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ANNEX II

INSTRUCTIONS FOR REPORTING

1. EXECUTIVE SUMMARY OF THE REPORT

The report shall include a summary of its content.

2. DESCRIPTION OF THE MONITORING ACTIVITIES

The report shall describe the monitoring activities carried out by the Member State, clearly separating websites and mobile applications, and shall include the following information:

2.1. General information

- (a) the dates when the monitoring was performed within each monitoring period;
- (b) the identification of the body in charge of the monitoring;
- (c) the description of the representativeness and distribution of the sample as set out in points 2.2 and 2.3 of Annex I.

2.2. Composition of the sample

- (a) the total number of websites and mobile applications included in the sample;
- (b) the number of websites monitored using the simplified monitoring method;
- (c) the number of websites and mobile applications monitored using the in-depth monitoring method;
- (d) the numbers of websites monitored, from each of the four categories listed in point 2.2.2 of Annex I;
- (e) the distribution of the sample for websites demonstrating the public services coverage (as required by point 2.2.3 of Annex I);
- (f) the distribution of the sample for mobile applications across the different operating systems (as required by point 2.3.3 of Annex I);
- (g) the number of websites and mobile applications monitored in the monitoring period that were also included in the previous monitoring period (the recurring sample described in point 2.4 of Annex I).

2.3. Correlation with the standards, technical specifications and tools used for monitoring

- (a) a mapping, in the form of a correlation table, demonstrating how the monitoring methods, including the tests applied, verify the compliance with the requirements identified in the standards and technical specifications referred to in Article 6 of Directive (EU) 2016/2102;
- (b) the details on the tools used, checks performed and whether usability tests were involved.

3. OUTCOME OF THE MONITORING

The report shall detail the outcome of the monitoring carried out by the Member State.

3.1. Detailed outcome

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For each monitoring method applied (in-depth and simplified, for websites and mobile applications), the report shall provide the following:

- (a) a comprehensive description of the outcome of the monitoring, including measurement data;
- (b) a qualitative analysis of the outcome of the monitoring, including:
 - (i) the findings regarding frequent or critical non-compliance with the requirements identified in the standards and technical specifications referred to in Article 6 of Directive (EU) 2016/2102;
 - (ii) where possible, the developments, from one monitoring period to the next, in the overall accessibility of the websites and mobile applications monitored.

3.2. **Additional content (optional)**

The report may include the following information:

- (a) the outcome of the monitoring of websites or mobile applications of public sector bodies outside of the scope of Directive (EU) 2016/2102;
- (b) details on how the different technologies used by the websites and mobile applications monitored performed in terms of accessibility;
- (c) monitoring results of any requirements beyond the requirements in the standards and technical specifications referred to in Article 6 of Directive (EU) 2016/2102;
- (d) lessons learnt from the feedback sent by the monitoring body to the public sector bodies monitored;
- (e) any other relevant aspect on the monitoring of the accessibility of websites and mobile applications of public sector bodies that goes beyond the requirements of Directive (EU) 2016/2102;
- (f) summary of the outcome of the consultation with the stakeholders and the list of those consulted;
- (g) details on the use of the disproportionate burden derogation provided for in Article 5 of Directive (EU) 2016/2102.

4. USE OF THE ENFORCEMENT PROCEDURE AND END-USER FEEDBACK

The report shall detail the use and description of the enforcement procedure set up by the Member States.

Member States may include in the report any qualitative or quantitative data on the feedback received by the public sector bodies through the feedback mechanism established in Article 7(1) (b) of Directive (EU) 2016/2102.

5. CONTENT RELATED TO ADDITIONAL MEASURES

The report shall contain the content required by Article 8(5) of Directive (EU) 2016/2102.

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Changes and effects yet to be applied to :

- Decision revoked by [S.I. 2022/1097 reg. 7\(b\)](#)