



EUROPEAN COMMISSION

EUROSTAT

Directorate E: Sectoral and regional statistics

Unit E-2: Environmental statistics and accounts; sustainable development

Guidance on reporting of data on waste electrical and electronic equipment according to Commission Implementing Decision (EU) 2019/2193

Methodology and new reporting format for 2021 data collection

EUROSTAT, May 2021

Contents

- 1 Legal basis2
 - 1.1 Time schedule for submitting WEEE data for reference year 2019.....2
- 2 Introduction.....3
- 3 General guide for completing WEEE reporting3
 - 3.1 Structure of the tables by EEE market and WEEE treatment operations indicators and Eurostat’s online database codes.....3
 - 3.2 EEE placed on the market and WEEE generated5
 - 3.3 Recovery targets.....6
 - 3.4 Additional information.....7
- 4 Compiling guidance for the new reporting format of WEEE Excel questionnaire to be submitted via eDAMIS7
 - 4.1 Why the new Excel format.....7
 - 4.2 Before entering your data.....8
 - 4.2.1 Sheet ‘Getting Started’ 8
 - 4.3 Insert data into the tables (sheets WEEE3.T1, WEEE2.T2, WEEE4.T1 and WEEE4.T2).....9
 - 4.3.1 General definitions and conventions..... 9
 - 4.3.2 WEEE4.T1 example.....10
 - 4.4 First steps for compiling: Table_1 example 11
 - 4.4.1 Special note on WEEE3.T2 and WEEE4.T2.....12
 - 4.5 Explanatory footnotes 12
 - 4.6 Sheet ‘Quality report’ (applicable only for the reporting of 6 categories)..... 13
 - 4.6.1 Legal aspects.....14
 - 4.6.2 PoM calculation tool in the Excel questionnaire.....14
 - 4.7 Revision of methodology report for previous reference years (2018 and backwards, under 10 EEE products categories)..... 16
 - 4.8 Validation of questionnaire 16
 - 4.9 Transmission of WEEE questionnaire via eDAMIS 18
- 5 ANNEX: Visual comparison of webforms, legislation, Table templates, and new Excel questionnaire 19
 - 5.1 Questionnaire sheet WEEE3.T120
 - 5.2 Questionnaire sheet WEEE3.T221
 - 5.3 Questionnaire sheet WEEE4.T122
 - 5.4 Questionnaire sheet WEEE4.T223
- 6 Contact.....24

1 Legal basis

The *Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on waste electrical and electronic equipment (WEEE)*¹ (hereinafter “WEEE Directive”) establishes annual reporting obligations on WEEE generation. In particular, Annex III of the Directive stipulates that six electrical and electronic equipment (EEE) product categories must be reported starting from reference year 2019. The aim of reporting is to monitor and to assess the implementation of WEEE prevention measures in Member States, based on a common methodology by measuring the levels of EEE and WEEE at the different stages of production.

The common rules for calculation, verification and reporting formats relating to WEEE are specified in the *Commission Implementing Decision (EU) 2019/2193 of 17 December 2019 laying down rules for the calculation, verification and reporting of data and establishing data formats for the purposes of Directive 2012/19/EU of the European Parliament and of the Council on waste electrical and electronic equipment (WEEE)*². The reporting formats are provided in the Annex II (data forms) and Annex III (quality check report) of this Decision.

The common calculation methodology for the weight of EEE and WEEE quantities is stipulated in the *Commission Implementing Regulation (EU) 2017/699 of 18 April 2017 establishing a common methodology for the calculation of the weight of electrical and electronic equipment (EEE) placed on the market of each Member State and a common methodology for the calculation of the quantity of waste electrical and electronic equipment (WEEE) generated by weight in each Member State*³.

Regarding the years prior 2019, the reporting format included breaking down the EEE in ten product categories, as established in the *Commission Decision 2005/369/EC of 3 May 2005 laying down rules for monitoring compliance of Member States and establishing data formats for the purposes of Directive 2002/96/EC of the European Parliament and of the Council on waste electrical and electronic equipment*⁴; the ten categories breakdown still applies for the revision of reference years 2005 to 2018. From reference year 2019 onwards, Commission Decision 2005/369/EC shall not be applied anymore; only Commission Implementing Decision (EU) 2019/2193 shall be applicable. In practice, this means that from the reference year 2019, reporting of ten categories is not applicable anymore, and from reference year 2019, countries are obliged to report according to the six categories methodology.

1.1 Time schedule for submitting WEEE data for reference year 2019

According to the WEEE Directive 2012/19/EU, the data reporting for reference year 2019 has to be made under the format defined in Commission Implementing Decision (EU) 2019/2193, for the EEE products falling within the six categories set in Annex III.

The deadline for submitting the data and quality report for reference year 2019 is within 18 months from the end of the reporting year, which is **30 June 2021**.

¹ [Directive 2012/19/EU \(WEEE Directive\)](#)

² [Commission Implementing Decision \(EU\) 2019/2193 of 17 December 2019](#)

³ [Commission Implementing Regulation \(EU\) 2017/699 of 18 April 2017](#)

⁴ [Commission Decision 2005/369/EC of 3 May 2005](#)

2 Introduction

This guidance document aims to support national experts for harmonised reporting of WEEE data, by providing instructions and explanations based on the provisions of the legal acts and methodological framework.

The document addresses reporting of WEEE data, and the applied methodology for data gathering and calculation.

For the time series with the reference year 2018 included, the Member States had the obligation to report data according to the ten EEE products categories mentioned in Annex I of WEEE Directive. WEEE reporting for reference year 2018 (due by 30 June 2020) was a transitional process, as the reporting of data for the ten EEE categories mentioned in the Annex I of the WEEE Directive was mandatory, while the reporting of data for the six EEE categories according to Annex III of the same Directive was voluntary. Some countries requested and obtained derogation for transmitting data for reference year 2018 according to the new rules in Commission Implementing Decision (EU) 2019/2193.

From reference year 2019 onwards, it is mandatory to report on six EEE product categories (instead of ten categories) according to the Annex III of the WEEE Directive.

Additionally, from reference year 2019 onwards, new minimum recovery targets are defined in Annex V part 3, set for **preparing for reuse and recycling operations** and **recovery operations** for each category. New collection rates are set out in Article 7(1) of the WEEE Directive.

In addition to the changes in reporting requirements introduced by legislation, the major change of the WEEE data collection is that in 2021 Eurostat has changed the WEEE data transmission to use the new corporate solution based on an Excel file questionnaire. This new questionnaire is to be transmitted via eDAMIS 4, replacing the former webforms under eDAMIS 3 (see Section 4). The old webforms will be discontinued, meaning that these will only be available for consultation during the 2021 exercise. Revisions of data from previous years can only be transmitted using the new Excel file questionnaire.

3 General guide for completing WEEE reporting

3.1 Structure of the tables by EEE market and WEEE treatment operations indicators and Eurostat's online database codes

Here below there is the summary structure of the EEE market and WEEE treatment operations indicators, by table and by EEE product categories classification (ten or six categories). The name of the indicators in the questionnaires have been chosen as close as possible to the new Commission Implementing Decision (EU) 2019/2193, while the codes are corresponding to the codes formerly used in the webforms and in Eurostat's online database.

WEEE3.T1 : Table 1 according to 10 categories of EEE products: EEE placed on the market, WEEE generated, WEEE collected, treatment of WEEE in the country or in another Member State or outside the EU, WEEE collection rate

- EEE placed on the market (POM) (Tonnes) MKT
- WEEE collected from private households (Tonnes) COL_HH
- WEEE collected from users other than private households (Tonnes) COL_OTH
- Total WEEE collected (Tonnes) COL
- WEEE treated in the Member State (Tonnes) TRT_NAT
- WEEE treated in another Member State of the EU (Tonnes) TRT_EU_FOR
- WEEE treated outside the EU (Tonnes) TRT_NEU

Note on WEEE treated in the Member State (Tonnes) TRT_NAT in the 10 categories classification: this indicator is foreseen for reporting waste collected in the reporting country and treated in facilities in the reporting country, as inferred by the rules set in article 2(2) of Commission Decision 2005/369/EC and likewise in article 1(6) of Commission Implementing Decision (EU) 2019/2193.

WEEE3.T2: Table 2 according to 10 categories of EEE products: WEEE recovery weights and rates, WEEE preparing for re-use and recycling weights and rates, WEEE prepared for re-use

- Recovery (Tonnes) RCV
- Recovery rate (%) RCV
- Preparing for re-use and recycling (Tonnes) RCY_PRP_REU
- Preparing for re-use and recycling rate (%) RCY_PRP_REU
- WEEE prepared for re-use (Tonnes) PRP_REU

Note on WEEE prepared for re-use (Tonnes) PRP_REU in the 10 categories classification: the former waste operation indicator name “WEEE reused as whole appliance”, as set in Commission Decision 2005/369/EC, has been revised after the adoption of the recast WEEE Directive (2012) because it refers to waste, while the process of re-use refers to products. The key difference between ‘re-use’ and ‘preparing for re-use’ is that in the former case the material or object has not become a waste, whereas in the case of ‘preparing for re-use’, the material in question has become waste in the meaning of the waste definition⁵ before undergoing the preparation for re-use operation. “WEEE reused as whole appliance” has been renamed as **WEEE prepared for re-use** in the questionnaire, in order to be closer to the Commission implementing Decision 2019/2193 and to the new waste operation “Preparing for reuse”.

WEEE4.T1: Table 1 according to 6 categories of EEE products: EEE placed on the market, WEEE generated, WEEE collected, treatment of WEEE in the country or in another Member State or outside the EU, WEEE collection rate

⁵ [DIRECTIVE 2008/98/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 19 November 2008 on waste and repealing certain Directives](#) (WFD), Art. 3: ‘waste’ means any substance or object which the holder discards or intends or is required to discard

- EEE placed on the market (POM) (Tonnes) MKT
- WEEE Generated (Tonnes) GEN
- WEEE collected from private households (Tonnes) COL_HH
- WEEE collected from users other than private households (Tonnes) COL_OTH
- Total WEEE collected (Tonnes) COL
- WEEE treated in the Member State (Tonnes) TRT_NAT
- WEEE treated in another Member State of the EU (Tonnes) TRT_EU_FOR
- WEEE treated outside the EU (Tonnes) TRT_NEU
- WEEE collection rate with methodology A, based on POM (%) COL
- WEEE collection rate with methodology B, based on WEEE generated (%) COL

Note on WEEE treated in the Member State (Tonnes) TRT_NAT in the 6 categories classification: this indicator is foreseen for reporting waste collected in the reporting country and treated in facilities in the reporting country, as inferred by the rules set in article 2(2) of Commission Decision 2005/369/EC and likewise in article 1(6) of Commission Implementing Decision (EU) 2019/2193.

WEEE4.T2: Table 2 according to 6 categories of EEE products: WEEE recovery weights and rates, WEEE preparing for re-use and recycling weights and rates

- Recovery (Tonnes) RCV
- Recovery rate (%) RCV
- Preparing for re-use and recycling (Tonnes) RCY_PRP_REU
- Preparing for re-use and recycling rate (%) RCY_PRP_REU
- Preparing for re-use (Tonnes) PRP_REU
- Recycling (Tonnes) RCY

3.2 EEE placed on the market and WEEE generated

From the reference year 2019 onwards, the collection target is set either on the basis of the average weight of EEE placed on the market in the three preceding years in the Member State concerned, or on the basis of the WEEE generated in the national territory. As of 18 April 2017, Commission Implementing Regulation (EU) 2017/699 establishes a common methodology for a) calculating the weight of EEE placed on the market in each Member State and b) calculating the quantity of WEEE generated by weight in each Member State.

From reference year 2019 onwards, according to Article 2(6) of the Commission Implementing Decision (EU) 2019/2193, all Member States shall report the collection rate attained in a reporting year calculated on the basis of the average weight of EEE placed on their markets in the three preceding years. Member States may report, on a voluntary basis, data on the weight of WEEE generated and data on the WEEE collection rate based on WEEE generated. However, where a Member State calculates the collection rate on the basis of the quantity of WEEE generated in its territory, this Member State is required to also report data on the weight of WEEE generated and data on the WEEE collection rate based on WEEE generated.

Member States shall report data on the weight of EEE placed on the market, calculated in accordance with Article 3 of Implementing Regulation (EU) 2017/699. Data reported on the

weight of WEEE generated shall be calculated in accordance with Article 4 of this Regulation.

Member States shall indicate in their quality check report and in their reporting form which methodology they have chosen to apply for calculating the WEEE collection rate.

WEEE calculation tool

Commission Implementing Regulation (EU) 2017/699 of 18 April 2017 is establishing a common methodology for the calculation of the weight of EEE placed on the market, as well as a common methodology for the calculation of the quantity of WEEE generated. DG ENV has provided this calculation tool⁶ for each of Member States. Please contact directly DG ENV for more information on this calculation tool.

3.3 Recovery targets

According to Article 11(2) of Directive 2012/19/EU *“The achievement of recovery targets shall be calculated, for each category, by dividing the weight of the WEEE that enters a recovery or a recycling/preparing for re-use facility, after proper treatment in accordance with Article 8(2) with regard to recovery or recycling, by the weight of all separately collected WEEE for each category, expressed as a percentage. Preliminary activities, including sorting and storage prior to recovery, shall not count towards the achievement of these targets”*.

In addition, Article 11(4) the Directive 2012/19/EU indicates how to implement measurements of WEEE flows *“Member States shall ensure that, for the purpose of calculating these targets, producers or third parties acting on their behalf keep records on the weight of WEEE, its components, materials or substances when leaving (output) the collection facility, entering (input) and leaving (output) the treatment facilities and when entering (input) the recovery or recycling/preparing for re-use facility.*

Member States shall also ensure that, for the purposes of paragraph 6, records on the weight of products and materials when leaving (output) the recovery or recycling/preparing for re-use facility are kept.”

Please refer to Annex I of Commission Implementing Decision (EU) 2019/2193, which defines where certain waste materials originating from WEEE are considered to enter the recycling operation.

Article 8 (2) of Directive 2012/19/EU foresees that *“Proper treatment, other than preparing for re-use, and recovery or recycling operations shall, as a minimum, include the removal of all fluids and a selective treatment in accordance with Annex VII.”*

Finally, Article 1 of Commission Implementing Decision (EU) 2019/2193 explains the rules for the calculation of the minimum recovery targets referred to in Article 11(1) of Directive 2012/19/EU as set out in the Annex V of Directive 2012/19/EU.

⁶ [WEEE calculations tool](#)

3.4 Additional information

Additional information may be found in the “Guidance on the interpretation of key provisions of Directive 2008/98/EC on waste”.

4 Compiling guidance for the new reporting format of WEEE Excel questionnaire to be submitted via eDAMIS

Please use the new excel questionnaire which includes data and quality reporting provided by Eurostat to submit data. Together with the reporting table, please submit a quality check report that describes, among other points:

- data collection and sources of data,
- methodology used for calculating the WEEE collection rate,
- any substantiated estimates,
- completeness,
- reliability,
- timeliness, and
- consistency.

4.1 Why the new Excel format

Eurostat is phasing out the webforms technology, developed under eDAMIS 3 and using obsolete Java technology. Instead of the WEEE webforms, Eurostat has prepared **the WEEE questionnaire as a beta release Excel file** using embedded SDMX. The new questionnaire includes validation macros and warning messages to alert data compilers of potential errors or missing information.

Compared to the previous webforms reports, a few additional warnings have been added in order to:

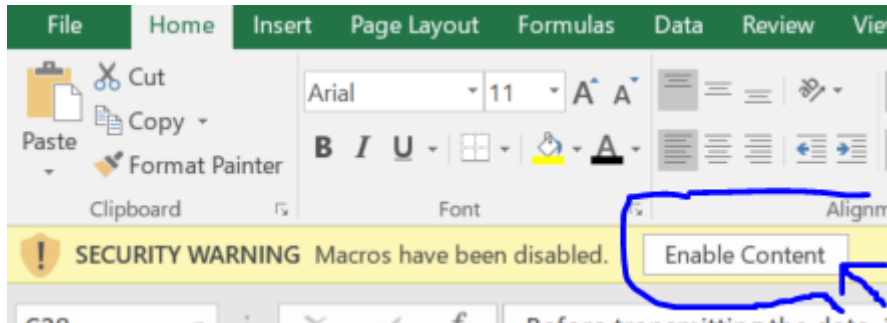
- shorten the validation process
- improve the gathering of information regarding data discrepancies
- limit the risk of infringement procedures
- highlight additional information required in the methodological report

These extra features were selected in order to tackle the most common validation issues. Please be aware that, despite these extended validation rules permit to highlight more discrepancies, not all the possible discrepancies or errors can be identified; only those that are known and that can be implemented with the technology used are included.

The Excel file questionnaire contains some codes called ‘operation codes’ and ‘waste codes’. These codes are used in Eurostat’s online database for identifying the data positions, and they have been set in the questionnaire to allow reporting countries to better identify the codes in the production chain and to ease data identification in Eurostat’s online database.

4.2 Before entering your data

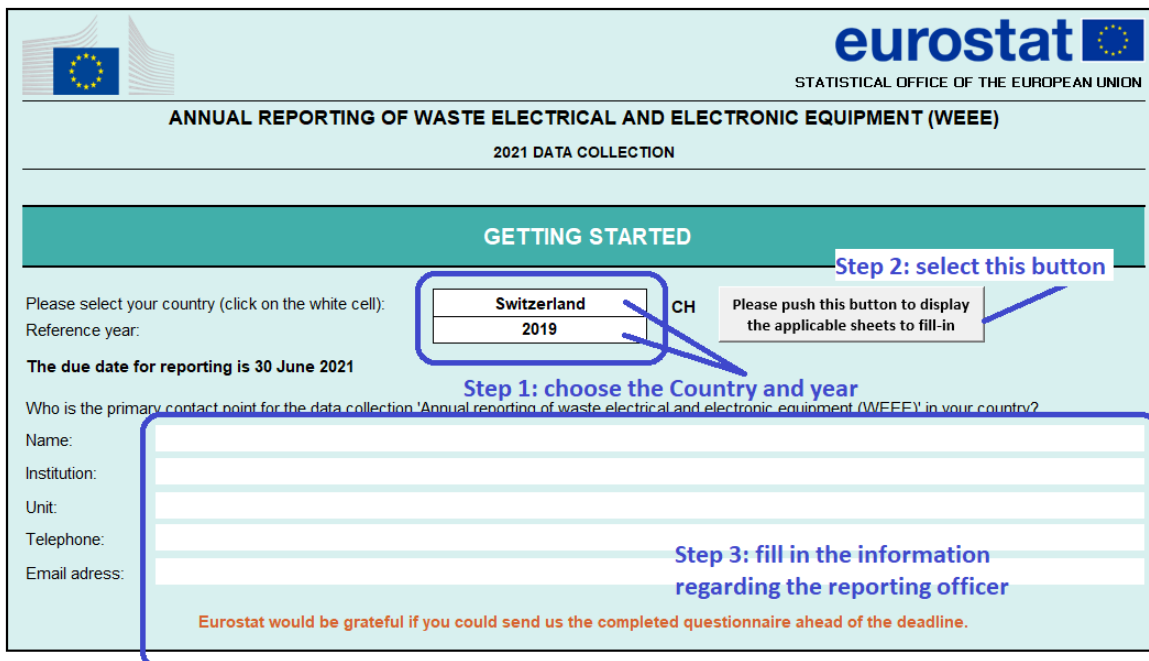
First of all, remember that usually you have to download the file to be permitted to enable the macros; moreover, you have to **enable the macros** to edit the questionnaire by clicking 'Enable content':



Should you still not able to enable the macros, you have to contact your own IT Service, as there are probably restrictions in your IT infrastructure

4.2.1 Sheet 'Getting Started'

Please choose the country name and data reference year, as in the picture below; then, please select the button for displaying the applicable sheets in the tab strip in the Excel questionnaire; finally, please do not forget to compile your institutional contact information. The recommendation is to start always with downloading an empty questionnaire for each year that you intend to transmit, in order to avoid risks of uploading not applicable data.



euromat STATISTICAL OFFICE OF THE EUROPEAN UNION

ANNUAL REPORTING OF WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE)
2021 DATA COLLECTION

GETTING STARTED

Please select your country (click on the white cell):
Reference year:

Switzerland	CH
2019	

Step 1: choose the Country and year

Please push this button to display the applicable sheets to fill-in

Step 2: select this button

The due date for reporting is 30 June 2021

Who is the primary contact point for the data collection 'Annual reporting of waste electrical and electronic equipment (WEEE)' in your country?

Name:
Institution:
Unit:
Telephone:
Email address:

Step 3: fill in the information regarding the reporting officer

Eurostat would be grateful if you could send us the completed questionnaire ahead of the deadline.

Here below there is a summary of the applicable sheets and templates to be used for the current reference year and for the revision of previous years:

Reference year	WEEE3.T1 and WEEE3.T2	WEEE4.T1 and WEEE4.T2	Sheet Quality report	Methodology report (word template)
2006 - 2017	Mandatory	Not applicable	Not applicable	Mandatory
2018	Mandatory	Voluntary	Voluntary	Mandatory
2019 ()	Not applicable	Mandatory	Mandatory	Not applicable

Once the **WEEE Excel questionnaire beta release test** is finished, MS will receive the final version of the **WEEE Excel questionnaire** to be used for the official transmission. Please be aware that, as this questionnaire is more complex than the ones for the other domains, there is not any possibility to provide the prefilling. Before transmitting, countries must check that the data, country name and reference year are correctly compiled.

Data for years between 2006 to 2014 may still be revised, however, as different targets applies, it is strongly recommended to contact directly Eurostat, since code 4.b Photovoltaic panels and some validation rules are not applicable. Should it be necessary to modify data from years prior to 2015, please first inform Eurostat. You can receive support on WEEE reporting at the following addresses:

ESTAT-WASTE-STATISTICS@ec.europa.eu,

Corina-Mihaela.NICULET@ext.ec.europa.eu

Cristina.RE@ec.europa.eu

4.3 Insert data into the tables (sheets WEEE3.T1, WEEE2.T2, WEEE4.T1 and WEEE4.T2)

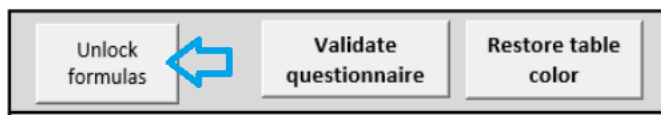
4.3.1 General definitions and conventions

When entering your data into the sheets WEEE3.T1, WEEE2.T2, WEEE4.T1 and WEEE4.T2, please use the new reporting conventions (see sheet 'Basic instructions', paragraph '3. Quality Report'). Please note how to enter 'missing' versus 'zero' data:

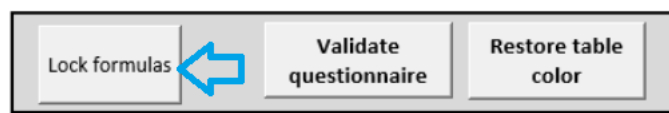
Description	Symbol
Real zero	0
Not available	

Data in an empty cell is considered 'not available' or as a 'missing value' and is not encoded in Eurostat's online database as a 0 (zero) but instead with the symbol ":" for 'not available'. When reporting in a cell is mandatory, an explanatory footnote is always required.

Many cells in the questionnaire contain formulas. It may happen that a cell contains a formula that is yielding a result not corresponding to the expected value; this usually happens when you have columns where the disaggregated data can be reported on a voluntary basis while the total is mandatory. In such cases, if voluntary data are not available, the formula needs to be overridden for the mandatory total, and manually input the expected value. To be able to compile the cells with formulas, you have to press the button **Unlock formulas** in order to be able to enter the expected value.



You must not replace the original excel formula with your own excel formula: therefore **you must insert only numbers**, arising from your own calculations. When replacing the formula with a number, you must always provide an explanatory footnote. Once you have finished to overwrite the required values, it is recommended to lock again the formulas by means of the command button **Lock formulas**.



Here is the list of conventions and descriptions for the special cases:

Type of cells	Symbol	Explanation on how to fill it in
1. White shaded (uncoloured) boxes: data must be inserted (i.e. mandatory cell)		This type of cell is always unlocked. Please provide an explanatory footnote when empty.
2. Light blue shaded boxes: Provision of data is voluntary		These cells are always unlocked and do not require any explanatory footnote when empty
3. Light grey shaded boxes: calculation is automatic; do not put any data into these cells		These cells are always locked because they contain a formula. Except in Table_1 where these are not mandatory, a value is always required, and an explanatory footnote is needed when it is empty. If the value you have to report does not correspond to the expected value, you can manually correct it: 1. press the button 'Unlock formulas'; 2. edit the cell(s); 3 fill in the explanatory footnote.
4. Black shaded boxes: reporting is not applicable		These cells appear only in Table_2 for certain rates where a total would be nonsensical.

4.3.2 WEEE4.T1 example

Some tables have cells where data can be entered voluntarily (light blue background) in addition to the white mandatory cells and the light grey cells that contain formulas and are usually mandatory. As an example, in table WEEE4.T1, where few waste management operations indicators (WAS_OPER in Eurostat's online database) are voluntary (e.g. 'WEEE Collected from private household and WEEE collected from other than private household' in

columns O and S, which are entirely voluntary), you may fill in the light blue 'voluntary' cells wherever you can provide data, but the mandatory column W Total WEEE collected must contain the total amount per each category of EEE product. This means that, whenever the two voluntary disaggregated figures are missing, the formula has to be overwritten manually with the aggregated value.

4.4 First steps for compiling: Table_1 example

Table_1 has voluntary cells (light blue background), white mandatory cells and finally grey cells, which contain formulas. If all the voluntary disaggregated data are available, and the sum of such values correspond to the respective horizontal and vertical total figures that you have to reported, you shall only fill in the light blue cells and all the formulas will calculate automatically the values in the mandatory grey cells.

If instead some data are missing (for example, during the census you received from some reporters the disaggregated values, and from other reporters only the total sum) and the coverage is not sufficient to have a reliable estimate of the disaggregated amounts, you have to do extra steps and follow guidance as in the picture below:

- 1) If you do not have all the figures available (the disaggregated values for the collection of WEEE) and you cannot impute estimates, you can unlock the cell with the command **Unlock formulas**. Then, you fill in the mandatory grey cells with the “Total WEEE collected” (by category). Please be aware that not all grey cells are mandatory, for instance the “WEEE collected from private households” and “WEEE collected from users other than private households” sums are voluntary. In the comment you may see this information. Please take note that if you have either “WEEE collected from private households” or “WEEE collected from users other than private households”, you cannot have as “Total WEEE collected” a different value, as this is the sum of aforementioned two values. More information are available in sheet **Validation Rules**. To avoid that you unintentionally erase other formulas when you fill in the questionnaire, you should select again the button **Lock formulas**.
- 2) In the picture you can see cells contoured by a green box; these cells contain guidance warnings that assist you when compiling data; these warnings are usually only hints. Please be aware that these warning messages are very complex and they cannot cover all cases. Usually, if you have a warning related to a certain level of severity (a potential error) the cells will also appear in light red; when running the **Validate questionnaire** (see chapter Validation of questionnaire) this cell will probably arise an error message and the cell will appear fully red.
- 3) You may notice some small red triangles in the cells bearing formulas. These red triangles are containing comments; they appear when you move the cursor upon them. These comments are suggesting which grey cells may be voluntary.

4.4.1 Special note on WEEE3.T2 and WEEE4.T2

The threshold constraint of 100% on **preparing for re-use and recycling rate** and **recovery rate** has been taken off in the Excel file, as countries may justify this occurrence. In fact, as clarified in the legislation, for each collected item, the collection phase, treatment phase and final recovery output may occur in different subsequent years; countries have to declare the measured total quantities as they enter the collection sites, as they enter the treatment facilities and as they are finally accounted for recovered, in the reporting reference year. It is necessary to report in the methodological report any such situations. Therefore, for both the targets (**preparing for re-use and recycling rate and recovery rate**) there is the obligation to insert the justification in the explanatory footnote when the value is above 100%.

Please report an extended explanation for any such exception also in the sheet **Quality report** (for table WEEE3.T2) or in the **methodology report** (for table WEEE3.T2). Moreover, please notice that, from reference year 2019, these cases:

- **preparing for re-use and recycling rates** higher than 95%,
- **recovery rates** higher than 99%,
- **preparing for re-use and recycling rates** higher than recovery rates

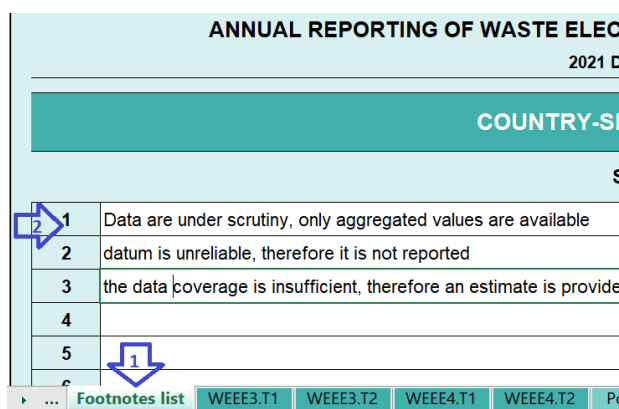
and many more other outlier values have to be mandatorily reported in section **Plausibility check** in the sheet **Quality report**.

4.5 Explanatory footnotes

The explanatory footnotes must be used to describe inconsistencies or deviations in the data, to briefly explain the choice of the standard footnotes and finally to describe any other situation that goes beyond the standard footnotes. Moreover, whenever a mandatory cell is left empty, or has a warning or error highlight in the sheet error log, the explanatory footnote is required. One explanatory footnote can be used for all cells and values for which the same explanation applies.

In order to include the explanatory footnotes aside the datum you have to do the following:

- please edit the explanatory footnote texts in the worksheet 'Footnotes list' (as in the picture below, arrow 1) starting from footnote number 1 (as in the picture below, arrow 2).



- then choose one by one the sheets where you need to insert the explanatory footnote reference (e.g. WEEE4.T1), and then select from the drop-down menu the number of the explanatory footnote that applies to the datum, as shown in steps 3, 4 and 5 in the picture below:

		EEE placed on the market (POM) (Tonnes)	Standard footnotes	Explanatory footnote
waste code	waste description	MKT		
EE_LE	4. Large equipment (*) (any external dimension more than 50 cm)	50		
EE_LEXPVP	4a. Large equipment excluding photovoltaic panels (*)		1	Data are under
EE_LE_PVP	4b. Photovoltaic panels (*)		1	
EE_SE	5. Small equipment (no external dimension more than 50 cm)	12		
EE_SITTE	6. Small IT and telecommunications equipment (no external dimension more than 50 cm)	11		

... Footnotes list WEEE3.T1 WEEE3.T2 WEEE4.T1 WEEE4.T2 PoM calculation tool

Please notice that the same footnote number may be used for different cells, wherever the same footnote explanation applies.

If by mistake a footnote number is chosen from the drop-down menu, it can be deleted by selecting the cell and pressing the delete key.

Please do not use the footnotes for reporting data sources, links, methodology and so on; this information should be described in the sheet 'Quality report' (for data from reference year 2019) or in the methodology report (for data from reference year 2018 or earlier).

4.6 Sheet 'Quality report' (applicable only for the reporting of 6 categories)

For reference year 2019 onwards, the methodological report is substituted with the **Quality report** sheet (orange colour tab) already included in the Excel questionnaire file. Moreover, from reference year 2019 onwards it is mandatory to complete the sheet **Quality report** already included in the Excel questionnaire file; this sheet has to be submitted together with the reporting of the data in tables WEEE4.T1 and WEEE4.T2 (the six EEE product categories waste reporting). Exceptionally, it can also be compiled for reference year 2018 by those countries who have obtained for year 2018 a derogation and have only transmitted the data according to the new format (Commission implementing Decision (EU) 2019/2193). Sheet **Quality report** must be used to describe WEEE data collection and calculation methods, to document the data sources and to report any issue arising during the validation process.

In this sheet there are mandatory pink cells containing conditional controls; these are:

- the drop-down menu (recognisable by the thick border) mandatorily requires the choice of the appropriate answer
- cells that remain pink are indicating that an answer is required, usually referring to the choices previously made in the thick squared drop down (white cells remain mandatory too)

Country: Switzerland (CH)	Reference year: 2018 (only for voluntary reporting of 6 categories)
2.4. Reference year	2018
2.5. Delivery date / version	
2.6. Link to data publication by the Member State (if any)	
2.7 Claim for confidentiality	
2.7.1 This quality check report shall be available — to the public on the Commission's webpage (please select the answer in the drop down box placed on the right).	
cell requiring an answer according to condition	drop down cell
2.7.2 This quality check report shall be available to the members of the Technical Adaptation Committee	

The most important reporting requirement in the Quality report sheet is the declaration in **Section 3.2: Methodology for the calculation of the WEEE collection rate**; this declaration impacts the choice of the collection rate in sheet WEEE4.T1 and has important legal implications. Here below are highlighted the most important information for the choice of the methodology.

4.6.1 Legal aspects

Starting from reference year 2019, it is necessary to declare the methodology for the WEEE collection rate that will be considered for the achievements of the minimum collection rates. As of Directive 2012/19/EU, Article 7 Collection rate, point 1, second paragraph:

“From 2019, the minimum collection rate to be achieved annually shall be 65 % of the average weight of EEE placed on the market in the three preceding years in the Member State concerned, or alternatively 85 % of WEEE generated on the territory of that Member State.”

This declaration has to be provided in the **Quality Report** sheet on the section **3.2 Methodology for the calculation of the WEEE collection rate**, choosing the most appropriate calculation of the collection rate. Here is the recall of the calculation methodologies as defined in Commission Implementing Decision (EU) 2019/2193 of 17 December 2019, Article 2:

“4: Member States shall report the data on the weight of EEE placed on the market as calculated in accordance with Article 3 of Implementing Regulation (EU) 2017/699.”

“5: Member States shall report the data on the weight of WEEE generated as calculated in accordance with to Article 4 of Implementing Regulation (EU) 2017/699.”

“6: Member States shall report the collection rate attained in a reporting year calculated on the basis of the average weight of EEE placed on their markets in the three preceding years. Where a Member State calculates the collection rate on the basis of the quantity of WEEE generated in its territory, it shall report data on the weight of WEEE generated and data on the WEEE collection rate based on WEEE generated. Where a Member State calculates the collection rate on the basis of the average weight of EEE placed on the market in the three preceding years, it may report, on a voluntary basis, data on the weight of WEEE generated and data on the WEEE collection rate based on WEEE generated.”

4.6.2 PoM calculation tool in the Excel questionnaire

In order to assist the countries in the calculation method, Eurostat has prepared the sheet “PoM calculation tool”

For the declaration on calculation methodologies, it is critical that section 3.2 is fully completed. The sheet ‘PoM calculation tool’ is linked to this section.

Country: CH		Placed on Market supporting tool for calculation					
Reference year: 2018		Switzerland					
Years:		2015	2016	2017	Average from 2015 to 2017	2018	2018
waste code	waste description	EEE products placed on market - Year -3 (three years before reference year) - Tonnes	EEE products placed on market - Year -2 (two years before reference year) - Tonnes	EEE products placed on market - Year -1 (one year before reference year) - Tonnes	Average weight of the three preceding years - Tonnes	Preview of total WEEE collected - Tonnes	Preview of WEEE collection rate with methodology A, based on POM (%) (**)
EE_TEE	1. Temperature exchange equipment						
EE_SME	2. Screens, monitors, and equipment containing screens having a surface greater than 100 cm ²						
EE_LMP	3. Lamps						
EE_LE	4. Large equipment (*) (any external dimension more than 50 cm)						
EE_LEXPSP	4a. Large equipment excluding photovoltaic panels (**)						
EE_LE_PVP	4b. Photovoltaic panels (**)						
EE_SE	5. Small equipment (no external dimension more than 50 cm)						
EE_SITTE	6. Small IT and telecommunications equipment (no external dimension more than 50 cm)						
EE6	Total waste arising from EEE (6 categories)						

3.2.1 Please indicate the methodology applied for the calculation of the WEEE collection rate (please choose the methodology in the cell here below)

The WEEE collection rate has to be calculated on the basis of

3.2.2 If the methodology applied is based on the average weight of EEE placed on the market in the three preceding years (if chosen in section 3.2.1), please provide data on the quantity of EEE placed on the market in the three years preceding the reference year (if you use POM calculation tool, data will appear here due to a reference formula):

	Year 2015	Year 2016	Year 2017	Average weight of the three years = (sum of columns 1 + 2+3, divided by 3)
Total weight (tonnes) of EEE placed on the market (POM) of a Member State				

Please take note that the PoM calculation tool is not mandatory, it is only a tool that may permit countries to fill in the figures for the previous years PoMs by category, and applies the summations for the categories in columns G, H and I, appearing in the EE6 line (total by category), that will then go to the corresponding cells in section 3.2.2 of the quality report.

Responses to question 3.2.1 (see picture below) identify which cells should be used from the sheet 'PoM calculation tool' and facilitates automatic data insertion.

3.2 Methodology for the calculation of the WEEE collection rate

3.2.1 Please indicate the methodology applied for the calculation of the WEEE collection rate (please choose the methodology in the cell here below)

The WEEE collection rate has to be calculated on the basis of

3.2.2 If the methodology applied is based on the average weight of EEE placed on the market in the three preceding years (if chosen in section 3.2.1), please provide data on the quantity of EEE placed on the market in the three years preceding the reference year (if you use POM calculation tool, data will appear here due to a reference formula):

	Year 2016	Year 2017	Year 2018	Average weight of the three years = (sum of columns 1 + 2+3, divided by 3)
Total weight (tonnes) of EEE placed on the market (POM) of a Member State				

4. Source of data

For the question 3.2.1:

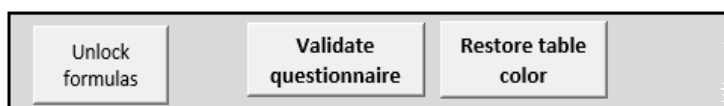
- if the first option 'the total average weight of EEE placed on the market in the three preceding years' is selected, data must mandatorily be inserted for the reference years listed in question 3.2.2;
- if the second option 'the total WEEE generated on the territory' is selected, data entry under question 3.2.2 is voluntary (cells automatically become white).

4.7 Revision of methodology report for previous reference years (2018 and backwards, under 10 EEE products categories)

The revision of the methodology report including up to reference year 2018 have to be done using the former Word template, to be then transmitted in eDAMIS 4 by choosing dataset WASTE_WEEEMTH. Note: the methodological report for the 10 categories has not been included in the Excel questionnaire for two reasons: first, to avoid confusion between the requirements of the two reporting methods, and second to limit burden on the country in copy/pasting information from a different template format.

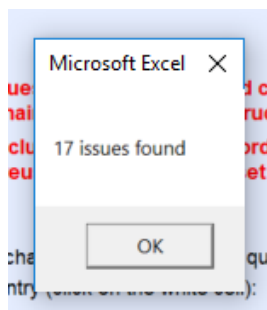
4.8 Validation of questionnaire

Before transmitting the data, it is necessary to validate the data by pressing the middle button **Validate questionnaire** in the top left of the data entry tables (e.g. sheet WEEE3.T1).



It is mandatory to verify the **ErrorLog** sheet and provide explanatory footnotes or corrections for all the errors. The validation rules are explained in detail in sheet **Validation Rules**.

Once you press the button **Validate questionnaire**, you may get a message like this:



As soon as you press **Ok**, the Excel sheet '**ErrorLog**' will open:

	A	B	C	D	E	F			
132	Go to cell	Mandatory	G8	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
133	Go to cell	Mandatory	G9	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
134	Go to cell	Mandatory	G10	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
135	Go to cell	Mandatory	G11	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
136	Go to cell	Mandatory	G12	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
137	Go to cell	Mandatory	G13	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
138	Go to cell	Mandatory	G14	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
139	Go to cell	Mandatory	G15	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
140	Go to cell	Mandatory	G16	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
141	Go to cell	Mandatory	W8	WEEE4.T1	Empty mandatory cell with no explanatory footnote	Error			
	< > ...	Footnotes list	WEEE3.T1	WEEE3.T2	WEEE4.T1	WEEE4.T2	PoM calculation tool	Quality report	ErrorLog

Ready

To see the exact error, press on the [Go to cell](#) link and you will be automatically directed to the corresponding error. Then you check the cell and decide if to correct/insert the value or provide an explanation:

		EEE placed on the market (POM) (Tonnes)	Standard footnotes	Explanatory footnote
waste code	waste description	MKT		
EE_LE	4. Large equipment (*) (any external dimension more than 50 cm)	50		
EE_LEXPVP	4a. Large equipment excluding photovoltaic panels (*)		1	Data are under
EE_LE_PVP	4b. Photovoltaic panels (*)		1	
EE_SE	5. Small equipment (no external dimension more than 50 cm)	12		
EE_SITTE	6. Small IT and telecommunications equipment (no external dimension more than 50 cm)	11		

[Footnotes list](#)
[WEEE3.T1](#)
[WEEE3.T2](#)
[WEEE4.T1](#)
[WEEE4.T2](#)
[PoM calculation tool](#)

When you have to add an explanatory footnote next to the mandatory cell, you first have to insert the explanation in the first empty row next to a number in the sheet 'Footnotes list'. You may then go back to the cell with the error and chose the appropriate footnote number.

ANNUAL REPORTING OF WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE) 2021 DATA COLLECTION	
EXPLANATORY FOOTNOTES	
Switzerland	
1	Data are under scrutiny by the Authority on WEEE treatment
2	Data are estimated by the Authority on WEEE treatment
3	Collection rate is lower than treated because part of the waste from previous years was kept as stock and sent for treatment only in the reference year
4	
5	
6	
7	

[Validation rules](#)
[GETTING STARTED](#)
[Footnotes list](#)
[WEEE3.T1](#)
[WEEE3.T2](#)
[WEEE4.T1](#)
[WEEE4.T2](#)
[PoM calculation tool](#)
[Quality report](#)
[ErrorLog](#)

Please proceed through the **ErrorLog** sheet until you have checked all the issues.

Repeat this procedure for each data table.

Once correcting each error, if some cells still appear red despite no error in 'ErrorLog', you can press the button **Restore table color** in the top left of the data table sheet.

Please, remember that **for revisions of reference year 2018 only**,

– if you are not submitting the voluntary data in WEEE4.T1 and WEEE4.T2,

or

– if you obtained derogation to apply only accordingly the new 6 products category methodology and you are not submitting data in WEEE3.T1 and WEEE3.T2

you are kindly request to insert an explanatory footnote in sheet Footnotes list (for instance: "No voluntary data available" or "Derogation for transmitting according to 6 categories") and

to insert therefore aside all the empty cells in those tables the footnote number, so to avoid the visualisation of the automatic errors.

4.9 Transmission of WEEE questionnaire via eDAMIS

Please refer to the sheet **Basic instructions** when you transmit the completed questionnaire.

Alternatively, you may contact your local eDAMIS coordinator or the Eurostat eDAMIS helpdesk at <https://webgate.ec.europa.eu/edamis/helpcenter/website/index.htm> , or

by emailing estat-support-edamis@ec.europa.eu , or

by calling (+352) 4301 33213, (+352) 4301 32232.

5 ANNEX: Visual comparison of webforms, legislation, Table templates, and new Excel questionnaire

The following figures show the corresponding codes for waste management operations (WAS_OPER in Eurostat's online database) between of the webforms, the data excel sheets and the legislation.

To summarise:

Webform sheet WEEE3.T1 and the excel questionnaire sheet WEEE3.T1 are matching Table 1 of Commission Decision 2005/369/EC

Webform sheet WEEE3.T2 and the excel questionnaire sheet WEEE3.T2 are matching Table 2 of Commission Decision 2005/369/EC

Webform sheet WEEE4.T1 and the excel questionnaire sheet WEEE4.T1 are matching Table 1 of Commission Implementing Decision (EU) 2019/2193 and are partially matching Table 2 of Commission Implementing Decision (EU) 2019/2193

Webform sheet WEEE4.T2 and the excel questionnaire sheet WEEE4.T2 are partially matching Table 2 of Commission Implementing Decision (EU) 2019/2193

5.1 Questionnaire sheet WEEE3.T1

Table one: Waste electrical and electronic equipment (WEEE)													
Exported													
Country:				Reference period: A				Status: Transferred					
B	C	D	E	F	G	H	I	J	K	L	M	N	O
2018-Annual													
Put on the market a)		Collected from private households		Collected other than from private households		Total WEEE collected		Treated in the Member State		Treated in another Member State		Treated outside the EC	

Former transmission system:
Webform sheet WEEE3.T1

Table 1 according to 10 categories of EEE products: EEE placed on the market, WEEE generated, WEEE collected, treatment of WEEE in the country or in another Member State or outside the EU, WEEE collection rate																				
Switzerland																				
EEE placed on the market (POM) (Tonnes)	Standard footnotes	Explanatory footnote	WEEE collected from private households (Tonnes)	Standard footnotes	Explanatory footnote	WEEE collected from users other than private households (Tonnes)	Standard footnotes	Explanatory footnote	Total WEEE collected (Tonnes)	Standard footnotes	Explanatory footnote	WEEE treated in the Member State (Tonnes)	Standard footnotes	Explanatory footnote	WEEE treated in another Member State of the EU (Tonnes)	Standard footnotes	Explanatory footnote	WEEE treated outside the EU (Tonnes)	Standard footnotes	Explanatory footnote
MKT			COL_HH			COL_OTH			COL			TRT_NAT			TRT_EU_FOR			TRT_NEU		

New transmission system:
excel questionnaire WEEE3.T1

ANNEX
Table 1

Waste electrical and electronic equipment (WEEE) collected and exported (Articles 5 and 12 of Directive 2002/96/EC)

	1	2	3	4	5	6	7
	Put on the market	Collected from private households	Collected other than from private households	Total WEEE collected	Treated in the Member State	Treated in another Member State	Treated outside the EC
	Total weight (!) tonnes	Total weight tonnes	Total weight tonnes	Total weight tonnes	Total weight tonnes	Total weight tonnes	Total weight tonnes

Corresponding legislation: Table 1 of
Commission Decision 2005/369/EC

5.2 Questionnaire sheet WEEE3.T2

Table two: WEEE									
Recovery, recycling and reuse, targets					Unit = Tonnes (3 decimals po				
WEEE3T2_A	Country:			Reference period: A					
A	B	C	D	E	F	G	H	I	J
2018-Annual									
	Recovery (tonnes) a)	Recovery rate (%)	Reuse and recycling (tonnes)	Reuse and recycling rate (%)	WEEE reused as whole appliance				

Former transmission system:
Webform sheet WEEE3.T2

Table 2 according to 10 categories of EEE products: WEEE recovery weights and rates, WEEE preparing for re-use and recycling weights and rates, WEEE prepared for re-use														
Switzerland														
Recovery (Tonnes)	Standard footnotes	Explanatory footnote	Recovery rate (%)	Standard footnotes	Explanatory footnote	Preparing for re-use and recycling (Tonnes)	Standard footnotes	Explanatory footnote	Preparing for re-use and recycling rate (%)	Standard footnotes	Explanatory footnote	WEEE prepared for re-use (Tonnes)	Standard footnotes	Explanatory footnote
RCV			RCV			RCY PRP REU			RCY PRP REU			PRP_REU		

New transmission system:
excel questionnaire
WEEE3.T2

Table 2
Recovery, recycling and reuse, targets (Article 7(2) of Directive 2002/96/EC)

Corresponding legislation:
Table 2 of Commission
Decision 2005/369/EC

1	2	3	4	5
Recovery	Recovery rate	Reuse and recycling	Reuse and recycling rate	WEEE reused as whole appliance
Total weight ⁽¹⁾ tonnes	%	Total weight tonnes	%	Total weight tonnes

5.3 Questionnaire sheet WEEE4.T1

Table 1: Waste electrical and electronic equipment (WEEE)															
Collected and exported (Article 7 and 10 of Directive 2012/19/ EU)															
Dataset WASTE_WEEE4T1_A						Country: IS			Reference period: A			Status: Transferred			
B	C	D	E	F	G	H	I	J	K	L	M	N	O		
2018 Annual															
Products put on the market			Waste collected from households			Waste collected from other sources			Waste collected		Waste treated in the Member State		Waste treated in another Member State of the EU		Waste treated outside the EU

Former transmission system:
Webform sheet WEEE4.T1

Table 1 according to 6 categories of EEE products: EEE placed on the market, WEEE generated, WEEE collected, treatment of WEEE in the country or in another Member State or outside the EU, WEEE collection rate																													
Switzerland																													
EEE placed on the market (POM) (Tonnes)	Standard footnotes	Explanatory footnote	WEEE Generated (Tonnes)	Standard footnotes	Explanatory footnote	WEEE collected from private households (Tonnes)	Standard footnotes	Explanatory footnote	WEEE collected from users other than private households (Tonnes)	Standard footnotes	Explanatory footnote	Total WEEE collected (Tonnes)	Standard footnotes	Explanatory footnote	WEEE treated in the Member State (Tonnes)	Standard footnotes	Explanatory footnote	WEEE treated in another Member State of the EU (Tonnes)	Standard footnotes	Explanatory footnote	WEEE treated outside the EU (Tonnes)	Standard footnotes	Explanatory footnote	WEEE collection rate with methodology A, based on POM (**)(%)	Standard footnotes	Explanatory footnote	WEEE collection rate with methodology B, based on WEEE generated (**)(%)	Standard footnotes	Explanatory footnote

New transmission system:
excel questionnaire WEEE4.T1

Corresponding legislation:
Table 1 of Commission Implementing Decision (EU) 2019/2193

Corresponding legislation:
Table 2 of Commission Implementing Decision (EU) 2019/2193

Table 1

on the market, waste electrical and electronic equipment (WEEE) generated and collected and WEEE collection rate

1	2	3	4	5	6	
EEE placed on the market (POM)	WEEE Generated	WEEE collected from private households	WEEE collected from users other than private households	Total WEEE collected	WEEE collection rate (%)	
					Methodology	
Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)	A. based on POM (%)	B. based on WEEE generated (%)

Table 2

ry of WEEE, treatment of WEEE in each Member State and WEEE exported and preparing for re-use, recycling and recovery rates

1	2	3	4	5	6	7	8	9
Preparing for re-use	Recycling	Preparing for re-use and recycling	Preparing for re-use and recycling rate	Recovery	Recovery rate	WEEE treated in the Member State	WEEE treated in another Member State	WEEE treated outside the Union
Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)	%	Total weight (tonnes)	%	Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)

5.4 Questionnaire sheet WEEE4.T2

Table 2: Waste electrical and electronic equipment (WEEE) Recovery, recycling and prepared for reuse targets (Article 11 of Directive 2012/19/ EU)																		
Country:					Reference period: A					Status: Transferred								
B		C		D		E		F		G		H		I		J		K
2018 Annual																		
Recovery (tonnes) (1)				Recovery rate (%)				Recycling and reuse (tonnes)				Recycling and reuse rate (%)				Prepared for reuse (tonnes)		
II				NaM				II				NaM				II		

Former transmission system:
Webform sheet WEEE4.T2

Table 2 according to 6 categories of EEE products: WEEE recovery weights and rates, WEEE preparing for re-use and recycling weights and rates																	
Switzerland																	
Recovery (Tonnes)		Recovery rate (%)		Preparing for re-use and recycling (Tonnes)		Preparing for re-use and recycling rate (%)		Preparing for re-use (Tonnes)		Recycling (Tonnes)		Explanatory footnote		Explanatory footnote		Explanatory footnote	
RCV		RCV		RCY PRP REU		RCY PRP REU		PRP REU		RCY							

New transmission system:
excel questionnaire WEEE4.T2

Table 2

very of WEEE, treatment of WEEE in each Member State and WEEE exported and preparing for re-use, recycling :

Corresponding legislation: Table 2 of Commission Implementing Decision (EU) 2019/2193									
1	2	3	4	5	6	7	8	9	
Preparing for re-use	Recycling	Preparing for re-use and recycling	Preparing for re-use and recycling rate	Recovery	Recovery rate	WEEE treated in the Member State	WEEE treated in another Member State	WEEE treated outside the Union	
Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)	%	Total weight (tonnes)	%	Total weight (tonnes)	Total weight (tonnes)	Total weight (tonnes)	

6 Contact

Should you have any questions please do not hesitate to contact us at:

ESTAT-WASTE-STATISTICS@ec.europa.eu