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1 INTRODUCTION

Single European Sky and ATM performance

Improving Air Traffic Management (ATM) performance is the raison d’être of the Single European Sky (SES) initiative. The Performance and Charging Schemes are the regulatory instruments through which the European Commission drives ATM performance in cooperation with the Member States (MS), their National Supervisory Authorities (NSA), and operational stakeholders.

The Schemes set binding targets on Member States to deliver performance-driven air navigation services leading to cheaper flights, less delays, and the saving of unnecessary costs for airlines and passengers. In addition, the environmental impact of air traffic will be reduced due to more efficient and shorter flight paths.

More information on the Single European Sky initiative and the related performance objectives can be found on the Commission website: DG Mobility and Transport.

1.1 Purpose of the website and related ESSKY application

The SES Performance website and the ESSKY related application aim at:

- Supporting the tasks of all actors concerned by the implementation of the SES Performance and Charging Schemes, and the corresponding exchanges of documents, in particular:
  - For the commission, the Performance Review Body (PRB) and their mandated organisations - to publish reports, recommendations and communications and to handle the consultation and events calendar;
  - For the Member States and National Supervisory Authorities (NSA) - to submit the reports required by the SES Performance and Charging Schemes legislation to the Commission, and to share SES performance related information;
  - For the wider aviation community - air navigation service providers, functional airspace blocks (FABs), airport operators and airspace users - to be informed on the SES performance and charging schemes' objectives and achievements.
- Aggregating in one single place all SES Performance related information to facilitate the communication between all actors mentioned above;
- Ensuring compliance with the regulatory requirements and full traceability of the process;
- Facilitating and simplifying these tasks and their supporting processes whenever possible.

1.2 Principles and definitions

- Public vs. restricted information

The SES Performance website is open to all stakeholders involved in the implementation of the Performance and Charging Schemes. It enables the sharing of public information, the communication of news, events and practical information of interest to all stakeholders to support the execution of the schemes, including the consultation activities.

The access to the ESSKY application is restricted to Member States and NSAs. The primary function of ESSKY for Member States/NSA is to be the official channel through which they can submit their reports to the Commission according to the provisions of the Performance and Charging Schemes. In ESSKY, MS/NSAs can also access restricted information published by the PRB or the Commission.

- Roles in ESSKY

The main roles for the MS/NSAs in ESSKY are:
- **DocumentSubmitter**

This role is authorised by the Member State to submit the SES Performance Reports on its behalf to the Commission. The Document submitter shall belong to the National Authority or NSA designated by the Member State. It may also be designated by the Member States of a FAB to coordinate the communications with the Commission concerning the implementation of the FAB performance plan.

- **DocumentManager**

The Document Manager is among the Document Submitters the person who is ultimately responsible for the content of the reports submitted by the NSA to the Commission. He/she is also the single point of contact in charge of validating the ESSKY access rights for the users of his/her organisation.

- **User**

ESSKY access rights may be given to additional NSA users for consulting documents (without submission rights), under the responsibility of the Document Manager.

The PRB and the Commission also have ESSKY access rights enabling the publication of documents. The Commission fulfils the role of librarian for the ESSKY repository and the website library.

- **Reports vs. Documents**

A report is the submission by the NSA/MS of a subset of documents, as per the requirement of the Performance and Charging Schemes, for a given deadline (e.g. for the 1 June 2017 reporting campaign).

The structure and format of the report are strictly defined by the Performance and Charging Schemes. A report may include several documents (e.g. Table and Additional Information).

In case of error, a new version of the same report may be submitted (i.e. for the same reporting campaign). The submission of new versions may be repeated as necessary.

The documents are stored in a repository and classified by category. These categories include:

- the documents referred to in the Performance and Charging schemes (Performance Plan, Monitoring Report, Cost Exempt Report, En Route Reporting Table, Terminal Charging Table, PRB Annual Monitoring Reports, etc.);

- additional documents published by the PRB of interest to the NSAs (e.g. PRB Information Files).

*NB: At the launch of ESSKY, the repository will not be complete. It will be progressively updated with historical files, in particular the FAB Performance Plans.*

- **Workflows and Steps**

The reports submitted by the NSAs will follow a predefined review process, called a workflow. The successive steps of the workflow materialise the actions of the various actors intervening in the review process. The workflow ensures the transparency of the process and enables a better follow-up of the progress.

A temporary workflow was defined at the launch of ESSKY which includes the following steps:

*NB: This workflow will be reviewed in line with the future arrangement of the new PRB set up.*
1.3 Where to find the SES Performance website?

To access the website and the application you first need to have access rights, see How to obtain access rights to the website and the application?

When you have your access rights, you must click on the following link to access the website: https://webgate.ec.europa.eu/eusinglesky. You can then access the ESSKY application from the banner of the website via the 'Report submission' link. Alternatively, ESSKY can also be accessed via a shortcut: https://webgate.ec.europa.eu/ESSKY.

1.4 Whom to contact?

For technical support, you can contact the helpdesk team by e-mail: MOVE-TECHSUPPORT-SES@ec.europa.eu.

For questions on the functionalities of the application and the SES regulatory context, you can contact the SES Performance team by email: MOVE-ESSKY@ec.europa.eu.
2 HOW TO OBTAIN ACCESS RIGHTS TO THE WEBSITE AND THE ESSKY APPLICATION?

To be granted access to the SES Performance website and to the ESSKY application:

1. As a precondition, you have to own an EU LOGIN account. See How to create an EU LOGIN account?
2. Once you have your EU Login account, you can either access:
   a. The SES performance website at: https://webgate.ec.europa.eu/eusinglesky
   b. The ESSKY application at: https://webgate.ec.europa.eu/ESSKY.
3. The first time you ask for access, you will be requested to register by updating your user profile:
   a. See How to register into the website?
   b. See How to register into the application?

EN Route Reporting Tables and Terminal Charging Tables must be submitted through the EUROCONTROL ETNA application. To enable the automatic transfer of these Tables to ESSKY, you need to use the same e-mail for both applications.

In case of doubt, we invite you to check with EUROCONTROL that your ETNA user accounts are linked to the correct email addresses.

Most NSA users will be pre-registered at the launch of ESSKY and thus don't need to request access but it is a prerequisite to own an EU Login account to be able to access ESSKY.

2.1 How to create an EU LOGIN account?

EU LOGIN (previously called ECAS) stands for European Commission’s Authentication Service. It is the common, unique and secure point of authentication to the web applications. User credentials are never divulged to client sites.

An authenticated user is a physical person who has proved her/his entitlement to use a unique identifier by presenting the correct token (e.g. a password, a challenge received by SMS, a challenge generated by a Mobile app, etc.) to the authentication service.

As a first step, go to EU LOGIN by clicking on: https://webgate.ec.europa.eu/cas.
Click on "Create an account".
Fill in the various fields and enter the code that will appear at the bottom of the page. By clicking on the arrow, you can also hear the sequence of letters/numbers if easier.

Don't forget to check the box before clicking on "Create an account".
The EU Login platform confirms your registration.

Within 15 minutes, you will receive an e-mail.

Upon receipt of that e-mail, you will have 24h to follow "this link" in the main text of the e-mail to create your password.
Enter & Confirm your password (minimum 10 characters), then click on "Submit".

Your EU Login is now registered, press on "Proceed".
2.2 How to self-register into the website?

The website is accessible at: https://webgate.ec.europa.eu/eusinglesky/

At first connection, you will have to update the profile of your user account before accessing the website. To do so, please click on the "Login" button in the banner. You will be requested to fill in the following information:

- First name
- Last name
- e-mail address
- Country
- Type of organisation with the following choices:
  - State
  - National Supervisory Authority
  - EU Body
  - International Body
  - ANSP & Associations
  - Airport Operator & Associations
  - Airspace User & Associations
  - Professional Staff Association
  - Military Authority
  - Manufacturing Industry
  - Other Industry
  - Other (specify)
- Organisation

When your profile is updated, your self-registration will be complete and you will be able to navigate in the various sections of the website.

2.3 How to register into the application?

Option 1: you can go directly to ESSKY through a quick link:

1. Click on: https://webgate.ec.europa.eu/ESSKY
2. Enter your EU LOGIN e-mail and then click on "Next".
3. NO REGISTRATION will be required at first connection for the NSA users authorised by their Member State to play the roles of 'Document Manager' or 'Document Submitter' in ESSKY - as they have already been pre-registered.

4. Users who may want to change their profile (e.g. change their user rights from 'Document submitter' to 'Document Manager') can do so by sending a request to the SES Performance Support team at: MOVE-ESSKY@ec.europa.eu. This change will be validated by the Commission, based on the authorisations granted by the Member States.

**Option 2:** you can also go to the SES Performance website and from there access the ESSKY application by clicking on 'Report submission' in the website banner:

2. Enter your EU LOGIN email and then click on "Next".
3. Click on 'Report Submission' in the website banner to open the ESSKY application:

4. You can now introduce your password and press "Sign in".
5. If your account is not registered yet in the system, you will be redirected to a registration page where you will have to fill in the following fields:
   a. Select your user group: depending on your user group, other information can be requested.
   b. Access request justification.
6. Then press “Submit access request”.
7. You will receive an e-mail confirming that your request has been received.

8. You will also receive an e-mail when your account is activated.

2.4 How to logout?

The same procedure applies to both the Website and the application for logging out: on the top right corner of the home page, click on "Logout".
The following page will appear allowing you to confirm your logout.

The system then confirms your logout.
3 WEBSITE

3.1 Homepage

The purpose of this website is:

- For Member States and NAs to submit information required by the SES Performance and
  Charging Schemes, to submit information required by the SES Performance and Charging Schemes,
- For the Performance Review Body to publish its reports, recommendations and
  communications as well as handle the consultation calendar.
- For the wider aviation community to be informed on the SES performance and charging
  schemes’ objectives and achievements.

SES performance in a nutshell

Improving ATM performance is the raison d'être of the Single European Sky initiative. The
Performance and Charging Schemes are the regulatory instruments through which the European
Commission drives ATM performance in cooperation with the Member States, their National
Supervisory Authorities (NSA) and operational stakeholders.

The Schemes will bring targets on Member States to deliver performance-driven air navigation
services leading to cheaper flights, less delays, and the saving of unnecessary costs for airlines
and passengers. In addition, the environmental impact of air traffic will be reduced due to more
efficient and shorter flight paths.

See more on the Single European Sky

What will you find on this website?

ATM and aviation professionals will find here:

- Quick access to the SES performance regulatory framework – including latest Commission
decisions
- All PRB reports – including PRB annual monitoring reports
- Quarterly monitoring of performance indicators through dashboards
- Information on all SES performance-related events, stakeholder consultations, workshops, etc.

How to access it?

Access to the SES performance public data is available to all ATM and aviation professionals
through a user account.

Create your user account

The ESKY application restricted area

This website also contains a restricted area accessible by clicking on ‘Report submission’ in the
website banner. It has two main functions:

- Submission of reports by Member States, National Supervisory Authorities (NSA) and
  Functional Airspace Block bodies to the European Commission;
- Data Repository of all non-public documents to be shared by the bodies involved in the
  implementation of the SES performance and charging schemes.

Access rights to the restricted area are managed by the European Commission. They have been
pre-registered for the NSA/Member States, in line with the authorisations granted by the
Member State representatives at the Single Sky Committee.

Access to the restricted area is now open to authorised NSA/Member States for the
submission of the monitoring reports and reporting tables by 1 June 2017. It is reminded that
the submission of the reporting tables is to be submitted from the EUROCONTROL ETN0 application.

A separate working space dedicated to the PRB will also be created when the new PRB is set up.
3.2 Content

The website contains various tabs with the following information:

- Welcome page, with the purpose of the website and a section with Headline News.
- A "Commission" area, comprising:
  - An overview of the Schemes
  - Legal Framework
  - Latest developments
  - Commission Studies & Publications
- An "Events" area;
- A "PRB" area, comprising:
  - A description of the role of the PRB
  - A Public Library of the documents supporting the Performance and Charging Schemes, mostly published by the PRB
- A 'Report submission' area, also called the ESSKY application, comprising:
  - A repository of documents which access is restricted to NSA/Member States;
  - A section dedicated to the submission of reports to the Commission, their consultation and management,
- A "Data" area, which provides two direct links to the Eurocontrol dashboards for RP1 and RP2.
- A 'Help' area, with a user guide.

The banner at the bottom of the home page provides various direct links (fast paths) to:

- Legal framework of the SES Performance and Charging Schemes
- Public Library of the PRB
- The Commission website describing the Single European Sky framework (on Europa)
- Access to the National Supervisory Authorities Coordination Platform (NCP) Portal
- Access to Commission support on SES Performance (mailbox)
- Access to technical support on the website (mailbox).

4 Repository

4.0 How to search documents?

The repository is accessible from a tab in the ESSKY application; or alternatively from the SES Performance website, by clicking in the banner on 'Document submission'.

The Repository allows you to combine different searches.

In order to make a search please first click on the following icon next to the table name: 📖

In this example we are going to select the country and a category.

Click on the icon 🌍 next to the table "State" and select "BE".

Click on "Filter".
Then click on the icon next to "Category" and then select "Cost Exempt Report".
Click on "Filter".

Now in the Repository you will only see the Cost exempt Reports for Belgium.

All active filters are marked in purple.
In order to clear the filters before starting a new search, click on "Clear Filters".

You can also make a search in the tables by keyword.
In this example we are going to search the word "Terminal" in the "Document name" table.
Click on the icon next to "Document name" table, type "Terminal" in the required field. Then click on "Filter".

You will now see all document names containing the word "Terminal".
You can sort the contents of a table by alphabetical order. Click on the name of the table. You will see the following icon appear: ▲

4.1 How to view and download a document

Click on the document you wish to open.
Go to the table "Documents" and then click on: "View".

4.2 Publication of documents in the repository

The reports submitted by the Member States/NSAs/FAB Coordinator NSAs will automatically be published in the repository. The documents with a 'Commercial conditions' visibility will only be visible by the concerned Member State and the Commission.

In this repository, the PRB and the Commission will also publish documents of interest to the Member States/NSAs. The Member States/NSAs/FAB Coordinator NSAs will not have access rights to publish documents in this repository.

*Note: The Repository will be progressively enriched with the history of the documents of interest to Member States, in particular the Performance Plans and the history of the reports submitted for RP1 and RP2.*
5 **MY SUBMISSIONS**

*NB: This function is only accessible to the following user profiles: NSA/Member State, FAB.*

In "My submissions" table you can see all requested reports and the deadlines for those reports.

Please note that the **EN Route Reporting Tables** and **Terminal Charging Tables** must be submitted through the EUROCONTROL ETNA application. To enable the automatic transfer of these Tables to ESSKY, you need to use the **same e-mail** for both applications.

In case of doubt, we invite you to check with EUROCONTROL that your ETNA user accounts are linked to the correct email addresses.
5.1 How to submit a requested report

- Selection of the Report to be submitted

Open the "My submissions" tab and click on the "Pending" report you want to submit to the Commission.

**Note:** Only 'Monitoring Reports' and 'Cost Exempt' reports can be submitted to the Commission via ESSKY. The 'En Route Reporting Tables' and 'Terminal Charging Tables' shall be submitted via ETNA and are simply displayed in ESSKY to enable the follow-up by NSAs.

In the top right corner of the report you can see the "Deadline" by which the report shall be submitted, as per the Performance and Charging Schemes.
Describing the Report Summary

Before submitting the report, different sections have to be completed. Open the "Summary" tab, and fill in the following information:

- Visibility
- Status
- Date added
- Importance
- Reference Period
- Comment
- Entity
- Regulator

Visibility

By default, all reports are "Public", meaning visible to all NSAs, the PRB, the Commission and the organisations mandated by the Commission to perform SES related tasks on its behalf. The visibility of the economic reports on air navigation service providers which operate under commercial conditions is restricted to the Commission. These reports shall be submitted with the option "Commercial conditions".

Status

By default, all reports are "Active" at submission and during the year N of submission. They will be "Archived" by the ESSKY librarian on year N+1.

Date added

This is the date of the submission, which is filled in by default by the application.

Importance

By default, all reports are "Required by law" as they are an obligation on Member States/NSAs as per the Performance and Charging Schemes.

Regulator

- If you submit your Report on behalf of a FAB (in your role of FAB Coordinator), you shall choose in the proposed list, the option: "FAB NameOfYourFAB NSA Supervisory Board'. This may be the case for a Monitoring Report.
- If you submit your Report on behalf of your **Member State**, you shall choose in the proposed list the option: "NameOfYourMemberState NSA". This will be the case for a Cost Exempt Report.
  
  - **Entity**
  
- If you submit your Report on behalf of a **FAB** (in your role of FAB Coordinator), you shall choose in the proposed list, the option: "NameOfYourFAB All entities". This may be the case for a Monitoring Report.

- If you submit your Report on behalf of your **Member State**, you shall choose in the proposed list, the option: "NameOfYourState All Entities". This will be the case for a Cost Exempt Report.
  
  - **Reference Period**
  
By default, all reports submitted by Member States/NSA are for the Reference Period of Year N-1.

  - **Comment**
  
This is a free text field for additional information at the intention of the Commission. You may for instance mention the context of your submission (e.g. the reasons for submitting a new version of the report).

*See below an example of Summary information for a Monitoring Report submitted by a NSA with a FAB Coordinator role (fictitious example).*

![Monitoring Report](image)

**NB:** Please note that this list of 'Summary' fields will be simplified in next ESSKY version, as some fields will be pre-filled by the application.
Uploading the documents of your report

In order to add your files in your report, select the tab "Documents" and click on "Add document"

Select the "Document type" tab.
Type in the description for the document (free text) in the "Description" field (optional field).
Click on "Select file".

Once your document is added, you will see the following screen where you have the possibility to view the document, update the document type/description or delete it.
You can upload additional documents in the report if necessary.
In order to finalise the submission of the document you need to click first on "Save as draft". 

NB: This 'draft' status enables you to save an intermediary version of your report in ESSKY, in case you may need more time to refine your report and submit it at a later stage.

Then click on "Submit" to finalize the submission of your document.

NB: the "Document name" is automatically generated by ESSKY (format: report/country/date).
Another window opens if you need to add comments concerning the submission of your document (optional field).

These comments can be seen under the "Exchanges" tab, where the comments of all actors involved in the workflows for reviewing/assessing the reports will be logged.

Once your report is submitted, the only way for you to change the content is by submitting a new version of the report (See section 5.2 How to create a new version).
Click on "Back" to return to the main menu.

You will note that the status of your report has been updated to "Submitted".
5.2 How to create a new version

Click on the submitted report.

Click on "Create new version".

After clicking on "Create new version" you will see the following screen. You will note that the version of the document has changed to: "Draft". Fill in the necessary fields.
The previous files are no longer in the documents tab. You need to upload your new files.

Then click on "Submit" to finalize the submission of your document.
You can again submit your comments.

After submitting your comments you can see a new version of your document.

You can always consult the previous version(s) of your report by selecting them from the Version field.
All interactions which took place on your report will be visible under "Logs".

<table>
<thead>
<tr>
<th>Version</th>
<th>Event</th>
<th>Creator</th>
<th>Date</th>
<th>Email link</th>
</tr>
</thead>
<tbody>
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<td>01</td>
<td>Report saved as draft</td>
<td>USER</td>
<td>09/05/2017</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Report reloaded</td>
<td>USER</td>
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