



# Frequently asked questions

on the European database on data centres

*Directive (EU) 2023/1791 on energy efficiency*

*Delegated Regulation (EU) 2024/1364 on the first phase of the establishment of a common Union rating scheme for data centres*

*Version 1.5, September 2025*

# Where to find this file and all relevant material

When available, new or updated material on the European database on data centres will be posted in the Energy Efficiency Directive page in **europa.eu**:

[https://energy.ec.europa.eu/topics/energy-efficiency/energy-efficiency-targets-directive-and-rules/energy-efficiency-directive\\_en#energy-performance-of-data-centres](https://energy.ec.europa.eu/topics/energy-efficiency/energy-efficiency-targets-directive-and-rules/energy-efficiency-directive_en#energy-performance-of-data-centres)

# Where can I get more help on accessing and using the platform?

- **User access manual**

- <https://ec.europa.eu/assets/move-ener/eplatform/Manuals/Policy.Reporting.Platform.User.Management.Manual.pdf>

- **Reporter guide**

- <https://ec.europa.eu/assets/move-ener/eplatform/Manuals/Policy.Reporting.Platform.Reporter.Guide.pdf>

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# Access to the European database on data centres

# Where is the European database located?

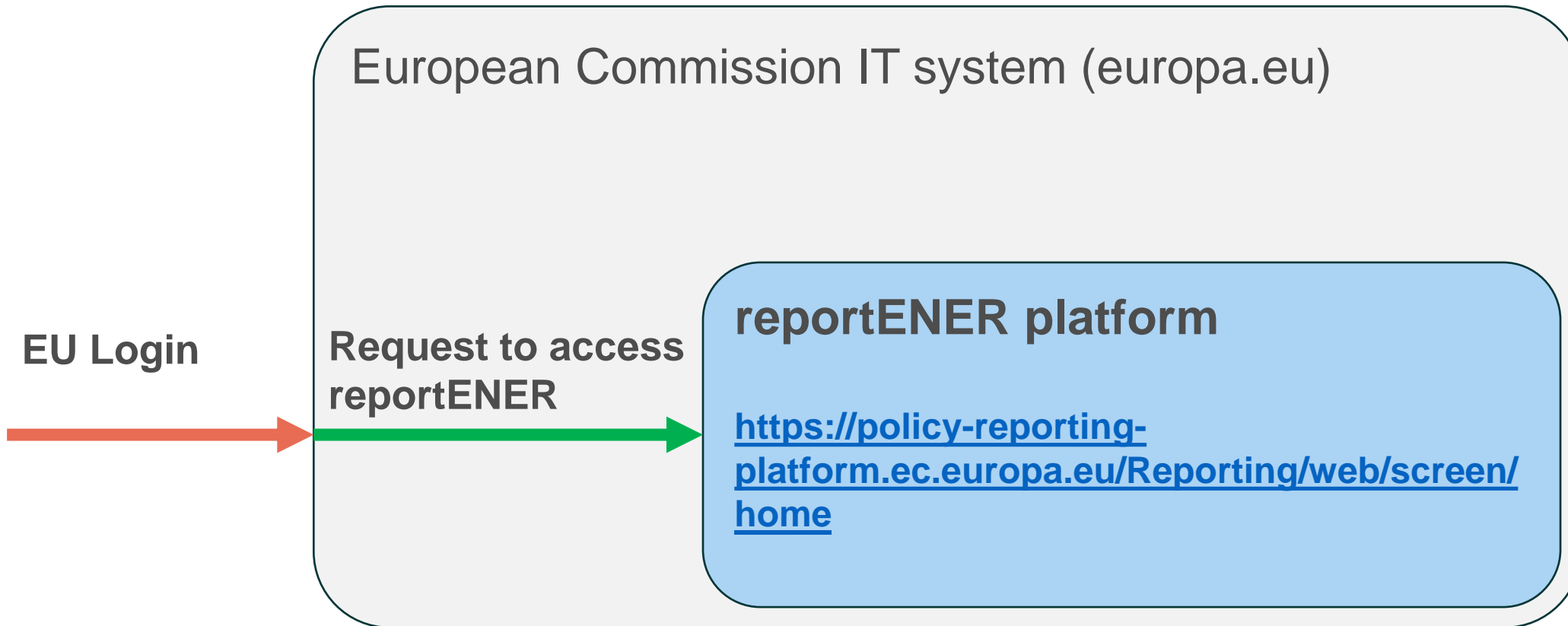
## European Commission IT system (europa.eu)

- Highest level of privacy and security
- User authentication services
- Storage of data within europa.eu

### **reportENER platform**

- NECPs & NECPRs
- Oil stocks reporting
- Data centres reporting
- ...

# How do I access the reportENER platform?



# EU Login

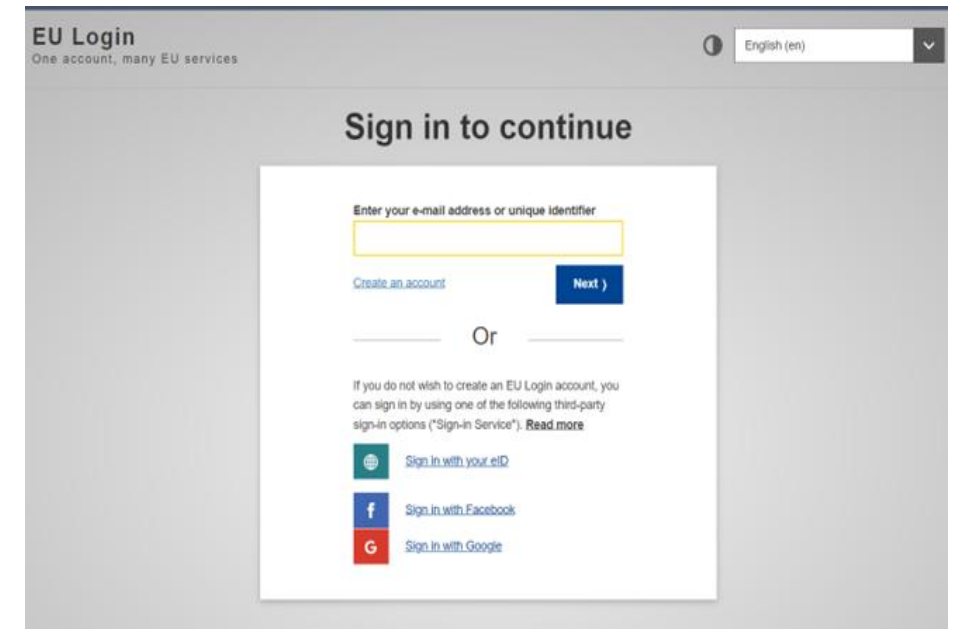


# EU Login

- **Required whenever a user tries to access an EU service**
- **Important:** EU Login is associated with an e-mail.

If a user starts using different e-mails and uses one of them to create a new EU Login, the same thing happens in ReportENER (i.e., a new ReportENER request must be made, and any privileges granted to the old account do not apply to the identity of the new user).

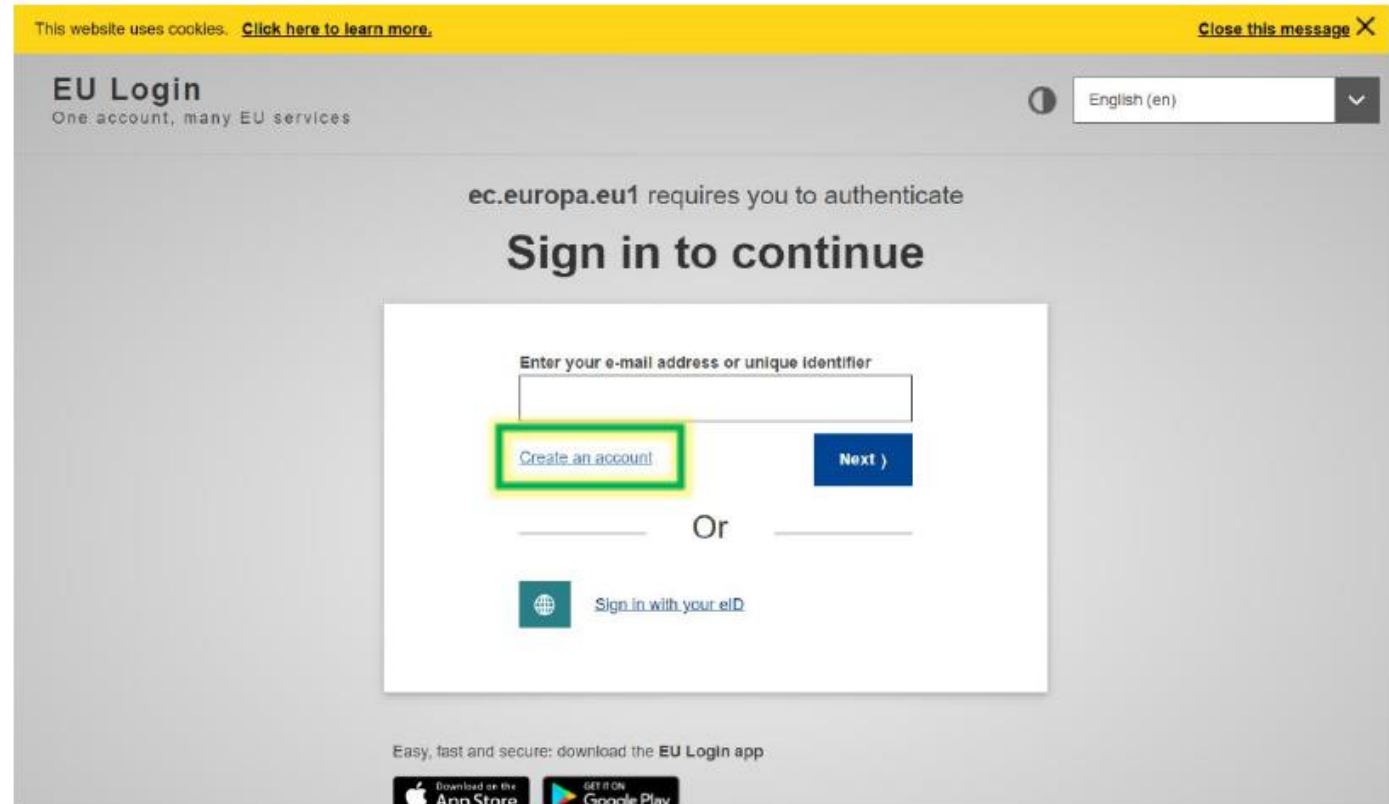
To avoid this, a user may update the e-mail associated with the existing EU Login account. ReportENER should detect the email change and update the ReportENER user account to reflect the changed EU Login email after the user confirms.



The screenshot shows the EU Login interface. At the top, it says 'EU Login' and 'One account, many EU services'. There is a language selector set to 'English (en)'. The main heading is 'Sign in to continue'. Below this, there is a text input field labeled 'Enter your e-mail address or unique identifier'. To the left of the input field is a link 'Create an account', and to the right is a blue 'Next >' button. Below the input field, there is a horizontal line with the word 'Or' in the center. Underneath, there is a paragraph: 'If you do not wish to create an EU Login account, you can sign in by using one of the following third-party sign-in options ("Sign-in Service"): [Read more](#)'. Below this paragraph are three sign-in options, each with a logo and text: 'Sign in with your eID' (with a globe icon), 'Sign in with Facebook' (with the Facebook 'f' logo), and 'Sign in with Google' (with the Google 'G' logo).

# Creating an account

- When a user attempts to access the application, the authentication with use of EU Login account is required.
- To have one created, the user needs to click the **Create an account** link.



The screenshot shows the EU Login website interface. At the top, a yellow banner states "This website uses cookies. [Click here to learn more.](#)" with a "Close this message" button. Below this, the "EU Login" logo is displayed with the tagline "One account, many EU services". A language selector shows "English (en)". The main heading reads "ec.europa.eu1 requires you to authenticate" followed by "Sign in to continue". A central white box contains a form with the label "Enter your e-mail address or unique identifier" and an input field. Below the input field, the "Create an account" link is highlighted with a green rectangle, and a blue "Next )" button is to its right. Below the form, the word "Or" is centered. Under "Or", there is a globe icon and the text "Sign in with your eID". At the bottom, a message says "Easy, fast and secure: download the EU Login app" with buttons for "Download on the App Store" and "GET IT ON Google Play".

# Creating an account

- To have EU Login created, its details (e.g., first Name, last name, e-mail address) need to be provided and privacy statement acknowledgement confirmed.

## Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language  
English (en)

☒ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

# User roles and workflow of the data centres reporting

# What roles in the database?

- **EC coordinator**
  - For the European Commission service that oversees the data centres reporting scheme
- **Member State coordinator**
  - For national authorities that will oversee the data centres reporting for their country
- **Data centre operator (reporting entity)**
  - For data centre operators that are obliged to report to the European database
  - **(!) Reporting takes place at Member State level**: an operator needs to request for an account in every country that it operates but it can use this one account to report for all data centres in the same country.
- **Data uploader**
  - A role attributed automatically to Member States (if a national reporting scheme is in place) or requested by the data centre operators (if there is no national reporting scheme)

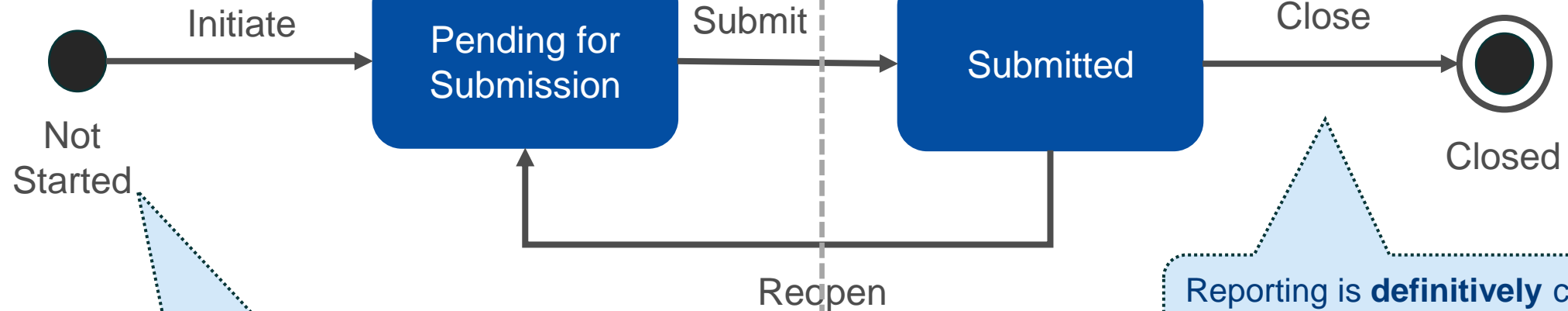
# What can I do in the database?

	Reporting not yet initiated	Reporting open - Data pending for Submission	Data submitted	Reporting closed
<b>EC Coordinator</b>	N/A	View all countries & all DC records	View all countries & all DC records Reopen reporting (MS level) Close reporting (MS level)	View all countries & all DC records
<b>MS Coordinator</b>	Initiate report	View all own country DC records Submit data Bulk upload of DC records (own country - any DC)	View all own country DC records Reopen reporting (MS level) Approve reopen requests (MS level)	View all own country DC records
<b>Data Centre Operator</b>	Initiate report	Edit own DC records	View own DC records Request reopen (MS level)	View own DC records
<b>Data Uploader</b>	N/A	Bulk upload of DC records (own DC)	N/A	N/A

# Reporting Workflow

Reporting and the actions described here take place at Member State's level

The database is editable, and Member States or operators can input and edit their data.



This action “freezes” the data for validation and verification purposes.

Reporting has not started for the current year. It can open at any moment the respective Member State or an operator decides to input data.

This action “reopens” the data editing and makes corrections or additions possible.

Reporting is **definitively** closed for the current year.

# Creation of user accounts



# Who does what?

- **EC coordinator**
  - Talks with national authorities to identify who will request access as **MS coordinator**
  - Approves **MS coordinator** accounts
- **MS coordinator**
  - Talks with data centre operators to identify who will request access as **reporting entity**
  - Encodes **reporting entities** before data centre operators request access and assigns ReferenceID(s)
  - Approves **reporting entity** accounts
- **Data centre operator**
  - Applies for a **reporting entity** account (based on the exchange with **MS coordinator**)

# I want to be an MS coordinator

- An MS coordinator
  - requests a “**Country representative**” account type,
  - indicates their **country**,
  - (under EED section) justifies with **EED MS Coordinator**.
- Such a request needs to be validated by the EC coordinator
- Any other combination will result in the request being rejected.

Account Details

Status **INACTIVE**

Account type 

☒ Country representative

☐ EC representative

☐ Reporting entity representative

Justification **EED MS Coordinator** ▼

Country\* **Poland** ▼

**Place account request**

# I want to be a reporting entity

- A data centre operator
  - requests a “Reporting entity representative” account type,
  - indicates their country,
  - selects the represented entity,
  - (under EED section) justifies with
    - **EED Data Centre Operator** in countries with a national reporting scheme
    - **EED Data Centre Operator AND EED Data Uploader** in countries without a national reporting scheme
- Such a request needs to be validated by the respective MS coordinator
- Any other combination will result in the request being rejected.

Account Details

Status INACTIVE

Account type ? ☐ Country representative ☐ EC representative ☒ Reporting entity representative

Country Poland

Represented reporting entity ? Regionalne Centrum Obliczeniowe Po...

Justification Data Centre Operator

Place account request

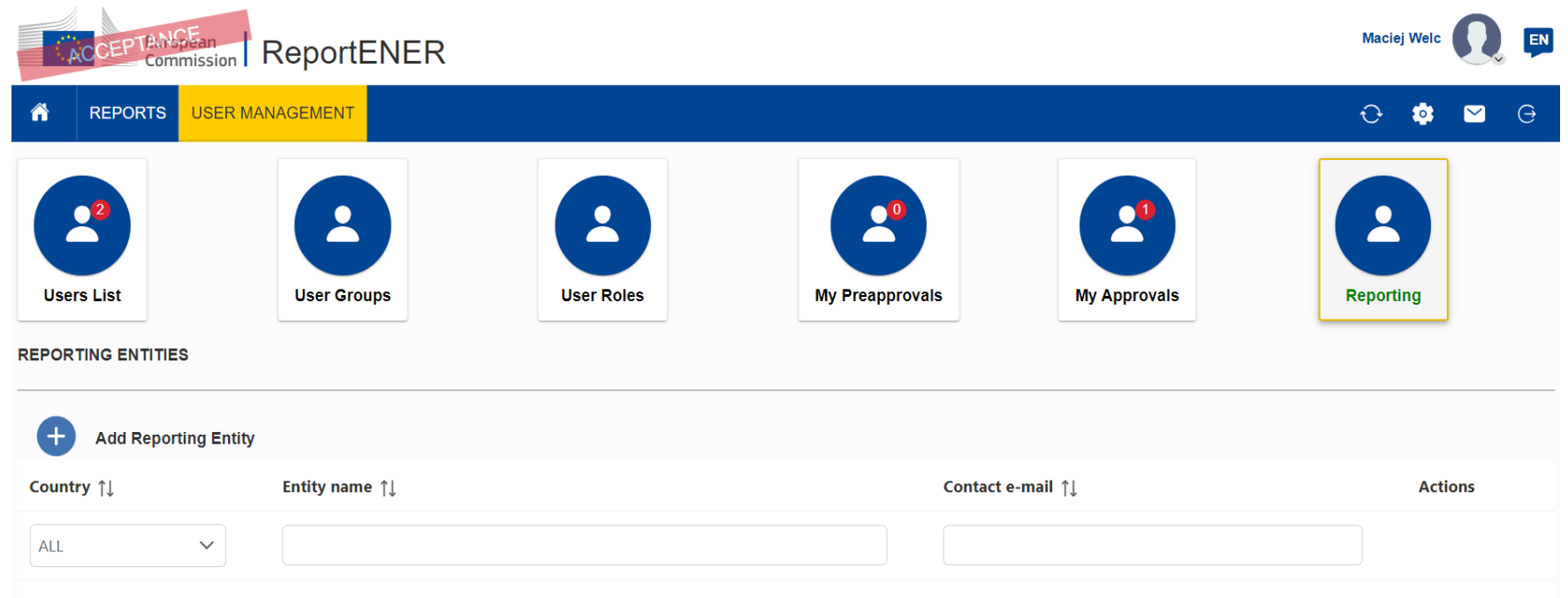
See **important note** and instructions on next three slides

# Important note!

- It is important to ensure that accounts applying for access to the European database are actual data centre operators, eligible to report.
- For this to happen, MS coordinators and candidate reporting entities need to communicate *before the reporting entity applies for access*.
- This way:
  - The **MS coordinator** can add the reporting entity in the list of identified reporting entities (***see one previous and two next slides***)
  - Then, the **data centre operator** can find its name in the list of identified reporting entities
  - Finally, the **MS coordinator** can anticipate the data centre operator and approve the request for a specific EU Login to be linked to a specific reporting entity.

# Identifying a reporting entity (MS coordinator)

- To add a reporting entity, the MS Coordinator goes to the USER MANAGEMENT menu and selects Reporting.
- Under reporting, selects “Add Reporting Entity”



The screenshot displays the ReportENER web application interface. At the top, there is a header with the European Commission logo, a red 'ACCEPTANCE' banner, and the text 'ReportENER'. On the right, a user profile for 'Maciej Welc' is shown with a language selector set to 'EN'. Below the header is a navigation bar with tabs for 'REPORTS' and 'USER MANAGEMENT', the latter being highlighted in yellow. A row of six menu items is displayed: 'Users List' (with a red '2' badge), 'User Groups', 'User Roles', 'My Preapprovals' (with a red '0' badge), 'My Approvals' (with a red '1' badge), and 'Reporting' (which is highlighted with a yellow border and green text). Below the menu items, the 'REPORTING ENTITIES' section is visible, featuring a '+ Add Reporting Entity' button and a table with columns for 'Country', 'Entity name', 'Contact e-mail', and 'Actions'. The 'Country' column has a dropdown menu currently set to 'ALL'.

# Identifying a reporting entity (MS coordinator)

- The MS Coordinator enters the entity data and saves
- *This allows for the data centre operator to appear in the list of identified reporting entities*

**Reporting Entity**

Country \* Poland

Name \* Entity name 59

Contact e-mail \* email@entity.domain.pl 48

**Save** **Cancel**

# The ReferenceID

# The ReferenceID field

- The ReferenceID is the **unique identifier** for each data centre in the database.
- As such, the field is also present in the XSD template used for bulk reporting.
- As every detail concerning the operator, or the data centre can change (name, email, etc.), the ReferenceID ensures that data will refer to the same physical data centre year after year.
- Member States need to define the syntax of this field and communicate the value for each data centre to the respective operator (preferred option) **or** let data centre operators define their own unique identifiers (with the risk of the operator having to guess an available value).



# The ReferenceID field

- Allowed characters for ReferenceID are the alphanumeric characters and the hyphen (-).
- Member States can choose their own syntax based on national reporting schemes for data centres or own ways to create registries.
- A syntax that simplifies the process is proposed at the right side.
- A Member State would communicate the ID “LU-0001-XXX” to the operator, which needs to complete with “001”, “002”, etc.

The first two letters represent the MS, in this example, Luxembourg.

*For each MS, this is a default value.*

**LU-0001-001**

The last three digits represent the unique serial number of the data centre.

*Each data centre operator is free to assign a serial number to each data centre that will report for.*

The four digits represent the unique serial number of the data centre operator.

*Each MS keeps a list of obliged data centre operators and assigns a serial number to each one.*

# Reporting to the European database (manually)

# Reporting for the first time (reporting entities)

- In the home page, the user can see the reports that can be accessed and can be browsed at three levels:
  - type of the reporting obligations (that logically groups dataflows),
  - reporting obligation,
  - reporting obligation deadline.
- The tiles on the right represent the reports corresponding to the selected hierarchy item. They show some details and allow to open the report.
- After that, by selecting one of the data centres, the operator can start filling in data.
- *After the data are filled in and saved, no other action is necessary to submit the data or close the reporting.*

# Reporting for the first time (reporting entities)

The screenshot displays the ReportENER web application interface. The top navigation bar includes the European Commission logo, the ReportENER title, and user information (Moclet WELC, EN). The main menu on the left lists various report categories, with '15-Mar-2023' selected under 'Energy & Climate Progress'. The central area shows a grid of report cards for 'NECPR Annex XV Policies and measures to ...' for Austria, Belgium, and Bulgaria, each with an 'Open' button. A large blue arrow points from the left menu towards the 'Report Data' section on the right.

The 'Report Data' section is titled 'Data Centre Energy Efficiency' and contains a table for 'Data Centre Information'. The table has columns for Reference ID, Owner, Operator, Name, Location LAU Code, and Actions. A red dashed circle highlights the '+' icon in the Actions column, with a callout box labeled 'Manual entry'. Below the table, it states 'No records found'.

Below the 'Data Centre Information' section, there is a section for 'Data Centre KPIs' and 'Energy and Sustainability Indicators'. The 'Energy and Sustainability Indicators' section includes a table for 'IT power demand [kW]' and 'Total floor area [square meters]'. The 'IT power demand [kW]' table has a column for 'IT Power Demand Installed Type' with a 'Values' button. The 'Total floor area [square meters]' table is partially visible.

# Filling in the (Annex I) information for a data centre

Name and email encoded by the Member States and used to connect the EU Login account to the reporting

ReferenceID for the data centre (see section on ReferenceID)

Free text name of the data centre

## Data Centre Owner

Owner name 122  
Polskie Centrum Obliczeniowe

Owner e-mail (to be used by national or European authorities) 132  
eed.kontakt@pco.pl

## Data Centre Operator

Operator Detail  
Regionalne Centrum Obliczen... (eed.kontakt@rco.pl)

Operator Name 110 ?  
Regionalne Centrum Obliczeniowe Mazowsze

Operator Email 132 ?  
eed.kontakt@rco.pl

## Information on the Data Centre

Reference Identifier 23 i  
PL00001

Name 139  
Warszawa 03

Location LAU Code 2  
1007141286501

Type  
Collocation data centre, single structure

Year of entry into operation year   
2006

Year of entry into operation month   
September

# Going back to report (reporting entities)

- The data centre operator enters the platform.
- Selects a data centre and starts filling in data.





Report Data

Data Centre Energy Efficiency


Data Centre Energy Efficiency

Data Centre Information

Data Centre Information

Reference ID	Owner	Operator	Name	Location LAU Code	Actions
PL00001	Polskie Centrum Obliczeniowe	Regionalne Centrum Obliczeniowe Mazowsze	Warszawa 03	1007141286501	 
PL00002	Polskie Centrum Obliczeniowe	Regionalne Centrum Obliczeniowe Mazowsze	Warszawa 02	1007141286501	 

Manual entry



Data Centre KPIs

Data Centre KPIs  
Reporting in line with Annex II

Energy and Sustainability Indicators

IT power demand [kW]

342

IT Power Demand Installed Type

Installed

# Reporting to the European database (bulk, via a file)

# Important note! (as of 22/11/2024)

- The newly implemented functionality requires the activation of the user role “Data uploader” (see relevant [slide](#))
- **Existing users**
  - **MS coordinators:** will be automatically upgraded to include the new role (no action needed)
  - **DC operators:** requests will be automatically generated to include the new role (no action needed), MS coordinators will need to approve these requests (unless there is a national scheme)
- **New users**
  - **MS coordinators:** new accounts will have the role integrated
  - **DC operators:** new accounts will need to ask for both roles in justification (see [slide](#)), MS coordinator will need to approve both (in MS without a national scheme)



# Reporting with a file (reporting entities & MS coordinators)

XSD template

Bulk upload

Data Centre Information

Data Centre Information

Reference ID	Owner	Operator	Name	Location LAU Code	Actions
No records found					

## Bulk Upload

Replace all entries with the new file.

Add new entries (incremental upload).  
“Append” will not affect existing ReferenceID but add any new ones that are present in the file

Please choose a data file and an upload approach

- ☒ replace  
☐ append

Please note, only .xml. extension is allowed. Maximum size 20MB.

Drop file here or Browse file

Cancel

Upload

# Reporting with a file (reporting entities & MS coordinators)

- Reporting entities:
  - After the data are uploaded, no other action is necessary to submit the data or close the reporting.
- MS coordinators:
  - In case of a national reporting scheme, after the data are uploaded, the MS coordinator can submit the data according to [slide](#).

# Downloading the reported data

# Downloading the reported data (reporting entities & MS coordinators)

Reporting entities receive only the reported data for their data centres

MS coordinators receive only the reported data for data centres in their territory

Download

Report Data

Data Centre Energy Efficiency

Data Centre Energy Efficiency

Data Centre Information

Reference ID	Owner	Operator	Name	Location LAU Code	Actions
No records found					

Data Centre KPIs

Data Centre KPIs  
Reporting in line with Annex II

Energy and Sustainability Indicators

IT power demand [kW]

IT Power Demand Installed Type

Values

Total floor area [square meters]

# Downloading the reported data (reporting entities)

**Data Export**


Would you like to export a current state of data reported for the Reporting Entity associated with your User Account?

Reporting entities are asked to confirm the operation

# Downloading the reported data (MS coordinators)

**Data Export Scope**

Please select which country data should be included in the export file

 Poland

Please select which data should be included in the export file

☐ Current state

☐ Latest submission

☒ Selected submission(s)

Submission 04.09.2024 11:18 (Latest), Submission 21.08.2024 10:02 ▼

- ☒ Submission 04.09.2024 11:18 (Latest)
- ☒ Submission 21.08.2024 10:02
- ☐ Submission 07.08.2024 09:46

Cancel Export

MS coordinators are asked to confirm the operation but also select among different versions (submissions) of the data

# End of the reporting

# Submitting the report (MS coordinator)

**Actions**

Comment for transition actions

Internal Comment

**SUBMIT**

Either at the end of the reporting period or when the Member State coordinator knows (or estimates) that all reporting has been accomplished.

While a reporting deadline is pending, the “SUBMIT” button can be disabled to allow for more reports.

**Report Data**

**Data Centre Energy Efficiency**

**Data Centre Energy Efficiency**

**Data Centre Information**

Reference ID	Owner	Operator	Name	Location LAU Code	Actions
1261	Polskie Regionalne Centra Obliczeniowe	Regionalne Centrum Obliczeniowe Mazowsze	DetailsName1	1234567891012	
1262	Polskie Regionalne Centra Obliczeniowe	Regionalne Centrum Obliczeniowe Mazowsze	DetailsName2	1234567891012	
1332	Polskie Regionalne Centra Obliczeniowe	Regionalne Centrum Obliczeniowe Mazowsze	DetailsName3	1234567891012	

Submission of the report is performed only by the MS coordinator and signifies the “freezing” of the reported data as explained in the [reporting workflow](#).



# Data and indicators of Annex I

# Data and indicators of Annex II

# end of file.



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