

# ANNEX 3.

To streamline the data call and upload, the JRC data upload portlet and file transmission have been modified as outlined below.

The main change is on the file naming convention and on the use of a standard of one table: we aim for one file, to streamline the submission procedure and to avoid uploading of numerous files with subsets of years and areas.

## ***FILE NAMING CONVENTION:***

The naming convention for files to be fed to the Mediterranean and Black sea upload facility is of the form

**COUNTRYCODE\_TABLE.EXTENSION**

where

### **EXTENSION:**

must be “CSV” either all uppercase or lowercase

### **COUNTRYCODE:**

must be, in line with Annex 1 Appendix 1.1:

- BGR
- CYP
- GRC
- FRA
- ITA
- MLT
- PRT
- ROU
- SVN
- ESP
- CRO

### **TABLE:**

must be one of tables listed in Annex 1 Appendix 2, 3 and 4:

- ABUNDANCE
- ABUND\_BIOM
- BIOMASS
- CATCH
- LANDINGS
- DISCARDS
- MEDITS\_TA
- MEDITS\_TB
- MEDITS\_TC
- MA
- GP
- ML
- SRL
- SRA
- ALK

Examples

Valid file names:

ITA\_MEDITS\_TC.csv

GRC\_DISCARDS.CSV

Invalid file names:

ITA\_MEDITS\_TC\_GSA16\_2015.csv

FRA\_MEDITS\_TB\_GSA11.csv

## **FILE FORMAT**

The file format chosen is Comma Separated Value (CSV) and follows the definition as specified in **IETF RFC 4180** publicly available at <https://tools.ietf.org/html/rfc4180>.

This choice was made in order to minimize the amount of extra data uploaded by the national correspondents by removing as much as possible the unnecessary data overhead provided by complex standards, such as Excel Binary Format (XLS) or Open XML Spreadsheet ML File Format (XLSX), thus to speed up the upload process.

In order to facilitate the migration from the previous file format (XLS/XLSX), with particular reference to section 2 of RFC 4180, the following convention applies:

1. Headers are mandatory and are the same as in previous version of the upload facility
2. The decimal separator is “.” (dot)

This is easily managed by the national correspondents by using the excel “Save as” function in case the data are stored in Excel or with export functions to .csv from databases.

**Please avoid to use commas “,” within free text comments and fields and check if creating the .csv file “empty” line or columns are added, as these issues can disrupt the uploading system.**

## **UPLOAD MODE.**

Upon upload of a file, format checks are applied on each file.

If the above validation is successful, the application stores data in the final database. If, for any reason, MSs have to reupload data for years which are different to what the Commission is asking for (please have a look in the Official Letter for the modality of this request), previous data will be overwritten according to the combinations Country- Year-Area. This is valid for tables reporting survey data and commercial data while biological data are instead overwritten according only to Country. This means that the National Correspondents will have to upload the full biological data series each time they try to add/remove/edit any value.

The validation of a file is delivered in near-real time.

## **USER INTERFACE**

The user interface has been re-written from scratch. As mentioned in the login page, please use Firefox or Chrome to upload the data.

### **Upload facility**

Welcome to the Upload Facility for the EU Med BS data call.  
Please insert the username and password

Username

Password

The application was tested on the latest versions of Chrome and Firefox.

For any question related to the upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu)

Med Ver. 1.70

All users have 5 chances to log in at one go. If a wrong username or password is introduced more than 5 times, the system will be blocked for 10 minutes, after which it will be possible to retry to login.

**Upload facility**

Welcome to the Upload Facility for the EU Med BS data call.  
Please insert the username and password

Username

Password

• **Login error: Too many wrong attempts, wait for 10 minutes**

The application was tested on the latest versions of Chrome and Firefox.

For any question related to the upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu)

Med Ver. 1.80

After having logged in through the login page, the end-user will be re-directed to the upload facility, which has four tabs:



- **Upload:** this tab contains the upload facility. The end user can upload one file at a time and will be directly redirected to the “Upload history” tab. To upload another file please go back to the “Upload” tab.

Upload      Upload History      Database Status      Logout

**Upload page**

Member State: FRA

Please choose a CSV file (.csv or .CSV)  No file selected.

For any question related to the upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu)

- **Upload history:** this tab contains a log of all the upload attempts made for the country that the national correspondent is representing; the end user has the possibility to:
  - Download the file that was submitted.
  - In case the status of the submission is “Fails rows check” or “Fails columns check”, the end user can download the error log under “Details”.

- Monitor the progress of the submissions: the “Upload status” column contains “Data stored in database” or “Fails rows check” or “Fails columns check” if the submission validation process is completed, “In progress” if the validation process is on going.
- Verify that the number of rows of the uploaded file corresponds to the original file submitted by the end user.
- This page refreshes automatically, in case the “Upload status” should get stuck on the yellow message “In progress” the user can manually refresh the page using the “Refresh list” button on the bottom left.

|        |                |                 |        |
|--------|----------------|-----------------|--------|
| Upload | Upload History | Database Status | Logout |
|--------|----------------|-----------------|--------|

## Upload history

| Upload date         | Country | File name                          | N° Rows |  | Upload status           | Details |
|---------------------|---------|------------------------------------|---------|--|-------------------------|---------|
| 27/02/2020 09:08:49 | FRA     | FRA_GP-20200227090849189.csv       | 505     |  | Data stored in database |         |
| 11/02/2020 13:38:33 | FRA     | FRA_DISCARDS-2020021113383375.csv  | 16953   |  | Data stored in database |         |
| 11/02/2020 10:22:38 | FRA     | FRA_LANDINGS-20200211102238745.csv |         |  | Fail rows check         |         |
| 11/02/2020 09:47:51 | FRA     | FRA_LANDINGS-20200211094751845.csv | 16953   |  | Data stored in database |         |
| 11/02/2020 09:46:33 | FRA     | FRA_LANDINGS-20200211094633291.csv | 16953   |  | In progress             |         |
| 11/02/2020 09:45:06 | FRA     | FRA_LANDINGS-20200211094506354.csv |         |  | Fail rows check         |         |

Refresh list

- **Database status:** this tab contains a link that will allow the end user to download the database of the MS he/she is responsible for, updated at 6:00 AM to the previous day upload.

|        |                |                 |        |
|--------|----------------|-----------------|--------|
| Upload | Upload History | Database Status | Logout |
|--------|----------------|-----------------|--------|

Click on the following link to download the database status of the member state you are responsible for  
[Download for FRA](#)

The Data base status will be refreshed every day at 6.00 AM

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The application was tested on the latest versions of Chrome and Firefox.

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Med Ver. 1.80

**Data Validation Tool:** Member States are encouraged to use the Data Validation Tool in order to avoid errors during the actual data upload, to support the data submission and enhance data

quality. The data validation tool is available at the following link:  
<https://datacollection.jrc.ec.europa.eu/dc/medbs>.

As for the upload tool, the same applies to the Dvtool: all users have 5 chances to log in at one go. If a wrong username or password is introduced more than 5 times, the system will be blocked for 10 minutes, after which it will be possible to retry to login.

The credentials to be used are the same as for the Upload tool.

The performance of both the Upload and the DVTool, when uploading data, is strictly related to the connection speed that MS are using. **Once the user clicks to submit the data file, please wait until the system redirects you to the “Upload history” tab before starting another operation. The redirection could take from several seconds up to a couple of minutes.**