

Access to the WFD CIRCA Interest Group

(Status: 21 January 2002)

The following text describes the modified conditions and the procedure for accessing the WFD CIRCA Interest Group “*Implementing the Water Framework Directive*” further to the agreement of the Strategic Co-ordination Group on 27 November 2001.

In case of any questions, please contact the WFD CIRCA Help Desk under:

env-wfd-circa@cec.eu.int

WHO CAN HAVE ACCESS TO WFD CIRCA?

The WFD CIRCA Interest Group “*Implementing the Water Framework Directive*” is the main tool for exchanging information under the Common Implementation Strategy of the Water Framework Directive. Initially, it was set up to facilitate the work of the different groups under the strategy. However, due to the increasing interest in the work, it was decided to open the WFD CIRCA. As a result, the following three levels of access have been created:

1) Access for the public

Anybody with an internet connection can access the public part of WFD CIRCA, the “Water Framework Directive library”. It includes the relevant legal texts in all Community languages and other publicly available documents such as the text of the Common Implementation Strategy and final guidance documents which are currently being prepared under the strategy work programme. You can access this public part via the WFD implementation homepage of DG Environment.

<http://europa.eu.int/comm/environment/water/water-framework/implementation.html>

or directly

<http://forum.europa.eu.int/Public/irc/env/Home/main>

2) Access for registered users - “observer status”

Anybody with a more specific interest in the implementation process of the Water Framework Directive can apply for an **extended access** to WFD CIRCA Interest Group. First, the applicant must “self register” on the CIRCA system (see below in the second part). Second, the registered user must apply for specific access to the WFD CIRCA Interest Group (see also below). Finally, the WFD CIRCA leaders in DG Environment B.1 of the Commission decide on the acceptance of the application based on the following criteria:

- **completeness of personal contact data** (data must include details on address, phone and organisation; work and application with only name and email address will be refused);

- **justification and expression of specific interest** (each applicant shall briefly justify the application and describe his/her specific interest for the WFD Common Implementation Strategy, e.g. which working groups; Please use the “description field” in your “personal information” window);
- **no economic or private interest**¹ (applications from private persons or persons with an economic interest, such as consultants, will be refused).

The “observer status” enables access to the following services in WFD CIRCA: “information”, “library” (excluding section “C-water directors” and “D-strategic coordination group”), meetings and newsgroups.

3) Access for active members in the WFD Implementation Strategy – “member status”

Anybody, who is member of any of the numerous groups under the Common Implementation Strategy can apply for **full access** to WFD CIRCA site. First, the applicant must “self register” on the CIRCA system (see below in the second part). Second, the registered user must apply for specific access to the WFD CIRCA Interest Group (see also below). Finally, the WFD CIRCA leaders in DG Environment B.1 of the Commission decide on the acceptance of the application based on the following criteria:

- **completeness of personal contact data** (data must include details on address, phone and organisation; work and application with only name and email address will be refused);
- **identification of group membership and approval by group leader** (each applicant shall identify the groups in which he/she is (or will be) member; in case of new membership, the respective group leader must approve the membership; please use the “description field” in your “personal information” window);
- **information of respective member of the Strategic Co-ordination Group** (each new applicant must inform his/her member in the Strategic Co-ordination Group about the application for membership in a group under the WFD CIRCA. Alternatively, the Strategic Co-ordinator may inform the Commission and/or the WG leader about a new member on behalf on the country or the stakeholder).

HOW TO GET THE NEW MEMBERSHIP OF THE WFD CIRCA INTEREST GROUP

In order to facilitate to administration of access to the WFD CIRCA Interest Group: “*Implementing the Water Framework Directive*”, the “**Self Registration**” procedure of CIRCA will be used from now on.

Before requesting a new membership of the WFD CIRCA Interest Group, the new user should proceed with the following steps:

¹ The Common Implementation Strategy and the related WFD CIRCA addresses primarily public administrations and stakeholders which are directly involved in the implementation of the Water Framework Directive. Their interest in the available information is, by definition, non-profit.

- 1) Go to the following Internet address: <http://forum.europa.eu.int/>
- 2) Select: “*Environment DG*”.
- 3) Click on “*Self Register*”.
- 4) Enter the respective personal data (i.e. at least, “Name”, “Surname”, “Email”, “Mail address”, “Password”² and “Telephone”) into the form and click on “*Save*”

You will get a confirmation whether your form was submitted successfully. If this is the case, the CIRCA system will send to the user an automatic email with his/her **username** and a **transaction number**. This transaction number is a new feature under CIRCA version 3.0. Without a transaction number, you will not be able to log on. Please remember, you have chosen your personal **password** earlier, please do not forget/lose it as you will need it in the next step.

- 5) Repeat steps (1) and (2)
- 6) This time, click on “*Login*” (not “self register”) to access CIRCA. Please login within a period of less than 3 days³ after you received your username and your transaction number. When the user tries to log in for first time, the system will request from the **username**, the **transaction number** and a personal **password**.

Please note: If you are already registered to any other CIRCA Interest Group, no “self-registration” is required. Please use your personal “username” and “password” and log on to the CIRCA site of DG Environment (cf. step 1 and 2 above). Then proceed as set out below.

After a successful login process, you will see your name on the top of the page. On the page, there should be a list of CIRCA Interest Groups including “*Implementing the Water Framework Directive*” with the following header:

You may apply for membership to the following Groups:
[Click on the icon at the left of each line for more information.]

In order to get access to the specific WFD CIRCA site, you have **two options**:

- a) Click on the icon next to the title. A window opens which you will have to fill in;
- b) Send an email to the WFD CIRCA Help Desk (env-wfd-circa@cec.eu.int) after your “self registration” in order to apply for membership.

You will receive a confirmation that you have access to WFD CIRCA which might take up to one week.

² The user can choose its own “Password” and must enter his initial personal “Password” twice under the following rule: 1) it must be at least 6 characters long; 2) it must contain at least one non-alphabetic character and may consist of letters and digits; 3) it longer than the system’s internal maximum length will be truncated without notice

³ Otherwise you will be removed from the Site Directory and you have to “self register” again.