

Single European Sky Performance Website ESSKY PLATFORM

User manual for reports submission

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Version 1.3

LEGAL NOTICE

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1. Introduction

ESSKY platform is part of the SES Performance Website ([Homepage - European Commission \(europa.eu\)](http://Homepage - European Commission (europa.eu))) and its primary function is to be the official and structured channel for National Supervisory Authorities (NSA), FABs and Network Manager for submission to the Commission of performance plans, data and reports according to the provisions of Commission Implementing Regulation (EU) 2019/317¹.

The ESSKY platform is split into modules – RP2, RP3 and RP4. After logging into the platform and accepting the privacy statement, the start screen with two buttons appears as shown in the figure below. The buttons transfer the user to the selected module.

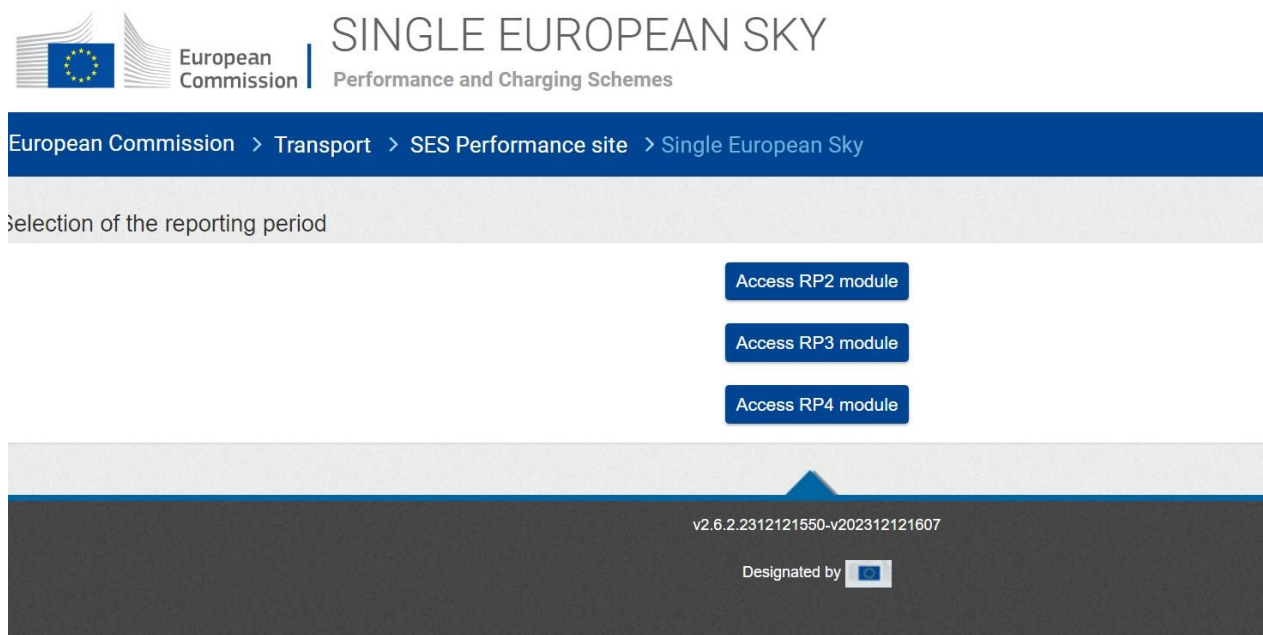


Figure 1: Start screen

2. Principles and definitions

2.1. Main principles

The SES Performance website and the ESSKY Platform are open to all stakeholders involved in the implementation of the Performance and Charging Scheme.

All the files *submitted* on ESSKY are an official submission and they become public, hence are visible to all the ESSKY users – the Commission, the PRB, representatives of NSAs, FABs, Network Manager, Industry,

¹ Commission Implementing Regulation (EU) 2019/317 of 11 February 2019 laying down a performance and charging scheme in the single European sky and repealing Implementing Regulations (EU) No 390/2013 and (EU) No 391/2013 (Text with EEA relevance.)

support team members and relevant organizations. After the submission of a report on the Platform by an NSA, FAB or the NM, no further changes to the files are possible.

The saved files are considered working drafts and will be visible only for the owner of the files (i.e. a NSA) and for the Commission.

The En-route and Terminal Reporting Tables must be submitted through the EUROCONTROL ETNA application. To enable the automatic transfer of these tables to ESKY, users need to use the same e-mail address to log in for both applications. In case of doubt, users can check with EUROCONTROL whether their ETNA user accounts are linked to the correct email addresses.

2.2. Key ESKY User roles

The main roles of the ESKY users are divided onto the following:

- **Document Manager**

The **Document Manager** is the person ultimately responsible for the quality and integrity of files submitted to the Commission on behalf of:

- A Member State - the Document Manager is responsible for all the files submitted on behalf of its NSA;
- A FAB - the Document Manager is responsible for files submitted on behalf of a FAB and has rights to save and submit files on ESKY on behalf of its own NSA, other NSAs within the FAB and on behalf of the FAB;
- The NM – the Document Manager is responsible for the files submitted to ESKY on behalf of the Network Manager.

The Document Manager is the Commission's contact point for everything that relates to the management of the users access on behalf of the State, FAB or Network Manager. The Document Manager has rights for viewing, saving, deleting, and submitting files to ESKY.

- **Document Submitter**

The **Document Submitters** have access rights enabling them to save and submit files to ESKY.

- NSA Document Submitter can save, submit, delete and view files on ESKY on behalf of its own NSA;
- FAB Document Submitter can save, submit, delete and view files on ESKY on behalf of its own NSA, other NSAs within the FAB and on behalf of a FAB;
- NM Document Submitter can save, submit, delete and view files on ESKY on behalf of the Network Manager.

National Supervisory Authorities, FABs and NM can have more than one Document Submitters but should have only one Document Manager designated from their organizations.

- **European Commission**

The European Commission users are able to view all the files which are saved or submitted to ESKY, can send report submission requests, report update requests and submission reminders to selected ESKY users as well as view the status of report submissions for all the relevant NSAs, FABs and NM.

- **PRB**

The PRB users are able to view all the submitted reports and view the status of report submissions for all the relevant NSAs, FABs and NM.

- **Other users**

All the other ESKY Users – i.e. additional NSA users, Industry and support team members – have viewing rights only. These users can view all the reports submitted to ESKY.

2.3. Report categories, document types and files

In order to keep the material stored in ESKY in an ordered way, the following taxonomy applies:

- The highest-level unit is called a **Report**. Examples of reports are: *Draft Performance Plan* or *Annual Monitoring Report*.
- Reports consist of one or several **Document Types**. Examples of Document Types include: *RP3 Performance Plan MAIN DOCUMENT, ANNEX A. REPORTING TABLES & ADDITIONAL INFORMATION (EN-ROUTE)* or *ANNEX G. PARAMETERS FOR THE TRAFFIC RISK SHARING*. Each document type can contain one or more than one electronic file.
- **Files** are the individual Excel, Word or PDF files that users upload to the platform from their computers or drives. Every file saved or submitted to ESKY has its unique *File ID*, which is displayed in the repository. The *File ID* is assigned in order to easily differentiate every individual file and can be used as a reference for communication between ESKY users.

2.4. Format of uploaded files

It is important to note that only files coming from MS Office 2007 or later versions (with extensions: .xlsx; .docx. or .pdf.) can be uploaded into the ESKY Platform.






Because of security reasons ESKY Platform cannot accept files containing macros. Therefore, in case of working on Excel files containing macros, users should keep a local copy of a Macro-Enabled Workbook (“.xlsm”) on their computer or drive and make an additional copy of the file saved as a macro-free workbook (“.xlsx”) format.

The “.xlsm” copy should be stored on users’ hard drives or computers for further use and the “.xlsx” copy can be uploaded into ESKY Platform.

3. How to use ESKY

3.1. Viewing files

The figure below displays an example of the main view after accessing the RP2 Module of the ESKY Platform. The only visible tab is the *Repository* tab, from which users can browse the reports and submit new files.


State/FAB/NM	Report Category	Last Modification Date	Status	Action
FABEC	Draft RP3 PP (Article 12)	09/07/2019 11:49:57	Submitted	
PT	Draft RP3 PP (Article 12)	09/07/2019 11:33:57	Submitted	
ES	Draft RP3 PP (Article 12)	12/07/2019 16:22:15	Saved	

[Submit new report](#)

Figure 2: Repository view²

The main table displays the following columns:

- **State/FAB/NM** – the entity submitting the report;
- **Report Category** – Draft Performance Plan, Annual Monitoring report etc.;
- **Last Modification Date** – when the report has been submitted or saved;
- **Status** – There are two possible statuses of reports displayed in the repository:
 - *Submitted* - when the entire report (i.e. Performance Plan) including all required files has been officially submitted to the Commission;
 - *Saved* - when one or more files have been saved in a report without submitting it.
NSAs, FABs and NM are able to view their own submitted and saved reports and submitted reports of other users. The Commission users have viewing rights for reports with both statuses.
- **Actions** – in the repository view, the icon in the last column of the table enables users to view the content of the selected report. By clicking on the icon, a window displaying the list of related files appears (figure 3 below).

Apart from the table, users can see the button “RP2” in the top right corner of the page. The button will transfer the user to the RP2 Module. The icon right next to the “RP2” button:  will log the user out of ESSKY.

At the bottom of the page the **Submit new report** button is present. Pressing this button will start the procedure of uploading files into the new report. More information about adding files and submitting a report can be found in section 3.2. below.

² **Note:** The pictures included in this manual are based on the *ESSKY acceptance environment (the version of the platform under IT development)*. All visible files, documents and reports displayed in the figures are only fictitious examples and have been uploaded to the platform exclusively for testing purposes.

After clicking the view icon in the last column of the repository, the following window appears:

The screenshot shows a web interface for 'SINGLE EUROPEAN SKY - RP3'. The header includes the European Commission logo and navigation links. The main content area displays a table titled 'Draft RP3 PP (Article 12)' with a 'Deadline' of 26/06/2019 13:09:27. Below this is a table listing document files with columns for File ID, Document type, File name, Description, State, Date added, and Action.

File id	Document type	File name	Description	State	Date added	Action
F219	RP3 PP – MAIN DOCUMENT*	New Microsoft Word Document.docx	test	PT	09/07/2019 11:33:22	Download icon
ANNEX A. REPORTING TABLES & ADDITIONAL INFORMATION (EN-ROUTE)*						
F221	ANNEX B. REPORTING TABLES & ADDITIONAL INFORMATION (TERMINAL)	New Microsoft Excel Worksheet.xlsx		PT	09/07/2019 11:33:57	Download icon
ANNEX C. CONSULTATION*						
ANNEX D. LOCAL TRAFFIC FORECASTS						
ANNEX E. INVESTMENTS						
ANNEX F. BASELINE VALUES (COST-EFFICIENCY)*						
ANNEX G. PARAMETERS FOR THE TRAFFIC RISK SHARING						
ANNEX H. RESTRUCTURING MEASURES AND COSTS						
ANNEX I. PARAMETERS FOR THE MANDATORY CAPACITY INCENTIVES						
ANNEX J. OPTIONAL KPIs AND TARGETS						

Figure 3: View of the report's content

The table contains the information about the content of the selected report:

- **File ID** – a unique number is assigned automatically to every saved file;
- **Document type** – this column contains the full list of the document types within the selected report. All document types are displayed, whether they contain files or not;
- **File name** – the titles of the uploaded file appear in this column;
- **Description** – the free text (with maximum 200 characters) inserted by users regarding the uploaded files;
- **State** – in case of an NSA or NM, this field displays the name of the State (or “NM”), depending on the user profile. In case of submissions of Performance Plans on FAB level, each file belongs to one of the State within the FAB or to the FAB as a whole;
- **Date added** – date of the last modification of the file;
- **Action** – the last column contains a download icon, that allows to download the selected file.

3.2. Submitting new report

The **Submit new report** button located at the bottom of the repository (see Figure 2: Repository view) enables users to start uploading files relevant to the selected report. After clicking the button, the window appears as shown on the figure below (see Figure 4: Selecting report type). It contains a drop-down list, where a user selects the report type to be saved or submitted.

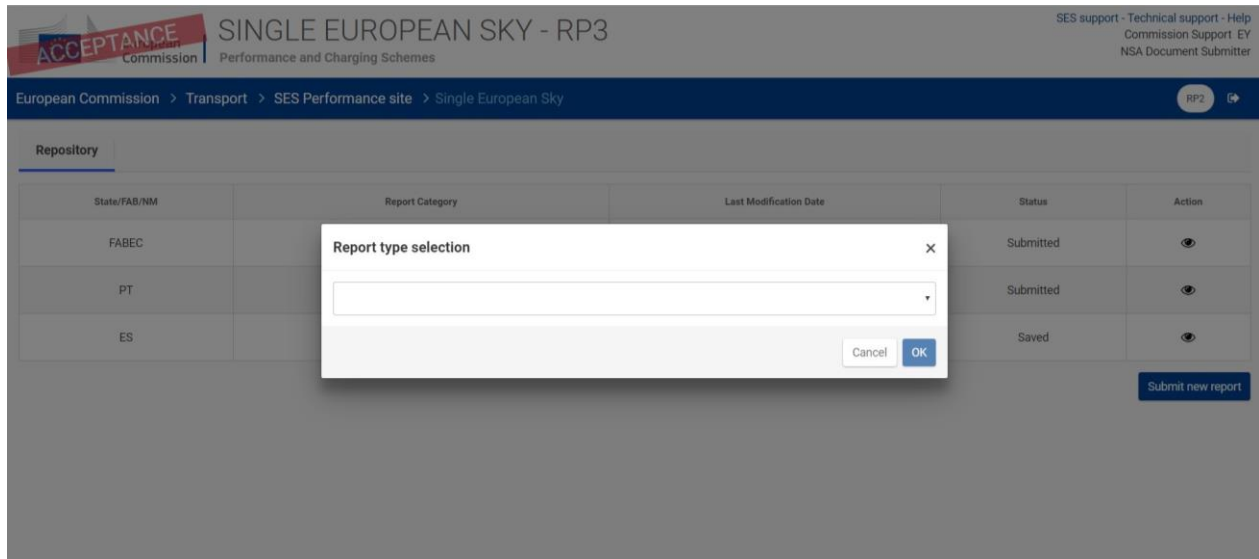


Figure 4: Selecting report type

The Commission, in accordance with the timeline set in the relevant legislation, will send to Document Managers and Document Submitters of all relevant entities an e-mail via ESSKY with an official request to submit a report (e.g. Draft Performance Plan), the NSA/FAB/NM will then be able to see the requested report type in the drop-down list.

After selecting a report type, Document Managers or Document Submitters will see the table, as shown in the figure below.

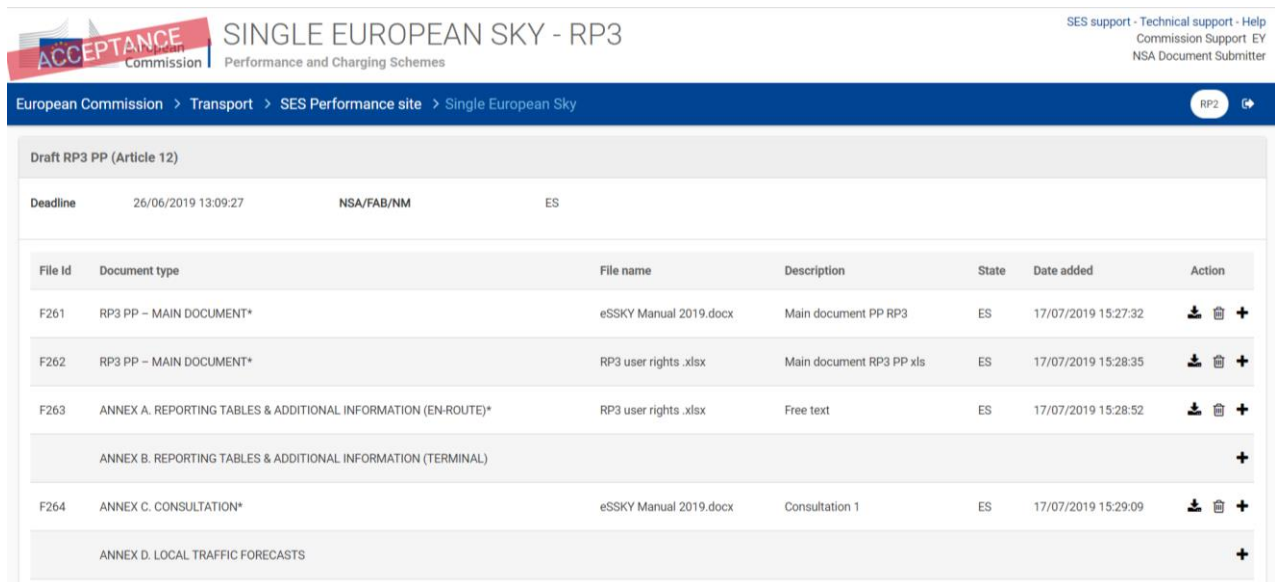






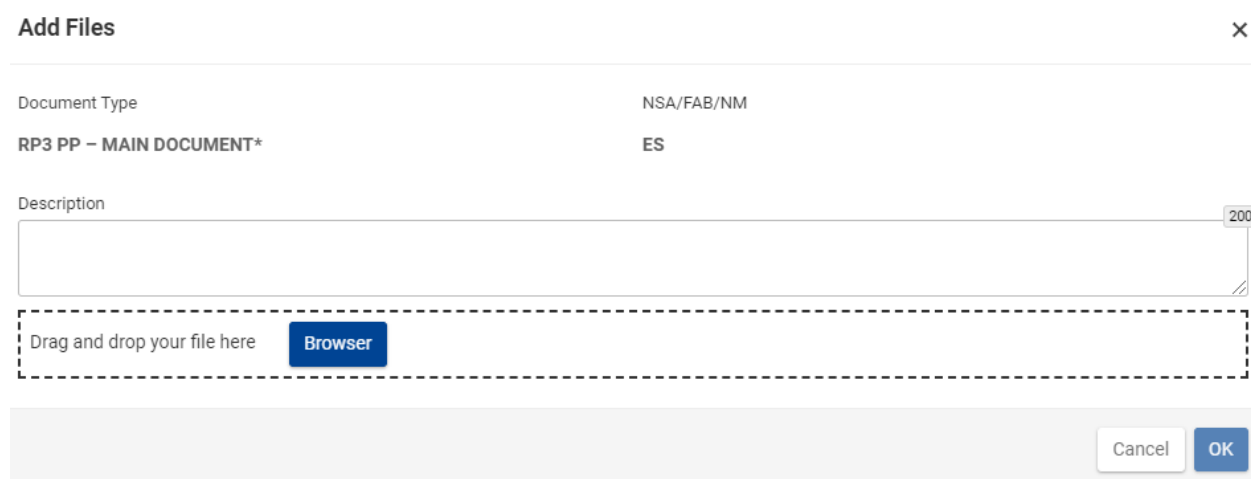
Figure 5: Viewing the content of a report

The table is designed in the same way as seen in the repository view. The only difference is the last column, where several actions are available:

-  Download file
-  Delete file
-  Add new file to the document type

At the top of the table, the field displaying the deadline of the submission is situated, together with the name of the user logged on to ESSKY. At the bottom of the window the buttons **Back** and **Submit** are located.

After clicking the  (add new files) icon in the last column of the table, the user will start the process of adding files to the selected document type and the window will pop up as in the Figure 6: Adding files to the selected Document Type below.



Add Files x

Document Type	NSA/FAB/NM
RP3 PP – MAIN DOCUMENT*	ES

Description 200

Drag and drop your file here Browser

Cancel OK

Figure 6: Adding files to the selected Document Type

The user will see to which **Document Type** the files are being uploaded. The **NSA/FAB/NM** field will be filled in automatically with a State name in case of users from NSAs or NM. In case of FAB Document Submitters and FAB Document Manager, a drop-down list will appear in the field, allowing the FAB user to select to which entity the uploaded file is relevant to (to one of the NSAs within the FAB, or to the FAB as a whole).

In the **description field** a free text up to 200 characters can be inserted. In case of files relating to a specific ANSP, Charging Zone, airport, or other unit, which is more granular than a State, the description field must clearly include the name of the relevant unit. The description field can be re-edited also after a file has been uploaded.

In the field underneath, the user can press the “browse” button and select a relevant file from its computer or drive. The selected file can be also uploaded with the *drag and drop* functionality.

Note 1: In the RP3 and RP4 Modules there is no “Save” button available, after clicking ‘OK’ the file will be automatically saved in the report!

Note 2: Until a report is “submitted”, files can be edited. Files can be edited in multiple sessions (Users can log in to edit files and log out several times).

Some of the Document Types are marked with an asterisk (*) and are highlighted in red. These are mandatory documents for a report to be considered complete. It should be noted that the **submit** button at the bottom of the page will only become active once files have been submitted for all mandatory Document Types (each mandatory Document Type requires at least one file to be uploaded). **Before submission, the user should make sure that all the necessary files are correctly uploaded, as no changes to the report will be possible after clicking the submit button!**

3.3. Updating a report

After submitting the Updated Draft Performance Plan, some entities may be requested by the Commission to update some of the documents in the submitted report. The requested users will receive a notification by e-mail. The notification will contain a list of documents requiring an update together with the Commission’s comments and the applicable deadline date.


Users who are requested to make an update will see a new report type (e.g. *Revised Draft Performance Plan*) in their Repository under the *saved* status. After opening this new report type, users will see the previously uploaded documents (e.g. *Updated Draft Performance Plan*). Users should follow the following steps:

- Users should update documents marked with a red exclamation mark (“!”) (see Figure 7: Reports marked with a red exclamation mark (“!”) need to be deleted and then a new file needs to be uploaded);
- The initial documents submitted via the ESSKY platform should not be modified and the document number should remain the same;
- New updated documents should be created, uploaded via the ESSKY platform and should have a new number;
- When upload of the corresponding updated documents is made, **users should delete all the obsolete documents with the exclamation mark (“!”)**

As a result, the submitted report (e.g. *Revised Draft Performance Plan*) should include the following:

- Newly uploaded and updated documents;
- Documents which did not require an update from the previous version.

Please note:

- Documents that are not amended from the previous report category (e.g. Draft Performance Plan) will be transferred to the new report without changes and will be marked in the list of files with the icon: 
- Updates can be required even if documents are not marked with the exclamation mark (“!”), new updated documents should be uploaded, and obsolete documents should be deleted.

Updated draft RP3 PP (Article 13(2))

Deadline 30/08/2019 NSA/FAB/NM FABEC

File Id	Document type	File name	Description	State	Date added	Action
F498	RP3 PP - MAIN DOCUMENT-PDF* !	New Microsoft Excel Worksheet.xlsx	test	BE/LUX	06/08/2019 09:35:30	
F497	RP3 PP - MAIN DOCUMENT-XLS* !	New Microsoft Excel Worksheet.xlsx	ereree	BE	06/08/2019 09:46:09	
F496	ANNEX A. REPORTING TABLES & ADDITIONAL INFORMATION (EN-ROUTE)*	New Microsoft Excel Worksheet.xlsx	dfdf	BE	06/08/2019 09:46:56	
	ANNEX B. REPORTING TABLES & ADDITIONAL INFORMATION (TERMINAL)					
F540	ANNEX C. CONSULTATION	eSSKY Manual 2019.docx	test	FABEC	21/08/2019 15:50:28	
	ANNEX D. LOCAL TRAFFIC FORECASTS					

Figure 7: Reports marked with a red exclamation mark (“!”) need to be deleted and then a new file needs to be uploaded

The process of saving files and submitting the report works as explained in the section 3.2.

4. Contact

For technical IT support, ESSKY users can contact the help desk team by e-mail:

MOVE-APPLICATION-SUPPORT@ec.europa.eu For questions on the functionalities of the application and the SES regulatory context, users are invited to contact the SES Performance team by email: MOVE-ESSKY@ec.europa.eu