland"*. Please note that these

columns are only to help fill in data (copying and pasting) but will be ignored when importing the data into Reportnet 3

- Yellow column (if available): displays the label of the code selected in the dropdown menu of the light green column, e.g.: *f14_1_3__other_ecosystem_types_refLabel -> "g) cropland ecosystems"*
- Light blue column: the values from the Light pink column shall be copied and pasted, separated by semicolon and no space in between e.g.: *f14_1_3__other_ecosystem_types -> "g_cropland;b_grassland;i_marine"*. Ensure copying the content of the cell and not the cell itself. To do so double click in the cell in column G, select all text, then Ctrl-C, the Ctrl-C to the destination cell. Note that Excel might give an error message when copying codes that comprise only of numbers, but the copy action works, and you can ignore the error message. It should be noted that the action of copying and pasting is always necessary in fields that can contain multiple values, even when only one value is selected.
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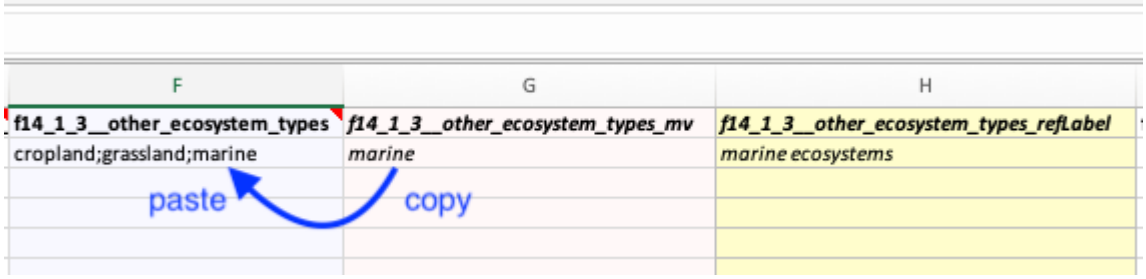

- Fields that can contain **multiple values** from a code list **not** available in the refLOVs sheet, but available in the "Reference Data.xlsx".
  - White column: the instructions are the same as for Light blue column above, i.e. values should be inserted and separated by semi-colon and no space in between.

NOTES

- Macros are not enabled due to security reasons.
- Quality Checks (QCs) are not enforced in the Extended Templates, but they will be available and enforced in Reportnet 3.
- Decimal values must be provided with the "." as separator, e.g. *3.14*
- Ranges are always modeled as two separate fields, and their naming ends respectively with "_min" and "_max" to represent the range limits
- Numbering of the uniform format is followed in all cases. The order of the fields in the uniform format is followed whenever possible, although in some cases some fields need to be moved to other tables, and the order might not be sequential to accommodate the number of records that need to be reported in different fields. The technical manual will include more detailed instructions on this.

- Fields that are exact calculations of other fields (all under 6.1.3; 6.2.6.1; 7.1.3.1; 7.1.3.3; 7.1.3.4; 7.1.3.5) have not been included in the data models to simplify the process and reduce the reporting burden. Export options will be provided in order to visualise the exact calculations based on the values you report. Additionally, the data from the Habitats Directive will be shared with the Member States in a user-friendly way, including the calculated fields to support them with the NRP preparation.

- In the provided data model files, column B "is table single record" indicates whether one row is allowed in each table or whether multiple rows are allowed.

- When the uniform format refers to a range, this is always split into minimum and maximum in the technical implementation to allow quality checks (e.g. check that the reporting values are numbers, that the minimum is not higher than the maximum). In all cases where the format mandatorily requires best estimate or range, what has to be reported is either best estimate or minimum and maximum.

- In some cases, e.g. Natura 2000 sites, Local Administrative Units (LAU), EU Surface Water Bodies, code lists contain more than one thousand elements. For performance reasons, the values of such code lists are not available within dropdown menus but are made available in the reference dataset file “Reference data.xlsx”.

- Tip on Excel functionality: If you wish to paste a text that contains line break within a cell, it should be pasted into the Formula Field or by double-clicking the relevant filed in the sheet.