USER MANUAL
FOR THE NEW ENERGY QUESTIONNAIRES

JULY 2025

TABLE OF CONTENTS

1 INTRODUCTION

The new questionnaire model was developed to answer two main requirements: Firstly, it allows the users to access new functionalities such as metadata reporting (status flag), data visualisation, and more. Secondly, the base “engine” is highly modular to facilitate the development of new questionnaires and their continuous maintenance.

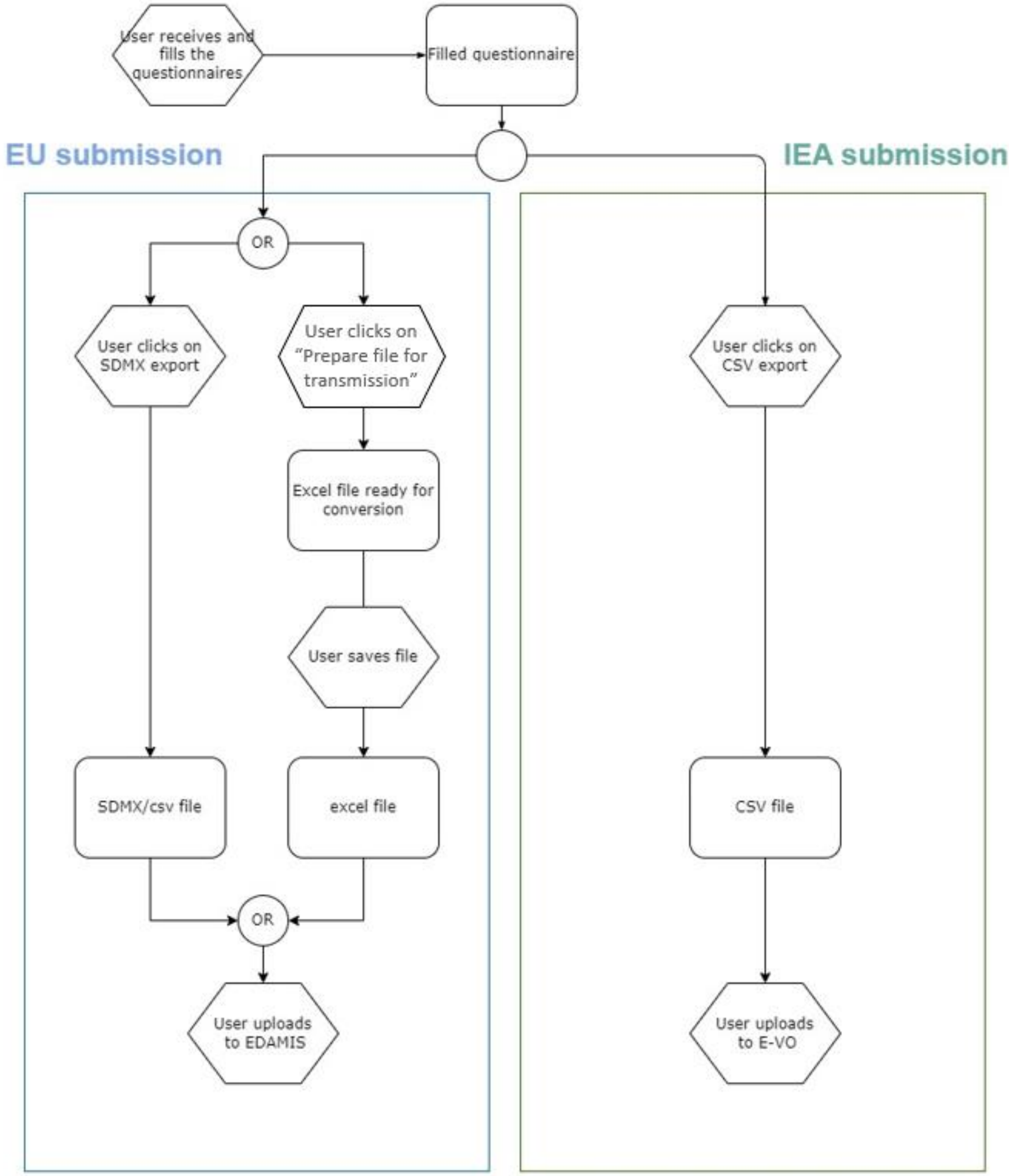
2 DATA COLLECTION PROCESS

The questionnaire will be transmitted to the national administration by either Eurostat or the IEA. If the questionnaire can contain historical information (i.e., time series) and if a data collection cycle has already occurred, it will be prefilled with the latest validated data for the previous data collection period.

Users are responsible for filling the questionnaire with the most accurate and up-to-date information. To achieve this, they can use the various questionnaire functionalities, such as data validation, visualisation and comparison with previous cycles.

Once the data is filled in by the national administration, it can be submitted to Eurostat and IEA. In the case of IEA, the user should use the ‘CSV (E-VO)’ export function in order to generate a csv file, which can then be uploaded to the IEA’s E-VO platform. For Eurostat, users have a choice: they can either generate an SDMX-CSV file by selecting the ‘SDMX-CSV’ option for the reporting of data via the EDAMIS platform, or they can upload the entire excel file via the EDAMIS platform. In the latter case, users will have first to run the ‘Prepare file for transmission’ function and save their file to ensure it is ready for conversion to SDMX on the platform.

Figure 1: Submission schema



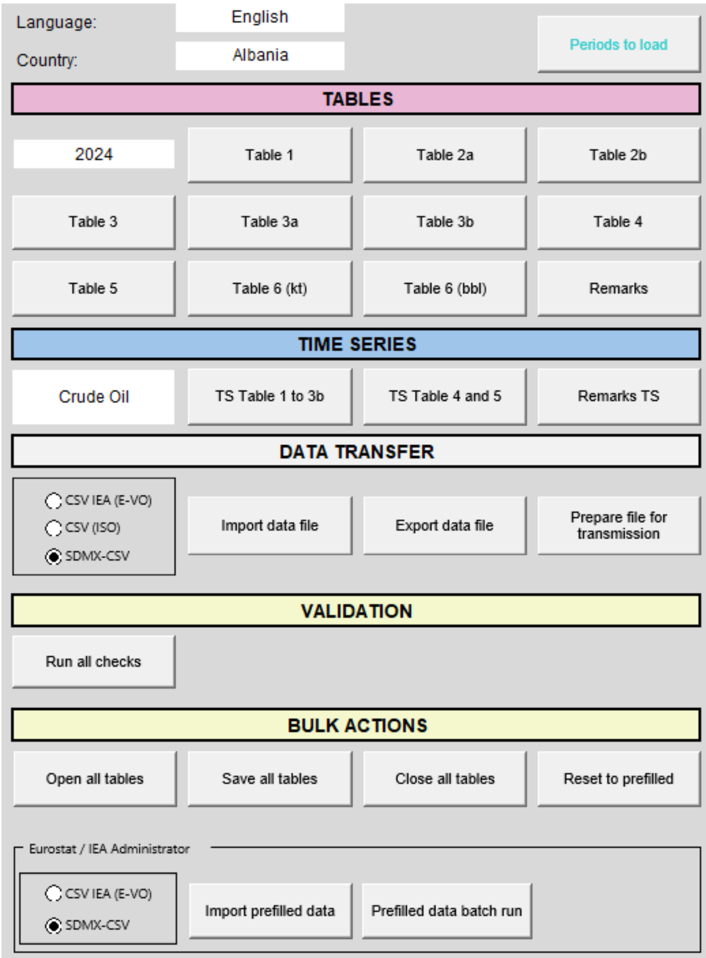
3 HOW TO USE THE QUESTIONNAIRE

3.1 GENERAL OPERATION PRINCIPLE

The background operation of the file differs from the former annual energy questionnaires because the data is not stored in the different time series spreadsheets of the file. In this file, the data is stored in a dedicated table (tab 'Entries') which centralizes all the data collected via this questionnaire. The data loaded from external files (e.g., CSV / SDMX imports) is stored there, the output from the questionnaire is extracted from there (CSV / SDMX exports), and the time series and other forms are populated from the same table when the user requests to view it.

3.2 NAVIGATION

Like for many of the existing questionnaires, a menu allows the user to access tables and run functions. It is for example possible to select the language, select the reporting country, transfer data in and out, access forms and time series to view and input data, see specific time series with calculations (efficiencies) and see graphical representation of the data stored and run the built-in validation checks.



A user can open several main tables or time series tables at once. It is important to note that the changes made in one of the tables will only be reflected in other tables after the table with changes has been saved, and after the other tables have been reloaded.

3.2.1 BULK ACTIONS

This section was introduced to perform bulk actions to improve the speed and usability of the questionnaires. Users can force the questionnaires to perform time consuming operations in one go, such as opening all tables or saving all tables with one button.

The ‘Open all tables’ functionality has an intelligent search that will only open **time series** for products for which there is data currently entered in the questionnaire (via the prefilling performed by IEA or Eurostat, or data entered and saved by the user). ‘Open all tables’ will open **tables** based on the year selected in the dropdown.

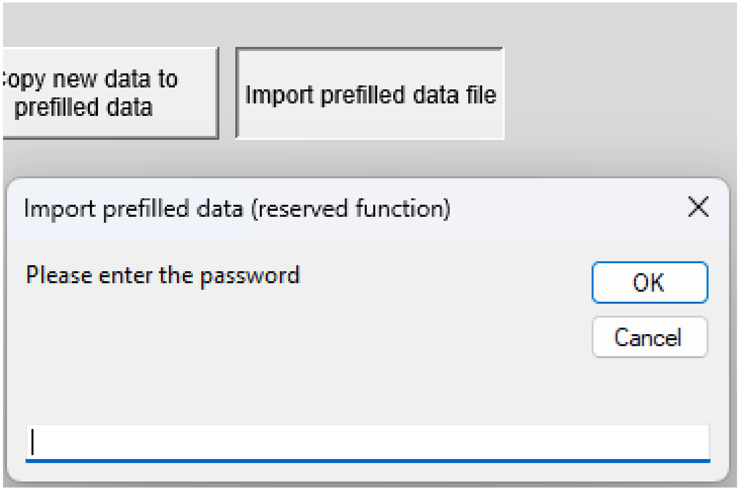
The recommended use of bulk actions is to ‘Open all tables’ when starting to work with the file, then use ‘Save all tables’ whenever you see fit (before closing the file, after a major update,…). Note that users do not have to close all tables when closing the file, the questionnaire will keep all tables opened. However, the data should be saved before closing the file (‘Save all tables’ button), otherwise it will be lost.

Note that when all tables are opened and one is modified, users will need to ‘Save’ the table they modified and click ‘Show new data’ in other tables if they want to see their changes. A workaround is to ‘Save all tables’, then ‘Close all tables’ and then ‘Open all tables’ to see the changes reflected in all tables. This is more time consuming but will help users visualize their latest data after major updates.

3.3 IMPORT DATA

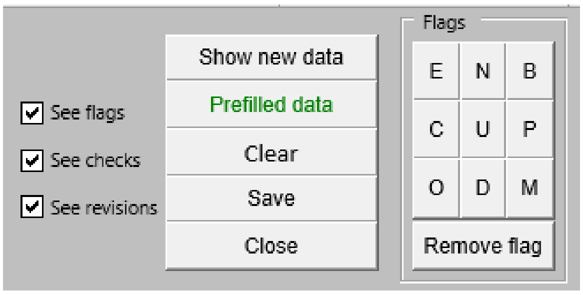
3.3.1 IMPORT PREFILLED DATA FILE (FUNCTION RESERVED FOR EUROSTAT/IEA ONLY)

Eurostat / IEA data manager can load the data from a CSV file to the questionnaire, and store it as ‘base data’ (e.g., last cycle submission). In the menu tab, the manager should first select the format of the file to be imported and tick either ‘CSV (E-VO)’ or ‘SDMX (CSV)’, and then click on ‘Import prefilled data file’ button. The data manager will be prompted with a window to provide the password and then to indicate the location of the file which needs to be imported.



The prefilled data can be visualised in the various tables by pressing the ‘Prefilled data’ button.

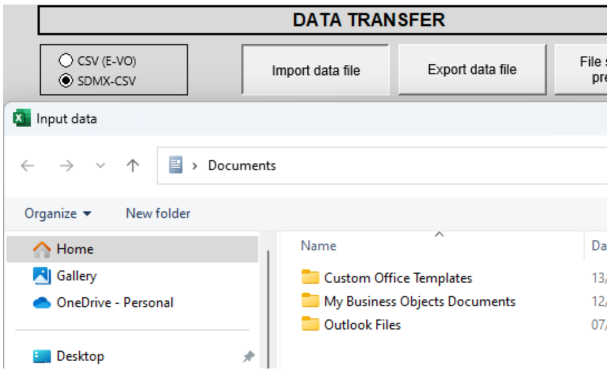
The prefilled data can be used as the new data by pressing the ‘Reset to prefilled’ button.



This set of data is used to highlight the revisions in the data filled in by the user.

3.3.2 IMPORTING A CSV (ISO) / CSV IEA (E-VO) / SDMX-CSV DATA FILE

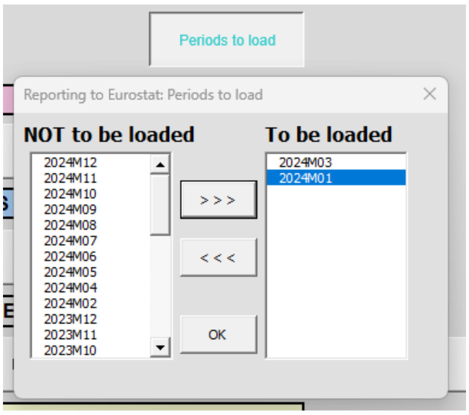
The user can choose to load data previously prepared (for instance, during/from last cycle) into the questionnaire. In the menu tab, the user should first select the format of the file to be imported and tick either 'CSV IEA (E-VO)' (IEA CSV format with IEA country codes), 'CSV (ISO)' (IEA CSV format with ISO/2 letters country codes) or 'SDMX-CSV', and then click on 'import data file'. The user will be prompted with a window to indicate the location of the file.



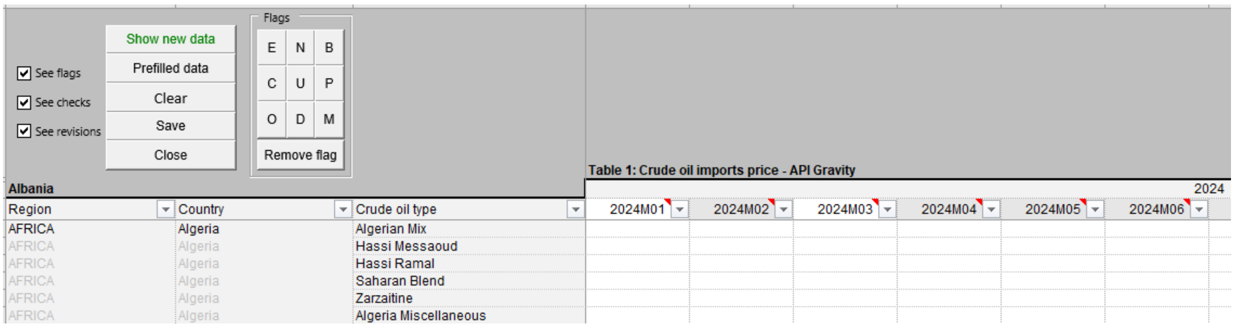
The flat file needs to contain years which are supported by the questionnaire, otherwise the import will fail (e.g. if the questionnaire is developed to collect data for the period 2022-2024, the flat file which is used for loading should have data only for those years).

3.4 SELECT THE REPORTING YEARS

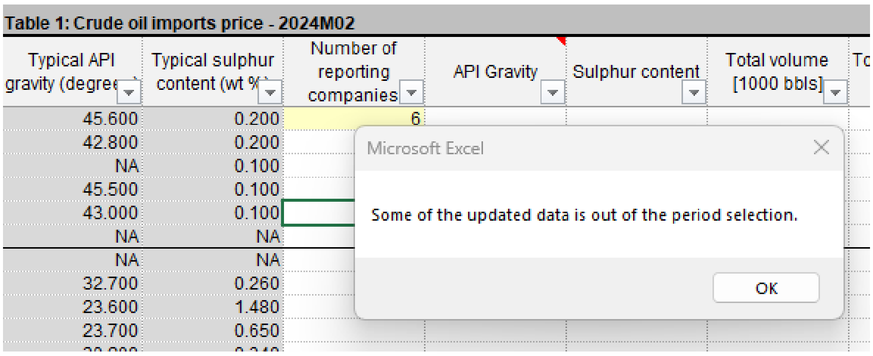
Similar to what was done in the previous annual questionnaires, the user can select the years for which data is reported and needs to be taken into account. This is done via the 'Periods to load' button, which displays the available periods from a questionnaire. The user must add the periods concerned to the right side of the window. If a period needs to be removed from the selection, it has to be moved to the left side of the window.



The selected periods to load are visible in the time series tables, as these periods have a white background. In the example below, 2024M01 and 2024M03 were selected:



If the user has modified some data which was not selected in the 'Period to load', and proceeds with saving it, an information message will pop up:

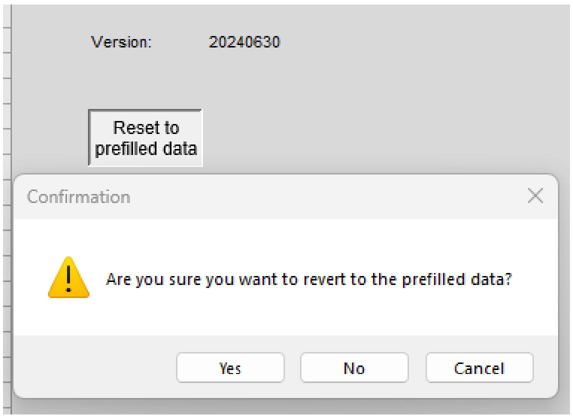


The data outside of the periods selected will still be saved; however, it will not be part of the data export (CSV or SDMX).

3.5 INPUT NEW DATA

3.5.1 PREFILL CURRENT CYCLE WITH LAST CYCLE DATA

As previously explained, Eurostat/IEA can prefill the questionnaire with 'base data' (see section 3.3.1). The user can copy this prefilled data as their current filled in data. This will replace all filled in data (with the editing made since the CSV upload) with the original 'base data'. To do this, the user can click on 'Reset to prefilled data'. A pop-up window will ask for a confirmation for this action.



After the process is run, all previous changes made by the user in the various tables and for the various periods will be lost, as they will all be replaced with the 'base data'.

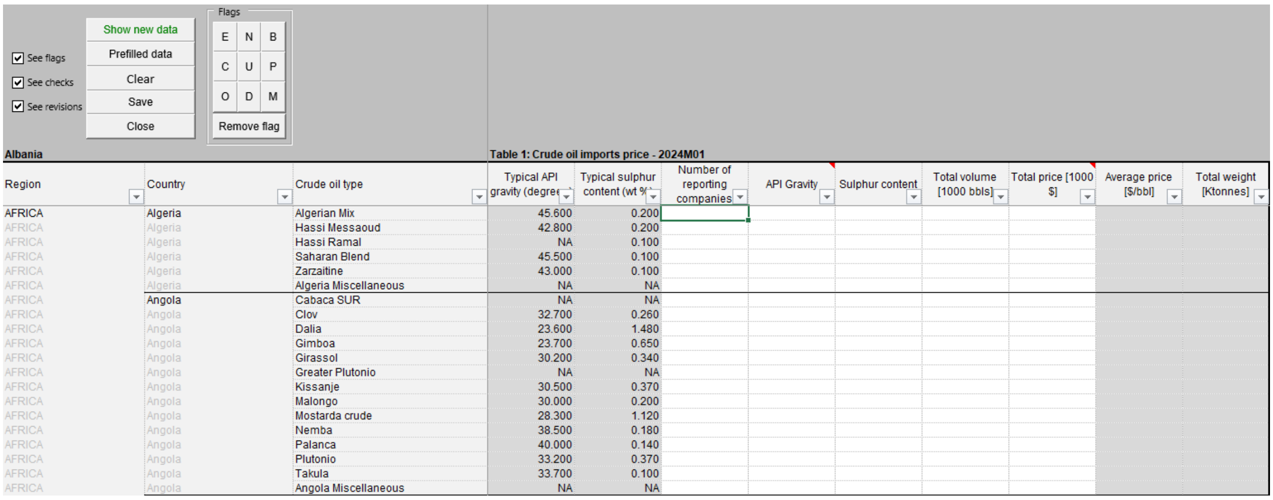
This option should normally be used when the user made mistakes when filling in the questionnaire and wants to restart from the 'base data'.

Please note that if tables were open when 'Reset to prefilled data' was called, you will need to refresh them again to see the 'base data'.

3.5.2 INPUT VIA MAIN TABLES / TIME SERIES TALES

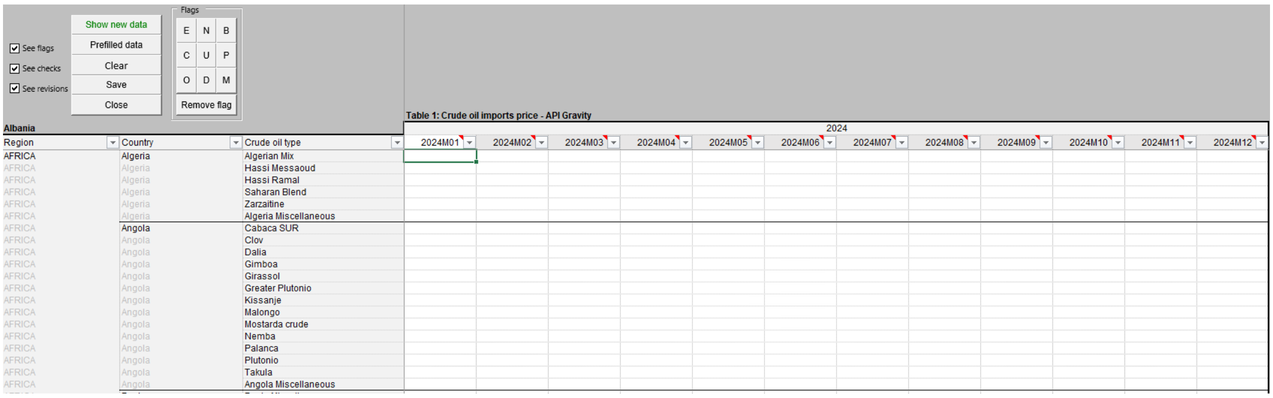
The user can select in which format he wants to edit the data and click on the corresponding button. Typical tables include monthly/semestrial/yearly and time series tables.

Main table:



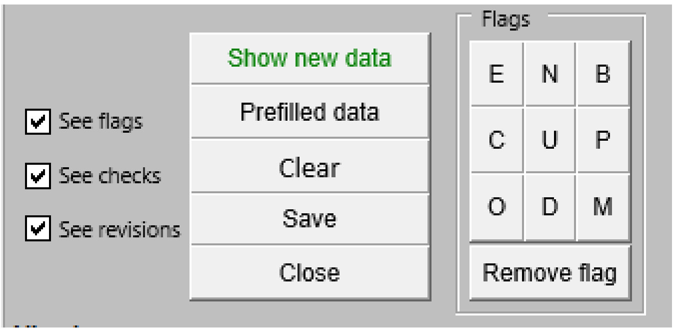
Region	Country	Crude oil type	Typical API gravity (degre	Typical sulphur content (wt %	Number of reporting companies	API Gravity	Sulphur content	Total volume [1000 bbls]	Total price [1000 $]	Average price [$/bbl]	Total weight [Ktonnes]
AFRICA	Algeria	Algerian Mix	45.600	0.200							
AFRICA	Algeria	Hassi Messaoud	42.800	0.200							
AFRICA	Algeria	Hassi Ramal	NA	0.100							
AFRICA	Algeria	Saharan Blend	45.500	0.100							
AFRICA	Algeria	Zarzaitine	43.000	0.100							
AFRICA	Algeria	Algeria Miscellaneous	NA	NA							
AFRICA	Angola	Cabaca SUR	NA	NA							
AFRICA	Angola	Clov	32.700	0.260							
AFRICA	Angola	Dalia	23.600	1.480							
AFRICA	Angola	Gimboa	23.700	0.650							
AFRICA	Angola	Girassol	30.200	0.340							
AFRICA	Angola	Greater Plutonio	NA	NA							
AFRICA	Angola	Kissanje	30.500	0.370							
AFRICA	Angola	Malongo	30.000	0.200							
AFRICA	Angola	Mostarda crude	28.300	1.120							
AFRICA	Angola	Nemba	38.500	0.180							
AFRICA	Angola	Palanca	40.000	0.140							
AFRICA	Angola	Plutonio	33.200	0.370							
AFRICA	Angola	Takula	33.700	0.100							
AFRICA	Angola	Angola Miscellaneous	NA	NA							

Time series table:



Region	Country	Crude oil type	2024M01	2024M02	2024M03	2024M04	2024M05	2024M06	2024M07	2024M08	2024M09	2024M10	2024M11	2024M12
AFRICA	Algeria	Algerian Mix												
AFRICA	Algeria	Hassi Messaoud												
AFRICA	Algeria	Hassi Ramal												
AFRICA	Algeria	Saharan Blend												
AFRICA	Algeria	Zarzaitine												
AFRICA	Algeria	Algeria Miscellaneous												
AFRICA	Angola	Cabaca SUR												
AFRICA	Angola	Clov												
AFRICA	Angola	Dalia												
AFRICA	Angola	Gimboa												
AFRICA	Angola	Girassol												
AFRICA	Angola	Greater Plutonio												
AFRICA	Angola	Kissanje												
AFRICA	Angola	Malongo												
AFRICA	Angola	Mostarda crude												
AFRICA	Angola	Nemba												
AFRICA	Angola	Palanca												
AFRICA	Angola	Plutonio												
AFRICA	Angola	Takula												
AFRICA	Angola	Angola Miscellaneous												

The current working data is shown upon opening of the table (the option 'Show new data' is selected by default).



The tables can also contain formulas. Some of the cells are locked to avoid that the user accidentally erases a formula, or fills the wrong cells. All changes made are only existing in the current spreadsheet until the data is saved in the internal database of the questionnaire. Therefore, if data is filled in and the table is closed without clicking on the 'Save' button, the data will be lost.

The user can also clear the whole table via the 'Clear' button. This will erase all data from the table.

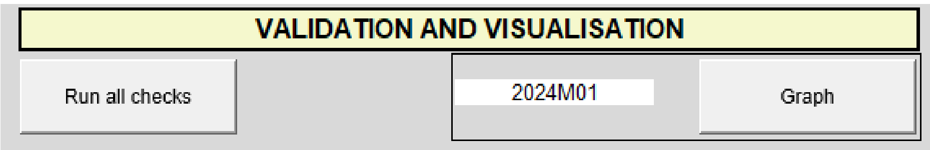
In order to close a table, the user should click on the 'Close' button. If multiple tables are opened and need to be closed at once, the user can use the 'Close all tables' button on the menu page.

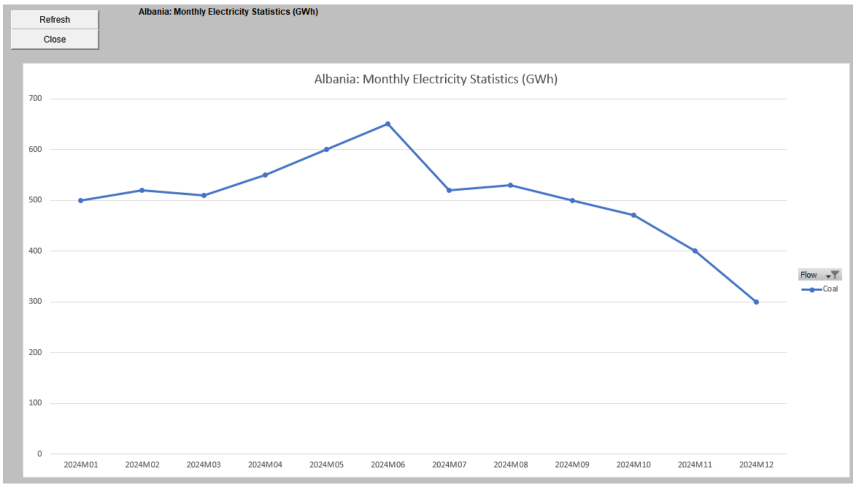
3.5.3 REVISE DATA

If the questionnaire includes prefilled data, the user has the possibility to revise the data from previous cycles (e.g. from previous months/years). This can be done either via the main tables or from the time series tables. If the user edits data outside the selected 'Period to load', a warning message will appear when the table will be saved, but the data will still be saved in the internal database of the questionnaire (see above, section 3.4 'select the reporting year').

3.6 VISUALISE DATA IN CHARTS

For some of the questionnaires, graphical visualisations are available.

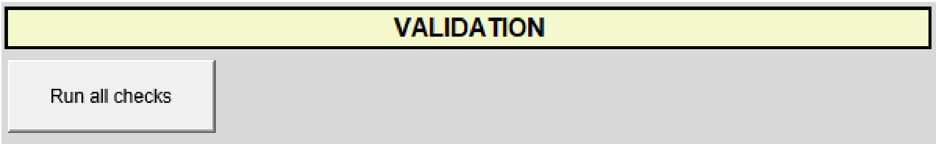




3.7 VALIDATE THE DATA

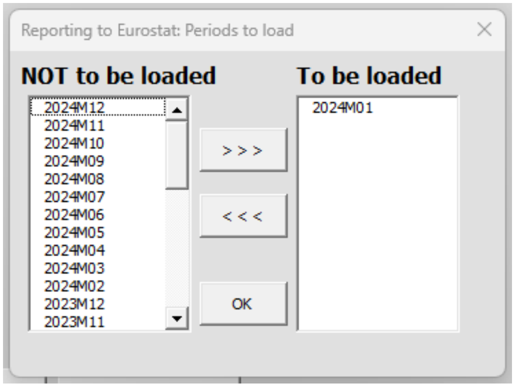
The questionnaire includes several rules which apply to the different tables. The user can access them directly in the tables by ticking the 'See checks' option.

The user can also opt to check all data via the 'Run all check' button in the Menu.

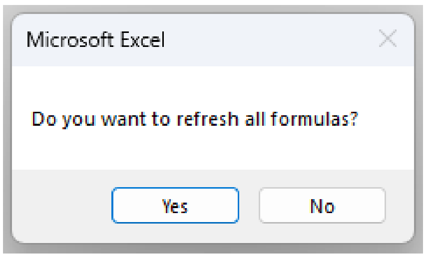


In case other tables are open, the user will need to make sure his data has been saved for it to be taken into account in the checks.

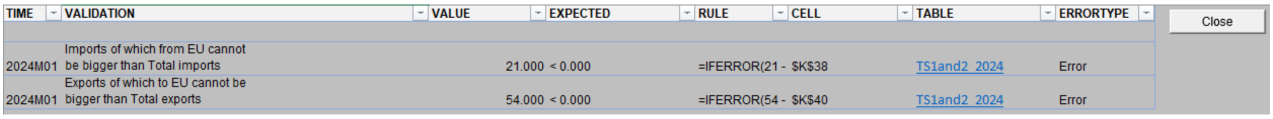
In a next step, the user will be prompted to select the period for which the checks should be launched.



After selecting the period which needs to be checked, the user will be prompted with another window which requires to refresh the formulas (this is needed in case the user has not refreshed all the forms following a change in one particular table, as the tables can be interlinked).



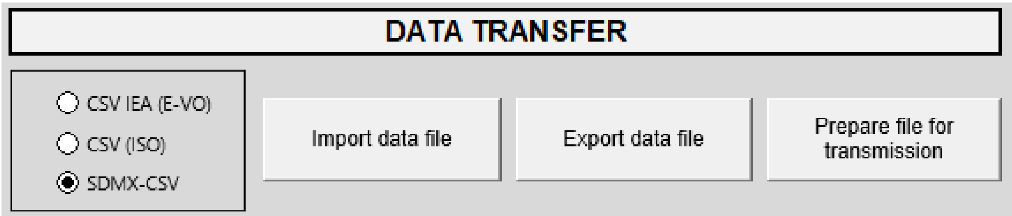
Following this, for all selected periods the formulas will be refreshed and the validation rules will be inspected, period by period. Finally, a table (CheckReport) showing all the entries where the implemented rules are not met. The rule is also provided, as well as a link to the table, which will trigger the preparation of the table when clicked, and send the user to the specific cell.



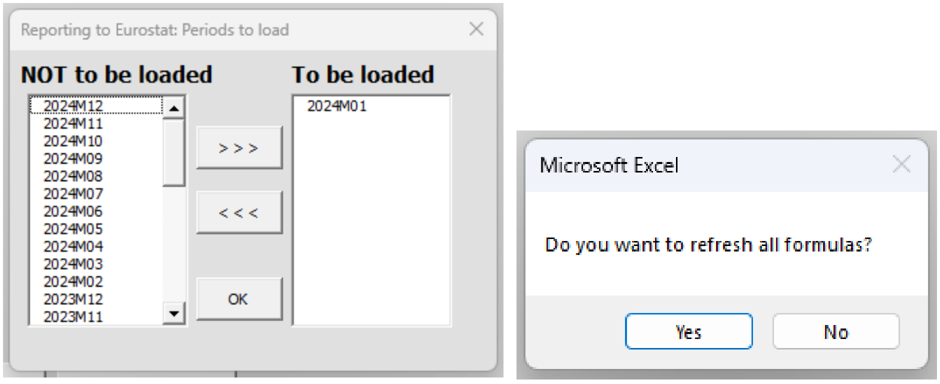
TIME	VALIDATION	VALUE	EXPECTED	RULE	CELL	TABLE	ERRORTYPE
2024M01	Imports of which from EU cannot be bigger than Total imports	21.000	< 0.000	=IFERROR(21 - K38		TS1and2_2024	Error
2024M01	Exports of which to EU cannot be bigger than Total exports	54.000	< 0.000	=IFERROR(54 - K40		TS1and2_2024	Error

3.8 EXPORT DATA

Once the data has been prepared, the user can export it for submission to either IEA or Eurostat's data platform. To do so, the user should first select the format of the file to be exported and tick either 'CSV IEA (E-VO)', 'CSV (ISO)' or 'SDMX-CSV', and then click on 'Export data file'.



The user will be prompted with a window to select the period to load and to refresh the formulas (refreshing formulas is recommended).

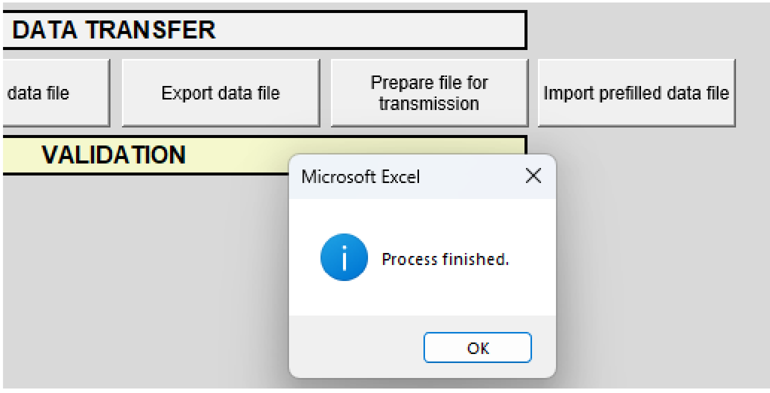


The user will then have to browse for the location where the CSV file will be saved.

This will export the working data (including all changes made) to a CSV file, using either the IEA codes, ISO codes or the SDMX codes (a mapping table is included in the questionnaire).

3.9 PREPARE FILE FOR TRANSMISSION

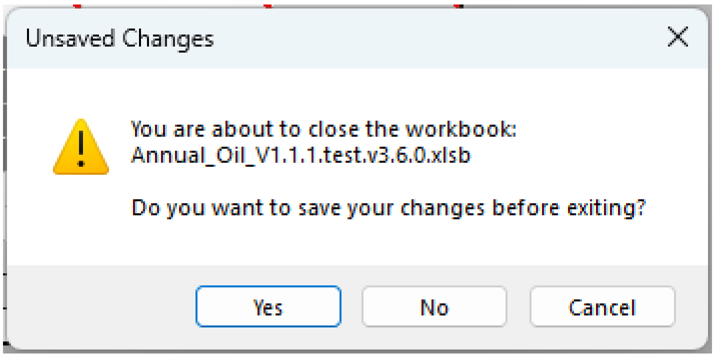
If the user opts to send the Excel file to Eurostat, it must be prepared before the transmission. The 'Prepare file for transmission' button carries out the necessary preparation. The user will be prompted with the same windows as mentioned under the previous section – namely the periods to load and the refresh formula. Once the proper period(s) selected and the formulas refreshed, the preparation process will start. The user will be prompted when the process will finish. Once the Excel file saved, it can be sent to Eurostat via the eDAMIS platform.



If the 'Prepare file for transmission' is not launched, the transmission will be rejected.

3.10 CLOSE THE FILE

If the user is trying to close excel while a form is still open, a pop-up message will show up to ask the user if they want to save their changes. If the user clicks 'Yes', the file will be saved with tables opened. This does **not mean that the data will be saved in the underlying data tables**. To make sure that everything is correctly saved, it is advised to 'Save all tables' before exiting the file.



Further instructions on the use of questionnaires are available in the sheet 'Instructions' in each questionnaire.