Ref. Ares(2026)4543769 - 04/05/2026

ANNEX 2.

MEDITERRANEAN AND BLACK SEA DATA CALL

DATA CALL TRANSMISSION INSTRUCTIONS

QUICK GUIDE TO THE DATA VALIDATION TOOL AND TO THE DATA UPLOAD TOOL
(last update: 01 March 2026)

Account Name and Password

The access to the data validation and upload tools is protected. In order to obtain access rights please contact your National Correspondent.

For any other issue you need to submit a request by sending an e-mail to the following address: JRC-DATASUBMISSION@ec.europa.eu.

File format

The files accepted by the tools must conform to the templates given and must abide to the following naming convention:

COUNTRYCODE_TABLE.EXTENSION

EXTENSION:
must be "CSV" either all uppercase or lowercase
COUNTRYCODE:
must be the CODE specified in Annex 1 Appendix 1.1
TABLE:
must be one of tables listed in Annex 1 Appendix 2, 3 and 4

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

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.
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 tool
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.

File validation

The online DV tool can be used to check data files before uploading. We recommend the use of this facility to help detect errors and avoid problems during the data upload phase.

Once you are logged in, the menu at the top of the page will allow you to navigate the tool environment. To validate your data, select the *Validation* link from the menu.

In the validation page (see Figure 1) you can select the file to be checked (only one at a time).

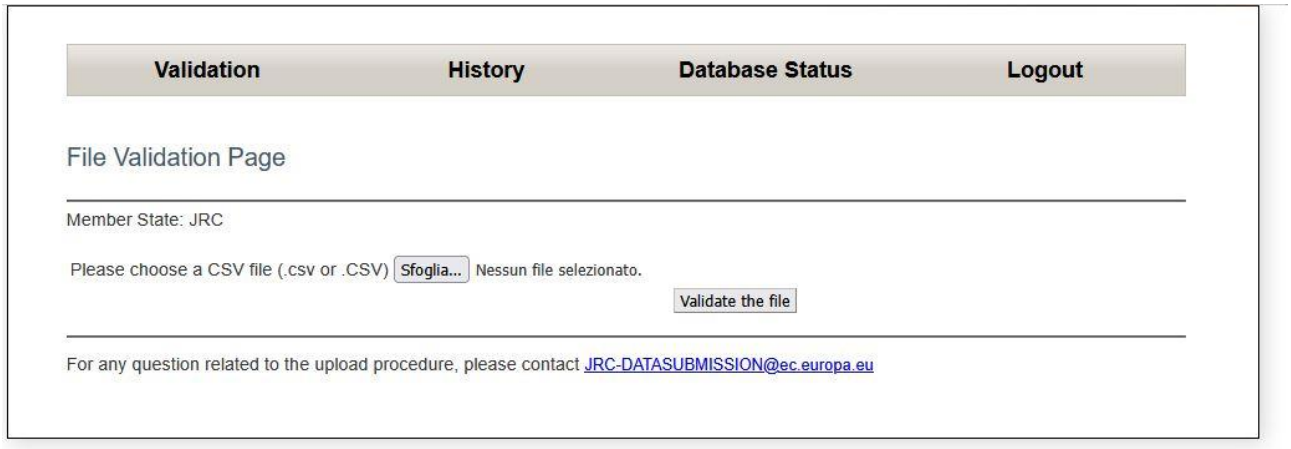


Figure 1: Data validation page

To start the file transfer process, please press the *Validate the file* button. You will be redirected to the *History* page where you will see a confirmation message for a few seconds and the row with your file details (see Figure 2). To validate another file please click on the *Validation* link on the menu.

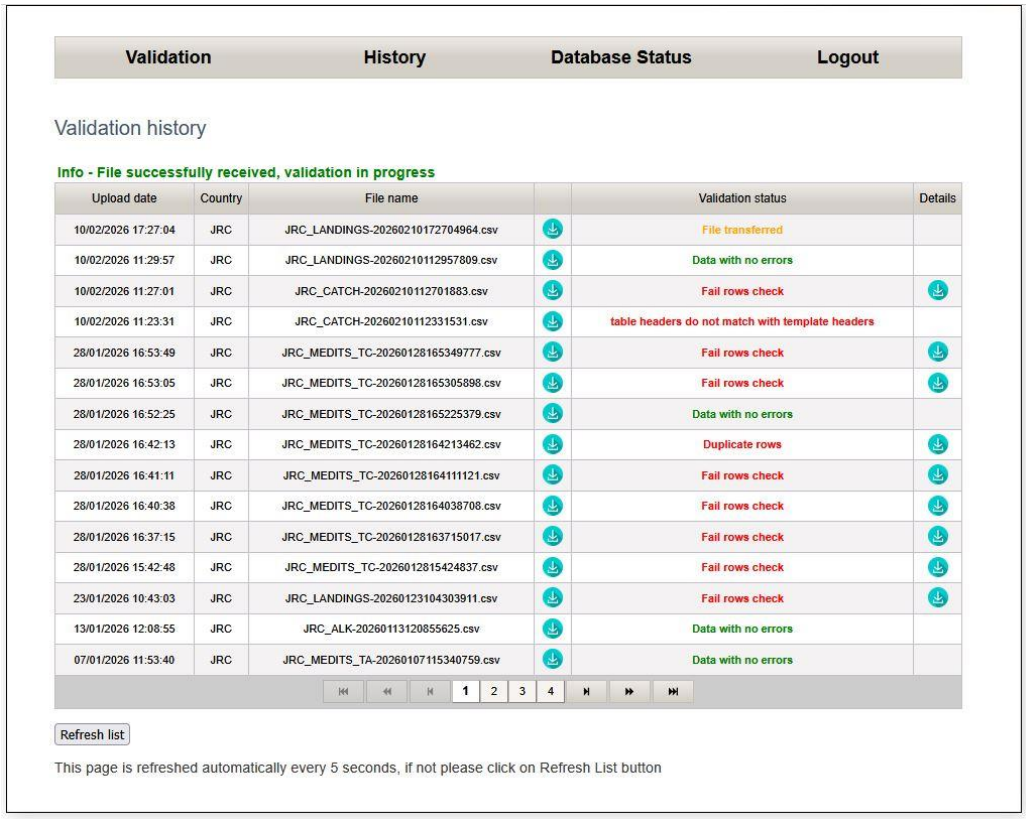


Figure 2: Validation history page

After the transfer of the file ends, the tool starts the data validation step. Please, check the result of the data validation process in the *Validation status* column of the *History* page: if the validation of the file was successful, you will see the message 'Data with no errors'. Otherwise, an error message is displayed in the *Validation status* column and a button in the *Details* column will allow you to download the detailed list of the issues with the information about the columns of the csv file presenting the issues.

File upload

Once you are logged in the menu at the top of the page will allow you to navigate the tool environment. In the upload page (see Figure 3) you can select the file to be uploaded (only one at a time).



Figure 3: Data upload page

To start the file transfer process, please press the *Send the file* button. You will be redirected to the *History* page where you will see a confirmation message for a few seconds and the row with your file details (see Figure 4). To upload another file please click on the *Upload* link on the menu.

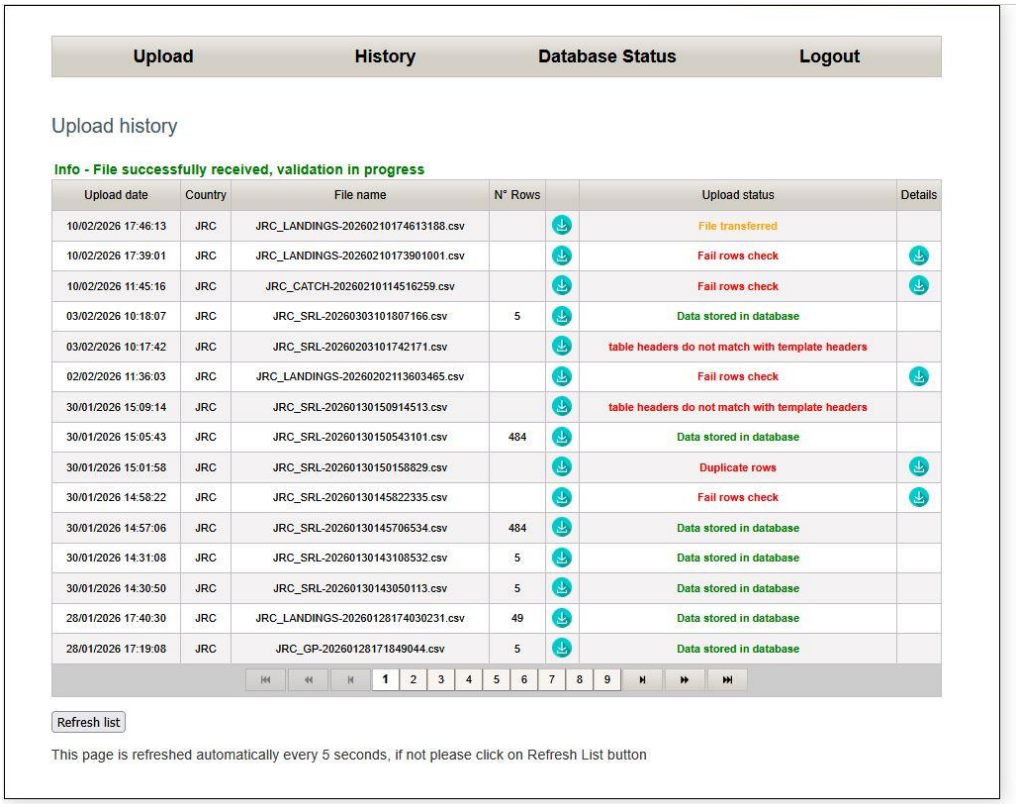


Figure 4: Upload history page

After the transfer of the file ends, the upload tool starts the data validation step and, if there are no errors, the data are stored in the database.

Please, check the result of the data upload process in the *Upload status* column of the *History* page: if the data validation and storing process was successful, you will see the message 'Data stored in the database'. Otherwise, an error message is displayed in the *Upload status* column and a button in the *Details* column will allow you to download the detailed list of the issues with the information about the columns of the csv file presenting the issues.

If the file does not successfully pass the validation step, the data contained in the file are not stored in the DCF database; please correct the issues and submit the file again.

It is possible to overwrite data that you already uploaded (for example if you want to change some of the data previously sent) or 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). In both cases previous data will be overwritten according to the following rules:

- Survey and commercial data: data will be overwritten according to the combinations Country- Year-Area
- Biological data: data will be overwritten according only to Country. This means that the National Correspondents will have to upload the full data series each time they try to add/remove/edit any value in biological files

Validated/Uploaded files history

In both the Validation and Upload tools the *History* page (see Figure 2 and Figure 4) contains a log of all the validation/upload attempts made for the country that the national correspondent is representing.

In this page you can:

- Download the file that was submitted by clicking the first light blue button.
- In case the status of the submission is “Fail rows check” or “Duplicate rows”, the end user can download the error log under the *Details* column.
- Monitor the progress of the submissions: the *Validation/Upload status* column contains a green or red message if the validation/upload process is completed, “In progress” if the process is on going. If you see “File transferred” in orange remaining there for more than a few seconds a problem has occurred and you should contact the JRC for technical support at JRC-DATASUBMISSION@ec.europa.eu.
- In the upload tool only, verify that the number of rows of the uploaded file corresponds to the original file submitted.
- The *History* 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.

Database status

This page (see Figure 5) contains a link that will allow you to download the database of the MS you are responsible for. It is updated at 5:00 AM everyday and a few hours after the data call closure.



Figure 5: Database Status page