**Minutes of the LCP reporting tool kick-off meeting on 09.09.2014 at EEA**

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**General**

* All “yes/no” drop-down-lists will be replaced by tick-boxes
* This year only fields and sheets which are foreseen for the LCP reporting in 2014 will be implemented.
* For all information and documents exchange needed during the development and the testing of the tool, TripleDev and ETC/ACM will use EEA’s task management system “taskman”: https://taskman.eionet.europa.eu/versions/537
* TripleDev will evaluate if it is possible to “copy&paste” Excel content (http://handsontable.com/) - not only cell by cell, but a number of excel rows at once - to the online web-forms. If this is not possible the XML upload functionality is a must-have to reach acceptance from the member states. (by 19th October the latest).
* ETC/ACM will communicate potential under/overspending as soon as possible to the EEA
* The information of the web-form related to the geographical information should be cross-checked regarding INSPIRE (Annex I of INSPIRE) requirements to find out what are the differences
* TripleDev will inform EEA about any kind of problems in webform development, which could threaten the deadlines in project timeline as soon as possible. In this situation the remaining tasks will be re-prioritised together (leaving out the nice-to-have and low priority functionality) to reach the deadline.

**Time planning:**

The planning of the task will depend on the final decision of the EC for the reporting deadline. Depending on that two different scenarios are possible:

1. - Scenario 1: Reporting deadline for MS remains 31st December 2014 (stick to legislation)

* 15th September: final version of the technical specification doc, with clear indication which sections are relevant for LCP reporting in 2014 that should be implemented this year
* 1st October: XML schema and database structure
* 1st October: Implementation of the XML and the database
* 10th October: draft release of pilot sections in webform for evaluation and testing by ETC/ACM
* 24th October: near-final version of webform for evaluation by ETC/ACM
* 31st October: final version of the web-tool
  + In that scenario it will not be possible to organise a testing period for MS
* 31st October: user manual (final version)

2. - Scenario 2: Reporting deadline for MS postpone until 31st March 2015 (streamlining with E-PRTR report)

* 1st October: XML schema and database structure
* 1st October: Implementation of the XML and the database
* 31st October: trial version of the web-tool
* 31st October: user manual (final version)
* From 31st October till 14th November: testing period for MS
* 30th November: final version of the web-tool

**Discussion of the reporting sheets**

* Sheet 1: BASIC DATA
  + “Number of Plants” should stay and not be removed
  + “CONTACT PERSON” should be renamed in “NATIONAL CONTACT PERSON”
  + "Member state" field will be filled in automatically by webform. The reporter has selected the country already in CDR.
* Sheet 2: LIST OF PLANTS. The new Proposal for that sheet is the following:
  + The new column order will be:
    1. “Delete” (tick-boxes)
    2. “Plant name”
    3. “E-PRTR Code”
    4. “FACILITY LOCATION”
    5. “GEOGRAPHICAL COORDINATE”
    6. “Facility name”
  + The button “Add new facility” will be renamed to “Add new plant”. When adding a new plant the user will have to type in the E-PRTR ID and if a facility with this name is already in the list the new plant will automatically be added to this facility. If not a new facility will be added.
  + The button “Import facilities from E-PRTR” is not needed. Facility name and the gerographical information will be imported automatically from the lookup-table created from the E-PRTR database.
  + A “Delete” button will be added, which deletes all plant where the tick-boxes are marked.

More detailed information will be provided in with the final version of the specification doc.

* Sheet 3: PLANT DETAILS
  + The column for nominal capacity “MWth” will be moved after the column “Status of the plant”
* Sheet 4: ENERGY INPUT AND TOTAL EMISSIONS TO AIR
  + It will be checked if mercury is needed as additional pollutant for IED reporting
* Sheet 5: OPT-OUTS AND TRANSITIONAL NATIONAL PLAN
  + “Pollutants not covered by the TNP” will be replaced by a drop down list in which the 3 pollutants (“SO2”, “NOx” and “Dust”) can be ticked off (multiple choices will be possible).
* Sheet 7: IED REPORTING
  + This sheet will not be implemented for the first version of the tool
  + The emission limit values for each pollutant will be extended by additional columns for the “Fuel Type” and the information if the ELV is an “hourly”, “daily”, “monthly” , “half-yearly” or “yearly” average value.
  + “Limited life time derogation” will be extended by an additional column with “operating hours” information (drop-down list with 4 options)
  + The missing information related to the requirements under art 35(2) will be included in the sheet.