


# 5 STEPS to enter your data on the IERN website database

## Step 1: retrieving your password

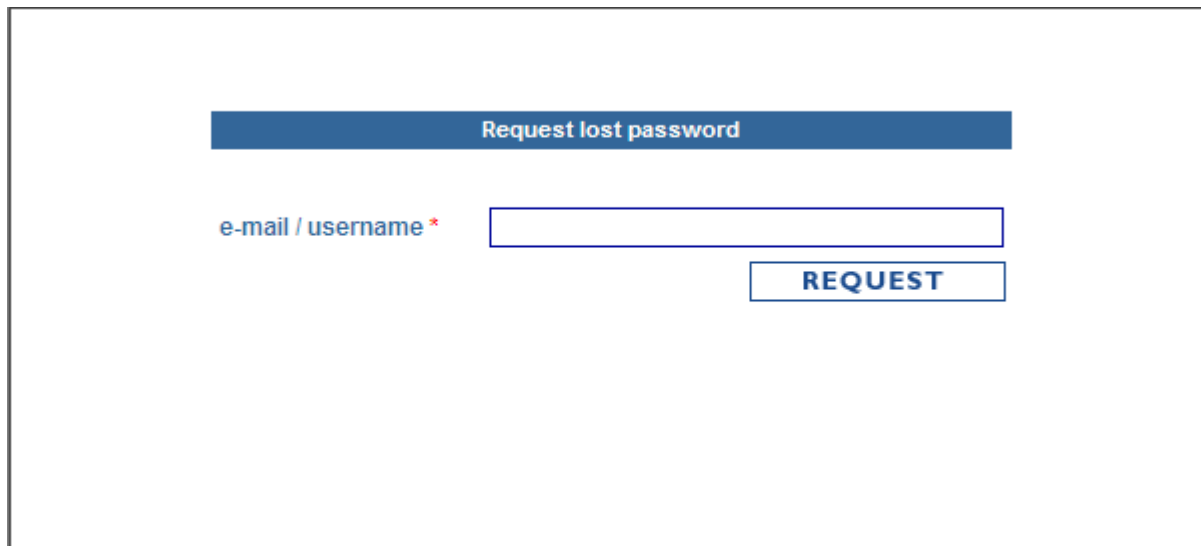
Go to the website [www.iern.net](http://www.iern.net)

Click on the question mark  in the right upper corner of the page.



The screenshot shows the IERN website homepage. At the top left is the IERN logo (International Energy Regulation Network). To the right of the logo is a search bar with the text "enter User-ID" and a search icon. Further right are icons for home, search, and help. Below the logo is a navigation menu with the following items: "World Forum on Energy Regulation" (with sub-items: Athens 2009, Washington 2006, Rome 2003, Montreal 2000), "Regulator Factsheets by Associations" (with sub-item: Database), "Regulator Factsheets by Continents" (with sub-item: Archive), "Electricity Regulation Factsheets", "Training and Research", and "About IERN". On the left side, there is a globe icon and a box stating "Number of energy Regulators in the world: 317". The main content area features a large 3D globe icon and the heading "International Energy Regulation Network". Below this heading is a paragraph describing IERN as a web platform for information exchange on electricity and natural gas market regulation. Another paragraph mentions that IERN offers information about training courses, conferences, and online resources, managed by the Florence School of Regulation (FSR) in cooperation with the Council of European Energy Regulators (CEER). A "read more >>" link is provided. At the bottom, there are three columns: "LATEST PUBLICATION" (CEER | "Response to the EU public consultation on the external dimension of its Energy Policy" with a "more publications >>" link), "NEXT EVENT" (FSR | Workshop "Renewable Energy Support in Europe" on April 29, 2011 in Florence, Italy with a "more events >>" link), and "NEXT TRAINING" (Alphatania Ltd Gas Strategies | "Global Gas Markets" on May 9-11, 2011 in Madrid, Spain with a "more trainings >>" link).

In the window that will open, enter the User name you received when you were registered or the e-mail address you used to register to IERN and click on “Request”.



The image shows a web form titled "Request lost password" in a blue header bar. Below the header, there is a label "e-mail / username \*" in blue text. To the right of the label is a white rectangular input field with a blue border. Below the input field is a blue rectangular button with the word "REQUEST" in white capital letters.

If you are registered, your password will be sent to your e-mail address.

Shall you experience problems with this system, please contact the IERN Project Assistant, Ms Francesca Pia Vantaggiato, at the following e-mail addresses: [iern@iern.net](mailto:iern@iern.net); [francesca.vantaggiato@eui.eu](mailto:francesca.vantaggiato@eui.eu).

## Step 2 : Logging in

Go back to the homepage to enter your User-ID and the password you have received by email after completing Step 1:



The screenshot shows the IERN homepage. At the top right, a login box is highlighted with a black border. It contains a text input field with the placeholder text "enter User-ID", a password input field with three dots, and a blue arrow button to the right. Below the login box is a navigation menu with categories: "World Forum on Energy Regulation", "Regulator Factsheets by Associations", "Regulator Factsheets by Continents", "Electricity Regulation Factsheets", "Training and Research", and "About IERN". The main content area features a large green and blue globe graphic and the heading "International Energy Regulation Network". Below this, there are three columns: "LATEST PUBLICATION", "NEXT EVENT", and "NEXT TRAINING".

After entering your Username and Password, click on the arrow on the right to log in.



If the operation was successful, you will see a Welcome message in the right upper corner of the webpage:



**Step 3: Entering the “Database” area**

In the top menu, please click on the word Database to access the database area, where you will find the surveys.

**World Forum on Energy Regulation**  
Athens 2009  
Washington 2006  
Rome 2003  
Montreal 2000

**Regulator Factsheets by Associations**  
Members Area

**Regulator Factsheets by Continents**  
**Database**

**Electricity Regulation Factsheets**  
Archive

**Training and Research**  
Admin

**About IERN**

**Ekipedia**

**International Energy Regulation Network**

IERN is a web platform that aims at facilitating information exchange on electricity and natural gas market regulation, to the benefit of regulators, but also of other interested users. Through IERN, regulators and other energy market stakeholders will be able to exchange information about themselves, the sectors they are involved in and the way these sectors are regulated.

IERN offers information about training courses, conferences and online resources on energy regulation. IERN is managed by the Florence School of Regulation (FSR) in close cooperation with the Council of European Energy Regulators (CEER).

**Number of energy Regulators in the world:**  
317

Now you can choose the survey you wish to fill in first. For 2011, IERN proposes **three surveys**:

1. The 2011 Basic Survey
2. The 2011 Electricity Regulation Survey
3. The brand new 2011 Gas Regulation Survey.

**IERN**  
INTERNATIONAL ENERGY REGULATION NETWORK

Welcome Francesca Pia Vantaggiato

**Regulator Factsheets by Associations** | **Regulator Factsheets by Continents** | **Electricity Regulation Factsheets** | **Training and Research** | **About IERN** | **Ekip**

Members Area | **Database** | Archive | Admin

IERN Home » Database

Dear Regulators,

Please refer to the following manual explaining the procedure you have to follow in order to fulfill / update the IERN survey. [Download the Manual.](#)

In the manual, it is also explained how to retrieve your password to log in. In order to do so, your username will be needed.  
Below, click on the regional associations you belong to in order to find yours.

Attention: in case you do not automatically receive the email with your password, it means that your profile has been registered with an old email account which no longer exists.  
In this case, or for any other problems or information, please send an e-mail to: [Francesca.Vantaggiato@eui.eu](mailto:Francesca.Vantaggiato@eui.eu).

Thank you for your cooperation

**Number of energy Regulators in the world:**  
317

**IERN Basic Survey 2011**  
**IERN Electricity Regulation Survey 2011**  
**IERN Gas Regulation Survey 2011**

CAN PUT | CEER | EAPIRF | ERRA | IAREC | MEDREG | NARUC | NORDREG | OOCUR | RERA | No Reg

STATES	USERNAMES
CANADA - QUEBEC	CANADA_QC_RE
CANADA - MANITOBA	CANADA_MB_MPUC
CANADA - NEWFOUNDLAND AND LABRADOR	CANADA_NL_PUB

## Step 4: Completing the surveys

The IERN Basic Survey asks for input of general information on your regulatory authority and consists of only one section:

**IERN**  
INTERNATIONAL  
ENERGY REGULATION  
NETWORK

Welcome Francesca Pia Vantaggiato

[Regulator Factsheets by Associations](#) [Regulator Factsheets by Continents](#) [Electricity Regulation Factsheets](#) [Training and Research](#) [About IERN](#) [Ekipedia](#)

[Members Area](#) [Database](#) [Archive](#) [Admin](#)

IERN Home » Database » IERN Basic Survey 2011

### IERN Basic Survey 2011

Sorry, participation in this questionnaire is restricted to a specific user group. A login with special access rights is required for filling in the questionnaire and transmitting data.

#### GENERAL INFORMATION

**1 Name**  
Please indicate the full name and the acronym of your regulatory authority

Name  \* Acronym  \*

**2 Website**  
Please enter the URL of your authority's website

Link:  \*  
Name:  \*

**3 Regulated sector**  
Please indicate, which sectors you regulate.

Electricity  Gas  Oil  Water  Telecom  Media  Transport  Other

**World Forum on Energy Regulation**  
Athens 2009  
Washington 2006  
Rome 2003  
Montreal 2000

Number of energy Regulators in the world:  
317

**IERN Basic Survey 2011**

**IERN Electricity Regulation Survey 2011**


**IERN Gas Regulation Survey 2011**

In the Basic Survey, where it asks you to upload your latest annual report and the statutes of your Regulatory Authority, please **do not forget** to click on the **green check** to be sure the system uploads them and saves them correctly.

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**4 Latest annual report**


Please indicate the date of publication of your latest annual report in your national language and in English (if available).  
**Note:** To upload, browse your computer, select a file (or zip file) and do not forget to click on the green checkmark next to the browse button! Once the first upload is finished, you can upload the second file.

Date of publication	Annual Report (national language and English)
<input type="text"/>	<input type="text"/> Browse... 
<i>format: YYYY-MM-DD</i>	

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**5 Date of legal establishment**


Please indicate the date your authority was legally established and upload the statutes of your authority if available..  
**Note:** To upload, browse your computer, select a file (or zipfile) and do not forget to click on the green checkmark next to the browse button!

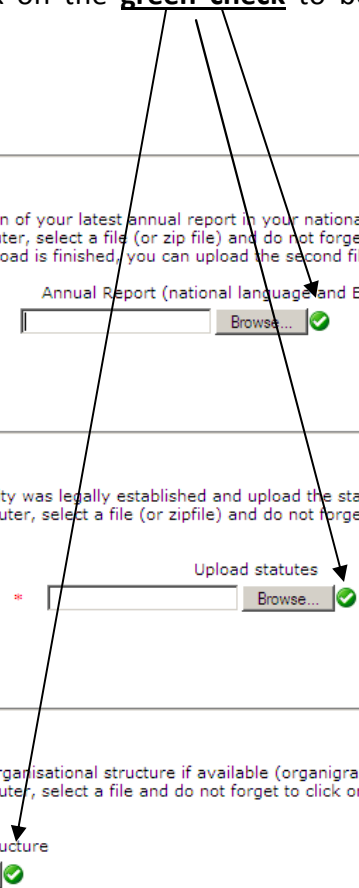
Date of legal establishment	Upload statutes
<input type="text"/> *	<input type="text"/> Browse... 
<i>format: YYYY-MM-DD</i>	

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**6 Organisational structure**

Please upload a file explaining the organisational structure if available (organigramme, chart, ...).  
**Note:** To upload, browse your computer, select a file and do not forget to click on the green checkmark next to the browse button!

Upload organisational structure
<input type="text"/> Browse... 



The IERN Electricity Regulation Survey 2011 asks for more detailed data and consists of 5 sections: “Generation&Wholesale”, “Transmission”, “Distribution”, “Retail” and an “Other issues” section, including questions about Consumer Protection, Security of Supply, Renewables, Energy Efficiency.

**Edit Page**

**IERN**  
INTERNATIONAL ENERGY REGULATION NETWORK

Welcome Francesca Pia Vantaggiato

Regulator Factsheets by Associations | Regulator Factsheets by Continents | Electricity Regulation Factsheets | Training and Research | About IERN | Ekipedia

Members Area | Database | Archive | Admin

World Forum on Energy Regulation  
Athens 2009  
Washington 2006  
Rome 2003  
Montreal 2000

Number of energy Regulators in the world: 317

**IERN Basic Survey 2011**  
**IERN Electricity Regulation Survey 2011**  
IERN Gas Regulation Survey 2011

Generation&Wholesale | Transmission | Distribution | Retail | Other issues

**Generation & Wholesale**

Sorry, participation in this questionnaire is restricted to a specific user group. A login with special access rights is required for filling in the questionnaire and transmitting data.

GENERATION AND WHOLESALE

A GENERATION REGULATION

**A1** Generation - Regulation  
How do you regulate the construction of new generation plants?

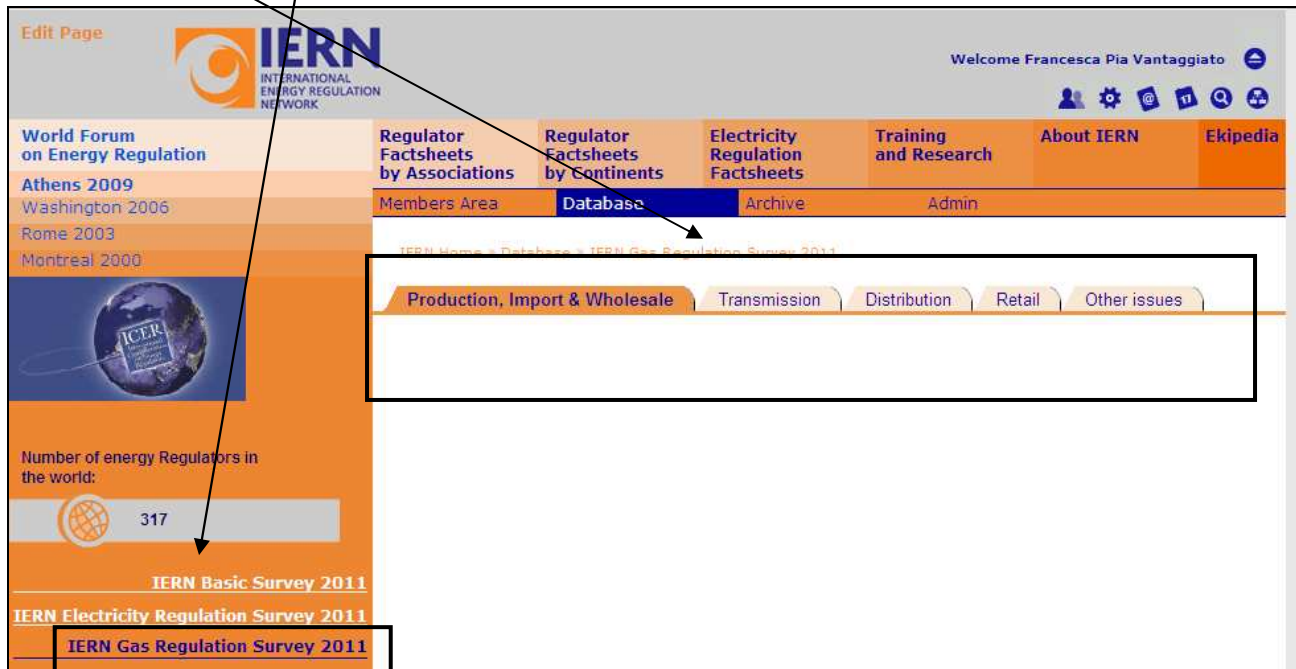
- Any other authorization procedure
- Tendering
- Licences
- Other
- Please explain

1 2 3 4 Please explain...

**A2** Generation - Powers  
What powers do you have in regulating the construction of new generation plants?

- Rule-making power
- Proposal of rules/methodology
- Approval of rules/methodology
- Other
- Please explain the way you regulate construction of new generation plants

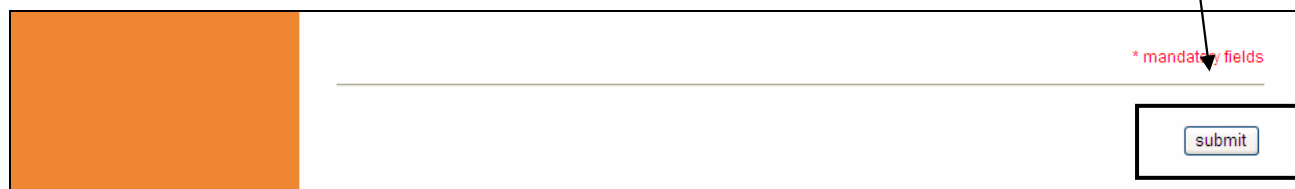
The IERN Gas Regulation Survey 2011 mirrors the structure of the Electricity Survey. It also consists of 5 sections:



**NOTE:** Most questions in the IERN Electricity and Gas Regulation Surveys invite you to select answers by clicking on checkboxes. Please bear in mind that **multiple selection is always allowed**, so please feel free to give as many answers (and click as many checkboxes) as you need to fully describe the powers of your Regulatory Authority!

Moreover, among the answers to each question you will find a **“Please explain”** box for your comments: please always use it when no checkbox answer mirrors your situation (i.e. when your answer is “Other”) to explain what your powers are in that particular area, if you have any. However, feel free to add comments or explain your answers whenever and wherever you wish. Your explanations and comments are very useful to us!

After you have filled in one section of a survey, please do not forget to click on the **Submit** button for your answers to be saved!

A screenshot of a survey form. On the left, there is a solid orange rectangular area. To its right is a white rectangular area containing a horizontal line. In the top right corner of this white area, the text '\* mandatory fields' is written in red. Below this text is a small downward-pointing arrow. At the bottom right of the white area, there is a button with the word 'submit' inside it. A black arrow points from the text 'Submit' in the paragraph above to the 'submit' button.

After the first click, the button will say "update" instead of "submit".

**You can change your data anytime**, by repeating the same procedure.

**WARNING:** Each part of the IERN Electricity Regulation Survey has to be submitted individually, by clicking on the submit/update-button at the bottom of the page.

**IF YOU HAVE ALREADY FILLED IN THE BASIC AND/OR THE ELECTRICITY SURVEYS:**

If you have already filled in the Basic and/or the Electricity Regulation Survey in the past, please bear in mind that **you are not asked to fill them in again** from the start.

However, shall you wish **to update or modify your information** (even if concerning just one question) please do so. Remember to click on the **"Update"** button at the end of the page, otherwise the data you added or modified will be lost.

Even if you do not wish to change anything in the information provided in the past, please go through the various parts of the survey and **click on the Submit button** at the end of each part to confirm that the data you provided in the past are still valid.

If you do not confirm the data provided in the past by clicking on the Submit button, we will not be able to establish whether you have reviewed your data and confirmed that they are still valid for 2011 or not and will have to consider them outdated.

## Step 5: Confirmation e-mail

Whenever you click on the submit/update button, an automatic email will be sent to the email address attached to the login, as in the following example:

Dear user of MyIERN!

The questionnaire **IERN Electricity Regulation Survey - Part 1 - Transmission** was edited on 2009-05-28 at 11:40:15 CET by the user ITALY\_AEEG as follows:

**A1. Licences - Decision making**  
1: X  
2:  
3:  
4:

**A2. Licences - Monitoring**  
Answer: Yes

**A3. Licences - Enforcement**  
1: X  
2:  
3: |

**WARNING:** The data you submitted will be reviewed by the administrator before they go online.

Depending on the completeness of the data you submitted, the country or state in which your regulatory authority is based will be displayed in a different color on the map of the new IERN homepage:

- Red – your Regulatory Authority has not provided any data in the 2011 surveys
- Yellow – your Regulatory Authority is registered and data were entered in the 2011 surveys but not in all of them
- Green – all the 2011 surveys have been completed
- White/Grey – your Regulatory Authority is not registered in IERN.

**Please note that you do not have to fill in all the surveys or all the parts of a survey at once.**

**If you save your data (by clicking on the “Submit” button) you can continue completing the various sections of a survey at a later stage. Just remember to click on the “Update” button when adding data or modifying your answers.**

**NOTE:** The administrator may contact you by e-mail in case your input is unclear. He may also correct typing or formatting errors if necessary. If he does so, you will receive another confirmation e-mail, stating that the user IERN\_Database\_Admin has edited the data.

**The IERN team will be happy to help in case you have problems with the submission of your data, please contact the IERN coordinator, Alessandro Rubino, at [alessandro.rubino@eui.eu](mailto:alessandro.rubino@eui.eu), or the IERN Project Assistant, Francesca Pia Vantaggiato, at [francesca.vantaggiato@eui.eu](mailto:francesca.vantaggiato@eui.eu).**