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Manuals and guidelines

Guidelines for Regional Data Providers

2015 edition

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TABLE OF CONTENT

Introduction

This document is the sixth version of the "Guidelines for regional data providers". These Guidelines contain three parts:

- Part A: Methodology, definitions and classifications
- Part B: Data transmission using REGWEB
- Part C: Data dissemination by Eurostat

The first part of the Guidelines provides a description of the datasets structure, the definition of the statistical units and variables as well as the regional classification.

Part B provides information on data transmission using REGWEB. The aim of this part is to inform the countries on how to transmit data to Eurostat via the new web application (based on the TRansport Information System (TRIS)). A step-by-step description of the upload procedure using the online tool is provided, including the detailed steps to provide data.

Part C of these Guidelines gives an overview of the regional data dissemination by Eurostat.

Finally, it has to be mentioned that there is a forum managed by Eurostat on CIRCABC, where documents and other relevant information on regional transport statistics can be accessed:

https://circabc.europa.eu/w/browse/7f058c29-8df6-462b-806b-e530b8f52b26

Part A: Methodology, definitions and classifications

Background information

Due to the nature of transport, a spatial reference is built into most legal acts dealing with transport statistics. In a few cases, these sources can be directly used for the derivation of regional transport indicators, while other indicators are collected on a voluntary basis. This is the case of the regional transport data collection in which both data types are used.

The current regional data collection taking place on a voluntary basis comprises a set of transport indicators at NUTS 2[1] level for the road, railways, inland waterways (infrastructure), vehicle stocks, road accidents and also for transport flows through seaports and airports. The information collected is then disseminated in Eurostat dissemination database (Eurobase) under "General and regional statistics/Regional statistics by NUTS classification/Regional transport statistics" theme and also mirrored under "Transport/Multimodal data/ Regional transport statistics" theme.

Annual data collection for infrastructure, vehicle stocks and road accidents was launched at the beginning of 2002 covering both Member States and Candidate countries. Since 2007, it includes EFTA countries as well. Regional data are collected directly from the countries using a questionnaire: data on transport infrastructure, vehicle stocks and road accidents (collected previously – till 2006 – on Excel sheets) is collected using an on-line application – REGWEB.

For the voluntary data collection via REGWEB, the definitions from the Glossary for transport statistics (jointly elaborated by Eurostat, ECMT, UNECE) were proposed and countries should use them when transmitting data.

Regional data are analysed and disseminated for all EU, Candidate and EFTA countries depending on data availability.

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[1] *Regulation (EC) No 1059/2003 of the European Parliament and of the Council of 26 May 2003 on the establishment of a common classification of territorial units for statistics (NUTS) and its amendments.*

1 Description of the structure of the regional questionnaires

The following section details the various variables that were collected in the frame of the regional questionnaire (in excel form) and then (in 2006) incorporated into the REGWEB application (both the variables and the structure of the questionnaires have been kept in the REGWEB application). The unit into which each variable has to be reported is also indicated.

1.1 Road network

Regional data on road network are collected for the following variables:

QUESTIONNAIRE	VARIABLES
Road Network	Motorways (Unit: KM)
	Other roads (Unit: KM)

The length of motorways and other roads is expressed in kilometres. It should be reported as of 31st December.

NB: Any deviation from the definitions settled for regional data transmission (see Chapter 2 – Description of the variables) or from the "31st December rule" requires the inclusion of related methodological notes either directly in the questionnaire (dedicated footnote filed) or provided to Eurostat's regional data manager by e-mail.

1.2 Railway Network

Regional data on railway network are collected for the following variables:

QUESTIONNAIRE	VARIABLES
Railway Network	Electrified railway lines (Unit: KM)
	Railway lines with double and more than double tracks (Unit: KM)
	Total length of railway lines (Unit: KM)

The length of the railway network (by type of railway lines – see table above) is expressed in kilometres. It should be reported as of 31st December.

NB: Any deviation from the definitions settled for regional data transmission (see Chapter 2 – Description of the variables) or from the "31st December rule" requires the inclusion of related methodological notes either directly in the questionnaire (dedicated footnote filed) or provided to Eurostat's regional data manager by e-mail.

1.3 Waterways network

Regional data on waterways network are collected for the following variables:

QUESTIONNAIRE	VARIABLES
Inland waterways	Navigable canals (Unit: KM)
	Navigable rivers and lakes (Unit: KM)

The length of the waterways network (by type of waterways – see table above) is expressed in kilometres. It should be reported as of 31st December.

NB: Any deviation from the definitions settled for regional data transmission (see Chapter 2 – Description of the variables) or from the "31st December rule" requires the inclusion of related methodological notes either directly in the questionnaire (dedicated footnote filed) or provided to Eurostat's regional data manager by e-mail.

1.4 Stock of vehicles by category

Regional data on vehicle stocks are collected for the following variables:

QUESTIONNAIRE	VARIABLES
Stock of vehicles	Motor-coaches, buses and trolleybuses (Unit: Number)
	Motorcycles over 50cm3 (Unit: Number)
	Passenger cars (Unit: Number)

QUESTIONNAIRE	VARIABLES
Stock of freight vehicles	All trailers and semi-trailers (Unit: Number) Lorries
	(Unit: Number)
	Road tractors (Unit: Number)
	Special purpose road vehicles (Unit: Number)

The stock of vehicles (by type of vehicles – see table above) is expressed in Number. <u>It should be reported as of 31st December</u>.

NB: Any deviation from the definitions settled for regional data transmission (see Chapter 2 – Description of the variables) or from the "31st December rule" requires the inclusion of related methodological notes either directly in the questionnaire (dedicated footnote filed) or provided to Eurostat's regional data manager by e-mail.

1.5 Road Accidents

Regional data on road accidents are collected for the following variables:

QUESTIONNAIRE	VARIABLES
Road Traffic Accidents	Persons injured in road accidents (Unit: Number)
	Persons killed in road accidents (Unit: Number)

The figures concern persons killed and persons injured and are expressed in absolute numbers.

NB: Any deviation from the definitions settled for regional data transmission (see Chapter 2 – Description of the variables) requires the inclusion of related methodological notes either directly in the questionnaire (dedicated footnote filed) or provided to Eurostat's regional data manager by e-mail.

2 Description of the variables

The following paragraphs present definitions applicable to the regional data collection. They are available in the Glossary for transport statistics, fourth edition. The aim of these definitions is to ensure the collection of comparable and reliable figures among the participating countries.

2.1 Definitions from the Glossary for transport statistics (fourth edition) and variables of interest for regional statistics on road network

Road
Line of communication (travelled way) open to public traffic, primarily for the use of road motor vehicles, using a stabilized base other than rails or air strips.

Included are paved roads and other roads with a stabilized base, e.g. gravel roads. Roads also cover streets, bridges, tunnels, supporting structures, junctions, crossings and interchanges. Toll roads are also included. Excluded are dedicated cycle lanes.

Road network
All roads in a given area.

The road network may be classified according to the surface, e.g.
      a) Paved roads
      b) Unpaved roads.

Paved road
Road surfaced with crushed stone (macadam) with hydrocarbon binder or bituminized agents, with concrete or with cobblestone.

Unpaved road
Road with a stabilized base not surfaced with crushed stone, hydrocarbon binder or bituminized agents, concrete or cobblestone.

Motorway / freeway
Road, specially designed and built for motor traffic, which does not serve properties bordering on it, and which:
a) Is provided, except at special points or temporarily, with separate carriageways for traffic in two directions, separated from each other, either by a dividing strip not intended for traffic, or exceptionally by other means
b) Has no crossings at the same level with any road, railway or tramway track, or footpath
c) Is especially sign-posted as a motorway and is reserved for specific categories of road motor vehicles.

Entry and exit lanes of motorways are included irrespective of the location of the sign-posts.
Urban motorways are also included.

2.2 Definitions from the Glossary for transport statistics (fourth edition) and variables of interest for regional statistics on road vehicles

Motorcycle
Two-, three- or four-wheeled road motor vehicle not exceeding 400 kg (900 lb) of unladen weight. All such vehicles with a cylinder capacity of 50 cc or over are included, as are those under 50 cc which do not meet the definition of moped.

Moped
Two, three or four-wheeled road motor vehicle which is fitted with an engine having a cylinder capacity of less than 50cc (3.05 cu.in) and a maximum authorized design speed in accordance with national regulations.

Registered and non-registered mopeds in use are included, whether or not they have a number plate. Some countries do not register all mopeds.

Passenger car
Road motor vehicle, other than a moped or a motor cycle, intended for the carriage of passengers and designed to seat no more than nine persons (including the driver).

Included are:
a) Passenger cars
b) Vans designed and used primarily for transport of passengers
c) Taxis
d) Hire cars
e) Ambulances
f) Motor homes.

Excluded are light goods road vehicles, as well as motor-coaches and buses, and mini-buses/mini-coaches. "Passenger car" includes microcars (needing no permit to be driven), taxis and passenger hire cars, provided that they have fewer than ten seats.

Motor-coach, mini-coach, bus or mini-bus
Passenger road motor vehicle designed to seat more than nine persons (including the driver).

Included are mini-buses and mini-coaches designed to seat more than 9 persons (including the driver).

Bus
Passenger road motor vehicle designed to carry more than 24 persons (including the driver), and with provision to carry seated as well as standing passengers.

The vehicles may be constructed with areas for standing passengers, to allow frequent passenger movement, or designed to allow the carriage of standing passengers in the gangway.

Motor coach
Passenger road motor vehicle designed to seat 24 or more persons (including the driver) and constructed exclusively for the carriage of seated passengers.

Mini-bus / mini-coach
Passenger road motor vehicle designed to carry 10- 23 seated or standing persons (including the driver).

The vehicles may be constructed exclusively to carry seated passengers or to carry both seated and standing passengers.

Trolleybus
Passenger road vehicle designed to seat more than nine persons (including the driver), which is connected to electric conductors and which is not rail-borne.

This term covers vehicles which may be used either as trolleybuses or as buses, if they have a motor independent of the main electric power supply.

Lorry / truck
Rigid road motor vehicle designed, exclusively or primarily, to carry goods.

Road tractor
Road motor vehicle designed, exclusively or primarily, to haul other road vehicles which are not power-driven (mainly semi-trailers).

Agricultural tractors are excluded.

Trailer
Goods road vehicle designed to be hauled by a road motor vehicle.

This category excludes agricultural trailers and caravans.

Semi-trailer
Goods road vehicle with no front axle designed in such way that part of the vehicle and a substantial part of its loaded weight rests on a road tractor.

Special purpose road motor vehicle
Road motor vehicle designed for purposes other than the carriage of passengers or goods.

This category includes:
a) Fire brigade vehicles
b) Mobile cranes
c) Self-propelled rollers
d) Bulldozers with metallic wheels or track
e) Vehicles for recording film, radio and TV broadcasting
f) Mobile library vehicles
g) Towing vehicles for vehicles in need of repair
h) Other special purpose road motor vehicles.

2.3 Definitions from the Glossary for transport statistics (fourth edition) and variables of interest for regional statistics on road transport accidents

Injury accident
Any accident involving at least one road vehicle in motion on a public road or private road to which the public has right of access, resulting in at least one injured or killed person.

A suicide or an attempted suicide is not an accident but an incident caused by a deliberate act to injure oneself fatally. However, if a suicide or an attempted suicide causes injury to another road user, then the incident is regarded as an injury accident.

Included are: collisions between road vehicles; between road vehicles and pedestrians; between road vehicles and animals or fixed obstacles and with one road vehicle alone. Included are collisions between road and rail vehicles. Multi-vehicle collisions are counted as only one accident provided that any successive collisions happen within a very short time period. Injury accidents exclude accidents incurring only material damage.

Excluded are terrorist acts.

Person killed
Any person killed immediately or dying within 30 days as a result of an injury accident, excluding suicides.

A killed person is excluded if the competent authority declares the cause of death to be suicide, i.e. a deliberate act to injure oneself resulting in death. For countries that do not apply the threshold of 30 days, conversion coefficients are estimated so that comparisons on the basis of the 30 day-definition can be made.

Person injured
Any person who as result of an injury accident was not killed immediately or not dying within 30 days, but sustained an injury, normally needing medical treatment, excluding attempted suicides.

Persons with lesser wounds, such as minor cuts and bruises are not normally recorded as injured.

An injured person is excluded if the competent authority declares the cause of the injury to be attempted suicide by that person, i.e. a deliberate act to injure oneself resulting in injury, but not in death.

2.4 Definitions from the Glossary for transport statistics (fourth edition) and variables of interest for regional statistics on railway network

Railway line
Line of communication made up by rail exclusively for the use of railway vehicles.

Line of communication is an area equipped for the performance of rail transport.

Railway network
All railways in a given area.

This does not include stretches of road or water even if rolling stock is conveyed over such routes, e.g. by wagon carrying trailers or ferries. Lines solely used for tourism are excluded as are railways constructed solely to serve mines, forests or other industrial or agricultural undertakings and which are not open to public traffic.

Track
A pair of rails over which rail borne vehicles can run.

Track gauge: Distance between a pair of rails measured between the inside edges of the rail heads.
The following track gauges are in use:
- Standard gauge: 1.435 m
- Large gauge: 1.520 m (example Commonwealth of Independent States)
                             1.524 m (example Finland)
                             1.600 m (example Ireland)
                             1.668 m (example Spain, Portugal)
- Narrow gauge: 0.60 m, 0.70 m, 0.75 m, 0.76 m, 0.785 m, 0.90 m, 1.00 m.

"Large gauge" is sometimes referred to as "broad gauge".

Line
One or more adjacent running tracks forming a route between two points. Where a section of network comprises two or more lines running alongside one another, there are as many lines as routes to which tracks are allotted exclusively.

Electrified line
Line with one or more electrified running tracks.

The following types of electric current are in use:
- AC   25 000 Volts, 50 Hz
             15 000 Volts, 16 2/3 Hz
- DC   3 000 Volts
             1 500 Volts
               750 Volts
               660 Volts
               630 Volts

Sections of lines adjacent to stations that are electrified only to permit shunting and not electrified as far as the next stations are to be counted as non-electrified lines.

2.5   Definitions from the Glossary for transport statistics (fourth edition) and variables of interest for regional statistics on inland waterways network

Waterway
River, canal, lake or other stretch of water which by natural or man-made features is suitable for navigation.

Waterways of a maritime character (waterways designated by the reporting country as suitable for navigation primarily by seagoing inland waterway vessels) are included. Waterways also include river estuaries; the boundary being that point nearest the sea where the width of the river is both less than 3 km at low water and less than 5 km at high water.

Navigable inland waterway
A stretch of water, not part of the sea, which by natural or man-made features is suitable for navigation, primarily by inland waterway vessels. This term covers navigable rivers, lakes, canals and estuaries.

The length of rivers and canals is measured in mid-channel. The length of lakes and lagoons is measured along the shortest navigable route between the most distant points to and from which transport operations are performed. A waterway forming a common frontier between two countries is reported by both.

Navigable river
Natural waterway open for navigation, irrespective of whether it has been improved for that purpose.

Navigable lake
Natural expanse of water open for navigation.

Lagoons (brackish water area separated from the sea by a coastal bank) are included.

Navigable canal
Waterway built primarily for navigation.

3 Classifications

3.1   NUTS Classifications

Regions are classified according to the Nomenclature of Units for Territorial Statistics (NUTS). The NUTS serves as a reference for the collection, development and harmonisation of EU regional statistics and for socio-economic analyses of the regions (more information is available on Eurostat's Metadata Server, RAMON - http://ec.europa.eu/eurostat/ramon/nuts/splash_regions.html)

The NUTS classification is defined in the following Regulations:
- Regulation (EC) No 1059/2003 of the European Parliament and of the Council of 26 May 2003 on the establishment of a common classification of territorial units for statistics (NUTS) - namely NUTS2003
- Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS) - namely NUTS2006 for the EU-25 Member States
- Regulation (EC) No 176/2008 of the European Parliament and of the Council of 20 February 2008 amending Regulation (EC) No 1059/2003 on the establishment of a common classification of territorial units for statistics (NUTS) by reason of the accession of Bulgaria and Romania to the European Union - namely NUTS2006 for Bulgaria and Romania
- Commission Regulation (EU) No 31/2011 of 17 January 2011 amending annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS)
- COMMISSION REGULATION (EU) No 1046/2012 of 8 November 2012 implementing Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), as regards the transmission of the time series for the new regional breakdown
- Commission Regulation (EU) No 868/2014 of 8 August 2014 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L 241, 13.8.2014
- Commission Regulation (EU) No 1319/2013 of 9 December 2013 amending annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L 342, 18.12.2013

3.2   Evolution between NUTS 2003 and NUTS 2006

After the evolution of the NUTS, the REGWEB application has been rearranged at the beginning of 2008 in order to allow the users to provide data according to NUTS 2006 classification.

Every time the NUTS classification changes, historical data are recalculated according to the new NUTS classification in force. In some cases, the recalculation of regional data in the REGWEB database is only possible with the country's commitment in the process.

3.3   Evolution between NUTS 2006 and NUTS 2010

At the beginning of 2013, the REGWEB application has been modified in order to allow the users to provide data according to the new NUTS 2010 classification.

The data have been recalculated and are now available according to the NUTS 2010 classification. However, the recalculation of regional data in the REGWEB database for some countries is only possible with their commitment in the process.

3.4   Evolution between NUTS 2010 and 2013

In 2015, the REGWEB application has been modified in order to allow the users to provide data according to the new NUTS 2013 classification.

The data have been recalculated and are now available according to the NUTS 2013 classification.
However, the recalculation of regional data in the REGWEB database for some countries is only possible with their commitment in the process.

Part B: Data transmission using REGWEB

Introduction

This part of the Guidelines is aimed at supporting the countries participating to the data collection to handle the REGWEB data transmission tool and to provide data to Eurostat.

The REGWEB application designed to collect regional transport data has recently moved into eDAMIS (electronic Data files Administration and Management Information System) webforms (this means that the data transmission will not take place anymore using the former REGWEB web application).

eDAMIS offers standard solutions for collecting data files in the European Statistical System and implements the Single Entry Point policy of Eurostat. eDAMIS Web Forms, used for the transmission of the REGWEB data, is a component of the eDAMIS Web Portal that can be used for the transmission of low volumes of data. It offers all the basic functions of eWP and does not require any installation on the user's PC.

The advantage of this application is that basic validations are performed at data entry time, in order to alert the data provider to avoid some mistakes.

The application is designed in a "hierarchical" fashion, as there are different kinds of users with increasing controlling power on the application itself.

The various sections of this part of the Guidelines detail the different steps of the regional data transmission via eDAMIS.

4 Users

Several types of users interact with the eDAMIS application for the provision of REGWEB data. These types are as follows:

- **Local Coordinators:** in each National Statistical Institute (NSI), Local Coordinators (LC) are the main contact point to Eurostat for the effective implementation of electronic data transmission. A Local Coordinator is the national contact point for data transmission issues.

- **Transmission Coordinators:** inside eDAMIS, each data providing organisation can have a Transmission Coordinators (TCO) responsible for the management of users' rights within eDAMIS. The TCOs are in charge of managing and giving rights to users within their organisation. In NSIs, the TCO is usually the Local Coordinator. A TCO can be allowed to coordinate users in several organisations of the country, provided that an agreement exists between the organisations concerned.

- **Data senders:** these users are defined and managed by the transmission coordinators.

In the following sections, more details are provided on the tasks to be performed by the eDAMIS users.

5 General overview of REGWEB

5.1 ACCESSING THE eDAMIS WEB PORTAL

To access the eDAMIS Web Portal, type in the following URL into the address bar of your web browser and press [ENTER]:

https://webgate.ec.europa.eu/edamis

The site appears as follows (Fig 1):

Fig 1

Since the end of 2013, the eDAMIS web portal can be accessed using the ECAS password.
For more information you can click on the following link: https://circabc.europa.eu/w/browse/61a5a309-b8b2-492b-a95b-1b36ce360143

> **Self-registration**
> Note If you are not already a registered eDAMIS user you will have to register before you can proceed any further. During registration you select the datasets you will be sending data for and your role (data sender, in this case). You can download a demonstration of the self-registration procedure through the following link:
>
> https://circabc.europa.eu/sd/a/ed253ca8-a739-4267-8819-0a497b858f05/EDAMIS_ECAS_authentication-v02.pdf

> ✎ **eDAMIS Help Centre and Support**
> Note   A set of comprehensive documents are available at the eDAMIS Help Centre. They cover a wide range of topics such as the available software, including a number of very technical aspects, advice on choosing the best method to suit your requirements and help with the installation procedures. You can access the eDAMIS Help Centre through

the following link:

https://circabc.europa.eu/w/browse/4f9d865b-3d6b-4afc-9e29-7ee1acde73ba
The support team will be happy to help if you have any questions or should you want to report any incidents or need to resolve any problem encountered when using the data collection tools. Do not hesitate to contact the support team for any problems or questions related to data collection.

Mail to: estat-support-edamis@ec.europa.eu
Tel: (+352) 430133213

Enter your ECAS user-ID and Password into the login form and click the "Login" button. The Welcome page now appears (see Fig 2):

Fig 2
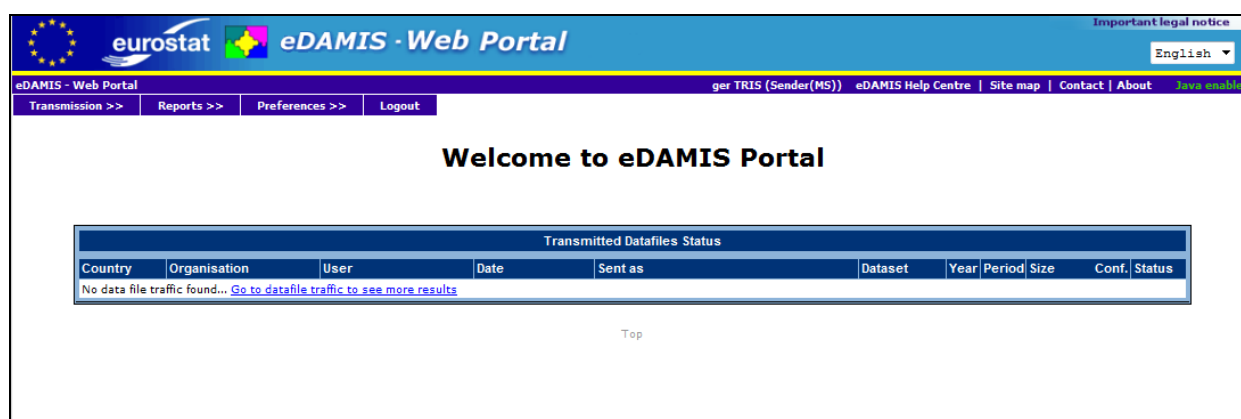
The Welcome page presents a summary table of recent data transmissions via the Web Portal, a number of user menu options (transmission, Reports, Preferences and Logout) and some links (e.g. the eDAMIS Help Centre). Information about these various features is provided at the eDAMIS Help Centre. But in the case of Web Forms, the only important feature for now is the Transmission menu.

Select Transmission in the navigation bar on the left and select Web Form Entry from the drop-down list (see Fig 3).

Fig 3
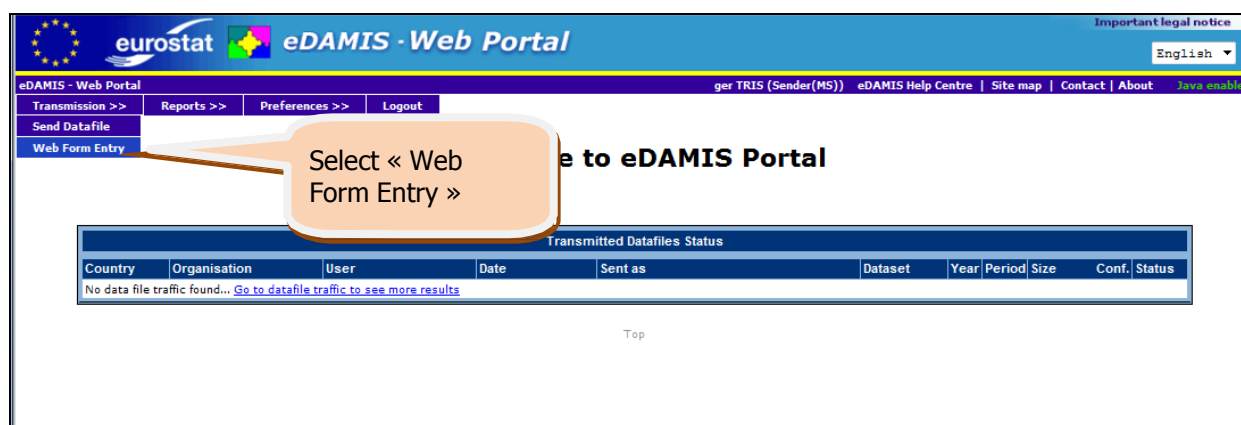
The Web Form Entry page now appears. By default, the Grouped Dataset drop-down box is set to "--- all dataset groups ---" while the Dataset drop-down box is set to "--- all datasets ---" (see Fig 4a).

Fig 4a

The REGWEB data to transmit are divided into several datasets: these datasets are grouped by domain and are only accessible by firstly selecting the corresponding group in the above mentioned Grouped Dataset drop-down box.

A specific Web Form on the Web Form Entry table can also be retrieved using the Dataset drop-down box (see Fig 4b). The Web Form Entry table presents a list of all the datasets you have data sender rights for.

Fig 4b

It is possible to select one dataset only, which limits the Web Form Entry table to just the Web Forms associated with this dataset (see Fig 4c).

Fig 4c

You can click on [View] to display a list of all Web Forms already prepared or transmitted by your organisation for the selected dataset (see Fig 4d). This applies both when "all datasets" are selected in the Web Form Entry table and when a specific dataset is selected.

Fig 4d

The datasets which appear in the drop-down list are grouped by domain and sorted alphabetically. The Web Forms in the Web Form Entry table are sorted in descending order according to their modification date. Each row of information corresponds to a single Web Form instance. The columns contain the following information:

Dataset The dataset name. This is assigned by Eurostat in accordance with the eDAMIS naming convention.

Label This is the full description of the dataset.

Period Period is the reference period for the particular Web Form instance. For annual datasets this is the reference year followed by an "A" (e.g. "2007A" for the reference year 2007). This is fully described in the eDAMIS naming convention.

Lock The lock column indicates if the Web Form instance is locked or not. The Web Form instance is locked if a small red lock symbol appears in this column.

Modified by This gives the eDAMIS user-id of the last person who worked on the Web Form.

Modified on This gives the date the Web Form was last modified (i.e. created or edited).

Status
　　Draft The Web Form instance has not yet been transmitted to Eurostat.

　　Estimated A Web Form instance has been created by Eurostat containing estimated data for the reference period.

　　Prepared for transfer The Web Form has been filled but is not yet officially transmitted to Eurostat.

　　Transferred The Web Form instance has been officially transmitted to Eurostat.

　　Approved The Web Form instance has been officially approved by Eurostat (note that this explicit approval is being discontinued by Eurostat, so only the very earliest Web Forms transmitted are likely to have this status).

　　Rejected The Web Form instance has been rejected by Eurostat. A new version of the data will have to be sent.

Country This gives the ISO country code of the country which sent the Web Form instance.

Active This provides the status of the corresponding Web Form template. When the active flag is set to „Y" (Yes), the corresponding Web Form template is the one currently used by the dataset.

If another dataset is selected in the drop-down box list, the message "Selection criteria changed, please click on view button to refresh" will appear under [View] in the Web Form Entry. You need to click on [View] to refresh the Web Form Entry table (see Fig 5a).

Fig 5a

Web Form Entry table needs to be refreshed after a dataset has been selected.

It can happen that available Web Forms will extend beyond a single page. You can navigate forwards and backwards by using the browser's horizontal and vertical scrollbars. You can shorten the Web Forms Entry list by using the quick filters. Quick filters are available for Period, Modified by, Modified on, Status, Country and Active columns (see Fig 5b).

Fig 5b

In the example above, only the reference period "1995A" could be selected.

Several filters can be selected simultaneously; when several filters are combined, the Boolean operator used is "AND".

5.2 INSTANTIATING WEB FORMS

Typically, when a data sender wishes to send data for a particular reference period, a new Web Form instance needs to be created for that reference period. This process is known as instantiation.

To instantiate a Web Form the data sender firstly selects the appropriate dataset from the drop-down dataset list in the Web Form Entry table (e.g. the dataset "Persons injured in road accidents (Unit: Number)" – see Fig 6). The data sender then clicks the [Insert] button beneath the table on the left-hand-side.

Fig 6

When not to instantiate

Note   There are some circumstances when there is no need to instantiate a new Web Form. A draft Web Form for the reference period may already exist, either created by another data sender in the organisation or, in exceptional cases, created by Eurostat by prior arrangement.

Clicking the [Insert] button opens the Web Form Entry window (see Fig 7):

Fig 7
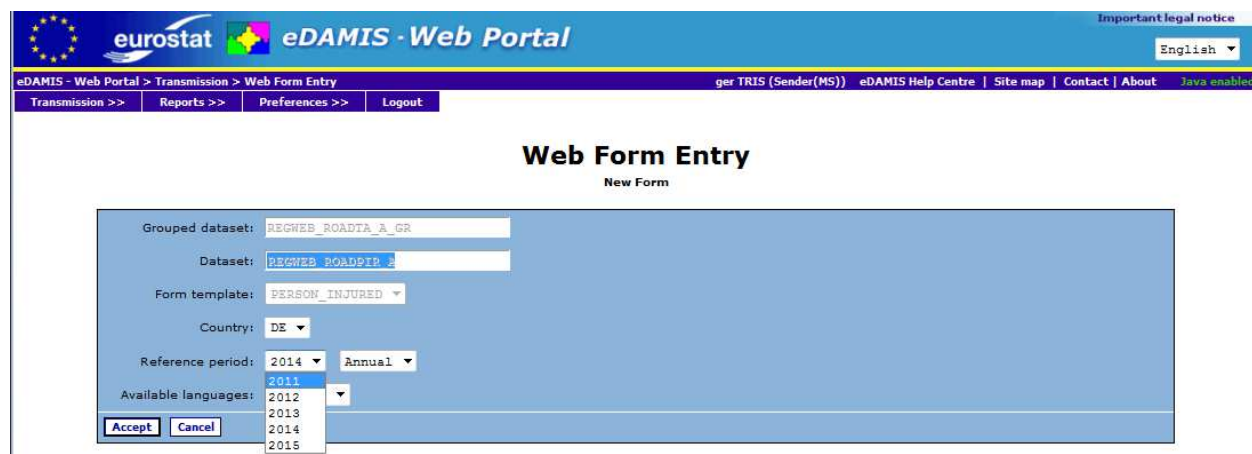
In this window, the Web Form template field indicates the current Web Form template used by Eurostat for the dataset selected (PERSON_INJURED, the Web Form template for the dataset REGWEB_ROADPIR_A in the example above). This is for information purposes only. It is predefined by Eurostat and cannot be changed by the data sender.

In the Country field the data sender's country is given (DE in the example above). This is also predefined according to the information provided upon registration in the eDAMIS system and cannot be changed.

Below this, two fields appear side by side for defining the Reference period. The first field allows the data sender to select the instantiation year. Clicking on the drop-down arrow in the first reference period field displays the available years for which a Web Form can be instantiated (see Fig 8). The data sender simply selects the desired year.

Fig 8

The second field for the reference period allows the data sender to select the periodicity that he wishes to instantiate for, but only annual data are to be provided in REGWEB.

Next the language is chosen. Click on the Available languages field to display the options (see Fig 9). For this Web Form German, English and French are currently available. Simply click on a language to select it (e.g. English in the example below).

Fig 9

Finally, after selecting the reference period and language, click on the [Accept] button (see Fig 10a).

Fig 10a

Clicking [Accept] automatically starts the process of downloading the Java applet which is at the core of eDAMIS Web Forms. This Java applet automatically recreates the Web Form's structure, formatting and contents (including previously-transmitted data where applicable – see Fig 10b).

Fig 10b

✎ **Organisation's IT security settings**

Note   Normally (depending on your organisation's IT security settings), you will be asked to verify that you wish to access a potentially insecure web site. Click [yes] (or use the [Enter] key).

Fig 11

Next you will be prompted to use either the [Space bar] or the [Enter] key to activate the application. As soon as you do so the Java Applet starts running and the Java symbol appears (see Fig 12). Then, after a short loading time, the Web Form opens and is ready for use.

Fig 12
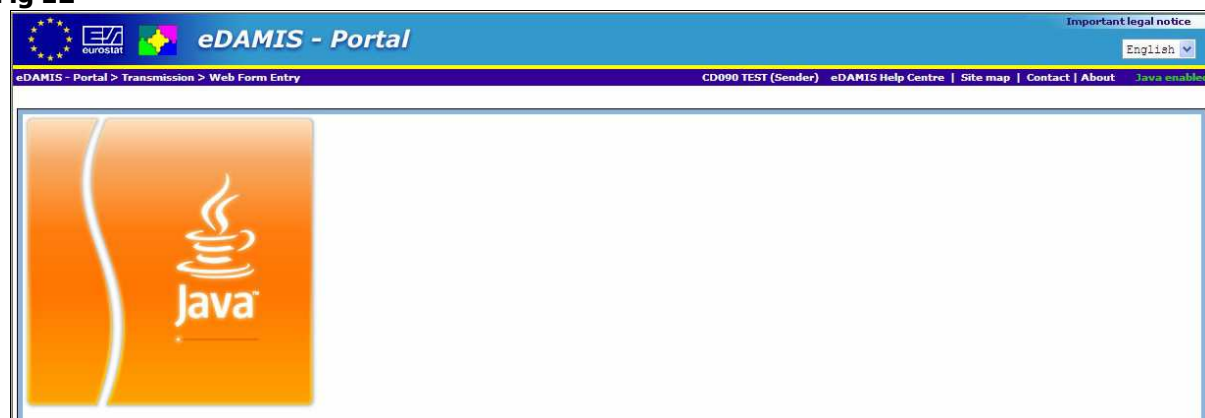
✎ **Java Applet running time**

Note The first time a Java Applet is run on a PC it may take some time to open (20-30 seconds is typical, but it can be longer in some organisations, depending on the IT environment). Some additional security clearance may also be requested (select [Run] to proceed). However, once the Java Applet has been run for the first time and the initial software download has been made, the application subsequently runs much quicker.

5.3 WEB FORM FEATURES

When a Web Form draft is opened for the first time a Web Form window will open as shown in Fig 10b. The Web Form window contains seven distinct parts. These are the header area, the data entry area, the footnote area, tabs, the control bar, the validation window, the task buttons and the comment box.

5.3.1 Header area

The header area (see Fig 13) contains all the applicable reference information for the Web Form instance opened. It typically gives the full dataset description plus other relevant information in titular format. Below, the dataset name is given on the left hand side. The country code comes next (DE for Germany in this example) – this is always the country of the data sender. This is followed by the reference period and, finally, the status (Draft in this case) is given.

Fig 13

Persons killed			
Dataset: REGWEB_ROADPKA_A	Country: DE	Reference period: 2011	Status: Draft

5.3.2 Data entry area

The data entry area has a spreadsheet-like appearance (see Fig 14a). It consists in a fixed number of data entry cells, each defined by its row heading and column heading. Each cell has a reference, defined by the number of its row and the letter of its column.

Fig 14a

	A	B	C
0		2011-Annual	
60	DEUTSCHLAND		
61	BADEN-WÜRTTEMBERG		
62	Stuttgart		
63	Karlsruhe		
64	Freiburg		
65	Tübingen		
66	BAYERN		
67	Oberbayern		
68	Niederbayern		

Column A is a regional nomenclature column, containing the various regions of the country for which the form should be filled in. Row 0 gives the relevant reference period(s). Each reference period has two columns associated with it: the first column is for numeric data (plus a limited number of allowed special characters), while the second column is for flag information.

In this particular example the Web Form contains more than 9 rows of information. It extends beyond the length of the data entry area. Therefore a vertical scrollbar is available on the right hand side of the data entry area to allow the data sender to bring the following rows into view. All the columns of this Web Form fit within the width of the data entry area so there is no need for a horizontal scrollbar. However, if this was not the case, a horizontal scrollbar would also appear at the bottom of the data entry area.

There is an option for freezing row and column headings. By right-clicking in the data entry area, a contextual menu will appear (see Fig 14b). In this menu, selecting [Lock Headers] will freeze row and column headings.

Fig 14b

Once column headings are frozen, only data entry cells will be vertically scrolled (see Fig 14c).

Fig 14c

5.3.3   Footnote area

The footnote area contains supplementary information about the Web Form (see Fig 15). It contains two separate pieces of information; a "special values" key and a "flags" key.

For REGWEB Web Forms, one special value is defined: "-" for not applicable. This special value is the only non-numerical character values that may be entered in a (non-flag) data entry cell. The special flags in this case are "u" for unreliable or uncertain data, "e" for estimated values, "d" for definition differs, see metadata, "b" for break in series, "p" for provisional value, "n" for not significant, ":" for not currently available and "-" for not applicable or zero by default. The flags "f", "c" are no longer used in REGWEB. They are scheduled to be removed from the footnote and as options in the flag column. Only the predefined flag characters in the footnote can be entered in flag cells.

Fig 15

✎   **No previous reference period data displayed?**

Note   If Web Forms are being used for the first time to transmit data for a particular dataset it may well be the case that no data is displayed for the previous reference periods. This is because the eDAMIS system does not have a record of a previous transmission to download the data from (eDAMIS cannot extract data directly from Eurostat's production databases).

5.3.4   Tabs

Tabs define the various tables that may exist in a Web Form. In the above example there are two tables in the Web Form (see Fig 16). They have been defined as "PERSONS INJURED" and "PERSON_KILLED". Each table is represented by a tab. A data sender can toggle from table to table by clicking the respective tabs.

Fig 16

5.3.5   The control bar

The control bar contains five separate components, two information fields and three function buttons (see Fig 17). The first information field, on the left hand side of the control bar, gives the reference of any currently selected cell (in the above example cell B82 is selected). The second field, immediately to its right, gives any mathematical functions that are defined for the selected cell (in

this example cell, the function specifies that the value of cell B82 is automatically equal to the value of cell B81).

Fig 17
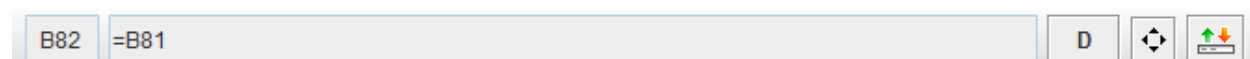
The third button ![D] is a toggle which allows the data sender to include any applicable codes in the nomenclature descriptions (column A in the above example). Clicking ![D] displays codes plus descriptions and changes the button notation to ![C-D] (see Fig 18).
Clicking ![C-D] removes the codes again and changes the button notation back to ![D].

Fig 18

The fourth button ![toggle] is a toggle which allows the data sender to remove the header and footer area. This is useful in that it expands the data entry area visible. Once selected, the ![toggle] becomes ![toggle]. Selecting ![toggle] returns the header and footer areas (and changes the button back to ![toggle]).

The fifth button ![toggle] is a toggle which allows the data sender to lock/unlock rows and columns headings.

5.3.6 Validation window

The validation window displays validation rules for the Web Form. Each row in the validation window corresponds to one single validation rule (see Fig 19). **Only validation rules that are currently broken appear in the validation window.**

Fig 19

Reference	Rule	Level	Justification	M
REGWEB_ROADPIR_A!B60	Field is mandatory	Basic		
REGWEB_ROADPIR_A!B60	The value should be ['-''-''-''-''-''-''-''-''-'] when the flag is ':' NOT '-''-''-'I'-''-'B'-''-' or '-' NOT	Basic		...
REGWEB_ROADPIR_A!B60	The value provided for this NUTS code is not equal to the sum of its 'sub-level' values! (Tolerance: [10]%).	Basic		...
REGWEB_ROADPIR_A!B60	The value should be provided when the flag is 'b', 'e', 'p', 'r' or 'u'	Basic		...
REGWEB_ROADPIR_A!B61	Field is mandatory	Basic		
REGWEB_ROADPIR_A!B61	The value should be ['-''-''-''-''-''-''-''-'] when the flag is ':' NOT	Basic		...

Each validation rule begins with a reference. This is the reference of both the table and the cell the validation rule applies to. In the above example, four (currently broken) validation rules have the reference REGWEB_ROADPIR_A!B60, meaning that they apply to cell B60 of Table PERSON_INJURED.

After the validation rule reference, the validation rule itself is given. Validation rules come in three different types. There are mandatory rules ("Field is mandatory"), specifying that a given cell must be filled by the data sender (the first validation rule in the example above is a mandatory rule). There are range checks, specifying that the value entered in the referenced cell must be within a predefined range. Finally, there are expressions: an example of an expression rule is that one cell must be equal to the sum of two other cells.

After the actual validation rule the level of the rule is given. Two levels are possible; basic rules and critical rules. Basic rules are rules which may be broken by the data sender. However, the **data sender is required to provide some justification in these cases**, before being allowed to officially transmit data. **Critical rules must always be obeyed** before official transmission is allowed. Basic rules are highlighted in blue, critical rules in red.
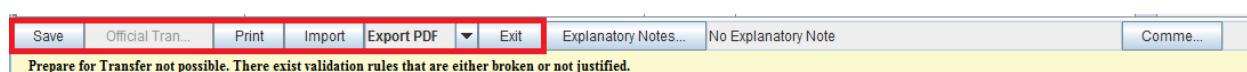
Finally there is a justification field. Here, for each basic rule broken, the data sender must give a brief account of why the rule should not apply in this case. These justifications will be read by the responsible Eurostat domain manager, who may decide to approve the data or reject it on the basis of the justifications given. A data sender can write in this field by first clicking on it. Justifications do not apply to critical rules.

The validation window also has a vertical and a horizontal scrollbar, which can be used to navigate across or down through the rules.

5.3.7 Task buttons

There are seven different task buttons (see Fig 20).

Fig 20

Save	Official Tran...	Print	Import	Export PDF	▼	Exit	Explanatory Notes...	No Explanatory Note		Comme...

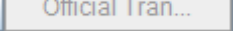Prepare for Transfer not possible. There exist validation rules that are either broken or not justified.

These have the following functions:

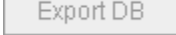The Save button allows a data sender to save a Web Form in draft status at any time. This

generates the message "Form saved in Web Form server local repository" and stores the Web Form on the eDAMIS server at Eurostat.

Official Transfer The [Official Tran...] button allows sending the questionnaire to Eurostat. This is the final step in the transfer of data to Eurostat. This button has replaced the previous "Prepare for Transfer" button. It is no longer necessary to exit the web form in order to perform the transfer. (see explanations in section "5.7 Making an official transfer"). Note the "Official Transfer" button is greyed-out in the screenshot above. This is because the transfer option is disabled until all validation rules are either met or justified (which is not the case yet above). Once this is the case the "Official Transfer" button will be enabled (and will lose its greyed-out appearance) and the data sender will then be free to go on with the transmission process.

Print The [Print] button allows printing the Web Form instance as it is displayed.

Import The [Import] button allows for the bulk importation of data into the Web Form, either in .CSV or .XML format.

Export The [Export PDF ▼] button allows for the bulk exportation of data from the Web Form, either in .PDF, .RTF, .XML, .CSV, TEXT, HTML formats. The Web Form validation rules can also be exported in .CSV format.

Export DB The [Export DB] button was originally intended to allow the data sender to export the Web Form data to a predefined production database. In the current version of eDAMIS Web Forms this option is disabled.

Exit The [Exit] button allows the data sender to exit the application at any time. Once clicked, a dialogue box will appear asking the data sender to confirm the exit.

5.3.8   Comment box

The comment box allows the data sender to write a comment on the data. This comment remains with the Web Form instance and the text can be read by anyone accessing to the Web Form. This can be useful for notifying Eurostat of any unusual features of the data contained in this survey instance.

To write a comment, click [Comment]. This expands the comment box and allows the data sender to enter text. Simply click in the comment box to start writing. Horizontal and vertical scrollbars will appear if the comment extends beyond the right hand side or the bottom of the comment box. When finished writing the comment, simply click [OK] and the comment box will collapse back to its former size in the Web Form.

5.4   ENTERING DATA IN WEB FORMS

5.4.1   Keying data

Data is entered manually in Web Forms in the same way as it is entered in an Excel spreadsheet. First, click on the cell in which you wish to enter data. Take cell B62 for example in the "PERSON_KILLED" Web Form (see Fig 21). The cell currently selected is highlighted in a different background colour in relation to the other cells.

Fig 21

Persons killed
Dataset: REGWEB_ROADPKA_A   Country: DE   Reference period: 2011

	A	B	C
0		2011-Annual	
60	DEUTSCHLAND		
61	BADEN-WÜRTTEMBERG		
62	Stuttgart		
63	Karlsruhe		
64	Freiburg		
65	Tübingen		
66	BAYERN		
67	Oberbayern		
68	Niederbayern		
69	Oberpfalz		
70	Oberfranken		
71	Mittelfranken		

SPECIAL VALUES KEY
Not available

PERSON_KILLED

B62   D   ◇   ↑↓

Once a cell is selected, key in the desired value and press return (see Fig 22). **Please note that the decimal separator is always a point ".". Comma decimal separators "," are not accepted.** Pressing [Enter] completes the data entry for this cell and automatically selects the next cell below (B63 in this case) for entering the next value.

Fig 22

Persons killed

Dataset: REGWEB_ROADPKA_A	Country: DE		Reference period: 2011	
	A		B	C
0			2011-Annual	
60	DEUTSCHLAND			
61	BADEN-WÜRTTEMBERG			
62	Stuttgart		5	
63	Karlsruhe			
64	Freiburg			
65	Tübingen			
66	BAYERN			
67	Oberbayern			
68	Niederbayern			
69	Oberpfalz			
70	Oberfranken			
71	Mittelfranken			

✎ **Decimal places**

Note The number of decimal places for the data is fixed for each Web Form. In the example above the data have no decimal. As in a formatted Excel worksheet, if less than two digits are given after the decimal separator, zeros are automatically inserted to make up the two decimal places where applicable. If more than two digits are given after the decimal separator, the entry is rounded automatically to two decimal places.

5.4.2   Validation rules

As soon as a value is entered for a particular cell it has immediate consequences for the validation rules applicable to that cell ("validation on the fly"). There are two types of error status when a validation rule is not fulfilled, "critical" or "basic". Whenever the error status of the broken rule is "critical", the official transfer cannot be carried out. Conversely, when the error status of the broken rule is "basic", the data sender must provide a justification before carrying out the official transfer.

Once all validation rules are satisfied the validation window will disappear and the Transfer button will be enabled.

If at least one basic rule remains broken the validation window will not disappear, however the Transfer button will be enabled once an entry for each broken basic rule is made in the corresponding justification cell.

Note   Currently there are only Basic validation rules within REGWEB.

5.4.3   Deleting data

Data can be deleted from cells in two different ways. Either a cell with an entered value can be double-clicked. This will move the cursor to the last digit keyed and then the backspace key may be used to delete each figure in turn. An alternative and often easier method is to select a cell by clicking on it once, then to delete the contents by pressing the delete key. It is possible to select a group of contiguous cells by holding down the [CTRL] key, clicking on the first cell and dragging through the remaining cells, and then do a group delete.

5.4.4   Copy and paste

It is possible to copy and paste data within a Web Form using [CTRL]-[C] and [CTRL]-[V]. Simply select the cell, or group of cells you wish to copy, hold down simultaneously the [CTRL] and [C] keys to copy, then select the cell or group of cells you wish to paste to, and hold down simultaneously the [CTRL] and [V] keys to paste. It is also possible to copy and paste from an external file (Excel, for example) using [CTRL]-[C] and [CTRL]-[V].

Another way of copying and pasting data is using the contextual menu by right-clicking the selected cell or group of cells and choosing the "Copy" function (see Fig 23). Then move to the cell where data must be copied, right-click to open the contextual menu and use the "Paste" function (see Fig 23).

Once the cell or group of cells have been copied they will appear in the form

Fig 23

5.4.5   Special values and flags

The only entries acceptable in the data entry cells are numeric values (including the "." decimal separator) and those character values predefined as Special values. If a data sender enters any forbidden character (e.g. a "%" symbol) then an error message appears (see Fig 24a).

Fig 24a

Flags can only be entered in the flag column. To enter a flag click on the appropriate flag cell. This immediately opens a drop-down list showing the various flags predefined for this Web Forms (see Fig

24b). The meaning of these flags can be found in the flag key in the footer area. To select a particular flag simply click on it. Only one flag can be assigned to each flag cell. To remove a flag click on the flag cell again and click on the empty flag value (the last on the drop-down list).

Fig 24b

5.4.6 Special values and validation rules

Special values can be problematic for some validation rules. For example in the validation rule for B61:

> The value provided for this NUTS code is not equal to the sum of its 'sub-level' values! (Tolerance: [10]%).

If the special value "-" is entered in cell B61, then the validation rule is broken, as "-" is not a numeric value and cannot be computed in the expression. For this reason the validation expressions are basic rules, i.e. they can be broken (with a justification).

5.4.7 Missing data

Data which is missing or not available for some reason should be marked by ":" in the appropriate Web Form flag cells. Leaving such cells blank is not an option.

5.4.8 Zero by default

In accordance with the conventions used in the New Cronos dissemination database, Eurostat requests data senders to use the hyphen symbol "-" to represent data which is zero by default. Zero by default applies to characteristics on the Web Form that are non-existent in a given reporting country.

5.4.9 Special cases for the "-" value

When a cell is marked as "mandatory", there will be a validation rule that requires a value to be inserted. If the data is missing or not applicable (zero by default), then the Special value "-" must be

used in the value field in order to prevent the validation error titled "Field is mandatory" to appear. This will lead to two cases:

1. If the data is not available: the value should be "-" and the flag should be ":".
2. If the data is not applicable: the value should be "-" and the flag should be "-".

Using the Special value "-" is not required for non-mandatory fields. If a field is mandatory then the empty cell it will be highlighted in a BLUE colour (basic validation error) and the error message will refer to this cell.

Validation errors of a different type will persist after using these combinations. However, this is an issue that will be addressed in the upcoming update of the web form templates. Refer to Fig 25 for an example:

Fig 25
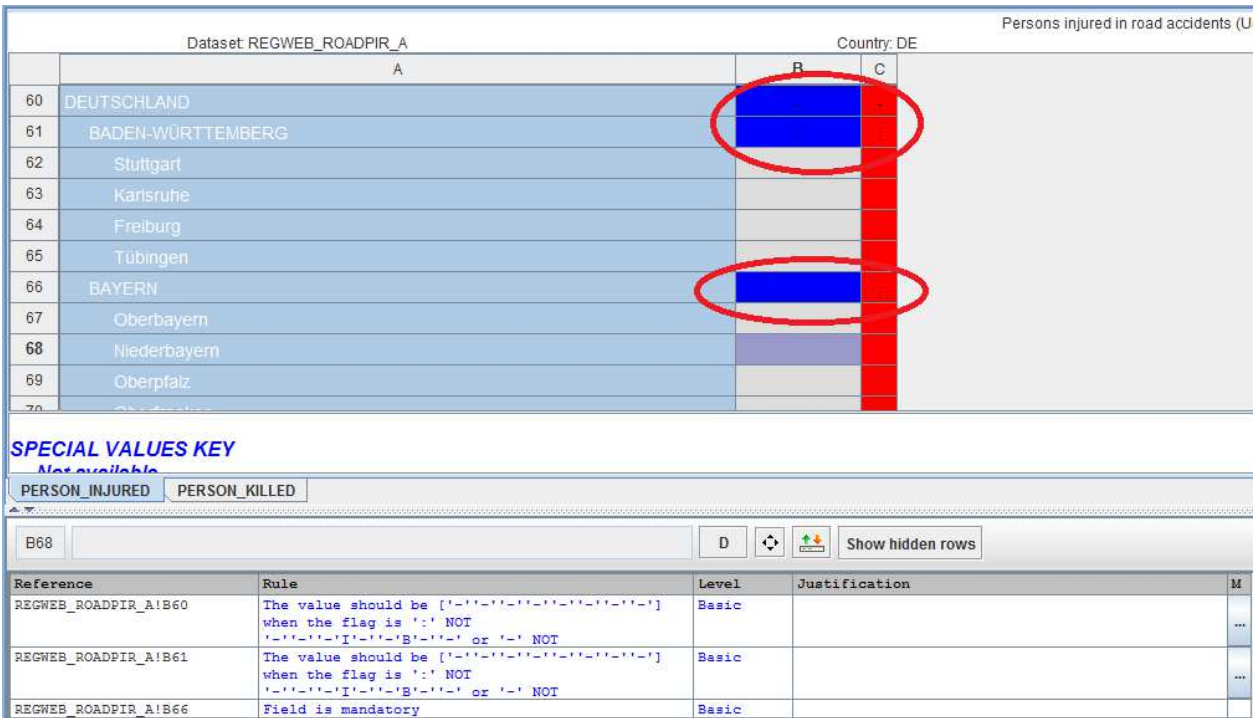
5.5   EXPORTING DATA

Exporting data is not a requirement of the transmission process. Nevertheless, it can be a useful functionality of Web Forms that a data sender may occasionally wish to use (e.g. to prepare a file for the bulk import of data). The export function makes it possible to export data in a Web Form table in six different formats: .PDF, .RTF, .XML, .CSV, TEXT or .HTML. In addition, the Web Form validation rules may be exported (in .CSV format). To export data, simply select the file format you wish to create (for example .CSV) from the [Export] button drop-down list (see Fig 26).

Fig 26

A dialogue box appears asking you to choose the destination file (see Fig 27). Select the directory and folder you wish to export to and enter a file name. Then click [Save].

Fig 27
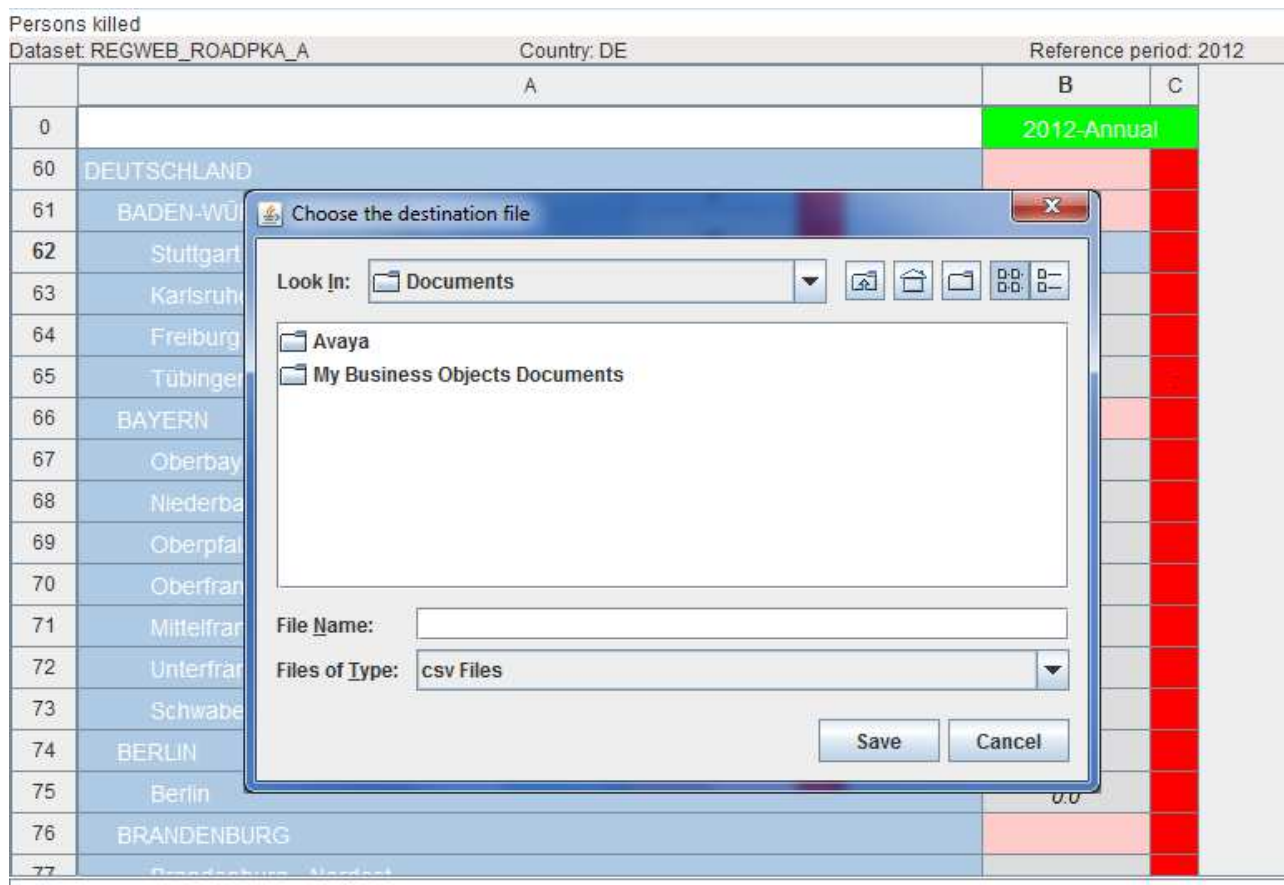
5.6   IMPORTING DATA

Data may be imported into a Web Form in either .CSV or .XML format. Importing data is essentially the mirror image of exporting data. For this reason it is advisable to first export the required data structure, in either .CSV or .XML format, to see and be able to replicate exactly the same structure for data import. This is precisely the structure required to import data in .CSV format back into this Web Form.

Let us say for example that a data sender wishes to flag all the data for 2009 as provisional. To do so, the data sender may enter "p" in each of the semi- colon separated fields corresponding to these flag cells and import these updated data back into the Web Form.

This updated file may then be imported back into the Web Form using the [Import] button. A dialogue box will appear asking the data sender to choose the file to import.

After selecting the updated file in this case, and clicking open, the data is automatically imported into the Web Form.

5.7   MAKING AN OFFICIAL TRANSFER

When all data have been entered into a Web Form and the data satisfies all the validation rules (or at least is justified in the case of basic rules) it is possible to make an official transfer.

In such cases, the [Official Transfer] button will be automatically enabled. To start the official transfer simply click the [Official Transfer] button.

Once the [Official Transfer] button is clicked, the following box appears asking the data sender to confirm the status change of the form (see Fig 28a). Click [Yes].

Fig 28a
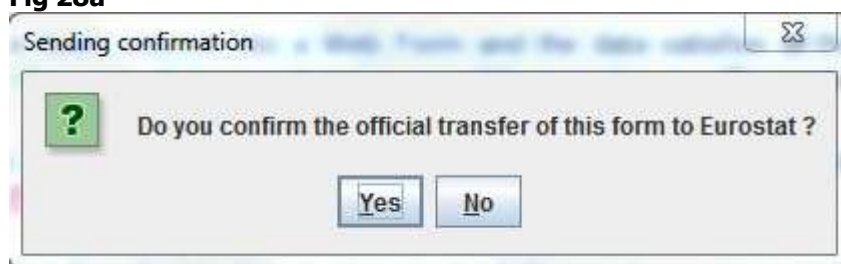
Note that the Web Form is automatically unlocked once the official transfer is made and the status of the Web Form also changes to "Transferred" (see Fig 28b).

Fig 28b

Modified on	Status
11/05/2012	Transferred
11/05/2012	Transferred

Once a Web Form is officially transferred the corresponding domain manager at Eurostat automatically receives an email giving notification of the arrival of the Web Form. At that stage the domain manager will inspect it and, if all appears in order, will download its contents into Eurostat's production database using the TRIS (TRansport Information System) application. In this case no further action needs to be taken by the data sender and the data is deemed to be officially accepted.

✎   **Data preparers**

Note Data preparers cannot make an official transfer. This functionality is not enabled for a person with a data preparer profile. Apart from this distinction, data preparers have the same rights than data senders.

5.8   OPENING EXISTING WEBFORMS

There are circumstances when a data sender may wish to access an already existing Web Form instance. For example the data sender may have only partially completed a saved Web Form instance, which was instantiated earlier; or may wish to view the data in a Web Form instance transferred earlier to Eurostat.

To open an existing Web Form instance, whether it is an estimated, draft, transferred or rejected

instance, the data sender must return to the Web Form Entry table and navigate it if necessary to find the instance in question. The Web Form can then be opened by simply double-clicking anywhere on its table row. This automatically starts the Java applet. Thereafter the Web Form opens in Read-only mode. In Read-only mode, data may be viewed and exported. However, it can be neither edited nor officially transferred.

An estimated or draft Web Form instance (but not a transferred instance) can also be opened in Edit mode. In Edit mode the data sender has the same possibilities for entering and transferring data as when instantiating a Web Form. However, to edit a Web Form the data sender must first "Lock" the estimated or draft Web Form instance, bearing in mind that a Web Form instance cannot be locked if it is at the same time locked by another user.

5.8.1   Locking of Web Forms

The Lock mechanism in Web Forms ensures that only one person can edit a Web Form instance at any given time. It prevents problems with version control.

To lock a Web Form instance, first click in the small tick box at the start of the Web Form row to select it. A green tick arrow will appear in the tick box (see example in Fig 29 below).

Fig 29

Next click the [Lock] button. A small red padlock symbol will now appear in the Lock cell on the Web Form Entry table (see Fig 30). The Web Form instance is now locked and ready for editing by the data sender who locked it. Simply double-click anywhere on the Web Form instance row to open it.

Fig 30

A Web Form instance remains locked until the person who locked it unlocks it. At that point another user can lock the Web Form and make further changes to it. To "Unlock" a locked Web Form instance, click its tick box, followed by the [Unlock] button.

When a data sender instantiates a Web Form instance, it is automatically locked. And when a data sender officially transfers a Web Form instance, it is automatically unlocked.

If two or more data senders share the responsibility for a particular dataset it is important that they make sure to unlock Web Form instances after use (to unlock simply select the tick box and click on the [Unlock] button). Otherwise one data sender may inadvertently prevent the other from doing any further work on a particular Web Form instance.

5.9   MAKING REVISIONS TO DATA

It is sometimes necessary to send revisions or updates for data that have already been transferred to Eurostat. This simply entails instantiating a new survey instance for the revised data for the reference period concerned. This creates a completely new version of the Web Form for the reference period.

The process of instantiation has been previously presented. The only difference instantiating for an already existing reference period is that the data sender will be asked to confirm the creation of another instance for the selected period (see Fig 31). Click [OK] to continue and the new Web Form instance opens as normal.

Fig 31

When a Web Form is first instantiated for a given reference period it is automatically given the version designation V1. When subsequent instantiations are made for the same period they are given the version designation V2, V3, V4, etc. There is technically no limit to the number of versions that may be created.

All Web Form instances can be seen in the Web Form Entry table with the designations V1, V2...

When a draft for a new period is created the Web Form is empty when opening it, while for a revision of a received Web Form, a new draft will be automatically created by eDAMIS for the revised period with data previously pre-filled in the Web Form instance.

Fig 32

The process of re-instantiating reference periods with its automatic version control leaves a complete and transparent record of revisions within the eDAMIS system. For this reason, it very much in the interest of both data provider organisations and Eurostat to apply this method for all data revisions.

5.10 Glossary

Concept	Definition
CIRCABC	CIRCABC is an extranet tool developed by the European Commission and tuned towards Public Administrations' needs. It enables a given community geographically spread across Europe to form an online "Interest Group", thereby providing a private space on the Internet where members can share information and documents, participate in discussion forums and make use of various other functionalities. https://circabc.europa.eu/w/browse/1f5a5ca0-b797-4d3f-b4bb-8adc9bf48177
CSV	Comma-Separated Values file format.
Data file	Physical data file transmitted which should normally correspond to an instance of a dataset (a physical instance of a dataset occurrence).
Dataset	Dataset structure with a specific periodicity and to which is usually linked a deadline for transmission. The data content of a dataset is homogeneous.
Dataset naming convention	Convention used by all production units at Eurostat for uniformly naming a dataset. It composed of the domain name, the statistical table name and the periodicity, all separated by an underscore. The dataset naming convention is recognised by all third-party applications at Eurostat.
Dataset occurrence	Occurrence of a dataset for one country and one period or time series or sequence. For Web Forms it is called a "Web Form instance".
Dataset structure	Concept of one single data structure associated to one or several statistical tables (closely linked into the same statistical domain).
Domain	Consistent group of datasets that are closely linked together (belong to the same statistical area and based on the same legal act(s) or voluntary agreements).
eDAMIS	electronic Data files Administration and Management Information System.
eWA	eDAMIS Web Application.
eWP	eDAMIS Web Portal.
SDMX-ML	XML format for the exchange of SDMX-structured data and metadata. The SDMX format (Statistical Data and Metadata Exchange) is the result of cooperation between the BIS, the ECB, Eurostat, the IMF, the OECD and the UN to explore common e-standards and ongoing standardisation activities that could afford more efficiency in the field of statistical information.
Table	Statistical table as defined in a legal act or a voluntary agreement (with records made of fields).
Theme	Theme of the Statistical Programme.

6 REGWEB data collection rules proposed by Eurostat

REGWEB data provided in the questionnaires for past years are considered as final. The access to these questionnaires should be possible only after Eurostat unblocks the access[12]. Eurostat may thus control the changes in the figures and be aware of any data revisions.

Access to the questionnaires for the most recent years is easy – no restrictions in access for NSA[13].

Because of the publication plan, countries are asked for regional data provisions (to fill in the most recent regional data in the REGWEB) <u>only twice a year (in April and October)</u>, well before the extractions for Eurostat publications will be made.

A reminder is sent to the countries two weeks before the end of each data collection period. After the deadlines, regional data are extracted and used to prepare Eurostat publications (as available in the REGWEB database).

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[12] *An e-mail form a country NSA to the Eurostat's regional data manager or project manager will be required in order to revise any figures in the regional questionnaires for past years.*
[13] *A country will be able to provide and update regional data in all questionnaires at any time throughout a year.*

Part C: Data dissemination by Eurostat

7 Dissemination of regional transport data

7.1 Regional data from REGWEB

Regional transport data is disseminated on regular basis, such as the data for other modes of transport. The data is disseminated mostly at NUTS 2 level. NUTS 1 and NUTS 0 levels are used where more detailed data is not available (or a country has no NUTS 2 level division). There are three major ways of regional transport data dissemination:

a) online tables in Eurostat's website (Eurobase)
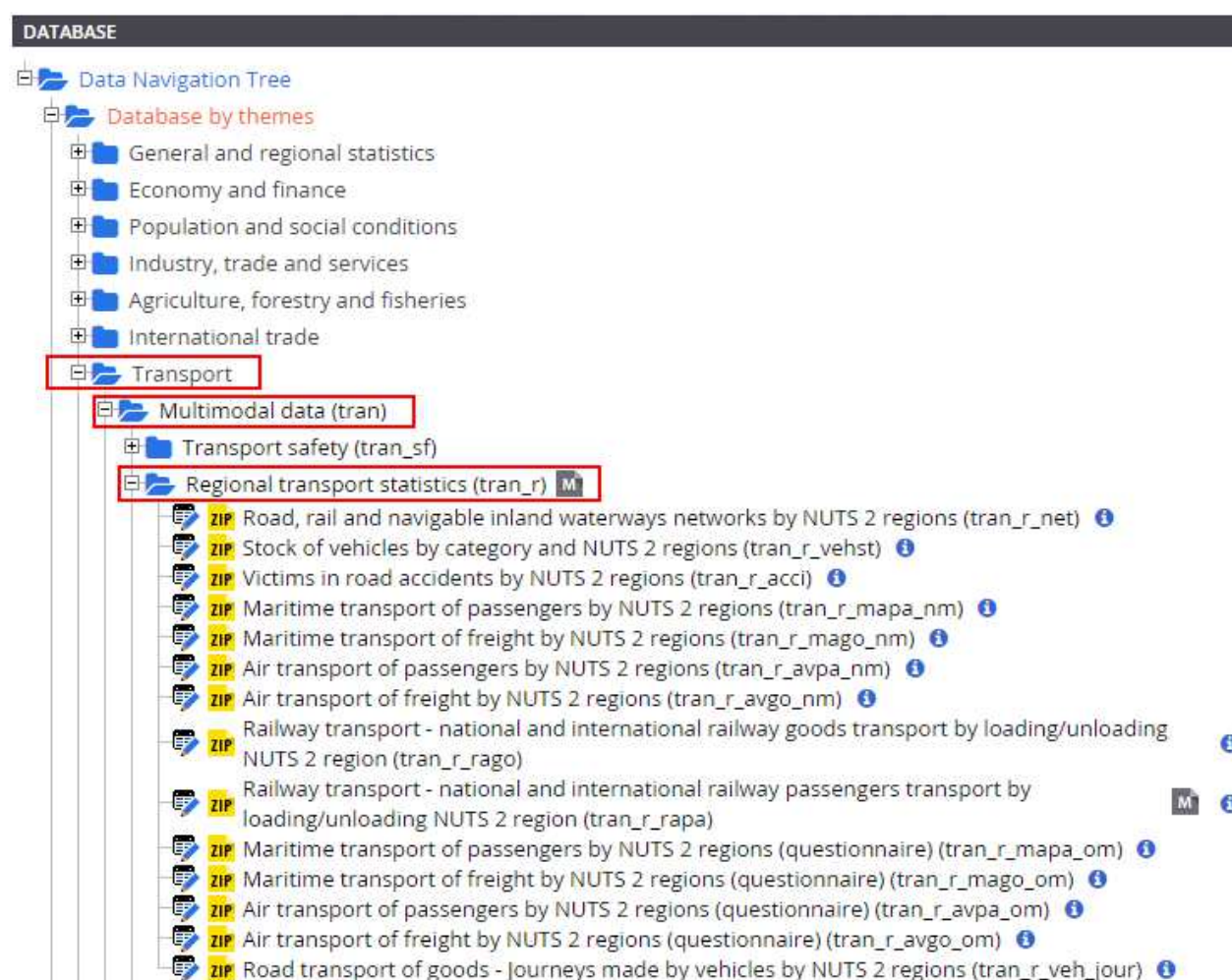
b) regular statistical publications
- **-** Transport chapter in the Regional Yearbook (this publication is published every year).
- - Statistics Explained articles

c) other Eurostat's publications (such as Eurostat Yearbook)

7.2   Air and maritime regional data

European aggregates are compiled by Eurostat for EU28, EU27, EU25 and EU15 as soon as all data become available - provided that dissemination is not limited by confidentiality. Regional air and maritime data are derived from existing air and maritime data collections based on legal acts

In order to estimate regional air transport of passengers/goods in the tables from the Regional transport statistics section, the issue of "double counting" (transport of the same passenger is declared by both the departing airport - as departures - and the destination airport - as arrivals) has to be addressed.

Ideally, to calculate these aggregates for air transport, one should only take departures declarations into account. In practice, total transport includes all the departures figures reported plus "a part of" arrivals declarations, "a part of" including those national arrivals declarations for which the corresponding departures declarations of the partner airport are missing.

In the past, the exclusion of the double counting for regional air transport statistics was performed at the same level of aggregation than for the "Air transport" domain. An analysis has allowed to conclude that a different level of exclusion of the double counting would be more convenient for regional statistics due to methodological reasons: the double counting is thus excluded at airport-to-airport route level by taking only into consideration the period. This means that the figures are aggregated on these dimensions before excluding double counting. As a different level of aggregation is used in the "Air transport" domain of the Reference Database, some aggregated figures common to both domains ("Air transport" and "Regional transport") may thus be slightly different due to methodological divergences in the data compilation.