



Strasbourg, 17 November 2025

T-PVS/Agenda (2025)28

CONVENTION ON THE CONSERVATION OF EUROPEAN WILDLIFE
AND NATURAL HABITATS

Training course on reporting under Reportnet 3 for non-EU Contracting Parties

European Environmental Agency headquarters
6, Kongens Nytorv - Copenhagen
20 November 2025

DRAFT AGENDA

*Document prepared by
the Secretariat of the Bern Convention*

		Expected results
10.00 am	1. Opening of the meeting <i>By the Secretary of the Bern Convention</i>	The Secretary of the Bern Convention welcomes the attendants to the training.
10.05 am	2. Meeting agenda <i>By the Secretary of the Bern Convention</i>	The Secretary presents the agenda which is adopted by the participants.
10.10 am	3. Tour de table	The participants introduce themselves, their respective roles and expertise in the field of reporting.
10.20 am	4. Introduction to the reporting process <i>Presentation and direction of the training session by Laura Gavilán</i>	
	5. Reportnet 3 (I) 4.1 EU login 4.2. User settings 4.3 Notification system 4.4 Dataflow: schemas 4.5 Additional reporters 4.6 Dataflow help: guidance, templates and support documents	Reporters are introduced to Reportnet3.
11.30 am	Coffee Break	
11.45 am	5. Reportnet 3 (II) 5.7 Dataset schemas: mandatory/non-mandatory tables and files (validation rules) 5.8 Reference datasets 5.9 Reporting schemas 5.9.1 General Report 5.9.2 Species and Species checklist 5.9.3 Habitat and habitats checklist 5.9.4 Spatial information for habitats and spatial information for species	Reporters are introduced to Reportnet3.
12.30 am	Lunch Break	
2.00 pm	6. Practical session: work off-line (based on prepared templates for habitats and species) and on-line	Reporters are invited to use their own data in Reportnet3.

	7. Validations: error types and correction of data	Reporters are informed of the different validation errors set in Reportnet3.
	8. Release to data collection	Reporters are informed of the way to release data under Resolution No 8.
3.15 pm	Coffee break	
3.30 pm	9. Q&A session	Reporters have the opportunity to ask further questions, if needed.
4.15 pm	10. Evaluation of the training session	Participants reply to a questionnaire to evaluate the training session
4.30 pm	End of the training	