



European Commission - DG CLIMA

EU-ETS-Reporting Service Desk

EU-ETS Reporting tool - User Manual

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8.0	31/08/2022	ETS Service Desk	<p>Updates:</p> <ul style="list-style-type: none"> - Change on attachments deletions rules - Screenshots
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10.0	09/12/2022	ETS Service Desk	<p>Update:</p> <ul style="list-style-type: none"> - Minor corrections - Screenshots updated <p>Addition:</p> <ul style="list-style-type: none"> - Draft Report sharing
11.0	05/04/2023	ETS Service Desk	<p>Update:</p> <ul style="list-style-type: none"> - Steps to logout - Steps to request access to an existing organisation - Steps to switch roles - View my organisation - Edit a Monitoring Plan - Edit an installation Annual Emission Report - Edit an installation Improvement Report - Workflow and Screenshots updates <p>Addition:</p> <ul style="list-style-type: none"> - New header buttons - Actions available on all reports

12.0	12/05/2023	ETS Service Desk	Update: <ul style="list-style-type: none"> - Verifiers organisations - Verification Reports - Screenshots Addition: <ul style="list-style-type: none"> - Independent Reviewer
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15.0	20/11/2023	ETS Service Desk	Addition : <ul style="list-style-type: none"> - MRV Homepage (Verifier) Updates: <ul style="list-style-type: none"> - Minor corrections - Screenshots update - Sharing reports with Competent Authority - Compare versions of a Monitoring Plan - Revise a Monitoring Plan - MRV Homepage (User)
16.0	17/01/2024	ETS Service Desk	Addition: <ul style="list-style-type: none"> - Compare versions of an Annual Emissions Report
17.0	24/06/2024	ETS Service Desk	Addition: <ul style="list-style-type: none"> - New ETS2 domain - New ETS2 organisations Updates: <ul style="list-style-type: none"> - Monitoring Plan for ETS2 organisations - Screenshots update

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Document Overview

Introduction

The annual procedure for monitoring, reporting and verifying (MRV), together with all the associated processes, is known as the ETS compliance cycle.

Industrial installations and aircraft operators covered by the EU ETS are required to have an approved Monitoring Plan for monitoring and reporting annual emissions. This plan is also part of the permit to operate required for industrial installations. These are covered by the ETS1 domain.

Since 2024, buildings, roads, transport and additional sectors (mainly small industries not included in the ETS1) are covered by the ETS2 domain.

Every year, operators and regulated entities must submit an emissions report. The data for a given year must be verified by an accredited verifier by 31st of March of the following year for ETS1 and by 30th of April for ETS2. Once verified, operators must surrender the equivalent number of allowances by 30th of September of that year for ETS1 and 31st of May for ETS2.

For ETS2 organisations, verifications will start in 2026 for the emissions reported for year 2025. Surrender will start in 2028 (years 2024, 2025, 2026 and 2027, will be excluded from surrender) and will consider only the emissions reported in 2027.

The rules related to the compliance cycle are set out in two regulations:

- Monitoring and Reporting Regulation (MRR)
- Accreditation and Verification Regulation (AVR)

The EU Commission (DG CLIMA) provides a tool for the different operators and competent authorities to perform their tasks and to be compliant with the regulation.

This documentation describes the tasks a user can perform with the EU ETS Reporting Tool provided by the European Commission.

Contents

This publication contains the following chapters:

Topic	Page
Description of the tasks	9
Description of the user interface	64

Conventions

Introduction

The following conventions are applied in this documentation.

Name of the interface topic

The name of the interface elements corresponds to the name of the page (to be found at the top of the work area).

The screenshot shows the 'Organisation details' page in the EU ETS Reporting Tool. The page title 'Organisation details' is circled in red. The form contains the following fields:

- Organisation type: Regulated Entity
- Regulated Entity name: SD Regulated Entity
- Registry ID: [Empty]
- Location: Belgium - Wallonia
- Additional Information: [Empty]
- Status: Active
- Address line 1: [Empty]
- Address line 2: [Empty]
- Country: [Empty]
- City: [Empty]
- Postal code: [Empty]
- Created by: n005hriv
- Created on: n005hriv
- Last updated by: n005hriv
- Last updated on: 31/05/2024, 11:13
- Permit ID: 123
- Excise number: [Empty]

Conventions

The following conventions are used to indicate the interface elements in the text:

Part	Function
Page name	The name of the page is written between quotes (e.g. "Organisation details", "Monitoring Plan").
Button	The name (label) of a button used in a procedure is written in bold .
Field	The name (label) of a field used in a procedure is written in bold .
Status	The status of a report or an organisation mentioned in a procedure is written in CAPITAL.

Chapter 1. Description of the tasks

Overview

Introduction

This chapter describes the tasks to be executed by users of the EU ETS Reporting Tool. Each procedure is described step by step and the interface elements are referenced. They are described in next chapter.

Contents

This chapter contains the following topics:

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Starting the application	10
Organisations management	17
Reports	22

Section 1. Starting the application

Overview

Introduction

This section describes the tasks related to the application start-up.

It includes the login/logout procedure as well as all the steps to be done to become a user of the EU ETS Reporting Tool.

Contents

This section contains the following topics:

Topic	Page
About the user roles	11
Login and registration	13
Switch domain and role	16

About the user roles

Introduction

The EU ETS Reporting Tool uses a combination of user types and roles to define the permissions to execute each action.

Users

Based on the organisation and its domain, there are different types of users available in the system:

User	Domain	Definition
Installation's operator	ETS1	Users appointed to installations. Users of this type can only see the organisations they are appointed to.
Aircraft's operator	ETS1	Users appointed to aircraft operators. Users of this type can only see the organisations they are appointed to.
Regulated Entity representative	ETS2	Users appointed to Regulated Entities Users of this type can only see the organisations they are appointed to.
Collaborating Authority	ETS2	Users appointed to Collaborating Authority have a read-only access to all the organisations on their location as well as all their reports.
Verifier	ETS1	Users appointed to a Verifier organisation. Users of this type can only see the organisations they are appointed to, as well as all reports from any installation or aircraft operator organisation their Verifier organisation is appointed to.
Competent Authority	ETS1 ETS2	There are different types of Competent Authority users depending on their domains and organisations: <ul style="list-style-type: none"> Competent Authority (General) – ETS1 and ETS2 Competent Authority (Installation) – ETS1 Competent Authority (Aircraft Operator) – ETS1 This allows to limit the accesses to a specific domain and organisation type within their location : A competent authority user in ETS2 cannot see or manage any installations or aircraft operators. Likewise, a competent authority in ETS1 cannot see or manage regulated entities and collaborating authorities. This type of user works as administrator of the organisations registered for their location and sub-locations.
European Commission	ETS1 ETS2	This type of user acts as a system administrator.

Roles

There are three types of roles for all user types, except the Verifier:

Role	Definition
Viewer	A viewer can see the organisation and its data, but it has read-only access.
User	A user can edit and participate in the workflow but cannot do any organisation management action.
Administrator	An administrator has all existing rights, including management of organisation and its list of members.

Continued on next page

About the user roles, Continued

Verifier roles

Verifier Role	Definition
Independent Reviewer	An independent reviewer has read-only access to his or her own organisation and to all reports of its linked Installation or aviation organisations
Verifier Administrator	A verifier administrator can create or delete Reports and can manage his or her organisation

Login and registration

Introduction In order to access the EU ETS Reporting Tool, you need to have an EU Login user account and a second factor authentication method such as GSM/SMS authentication, token cram or the EU Login Mobile app.

User Interface The following interface elements are displayed when executing this procedure:

Interface element	Page
Domain selection	66
User registration	67
MRV Homepage (User)	68

Steps to login Execute the following steps to log into the EU ETS Reporting Tool:

Step	Action
1	Go to the "EU ETS Reporting Tool" homepage: https://ets-reporting.ec.europa.eu
2	You are automatically redirected to EU Login. Login by entering: <ul style="list-style-type: none"> - Your e-mail address - Your EU Login password - A registered second factor authentication of your choice
3	After successful login, you are redirected back to the "EU ETS Reporting Tool" homepage.

You should already be appointed to at least one organisation. If this is not the case, please contact your local Competent Authority or the service desk (EU-ETS-Reporting-ServiceDesk@westpole.be).

For first time users, please continue on the "Steps to register" topic below.

Steps to register Execute the following after having logged in to the EU ETS Reporting Tool in order to register your user for the first time:

Step	Action
1	A "You are not registered in the system" page displays your user details. Tick the checkboxes to agree with the "Terms and conditions" and the "Privacy statement".
2	Click Register .
3	You can now access to the ETS Reporting tool.


Session timeout The EU ETS Reporting Tool has a timeout of 30 minutes. After an inactivity of this duration, you will be automatically disconnected from the application.

Continued on next page

Login and registration, Continued

Steps to logout

Execute the following steps to disconnect from the EU ETS Reporting Tool:

Step	Action
1	Click on the Logout button  at the top right corner of the screen.
2	Click Confirm .

Switch domain and role

Introduction

One user may be appointed to multiple organisations in different domains and have different roles in each one of them.

When a specific role is selected, you will only have access to the organisation(s) linked to this role and its permissions. For this reason, you need to switch your role and/or domain to work on one organisation or another.


User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
MRV Homepage (Verifier)	72
My Profile	75


Steps to switch domains

Execute the following steps:

Step	Action
1	Click on the My Profile button  at the top right corner of the screen.
2	A list with all the domains you have access to is displayed. Select the domain corresponding to the organisation and role needed to perform your actions.
3	Click Switch on the pop-up confirmation message displayed. A popup window confirming your role change is displayed on the top right corner of the screen.
4	All the roles you have within the domain are listed in Tiles view. Click on the one you need to perform your actions.

Steps to switch roles

Execute the following steps:

Step	Action
1	Click on the My Profile button  at the top right corner of the screen.
2	A list with all profiles registered in the system for you (active or inactive) is displayed. Select the active profile corresponding to the organisation and role needed to perform your actions.
3	Click Switch on the pop-up confirmation message displayed.
4	A popup window confirming your role change is displayed on the top right corner of the screen.

Section 2. Organisations management

Overview

Introduction This section describes the tasks related to organisations.

Contents This section contains the following topics:

Topic	Page
View and work with organisations	18
Manage organisations' members	20
Verifier appointment	21

View and work with organisations

Introduction

In this topic you can find information about how to retrieve, edit and add more information about the organisations you are appointed to.


User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
My Profile	75
Organisation details	78

View my organisation

Execute the following steps from any page of the EU-ETS reporting tool:

Step	Action
1	Click on your Organisation details button  at the top right corner of the screen.

You can now see the type of organisation and its details, the members list and also any attachments available.

Alternatively, you can access your organisation details page by clicking on your organisation name within the **My Profile** page.

What can I do with my organisation?

The following actions are available on organisations you are appointed to:

Action	Organisation Viewer / Independent Reviewer	Organisation User	Organisation Administrator	Verifier Administrator	Interface
Edit	NO	NO	YES	NO	
Add and delete attachments	NO	NO	YES	NO	 
View and download attachments	YES	YES	YES	YES	
Manage Members	NO	NO	YES	YES	
Appoint / remove verifier ¹	NO	YES	YES	NO	

For more information regarding the organisation's **members management**, please refer to topic "Manage organisations' members" on page 20.

Continued on next page

¹ Applicable to installations and aircraft operators only

View and work with organisations, Continued

Steps to edit the details of an organisation

Only users with an “administrator” role can edit the organisation details.

Execute the following steps from the organisation details page:

Step	Action
1	Click Edit .
2	Perform the necessary modifications.
3	Click Update .

You will receive an e-mail notification confirming that the update is complete.

Steps to add attachments to an organisation details

Only users with an “administrator” role can upload attachments to an installation, an aircraft operator or a regulated entity.


Execute the following steps from the organisation details page:

Step	Action
1	Click Add attachment .
2	Search in your computer for the file to upload. The attachments need to meet the following requirements: <ul style="list-style-type: none"> - Maximum number of files: 50 - Maximum size: 20 Mb - Supported file types: docx, doc, xls,xlsx, xlsx, pdf, jpg, png, vsdx, vsd
3	The file is uploaded and can be found by any user having access to the organisation details page.

Steps to delete attachments from an organisation

Users with an “administrator” role within an organisation can delete attachments uploaded by any member of their organisation.

Execute the following steps from the organisation details page:

Step	Action
1	Retrieve the attachment to delete.
2	Click  .
3	A confirmation message is displayed. Click Delete again to confirm. Please note that the deletion is definitive, there is no roll-back possible.

Manage organisations' members

Introduction

In this topic you can find information about how organisation administrators can add and delete members to it.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
My Profile	75
Organisation details	78
Add members	82

Steps to add members

Execute the following steps, as an organisation administrator, from the "Organisation details" page:

Step	Action
1	Click the Add New Member button.
2	Select a role from the dropdown list and enter the member's e-mail address. The first and last name are not mandatory since the information is retrieved from EU Login.
3	Click Add Member .

The new member is added as ACTIVE. The new member will receive an e-mail notification when the approval process is complete.

Verifier appointment

Introduction

In this topic you can find information about how to appoint a verifier organisation to your installation or aircraft operator organisation.

Please note that an organisation can only have one verifier organisation appointed.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Organisation details	78

Steps to add a preferred verifier

Execute the following steps, as an operator user or administrator, from the "Organisation details" page:

Step	Action
1	Click the Add preferred verifier button.
2	A modal dialogue with a list of all active verifier organisations registered in the system is displayed. You can appoint an organisation of your choice and click Assign .
3	A confirmation message is displayed. Click Add .
4	The assignment becomes effective immediately and the assigned verifier details are displayed in the "Preferred verifier" section.

Steps to unassign a verifier

Execute the following steps, as an operator user or administrator, from the "Organisation details" page:

Step	Action
1	In the "Preferred verifier" section, click the Unassign button next to the assigned verifier.
2	A confirmation message is displayed. Click Remove . Please note that if a Verification Report has already been drafted by the Verifier for this organisation, the confirmation message will be Remove and delete the VR .
3	The removal is done immediately and your organisation no longer as a verifier assigned to it.

Section 3. Reports

Overview

Introduction

This section describes the tasks related to the different Reports available in the ETS Reporting Tool.

Content

This section contains the following topics:

Topic	Page
View and work with Reports	23
Monitoring Plans management	26
Annual Emission Reports	39
Improvement Reports	55

View and work with Reports

Introduction

This topic describes the actions that you can do on any report at any stage of the workflow.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Monitoring Plan details (aviation)	86
Monitoring Plan details	89
Annual Emission Report details (aviation)	100
Annual Emission Report details (installation)	103
Improvement Report details (aviation)	112
Improvement Report details (installation)	115

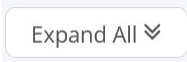
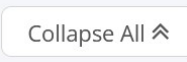
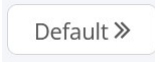
How to view the details of a report

Execute the following steps from any page of the EU-ETS reporting tool:

Step	Action
1	Click the Home button to go to your dashboard.
2	Each report is listed on his own area, where you can see a summary of its content.
3	Click the report ID to see its details.




Actions available on all reports

The following actions are available: on each report of your organisation.

Action	Interface
Expand All , to expand all levels of the report	
Collapse All , to collapse all sublevels of the report	
Default , to reset the view and expand just the first level of the report	

Actions available on Aviation's Reports

The following actions are available on each report of your Aircraft Operator organisation.






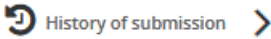


Action	Interface
Download the report file (in xlsx format)	
Add attachments (except viewer roles)	
Download All attachments	

Continued on next page

View and work with Reports, Continued



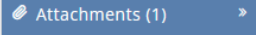






Actions available on Aviation's Reports

The following actions are available on each report of your Aircraft Operator organisation.

Action	Interface
View attachments (depending on the visibility selected when uploading an attachment)	
Delete attachments (depending on your role and the visibility of attachment)	
Add comments to it (except viewer roles)	
View comments (depending on the visibility selected when adding your comment)	
Edit and delete comments submitted by you	
Consult the History of submission of all changes applied to the report. You can also download previous versions of the reports and the whole history of submission in PDF.	  

Actions available on Installation's Reports

The following actions are available on each report of your Installation organisation.

Action	Interface
Download the report files (in PDF and XML format). This action is not available when the report is on DRAFT status.	
Share the report with CA. Only for an Installation report in DRAFT status.	<input type="checkbox"/> Share report with CA
Add attachments (except viewer roles).	Add Attachment 
View attachments (depending on the visibility selected when uploading an attachment).	 
Delete attachments (depending on your role and the visibility of attachment).	
Add comments to it (except viewer roles).	Add a comment 
View comments (depending on the visibility selected when adding your comment).	
Edit and delete comments submitted by you.	
Consult the Workflow History of the report. You can also view the Full History to consult a previous version and download it in PDF or XML format. Click Return to the latest version to exit this view	 View full history

Continued on next page

View and work with Reports, Continued

How to add comments to a report

Execute the following steps from the report details page:

Step	Action
1	Click Add Comment .
2	Check the Sensitive box to signify that the content is sensitive.
3	Define the visibility of your comment as described in “Visibility of attachments and comments” below.
4	Write your comment.
5	Click Add .

How to add attachments to a report

Execute the following steps from the report details page:

Step	Action
1	Click Add Attachment .
2	Click Browse to search in your computer for the file to upload. The attachments need to meet the following requirements: <ul style="list-style-type: none"> - Maximum number of files: 50 - Maximum size: 20 Mb - Supported file types: docx, doc, xls, xlsx, ppt, pptx, pdf, jpg, png, vsdx, vsd
3	Define the visibility of the attachment as described in “Visibility of attachments and comments” below.
4	If you wish to upload more attachments, click the “+” button and repeat steps 2 and 3 of this procedure.
5	To finalise the upload of attachments, click Upload .

Visibility of attachments and comments

When adding comments or uploading attachments, you can define their visibility:

- **Visible to all Submission Viewers:** Anyone having access to this submission will see it.
- **Visible only to my organisation members:** Only members of the same user type as you will see it. For example, attachments uploaded with this visibility by an aircraft operator, will not be visible to the Competent Authority and the other way around. Please refer to topic “About the user roles” on page 11 for more details about users.
- **Visible only to me:** Only you can see it.

E-mail notifications

Based on their visibility setting, the addition, edition and deletion of comments and attachments trigger e-mail notifications.

- **Visible to all Submission Viewers:** Triggers e-mail notifications to all the organisation and Competent Authority users (admin, user) in the organisation’s location.
- **Visible only to my organisation members:** Triggers e-mail notifications to all users (admin, user) of the organisation.
- **Visible only to me:** It doesn't trigger any email notification.

If a comment has been checked as **Sensitive**, the email notification will not contain the comment, but just a notification that a sensitive comment has been added.

Adding attachments to a report in status DRAFT does not trigger an e-mail notification

Monitoring Plans management

Overview

Introduction This section describes the tasks related to the Monitoring Plans management.

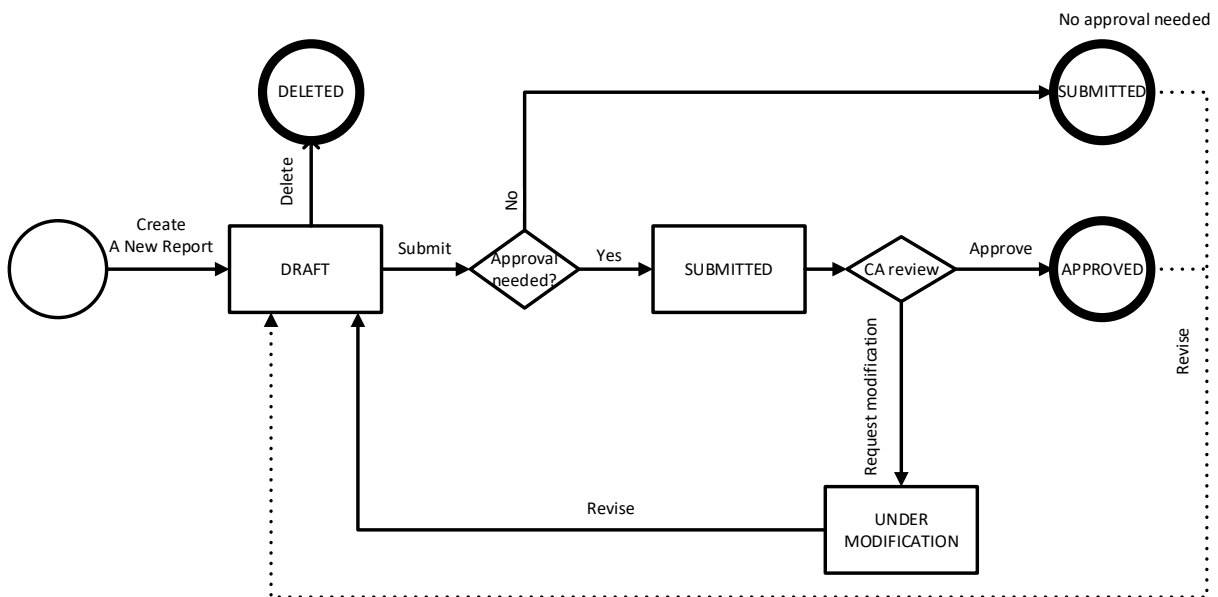
Content This section contains the following topics:

Topic	Page
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Error! Reference source not found. Create a Monitoring Plan	28
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About Monitoring Plans

Workflow

The process to create, verify and approve Monitoring Plans follow the below workflow:



Description

Monitoring plan submission is available for the following organisations:

- ETS1 – Aircraft Operator
- ETS1 – Installation
- ETS2 – Regulated Entity

The preparation of a Monitoring Plan is a workflow involving at least the Operator and the Competent Authority, and the possible intervention of the Verifier.

After being created and described (uploaded, attachments added, commented), your Monitoring Plan is saved in DRAFT status. The Monitoring Plan can still be updated at this stage before being **Submitted**.

A new Monitoring Plan or significant modifications after revision will be submitted for approval of the Competent Authority while non-significant modifications do not require formal approval.

As long as the Monitoring Plan is in status SUBMITTED, the Verifier appointed to your organisation can access it, add attachments and comments.

The Competent Authority can **Approve** the Monitoring Plan or **Request modification** if some correction or additional documentation is needed.

When the Monitoring Plan is submitted or approved, you still have the possibility to revise it. In this case, the plan is back in status DRAFT and you can apply your modifications and submit it again.

Create a Monitoring Plan

Introduction

In this topic you can find information about how to create a Monitoring Plan using webforms.

This process is based on the final version of the Monitoring Plan template for ETS phase 4 endorsed by the Climate Change Committee, published on CLIMA website, section ETS MRV: https://ec.europa.eu/clima/policies/ets/monitoring_en#tab-0-1.

There can only be one active Monitoring Plan available per organisation. Users and administrators can mainly act on it, but when in status SUBMITTED, a Monitoring Plan can still be edited by your Competent Authority.

Viewer roles can only see the details of the Monitoring Plan.



User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Create a new Monitoring Plan	85

Create a Monitoring Plan

Execute the following steps from the homepage of the application:

Step	Action
1	Click Create A New Report from the "Monitoring Plan" area.
2	For each section from Guidelines and conditions , fill in the mandatory fields. You can jump to another section if it is enabled but it is recommended to follow the sequential order of the form.
3	You can Save your form at any time, even if the form is not yet complete.
4	The Monitoring Plan is now in status DRAFT. You may now share it with your Competent Authority, add comments or attachments from the right menu. The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as  .

On the Homepage, you can see that the Monitoring Plan is in status DRAFT.



Create a Monitoring Plan (aviation)

Introduction

In this topic you can find information about how to create a Monitoring Plan for aircraft operators.

There can only be one active Monitoring Plan available per organisation and only users and administrators can act on it.

Viewer roles can only see the details of the Monitoring Plan.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Create a new Monitoring Plan (aviation)	84

Draft a Monitoring Plan

Execute the following steps from the homepage of the application:

Step	Action
1	Click Create A New Report from the "Monitoring Plan" area.
2	Select the revision type from the dropdown list. <ul style="list-style-type: none"> - New Monitoring Plan or significant modification - Non-significant modification
3	Click Browse in the Monitoring Plan – Aviation file field to upload a Monitoring Plan, meeting the following requirements: <ul style="list-style-type: none"> - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsxm
4	You may upload additional files as attachments , meeting the following requirements: <ul style="list-style-type: none"> - Maximum number of files: 50 - Maximum size: 20 Mb - Supported file types: docx, doc, xls, xlsx, ppt, pptx, pdf, jpg, png, vsdx, vsd Click therefore Browse in the Attachments field. <ul style="list-style-type: none"> - When uploading attachments to a Monitoring Plan, you can define their visibility as described in "Visibility of attachments and comments".
5	You may add an Applicable date to the Monitoring Plan.
6	Click Save As Draft .

On the Homepage, you can see that the Monitoring Plan is in status DRAFT.



Work on a Draft Monitoring Plan

Introduction

In this topic you can find information about how to work with a webform Monitoring Plan in status DRAFT.

Unless they are explicitly shared with your CA, (see Sharing reports with Competent Authority) DRAFT Monitoring Plans are only visible to operators, allowing for modifications and completeness before submitting to the Competent Authority.

When you consider the Monitoring Plan is ready, you can **Submit** it. Please refer to topic **"Error! Reference source not found. "** on page **Error! Bookmark not defined.** for more details.




User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Create a new Monitoring Plan	85
Monitoring Plan details	89

Edit a Monitoring Plan

Execute the following steps from the Homepage:

Step	Action
1	Click on the Report ID from the MRV Homepage.
2	The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as  . Each missing information will be indicated with a  on both the section's header and the exact location in the section. Make the necessary updates.
3	You may also add comments or attachments from the right menu.
4	Click Save .

Every revision to an approved Monitoring Plan generates a new major version and restarts a new approval workflow. Every modification to the Monitoring Plan submitted for approval increases its minor version.

All the previous revisions of the Monitoring Plan remain accessible from the History.

Delete the Monitoring Plan

Execute the following steps from the Monitoring Plan page:

Step	Action
1	Click Delete .
2	A confirmation message is displayed. Click Delete again to confirm. Please note that the deletion is definitive, there is no roll-back possible.

Continued on next page

Work on a Draft Monitoring Plan, Continued

Sharing reports with Competent Authority

You can share Monitoring Plan reports in status DRAFT or UNDER MODIFICATION with your Competent Authority by ticking the **Share report with CA** checkbox"

This box is unchecked by default and can be edited by an Operator only. All other roles will see it displayed in Read-Only mode (pale grey , not editable).

If the box **Share report with CA** is checked for a report, the Competent Authority will be able to access the details page of the latest version of the report as well as all previous versions (through the History of Submission).

Otherwise, the report will continue to be listed in the "CA dashboard", but they will not be allowed to see the content of the report. However, all submitted versions (status SUBMITTED, PENDING FOR APPROVAL, SUBMITTED FOR REVIEW, UNDER MODIFICATION, UNDER PEER REVIEW) will still be accessible. All other non-submitted and non-approved versions will remain inaccessible.

After editing the checkbox, the Operator needs to click on the **Save** button to confirm the change.

Work on a Draft Monitoring Plan (aviation)

Introduction

In this topic you can find information about how to work with an aviation Monitoring Plan in status DRAFT.

DRAFT Monitoring Plans are only visible to operators, allowing for modifications and completeness before submitting to the Competent Authority.

When you consider the Monitoring Plan is ready, you can Submit it. Please refer to topic "Submit a Monitoring Plan"

Introduction



In this topic you can find information about how to submit a webform Plan.


User Interface

The following interface elements are displayed when executing this process:

Interface element
MRV Homepage (User)
Create a new Monitoring Plan
Monitoring Plan details

Submit a Monitoring Plan

The system verifies the content of the report and indicates the sections information as  and the sections that are completed correctly as .

You will not be able to submit your Monitoring Plan as long as there are elements .

Step	Action
1	When all sections are correctly completed with the green checkmark icon, the Submit button will become available. Click Submit .
2	A confirmation message is displayed. Click Submit again.

The Monitoring Plan is now in status SUBMITTED.

When Submitted, a Monitoring Plan can still be edited by your Competent Authority. If done, a new version of the Monitoring Plan will automatically be created.



Non-significant modifications do not need approval, therefore, if you accept them, the Monitoring Plan status will be moved to APPROVAL NOT NEEDED.



New Monitoring Plans and significant modifications need to be approved by the Competent Authority. Once the Monitoring Plan is validated by the Competent Authority, the status will be APPROVED.



You will receive an e-mail notification when the Monitoring Plan is reviewed by the Competent Authority.

Submit a Monitoring Plan (aviation)" on page 34 for more details.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Create a new Monitoring Plan (aviation)	84
Monitoring Plan details (aviation)	86

Edit a Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Edit (at the right bottom of the page).
2	Select a type from the Revision type drop down list box.
3	Fill in the Applicable date field if needed.
3	Click Save .

Upload a new version of the Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Upload a New Version .
2	Browse your computer and select the new file to upload.
3	The new version is successfully uploaded. You can see the revision number incrementing, under the "Monitoring Plan – Aviation file" area.

Every revision to an approved Monitoring Plan generates a new major version and restarts a new approval workflow. Every modification to the Monitoring Plan submitted for approval increases its minor version.

All the previous revisions of the Monitoring Plan remain accessible from the History.

Delete the Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Delete .
2	A confirmation message is displayed. Click Delete again to confirm. Please note that the deletion is definitive, there is no roll-back possible.

Submit a Monitoring Plan

Introduction



In this topic you can find information about how to submit a webform DRAFT Monitoring Plan.


User Interface


The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Create a new Monitoring Plan	85
Monitoring Plan details	89

Submit a Monitoring Plan

The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as .

You will not be able to submit your Monitoring Plan as long as there are incorrect or missing elements .

Step	Action
1	When all sections are correctly completed with the green check  , the Submit button will become available. Click Submit .
2	A confirmation message is displayed. Click Submit again to confirm.

The Monitoring Plan is now in status SUBMITTED.

When Submitted, a Monitoring Plan can still be edited by your Competent Authority. If this is done, a new version of the Monitoring Plan will automatically be created.



Non-significant modifications do not need approval, therefore, if your Competent Authority accept them, the Monitoring Plan status will moved to APPROVAL NOT NEED.



New Monitoring Plans and significant modifications need to be approved by your Competent Authority. Once the Monitoring Plan is validated by the Competent Authority it will become APPROVED.



You will receive an e-mail notification when the Monitoring Plan is reviewed by the Competent Authority.

Submit a Monitoring Plan (aviation)

Introduction

In this topic you can find information about how to submit a DRAFT Monitoring Plan for aviation.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Create a new Monitoring Plan (aviation)	84
Monitoring Plan details (aviation)	86

Submit a Monitoring Plan

When you consider the Monitoring Plan is ready for submission, execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Submit .
2	A confirmation message is displayed. Click Submit again to confirm.

The Monitoring Plan is now in status SUBMITTED.



Non-significant modifications do not need approval, but new Monitoring Plans and significant modifications need to be approved by your Competent Authority.

Once the Monitoring Plan is validated by the Competent Authority it will become APPROVED.



You will receive an e-mail notification when the Monitoring Plan is reviewed by the Competent Authority.

Compare versions of a Monitoring Plan

Introduction

In this topic, you can find information about how to compare two versions of a Monitoring Plan.

Please note that this feature is currently only available for Installation Monitoring Plans.

The comparison is only possible with versions of the Monitoring plan with the following statuses:

- APPROVED
- SUBMITTED
- SUBMITTED PENDING FOR APPROVAL
- SUBMITTED FOR REVIEW

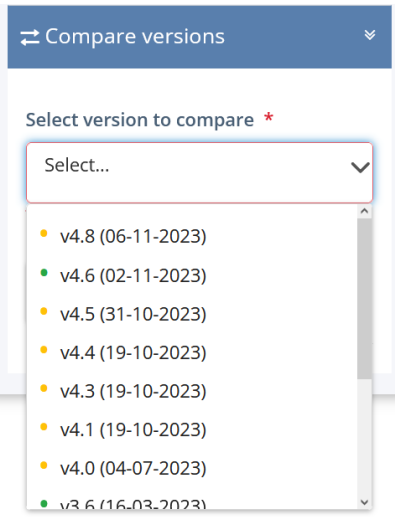
User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Monitoring Plan details	89
Report Version Comparison details	92

Compare versions of a Monitoring Plan

Execute the following steps from the homepage of the application:

Step	Action	
1	Click on the Report ID from the MRV Homepage.	
2	Open the sub-menu Compare versions on the right panel	
3	<p>From the dropdown menu, select the version to compare with.</p> <p>If no previously approved or submitted version of the report is available, a message to mention it will be displayed.</p> <p>Before each version, a coloured dot will show if the report status is SUBMITTED (orange) or APPROVED (green).</p>	
4	The Report Version Comparison window is displayed.	

Continued on next page

Compare versions of a Monitoring Plan, Continued

Review the comparison

By default, all the sections of the report containing data are displayed. The section tabs with no mismatches will be displayed with a **green** dot, while the section tabs with mismatch content will have a **red** dot. Click on the tab section you want to check to navigate directly to it.

Within the section, any change in content will be displayed in **red**. Also, the left border of the cell will be highlighted in **red**.

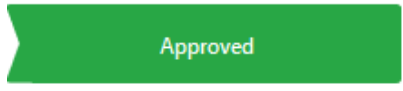
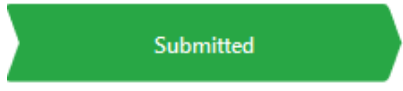
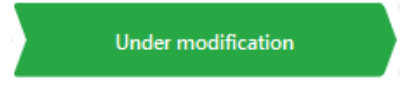
For your convenience, a button to toggle from showing all fields to showing only changed fields is also available.

And more, you can change the versions compared. Please keep in mind that the base version must always be lower than the one compared to.

Revise a Monitoring Plan

Introduction

You can revise Monitoring Plans in the following statuses:

Action	Interface
APPROVED	
SUBMITTED when the approval of a Competent Authority is not needed	
UNDER MODIFICATION when additional information is requested by the Competent Authority	

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Create a new Monitoring Plan	84
Monitoring Plan details	86

Revise and resubmit a Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click Revise .
2	A confirmation message is displayed. Click Revise again to confirm.

The Monitoring Plan then moves back to DRAFT status, allowing you to modify it.



Modification History

When you have revised and modified your Monitoring Plan, and before submitting it; you can describe to your Competent Authority the modification(s) introduced in the Monitoring Plan as well as the applicable date of the change(s).

To do so, use the **Modification History** tab and click the “+” icon to create a new entry.

Annual Emission Reports

Overview

Introduction

This section describes the tasks related to the management of the Annual Emission Reports.

Content

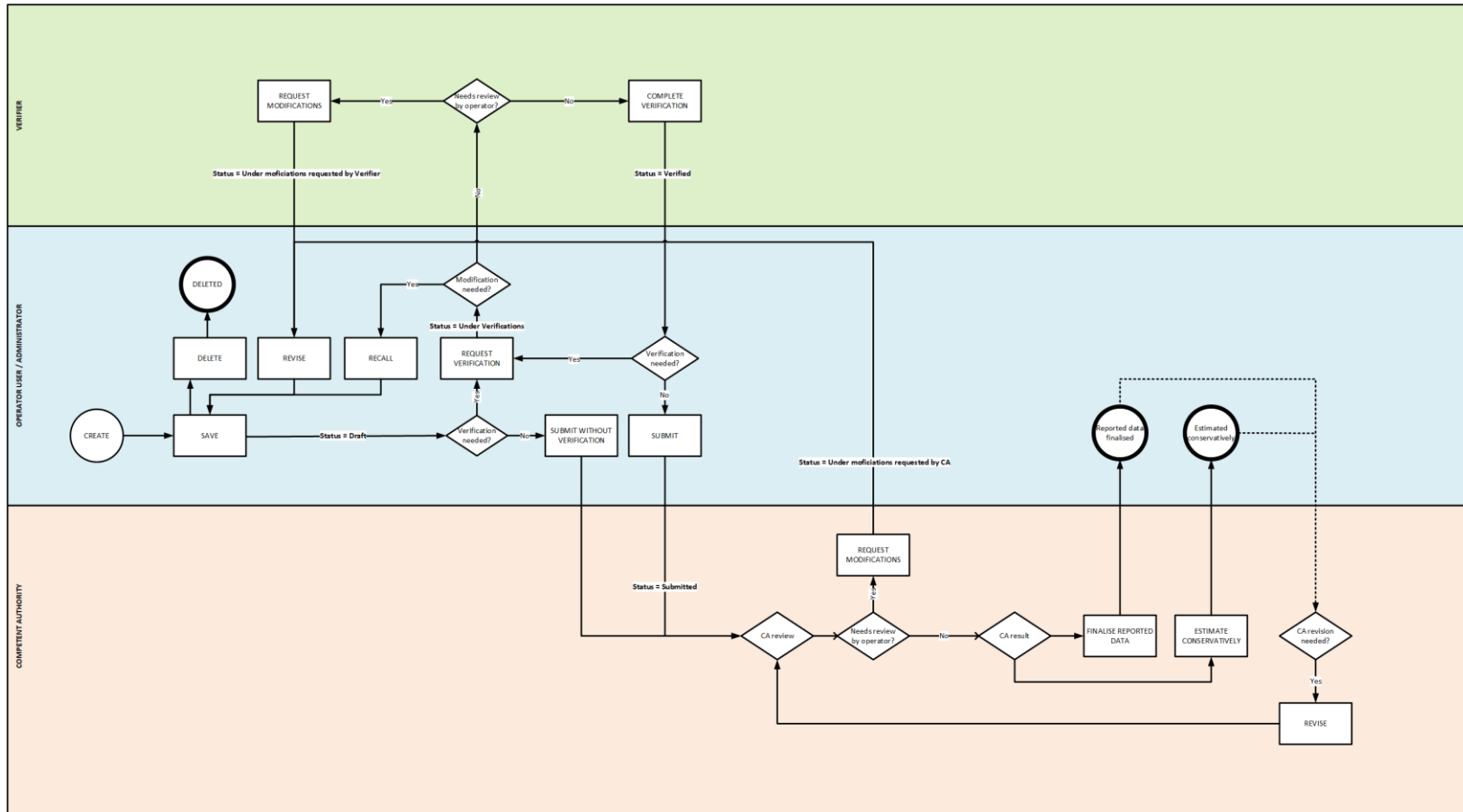
This section contains the following topics:

Topic	Page
About Annual Emission Report	40
Create an Annual Emission Report (aviation)	42
Create an Annual Emission Report (installation)	43
Work on a Draft Annual Emission Report	44
Compare versions of an Annual Emissions Report	46
Request verification of an Annual Emission Report	48
Verify an Annual Emission Report (aviation)	49
Verify an Annual Emission Report (installation)	50
Submit an Annual Emission Report to your Competent Authority	53
Revise an Annual Emission Report	54

About Annual Emission Report

Workflow

The process to create, verify and approve Annual Emission Reports follow the below workflow:



Continued on next page

About Annual Emission Report, Continued

Description

The preparation of the Annual Emission Report involves the operator, the verifier(s) and the Competent Authority.

The Annual Emission Report is created in DRAFT status and it can still be updated at this stage. Depending on the report, they can be **submitted without verification**, or they can be sent to **request verification**.

If requested, the verifier will have to review the report. A verification report will be uploaded for aircraft operators whilst a webform is filled for installations. Verification report webforms require the validation of an Independent Reviewer. If needed, the verifier can **request modifications** to the operator. Finally, the verification report is completed, and the AER report is VERIFIED.

Once the report is verified, the operator must **submit** the report to the Competent Authority for validation.

The Competent Authority may as well **request modifications** to the operators, if needed.

When the submitted report is considered complete and valid, the Competent Authority can mark it as REPORTED DATA FINALISED or ESTIMATED CONSERVATIVELY.

It is still possible to revise the report if needed. In this case, the report is back in status DRAFT, allowing the operator to apply modifications and submit it again.

Create an Annual Emission Report (aviation)

Introduction

In this topic you can find information about how to create an Annual Emission Report for aircraft operators.

There can only be one Annual Emission Report per aircraft operator and year.

Operator users and administrators can act on it. Competent Authorities can also create aviation Annual Emission Reports on behalf of aircraft operators.

Viewer roles can only consult the details of the report.

User Interface

The following interface elements are displayed when executing this procedure:

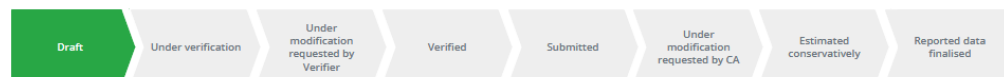
Interface element	Page
MRV Homepage (User)	68
Create a new AER report (aviation)	95

Draft an Annual Emission Report

Execute the following steps from the homepage of the application:

Step	Action
1	Click Create A New Report from the “Annual Emission Report” area corresponding to the year to report.
2	Click Browse in the AER – Aviation file field to upload the report, meeting the following requirements: <ul style="list-style-type: none"> - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsxm
3	You may upload additional files as attachments , meeting the following requirements: <ul style="list-style-type: none"> - Maximum number of files: 50 - Maximum size: 20 Mb - Supported file types: docx, doc, xls, xlsx, ppt, pptx, pdf, jpg, png, vsdx, vsd Click therefore Browse in the Attachments field. <ul style="list-style-type: none"> - When uploading attachments to an Annual Emission Report, you can define their visibility as described in “Visibility of attachments and comments”.
4	Click Save As Draft .

On the Homepage, you can see that the Annual Emission Report is in status DRAFT.



Create an Annual Emission Report (installation)

Introduction

In this topic you can find information about how to create an Annual Emission Report for installations.

There can only be one Annual Emission Report per installation and year.

Operator users and administrators can act on it. Competent Authorities cannot create installation Annual Emission Reports on behalf of operators.

Viewer roles can only consult the details of the report.



User Interface

The following interface elements are displayed when executing this procedure:

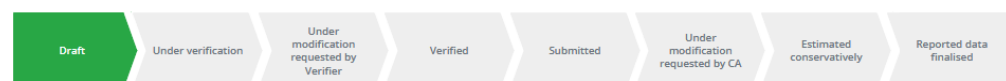
Interface element	Page
MRV Homepage (User)	68
Create a new AER report (installation)	96

Draft an Annual Emission Report

Execute the following steps from the homepage of the application:

Step	Action
1	Click Create A New Report from the “Annual Emission Report” area corresponding to the year to report.
2	If there is an approved Monitoring Plan, a modal dialogue will pop up displaying the “Monitoring Plan section”. Confirm to reset any existing data on the AER and import it from the MP.
3	Fill in the mandatory fields of the form displayed. You can jump to another section if it is enabled but it is recommended to follow the sequential order of the form.
4	You can Save your form at any time, even if the form is not yet complete.
5	The Annual Emission Report is saved in status DRAFT. You may now share it with your Competent Authority, add comments or attachments from the right menu. The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as  .

On the Homepage, you can see that the Annual Emission Report is in status DRAFT.



Work on a Draft Annual Emission Report

Introduction

In this topic you can find information about how to work with Annual Emission Reports in status DRAFT.

When you consider that the report is ready, you can **Submit** it. Please refer to topic “Submit an Annual Emission Report to your Competent Authority” on page 53 for more details.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Annual Emission Report details (aviation)	100
Annual Emission Report details (installation)	103

Sharing reports with Competent Authority

You can share Installation reports in status DRAFT with your Competent Authority by ticking the **Share report with CA** checkbox

This box is unchecked by default and can be edited by an Operator only. All other roles will see it displayed in Read-Only mode (pale grey, not editable).

If the box **Share report with CA** is checked for a report, the Competent Authority will be able to access the details page of this report. Otherwise, the report will continue to be listed in the “CA dashboard”, but they will not be allowed to see the content of the report.

After editing the checkbox, the Operator needs to click on the **Save** button to confirm the change.

Load an MP to an installation Annual Emission Report

Execute the following steps from the installation Annual Emission Report details page:




Step	Action
1	If there is no Monitoring Plan linked to the installation’s Annual Emission Report or if a new Monitoring Plan has been approved, you will have the option to Load it.
2	Click Yes, reset AER and load data from MP .
3	The existing data is replaced with the information retrieved from the Monitoring Plan. Click Save to record the change.

Continued on next page

Work on a Draft Annual Emission Report, Continued

Edit an installation Annual Emission Report

Execute the following steps from the installation Annual Emission Report details page:

Step	Action
1	The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as  .. Each missing information will be indicated with a  on both the section's header and the exact location in the section. Make the necessary updates.
2	You may also add comments or attachments from the right menu.
3	Click Save .

Every revision to an approved Annual Emission Report generates a new major version and restarts a new approval workflow. Every modification to the report submitted for approval increases its minor version.

All revisions of the Annual Emission Report remain accessible in the History of submission.

Upload a new version of the aviation Annual Emission Report

Execute the following steps from the aviation Annual Emission Report details page:

Step	Action
1	Click Upload a New Version .
2	Browse your computer and select the new file to upload.
3	The new version is successfully uploaded. The revision number is incremented, under the "AER – Aviation file" area.

Every revision to an approved Annual Emission Report generates a new major version and restarts a new approval workflow. Every modification to the report submitted for approval increases its minor version.

All revisions of the Annual Emission Report remain accessible in the History of submission.

Delete the Annual Emission Report

Execute the following steps from the Annual Emission Report details page:

Step	Action
1	Click Delete .
2	A confirmation message is displayed. Click Delete again to confirm. Please note that the deletion is definitive, there is no roll-back possible.

Compare versions of an Annual Emissions Report

Introduction

In this topic, you can find information about how to compare two versions of an Installation's Annual Emissions Report.

You can compare an AER of a reporting year with another version of the same AER or another AER from another reporting year.

The comparison is only possible with versions on the following statuses:

- UNDER VERIFICATION
- VERIFIED
- SUBMITTED
- ESTIMATED CONSERVATIVELY
- REPORTED DATA FINALISED

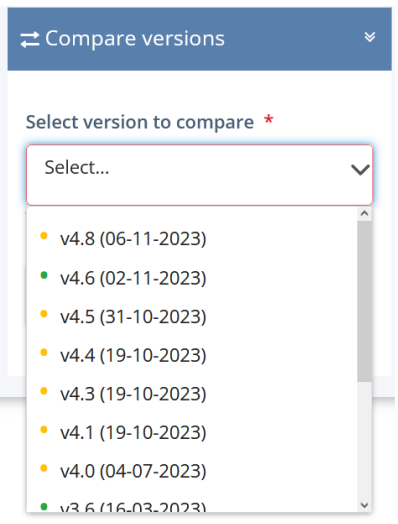
User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
Annual Emission Report details (installation)	103
Report Version Comparison details	92

Compare versions of an Annual Emissions Report

Execute the following steps from the homepage of the application:

Step	Action	
1	Click on the Report ID from the MRV Homepage.	
2	Open the sub-menu Compare versions on the right panel	
3	<p>From the dropdown menu, select the version to compare with.</p> <p>If no previously approved or submitted version of the report is available, a message mentioning it will be displayed.</p> <p>Before each version, a coloured dot will show if the status of the report is finalised (green) or ongoing (orange).</p>	 <p>The screenshot shows a blue header bar with a double arrow icon and the text 'Compare versions'. Below it is a white dropdown menu titled 'Select version to compare *'. The dropdown contains a search box with 'Select...' and a list of versions: v4.8 (06-11-2023) with an orange dot, v4.6 (02-11-2023) with a green dot, v4.5 (31-10-2023) with an orange dot, v4.4 (19-10-2023) with an orange dot, v4.3 (19-10-2023) with an orange dot, v4.1 (19-10-2023) with an orange dot, v4.0 (04-07-2023) with an orange dot, and v3.6 (16-03-2023) with a green dot.</p>
4	The Report Version Comparison window is displayed.	

Continued on next page

Compare versions of a Monitoring Plan, Continued

Review the comparison

By default, all the sections of the report containing data are displayed. The tabs with no mismatches will be displayed with a **green** dot, while the tabs with content mismatch will have a **red** dot. Click on a tab that to navigate directly to it.

Within the section of a tab, any difference in content between the two versions will be displayed in **red**. Also, the left border of the cell will be highlighted in **red**.

For your convenience, a button to toggle from showing all fields to showing only changed fields is also available.

And more, you can change the versions compared. Please keep in mind that the base version number must always be lower than the one compared to.

Request verification of an Annual Emission Report

Introduction

In this topic you can find information about how to request verification of an Annual Emission Report from the verifier appointed to your organisation.

You can only request verification if you have already appointed a verifier to your organisation.

User Interface

The following interface elements are displayed when executing this procedure:

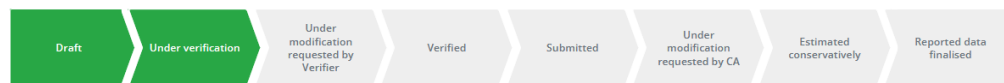
Interface element	Page
MRV Homepage (User)	68
Annual Emission Report details (aviation)	100
Annual Emission Report details (installation)	103

Request verification

When you consider that the Annual Emission Report is ready, execute the following steps from the report details page:

Step	Action
1	Click Request verification .
2	A message is displayed. Click Request verification again to confirm.

The Annual Emission Report is now in status UNDER VERIFICATION.



An e-mail notification is sent to the verifier when the Annual Emission Report is progressed to status UNDER VERIFICATION.

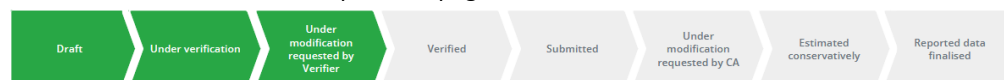
Annual Emission Reports under verification need to be reviewed by the verifier appointed to your organisation. More details can be found in topics “Verify an Annual Emission Report (aviation)” and “Verify an Annual Emission Report (installation)”.

If needed, you can **Recall** the report to add more information or corrections to the report. An e-mail notification is sent to the verifier to inform about the status change.

Note that if an Annual Emission Report is recalled, the linked Verification Report will be deleted if it is in status DRAFT or UNDER INDEPENDENT REVIEW.

Depending on the result of the verifier revision, the Annual Emission Report will be progressed to one of the following statuses:

If the status is UNDER MODIFICATION REQUESTED BY VERIFIER, please continue in topic “Revise an Annual Emission Report” on page 54.



If the status is VERIFIED, please continue in topic “Submit an Annual Emission Report to your Competent Authority” on page 53.



You will receive an e-mail notification when the Annual Emission Report is reviewed by the verifier.

Verify an Annual Emission Report (aviation)

Introduction

In this topic you can find information about how the verifier can review an aviation Annual Emission Report and upload a verification report.

This procedure can be followed by verifier administrators only, for aviation Annual Emission Reports in status UNDER VERIFICATION.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (Verifier)	71
Annual Emission Report details (aviation)	100

Upload verification report

Execute the following steps from the report details page:

Step	Action
1	Click Browse / Upload A New Version in the “Verification Report – Aviation file” area (as applicable) to search in your computer for the verification report to upload. The report needs to meet the following requirements: <ul style="list-style-type: none"> - Maximum size: 20 Mb - Supported file types: xls,xlsx, xlsxm
2	To finalise the upload, click Open .
3	The uploaded verification report can be downloaded or replaced by uploading a new version of the verification report.

Finalise verification

Execute the following steps from the report details page:

Step	Action						
1	Check if the verification report has been uploaded to the AER. If not, please follow “Upload verification report” before resuming this procedure.						
2	Depending on the result of your verification: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The verification is successful</td> <td>Click Complete Verification.</td> </tr> <tr> <td>The verification is not successful</td> <td>Click Request Modification.</td> </tr> </tbody> </table>	If	Then	The verification is successful	Click Complete Verification .	The verification is not successful	Click Request Modification .
If	Then						
The verification is successful	Click Complete Verification .						
The verification is not successful	Click Request Modification .						
3	A pop-up message will be displayed. Confirm your action.						

An e-mail notification is sent to the organisation users to inform about the status change.

Verify an Annual Emission Report (installation)

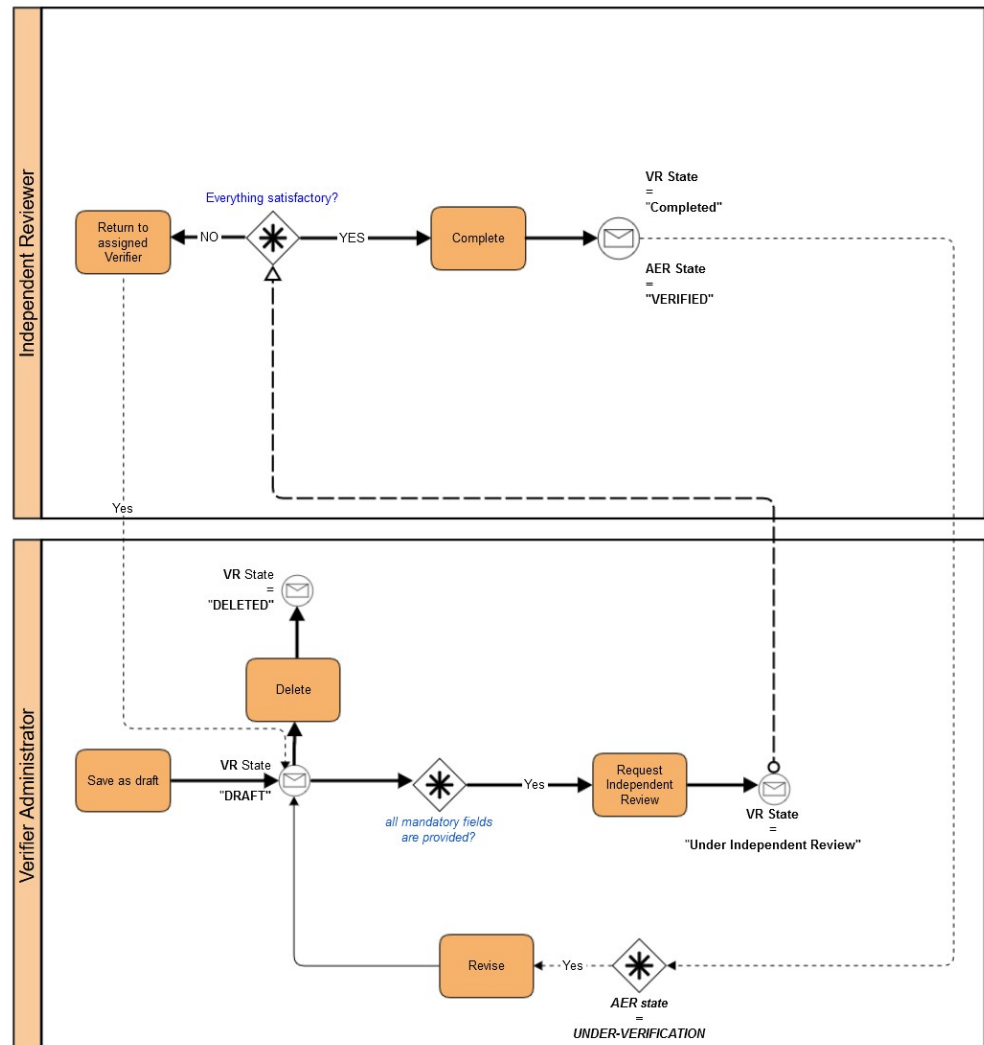
Introduction

In this topic you can find information about how the verifier organisation can review an installation Annual Emission Report and generate a verification report.

This procedure must be initiated by a Verifier Administrator only, for installation Annual Emission Reports in status UNDER VERIFICATION. After being completed, the Verification Report will have to be review and completed by an Independent Reviewer.

Workflow

The process to create, review and approve a Verification Report of an installation Annual Emission Report follows the below workflow:



Continued on next page

Verify an Annual Emission Report (installation), Continued



User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage (User)	68
Annual Emission Report details (installation)	103
Opinion Statement	106

Generate a verification report form

Execute the following steps from the annual emission report details page:

Step	Action
1	Click Create a new verification report .
2	The "Opinion Statement" webform page opens. Fill in the mandatory fields. You can jump to another section if it is enabled but it is recommended to follow the sequential order of the form.
3	You can Save your form at any time, even if the form is not yet complete.
4	The verification report is now in status DRAFT. You may now add comments or attachments from the right menu. The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as  .
5	When all the mandatory fields are completed, the report is ready to be validated by an independent reviewer.
6	Alternatively, you can Delete the Verification Report.

Request an Independent Review

Execute the following steps from the verification report details page:

Step	Action
1	Click Request Independent Review
2	A pop-up message will be displayed. Confirm your action.
3	Status Report will change to Under Independent Review An e-mail notification is sent to the organisation Independent Reviewers to inform them about the status change.

Continued on next page

Verify an Annual Emission Report (installation), Continued

Delete a verification report

Execute the following steps from the verification report details page:

Step	Action
1	Click Delete
2	A pop-up message will be displayed. Confirm your action.
3	Status Report will change to Deleted

Request modification to the installation operator

Execute the following steps from the annual emission report details page:

Step	Action
1	Click Request Modification
2	A pop-up message will be displayed. Confirm your action.
3	Status Report will change to Under modification requested by Verifier . An e-mail notification is sent to all the users of the organisation (role: admin, user).

Finalise verification

This step has to be performed by an Independent Reviewer.

Step	Action						
1	Open the Verification Report and review it.						
2	Based on the result of your verification: <table border="1" data-bbox="571 1272 1390 1429"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The verification is successful</td> <td>Click Complete Verification.</td> </tr> <tr> <td>The verification is not successful</td> <td>Click Return to Assigned Verifier.</td> </tr> </tbody> </table>	If	Then	The verification is successful	Click Complete Verification .	The verification is not successful	Click Return to Assigned Verifier .
If	Then						
The verification is successful	Click Complete Verification .						
The verification is not successful	Click Return to Assigned Verifier .						
3	A pop-up message will be displayed. Confirm your action.						

An e-mail notification is sent to the Verifier organisation members users to inform them about the status change.

If	New status	Notification
The verification is successful	VR → COMPLETED AER → VERIFIED	Verifier administrators organisation users
The verification is not successful	VR → DRAFT	Verifier administrators

Submit an Annual Emission Report to your Competent Authority

Introduction

In this topic you can find information about how to submit an Annual Emission Report for approval of your Competent Authority.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Annual Emission Report details (aviation)	100
Annual Emission Report details (installation)	103

Submit Annual Emission Reports

When all mandatory fields are correctly filled in, and if you consider that the Annual Emission Report is ready for submission, execute the following steps from the report details page:

Step	Action
1	Click Submit or Submit without VR , depending on the current status of the report.
2	A confirmation message is displayed. Click Submit or Submit without VR again to confirm.

The Annual Emission Report is now in status SUBMITTED.



Submitted Annual Emission Reports need to be approved by your Competent Authority.

Depending on the result of the Competent Authority validation, the Annual Emission Report will be progressed to one of the following statuses:

If the status is UNDER MODIFICATION REQUESTED BY CA, please continue in topic “Revise an Annual Emission Report” on page 54.



The report workflow is considered finalised when the status is FINALISED or ESTIMATED CONSERVATIVELY.





You will receive an e-mail notification when the Annual Emission Report is reviewed by the Competent Authority.

Revise an Annual Emission Report

Introduction

In this topic you can find information about how to revise an Annual Emission Report.

You can revise Annual Emission Reports in the following statuses:

Action	Interface
UNDER MODIFICATION REQUESTED BY VERIFIER	
UNDER MODIFICATION REQUESTED BY CA	

User Interface

The following interface elements are displayed when executing this procedure:

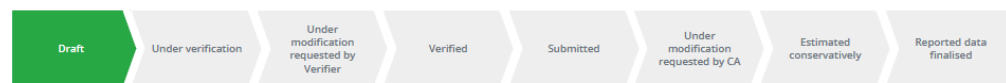
Interface element	Page
MRV Homepage	68
Annual Emission Report details (aviation)	100
Annual Emission Report details (installation)	103

Revise and resubmit an Annual Emission Report

Execute the following steps from the Annual Emission Report details page:

Step	Action
1	Click Revise .
2	A confirmation message is displayed. Click Revise again to confirm.

The Annual Emission Report then moves back to DRAFT status, allowing you to modify it.



You can restart the process on topic “Work on a Draft ” on page 44.

Improvement Reports

Overview

Introduction

This section describes the tasks related to the management of the Improvement Reports.

Content

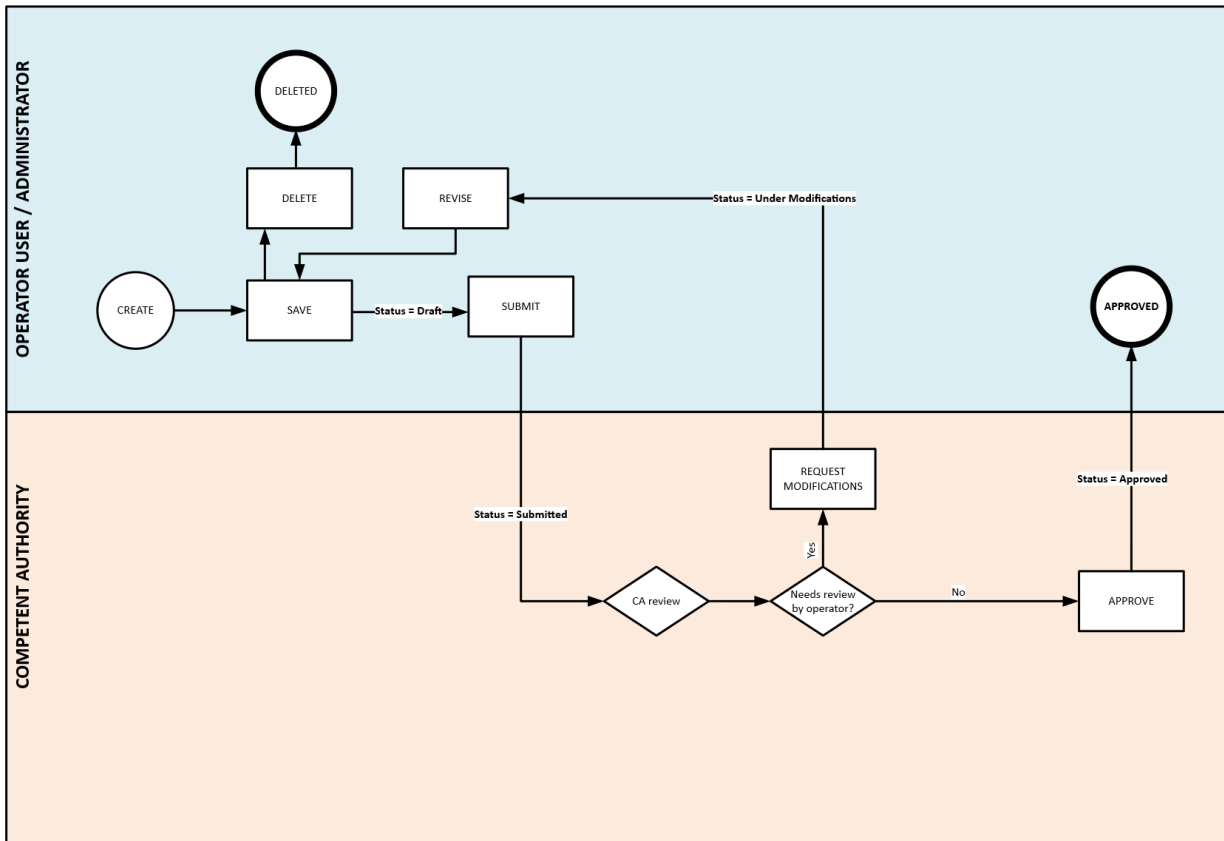
This section contains the following topics:

Topic	Page
About Improvement Reports	56
Create an Improvement Report (aviation)	57
Create an Improvement Report (installation)	58
Work on a Draft Improvement Report	59
Submit an Improvement Report (aviation)	61
Submit an Improvement Report (installation)	62
Revise an Improvement Report	63

About Improvement Reports

Workflow

The process to create, verify and approve Improvement Reports follow the below workflow:



Description

Improvement Reports (IR) are reports about technological improvement of the installations communicated to the EC.

It involves the Operator and the Competent Authority.

The IR is created in DRAFT status, and it can still be updated at this stage. Once the report is ready, the Operator must **submit** it to the Competent Authority for validation.

The Competent Authority may **request modifications** to the Operator, if needed.

When the submitted report is considered complete and valid, the Competent Authority can mark it as finalised and **approved**.

The Competent Authority can submit an IR on behalf of an aviation operator but not on behalf of an installation operator.

The total time period between Improvement Reports shall not exceed three years for a category C installation, four years for a category B installation or five years for a category A installation.

Create an Improvement Report (aviation)

Introduction

In this topic you can find information about how to create an Improvement Report for aircraft operators.

There can only be one Improvement Report per aircraft operator and year.

Operator users and administrators can act on it. Competent Authorities can also create aviation Improvement Reports on behalf of aircraft operators.

Viewer roles can only consult the details of the report.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Create a new IR (aviation)	109

Draft an Improvement Report

Execute the following steps from the homepage of the application:

Step	Action
1	Click Create A New Report from the “Improvement Report” area corresponding to the year to report.
2	Click Browse in the Improvement Report – Aviation file field to upload the report, meeting the following requirements: <ul style="list-style-type: none"> - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsx
3	You may upload additional files as attachments , meeting the following requirements: <ul style="list-style-type: none"> - Maximum number of files: 50 - Maximum size: 20 Mb - Supported file types: docx, doc, xls, xlsx, ppt, pptx, pdf, jpg, png, vsdx, vsd Click therefore Browse in the Attachments field. <ul style="list-style-type: none"> - When uploading attachments to an Improvement Report, you can define their visibility as described in “Visibility of attachments and comments”.
4	Click Save As Draft .

On the Homepage, you can see that the Improvement Report is in status DRAFT.



Create an Improvement Report (installation)

Introduction

In this topic you can find information about how to create an Improvement Report for installations.

There can only be one Improvement Report per installation and year.

Operator users and administrators can act on it. Competent Authorities cannot create installation Improvement Reports on behalf of operators.

Viewer roles can only consult the details of the report.



User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Create a new IR (installation)	110

Draft an Improvement Report

Execute the following steps from the homepage of the application:

Step	Action
1	Click Create A New Report from the "Improvement Report" area corresponding to the year to report.
3	Fill in the mandatory fields of the form displayed. You can jump to another section if it is enabled but it is recommended to follow the sequential order of the form.
4	You can Save your form at any time, even if the form is not yet complete.
5	The Improvement Report is saved in status DRAFT. You may now share it with your Competent Authority, add comments or attachments from the right menu. The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as  .

On the Homepage, you can see that the Improvement Report is in status DRAFT.



Work on a Draft Improvement Report

Introduction

In this topic you can find information about how to work with Improvement Reports in status DRAFT.

When you consider that the report is ready, you can **Submit** it. Please refer to topic “Submit an Improvement Report (aviation)” on page 61 for more details.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Improvement Report details (aviation)	112
Improvement Report details (installation)	115

Sharing reports with Competent Authority

You can share Installation reports in status DRAFT with your Competent Authority by ticking the **Share report with CA** checkbox

This box is unchecked by default and can be edited by an Operator only. All other roles will see it displayed in Read-Only mode (pale grey, not editable).

If the box **Share report with CA** is checked for a report, the Competent Authority will be able to access the details page of this report. Otherwise, the report will continue to be listed in the “CA dashboard”, but they will not be allowed to see the content of the report.

After editing the checkbox, the Operator needs to click on the **Save** button to confirm the change.

Upload a new version of the aviation Improvement Report

Execute the following steps from the aviation Improvement Report details page:

Step	Action
1	Click on the Improvement Report ID to see its details and edit it.
2	Click Upload a New Version .
3	Browse your computer and select the new file to upload.
4	The new version is successfully uploaded. The revision number is incremented, under the “Improvement Report – Aviation file” area.

Every revision to an approved Improvement Report generates a new major version and restarts a new approval workflow. Every modification to the report submitted for approval increases its minor version.




All revisions of the Improvement Report remain accessible in the History of submission.

Continued on next page

Work on a Draft Work on a Draft Improvement Report, Continued

Edit an installation Improvement Report

Execute the following steps from the installation Improvement Report details page:

Step	Action
1	Click on the Improvement Report ID to see its details and edit it.
2	<p>The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as .</p> <p>Each missing information will be indicated with a  on both the section's header and the exact location in the section.</p> <p>Make the necessary updates.</p>
3	You may also add comments or attachments from the right menu.
4	Click Save .

Every revision to an approved Improvement Report generates a new major version and restarts a new approval workflow. Every modification to the report submitted for approval increases its minor version.

All revisions of the Improvement Report remain accessible in the History of submission.

Delete the Monitoring Plan

Execute the following steps from the Monitoring Plan page:

Step	Action
1	Click Delete .
2	A confirmation message is displayed. Click Delete again to confirm. Please note that the deletion is definitive, there is no roll-back possible.

Submit an Improvement Report (aviation)

Introduction

In this topic you can find information about how to submit a DRAFT Improvement Report for aviation.

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Improvement Report details (aviation)	112

Submit an Improvement Report

When you consider the Improvement Report is ready for submission, execute the following steps either from the "Improvement Report" area of the Homepage or from the Improvement Report details page:

Step	Action
1	Click Submit .
2	A confirmation message is displayed. Click Submit again to confirm.

The Improvement Report is now in status SUBMITTED.



All Improvement Reports have to be approved by your Competent Authority.

Once the Improvement Report is validated by the Competent Authority it will become APPROVED.



You will receive an e-mail notification when the Improvement Report is reviewed by the Competent Authority.

Submit an Improvement Report (installation)

Introduction



In this topic you can find information about how to submit a DRAFT Improvement Report for an installation.


User Interface


The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Improvement Report details (installation)	115

Submit an Improvement Report

The system verifies the content of the report and indicates the sections with issues or missing information as  and the sections that are completed correctly as .

You will not be able to submit your Improvement Report as long as there are incorrect or missing elements .

Step	Action
1	When all sections are correctly completed with the green check  , the Submit button will become available. Click Submit .
2	A confirmation message is displayed. Click Submit again to confirm.

The Improvement Report is now in status SUBMITTED.



All Improvement Reports have to be approved by your Competent Authority.

Once the Improvement Report is validated by the Competent Authority it will become APPROVED.

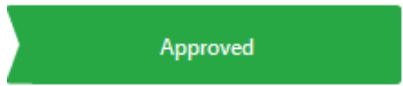
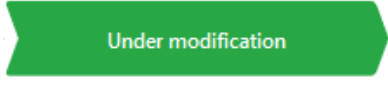


You will receive an e-mail notification when the Improvement Report is reviewed by the Competent Authority.

Revise an Improvement Report

Introduction

You can revise Improvement Report in the following statuses:

Action	Interface
APPROVED	
UNDER MODIFICATION when additional information is requested by the Competent Authority	

User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	68
Improvement Report details (aviation)	112
Improvement Report details (installation)	115

Revise and resubmit an Improvement Report

Execute the following steps from the Improvement Report details page:

Step	Action
1	Click Revise .
2	A confirmation message is displayed. Click Revise again to confirm.

The Improvement Report then moves back to DRAFT status, allowing you to modify it.



Chapter 2. Description of the user interface

Overview

Introduction

This chapter describes the interface elements used to execute the tasks described in “Chapter 1 - Description of the tasks”.

Contents

This chapter contains the following topics:

Topic	Page
Interface for starting the application	65
Interface for organisations management	77
Interface for Monitoring Plans management	83
Interface for Annual Emission Report	94
Interface for Improvement Report	108

Section 1. Interface for starting the application

Overview

Introduction

This section describes the interface elements related to the application start-up.

Content

This section contains the following topics:

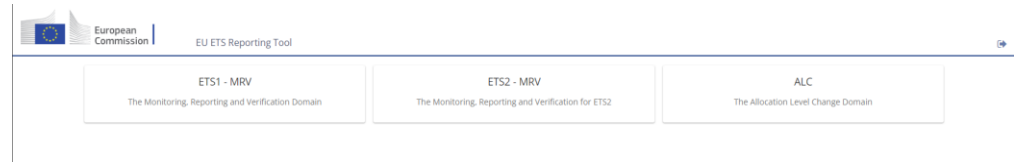
Topic	Page
Domain selection	66
User registration	67
MRV Homepage	68
My Profile	75

Domain selection

Introduction

This page is the first page you see when you connect to the application for the first time. You need to select one of the available domains to continue.

Image



Description of the page

The page composed of the following significant elements:

Part	Description
ETS1 - MRV	Button to access the section of the system related to the domain ETS 1 - MRV.
ETS2 – MRV	Button to access the section of the system related to the domain ETS2 - MRV.
ALC	Button to access the section of the system related to ALC.

User registration

Introduction

This page is the one you see when accessing the MRV section of the application for the first time.

Functions are restricted until you **accept the terms and conditions** and **agree with the privacy statements**.

Image

here.' There are three input fields: 'Member ID' with the value 'zahedst', 'First name' with the value 'Steve', and 'Last name' with the value 'ZAHEDI'. Below these fields are two sections: 'Terms and conditions' with a checkbox and the text 'I hereby certify that the statements and information in this application form are true and correct and that I agree with the terms and conditions of the system.', and 'Privacy statements' with a checkbox and the text 'I agree with the privacy statements in this application in accordance with GDPR regulation.'. At the bottom right, there is a green 'Register' button and a red asterisk with the text '*Required agreements'."/>

Description of the page

The page is composed of the following significant elements:

Element	Description
Here	Link to your EU Login account details page, from which your personal information is retrieved.
Personal details	Basic user information retrieved from EU Login in order to register your user in the system: <ul style="list-style-type: none"> - Member ID (i.e. your EU Login username) - First Name - Last Name - E-mail - Phone
Terms and conditions	Checkbox to agree with the terms and conditions. This is a mandatory field.
Privacy statements	Checkbox to agree with the privacy statements. This is a mandatory field.
Register	Button to finalise your registration. All mandatory fields must be filled in to be able to complete this action.

MRV Homepage (User)

Introduction

This page is the main page displayed when you access the MRV domain as user.

Image

The screenshot displays the MRV homepage interface. At the top, there is a navigation bar with the European Commission logo, the text 'EU ETS Reporting Tool : ETS1 - MRV', and user information 'Installation User in SD Installation 2'. Below the navigation bar, the main content area is divided into several sections:






- Monitoring Plan:** A section titled 'Monitoring Plan' with a right-pointing arrow. It indicates 'No active report' and shows a progress bar with stages: Draft, Submitted, Under modification, and Approved. A message states 'No report has been created yet' with a 'Create a new report' button.
- Annual Emission Report - 2021:** A section titled 'Annual Emission Report - 2021' with a dropdown arrow. It shows 'AER Report ID: AER-5104' and 'VR Report ID:'. A progress bar shows stages from Draft to Reported data finalised. Below this is a table with columns for 'Information', 'Workflow History', and 'Sections'. The 'Workflow History' table lists actions like 'Draft', 'Under modification requested by Verifier', 'Verified', 'Submitted', 'Under Conservative Estimation', 'Under modification requested by CA', 'Estimated conservatively', and 'Reported data finalised' with associated dates and times. The 'Sections' column lists links for 'GUIDELINES AND CONDITIONS' (A-L) and 'E-Fall-back Approach'. Below the table are 'Actions' buttons: 'Submit without VR', 'Delete', and 'Request verification'.
- Annual Emission Report - 2022:** A section titled 'Annual Emission Report - 2022' with a right-pointing arrow. It indicates 'No active report' and shows a progress bar with stages from Draft to Reported data finalised. A message states 'No report has been created yet' with a 'Create a new report' button.
- Annual Emission Report - 2023:** A section titled 'Annual Emission Report - 2023' with a right-pointing arrow. It indicates 'No active report' and shows a progress bar with stages from Draft to Reported data finalised. A message states 'No report has been created yet' with a 'Create a new report' button.
- Improvement report - 2021:** A section titled 'Improvement report - 2021' with a right-pointing arrow. It indicates 'No active report' and shows a progress bar with stages from Draft to Reported data finalised. A message states 'No report has been created yet' with a 'Create a new report' button.

Continued on next page

MRV Homepage (User), Continued

Description of the header area

The area is composed of the following significant elements:


Element	Description
Domain	Label showing the name of the system and the domain selected, e.g. EU ETS Reporting Tool: ETS1 - MRV.
User identification	It shows your user type and role, plus your organisation: <user type> <role> in <organisation name> e.g. Aircraft Operator Administrator in AOHA SD.
	Button to go to the application homepage.
	Button to access the “ My Profile ” page where you can see your roles in the application and switch from one to another.
	Button to access to your “ Organisation details ” page.
	Button to open the “Emission Trading System – MRV reporting” help page, containing the documentation and other training material.
	Button “Logout”. It disconnects you from the EU ETS Reporting Tool application.

Continued on next page

MRV Homepage (User), Continued

Description of the reports area

The area is composed of the following significant elements:

Part	Description
Report type dashboard	One dashboard per available report type is displayed: <ul style="list-style-type: none"> - Monitoring Plan - Annual Emission Report - Improvement Report
Report ID	Link to open the report details page.
Report Workflow	A graphical display of the progress status of the report. The statuses in green represent the steps already achieved while the statuses in grey represent the remaining steps to finalise the workflow.
Latest Update	The timestamp of the latest status update performed for the report. It also indicates the name and profile of the user who performed the update.
Information	This section displays the following information: <ul style="list-style-type: none"> - The report's applicable date - The number of attachments - The number of comments
Workflow History	This section displays, for every workflow status performed: <ul style="list-style-type: none"> - The name of the user who performed the action - The profile of the user who performed the action - The date and time when the action was performed In addition, a Refresh button is available to update this section.
Sections	Available only for installation's reports, it is a list of hyperlinks to each section of the report.
Actions	This section displays the action buttons available to you, depending on the report's current status.
	Buttons to expand/collapse the details of the available report types.

Description of the footer area

The area is composed of the following significant elements:

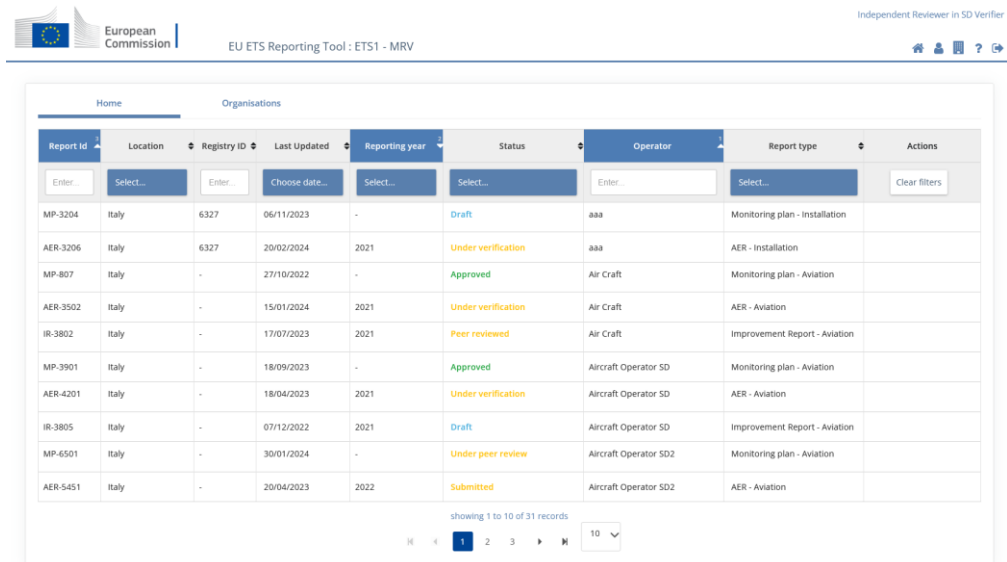
Part	Description
Contact us	It opens a draft e-mail to the EU-ETS Reporting Service Desk.
Climate Action	It opens the "EU climate action and the European Green Deal" page.
Privacy Statement	It opens the "Privacy statement for users registered with the European Commission's Identity Management Service" webpage.
Version number	Label to display the release version of the system.
Language	Link to select the language of the user interface. By default, the interface is displayed in English.

MRV Homepage (Verifier)

Introduction






This page is the main page displayed when you access the Home page of the MRV domain as verifier.

Image



Description of the header area

The area is composed of the following significant elements:


Element	Description
Domain	Label showing the name of the system and the domain selected, e.g. EU ETS Reporting Tool: ETS1 - MRV.
User identification	It shows your user type and role, plus your organisation: <user type> <role> in <organisation name> e.g. Independent Reviewer in SD Verifier.
	Button to go to the application homepage.
	Button to access the "My Profile" page where you can see your roles in the application and switch from one to another.
	Button to access to your "Organisation details" page.
	Button to open the "Emission Trading System – MRV reporting" help page, containing the documentation and other training material.
	Button "Logout". It disconnects you from the EU ETS Reporting Tool application.
Home	Main tab of the application. It displays information related to the reports the verifier has access to.
Organisations	System tab related with the organisations the verifier belong to.

Continued on next page

MRV Homepage (Verifier), Continued

Description of the reports area

The area is composed of the following significant elements:

Part	Description
Report ID	Search box to filter the list of reports by the report ID.
Location	Search box to filter the list of report by the location.
Registry ID	Search box to filter the list of reports by the Union Registry ID.
Latest Update	Choose a date range to filter the list of reports whose last updated date is within the selected period.
Reporting year	Drop down list to filter the list of report by the reporting year.
Status	Select box to filter the list of reports by their approval workflow status.
Operator	Search box to filter the list of reports by the organisation name.
Report type	Select box to filter the list of reports by type.
Actions	Dropdown list with the actions available for the report (Request Modification, ...)
	Button displayed only on active filters. It allows you to reset one filter only.
Clear Filters	Button to reset all filters at once and return to the default view.
Navigation buttons	A set of buttons to allow you to move from one page to another on the list.

By default, the reports are sorted first by Operator, then by Reporting Year and finally by Report ID.

Click to any header to sort the report by this field only. If you want to add additional criteria to the sorting, maintain the Ctrl key pressed while clicking to the next header.

Description of the footer area

The area is composed of the following significant elements:

Part	Description
Contact us	It opens a draft e-mail to the EU-ETS Reporting Service Desk.
Climate Action	It opens the "EU climate action and the European Green Deal" page.
Privacy Statement	It opens the "Privacy statement for users registered with the European Commission's Identity Management Service" webpage.
Version number	Label to display the release version of the system.
Language	Link to select the language of the user interface. By default, the interface is displayed in English.

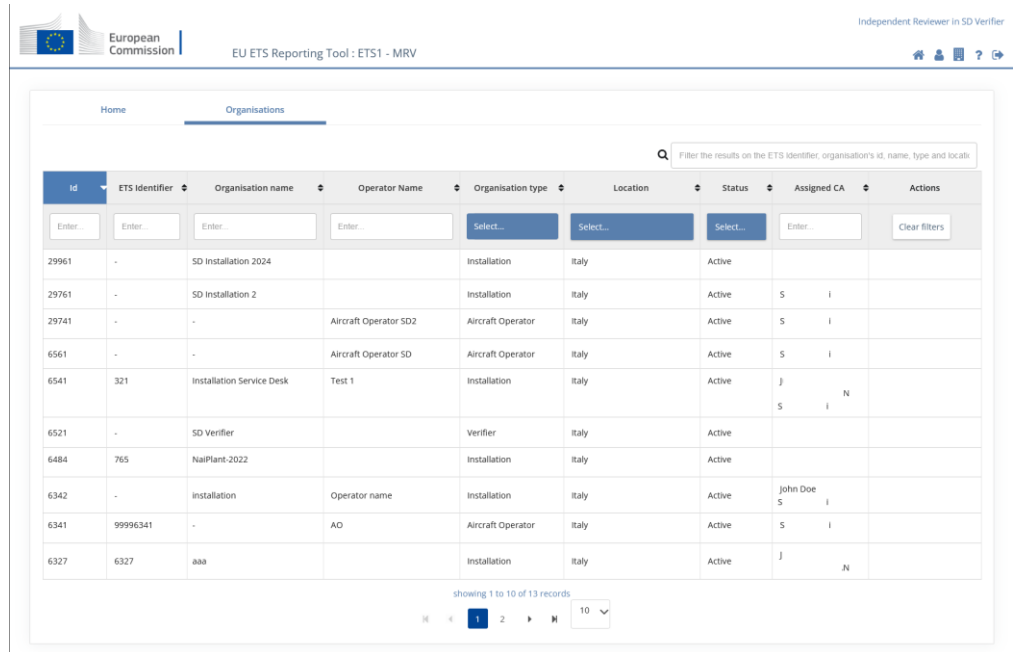
Continued on next page

MRV Homepage (Verifier), Continued

Introduction

This page is the main page displayed when you access the Organisations page of the MRV domain as verifier.

Image




Continued on next page

MRV Homepage (Verifier), Continued

Description of the organisations area

The area is composed of the following significant elements:

Part	Description
Id	Search box to filter the list of organisations by their ID.
ETS Identifier	Search box to filter the list of organisations by their unique identifier: <ul style="list-style-type: none"> - CRCO Identification no. for aircraft operators - Registry ID for installations
Organisation name	Search box to filter the list of organisations by their name.
Operator name	Search box to filter the list of organisations by operator name.
Organisation type	Select box to filter the list of organisations by type.
Location	Select box to filter the list of organisations by their location.
Status	Select box to filter the list of organisations by status (ACTIVE, INACTIVE, PENDING).
Assigned CA	Field to display the name of the CA user assigned to the organisation.
	Button displayed only on active filters. It allows you to reset one filter only.
Clear Filters	Button to reset your filters.
Actions	Dropdown list with the actions available for each organisation.

My Profile

Introduction

This page is displayed when you access your user's profile.

Image

The screenshot shows the 'My profile' section with the following details:

- Member ID: 1451
- Full name: [REDACTED]

The 'Domains' section contains three radio buttons:

- ETS1 - MRV - The Monitoring, Reporting and Verification Domain
- ETS2 - MRV - The Monitoring, Reporting and Verification for ETS2
- ALC - The Allocation Level Change Domain

The 'My roles' section is a table with the following columns: Switch role, id, Role, Organisation name, Status, and Location.

Switch role	id	Role	Organisation name	Status	Location
<input type="radio"/>	5052	Installation Administrator	aaa	Active	Italy
<input checked="" type="radio"/>	3351	Aircraft Operator Administrator	Aircraft Operator SD	Active	Italy
<input type="radio"/>	4101	Aircraft Operator User	Aircraft Operator SD	Active	Italy
<input type="radio"/>	4802	Aircraft Operator User	Aircraft Operator SD2	Active	Italy
<input type="radio"/>	5252	European Commission Support	European Commission	Active	Europe
<input type="radio"/>	3651	Installation User	installation	Active	Italy
<input type="radio"/>	2751	Installation Administrator	installation	Active	Italy
<input type="radio"/>	3251	Installation Administrator	Installation Service Desk	Active	Italy
<input type="radio"/>	3851	Installation User	Installation Service Desk	Active	Italy
<input type="radio"/>	3852	Installation User	SD Installation	Active	Italy

Navigation buttons at the bottom of the table: showing 1 to 10 of 19 records, with a dropdown menu set to 10.

My profile

The area is composed of the following significant elements:

Part	Description
Member ID	The identification of your user in the system.
Full name	Your first name and last name, as retrieved from EU Login.

Domains

The area will appear only if your user has also access to other domains of the ETS-Reporting tool. It allows you to switch from one domain to the other.

My roles

The area is composed of the following significant elements:

Part	Description
Switch role	Radio buttons to select the profile you wish to use.
ID	The identification of the organisation in the system.
Role	The user type and role registered for the profile. More information can be found in topic "About the user roles" on page 11.
Organisation name	The name of the organisation you are appointed to. This field becomes a hyperlink to the "organisation details" page on the active profile.
Status	Your status on the organisation. It can be ACTIVE or INACTIVE.
Location	The country or region your organisation is located.
Navigation buttons	A set of buttons to allow you to move from one page to another on the list.

Section 2. Interface for organisations management

Overview

Introduction

This section describes the interface elements related to the organisations management.

Contents

This section contains the following topics:

Topic	Page
Organisation details	78
Add members	82

Organisation details

Introduction

This page is displayed when you access the details of an organisation.

Image

Organisation details

Organisation type *

Installation

Installation name *

Installation

Registry ID

Location *

Italy

Additional information

Additional information

Status

Active

Installation Address line 1

Address

Installation Address line 2

Country

Italy

City

Rome

Postal code

1234

Created by

Created on

02/09/2021, 14:35

Last updated by

Last updated on

10/12/2021, 14:36

Operator Name

Operator name

Nace 2010 *

1082 : Manufacture of cocoa, chocolate and sugar confectionery

GHG Permit

Company Registration Number

Main Activity

Hospital

Small Emitter (Art. 27a)

No free allocation

Small Emitter (Art. 27)

Units <300hrs

CCS Installation

Opt-in

Back Inactivate Edit

Member list Add new member

Member id	Role	Status	Name	Activated by	Activated on	Actions
	Installation Viewer	Active	John DOE		11/02/2022	Choose an action
	Installation User	Active			10/10/2022	Choose an action
	Installation Administrator	Active			17/09/2021	Choose an action
	Installation Administrator	Active			13/10/2022	Choose an action
	Installation Administrator	Active			02/09/2021	Choose an action

showing 1 to 5 of 5 records

Assigned CA Assign a CA

Full name	Role	Organisation name	Location	Actions
	Competent Authority Administrator	SERVICE DESK - Competent Authority	Italy	Unassign

showing 1 to 1 of 1 records

Preferred verifier

Organisation name	Location	Status	Action
SD Verifier	Italy	ACTIVE	Unassign

Attachments Add attachment

Attachment.xlsx

Uploaded on the 10/12/2021 at 14:35 by

Continued on next page

Organisation details, Continued

Description of the “Organisation details” area

The area is composed of the following significant elements:

Part	Description
Organisation type	The type of the organisation, e.g. “Aircraft Operator”.
Organisation name	This field displays the name of the organisation. The label of the field can be “Aircraft Operator name” or “Installation name”.
Organisation identifier	The unique identifier of the organisation: <ul style="list-style-type: none"> - CRCO Identification no. for aircraft operators - Registry ID for installations Only digits are accepted.
Location	The country or region where the organisation is located.
Additional info	Additional details regarding the organisation.
Status	It indicates if the organisation is active or inactive.
Address line 1	The main address of the organisation type. It does not refer to the address of the organisation holder but the address of the installation, aircraft operator, verifier or Competent Authority.
Address line 2	Additional details regarding the address of your organisation.
Country	The country where the organisation is located.
City	The city where the organisation is located.
Postal code	The postal code of your organisation’s address.
Created by	The application user who created the organisation.
Created on	The date and time when the organisation was created.
Last updated by	The user who did the latest update to the organisation details.
Last updated on	The date and time of the organisation’s latest update.
Additional installation details	For installations only, additional information is available: <ul style="list-style-type: none"> - Operator name - Nace 2010 - GHG Permit - Company Registration Number - Main Activity - Hospital - Small Emitter (Art. 27) - Small Emitter (Art. 27a) - CCS Installation - Units <3000hrs - Opt-In - No free allocation This can only be updated by the CA administrator.
Additional Regulated Entity details	For regulated entities only, additional information is available: <ul style="list-style-type: none"> - Permit ID - Excise number
Back	Button to cancel the action.
Edit	“Administrator” users can see this button to update these details.

Continued on next page

Organisation details, Continued

Description of the "Member list" area

The area is composed of the following significant elements:

Part	Description
Add new member	Only users with an "administrator" role can see this button to add a member to the organisation.
Member id	The member's EU Login username.
Role	The member's role within the organisation.
Status	It indicates the current status of the user: <ul style="list-style-type: none"> - PENDING ACCESS APPROVAL - ACTIVE - INACTIVE
Email	The member's e-mail address.
Name	The member's full name, as retrieved from EU Login.
Activated by	The name of the user who granted the member with access to the organisation.
Activated on	The date when the access was granted to the organisation member.
Actions	Dropdown list to Activate or Deactivate the member's access to the organisation. Only users with an "administrator" role can see this dropdown list and modify the list of organisation members.
Navigation buttons	A set of buttons to allow you to move from one page to another on the list.

Description of the "Assigned CA" area

The area is composed of the following significant elements:

Part	Description
Full Name	The member's full name, as retrieved from EU Login.
Role	The member's role within the organisation.
Organisation name	This field displays the name of the organisation.
Location	The country or region where the organisation is located.
Actions	Only Competent Authority (CA) users take any action.
Navigation buttons	A set of buttons to allow you to move from one page to another on the list.

Continued on next page

Organisation details, Continued

Description of the “Preferred verifier” area

The area is only visible to installation and aircraft operators, and it is composed of the following significant elements:

Part	Description
Add preferred verifier	Only users with an “administrator” role can see this button to add a preferred verifier to the organisation.
Organisation name	The name of the appointed verifier.
Location	The country or region where the verifier is located.
Status	It indicates if the verifier is ACTIVE or INACTIVE.
Action	It allows you to unassign the verifier.




Description of the “Customers” area

The area is only visible to verifier organisations, and it is composed of the following significant elements:

Part	Description
Organisation name	The name of the customer to which the verifier is appointed.
Organisation type	It indicates if the customer is an installation or an aircraft operator.
Location	The country or region where the customer is located.
Actions	The Competent Authority is able to unlink a customer from a verifier.

Description of the “Attachments” area

The area is not visible to verifiers, and it is composed of the following significant elements:

Part	Description
Add attachment	Only users with an “administrator” role can see this button to attach documents to the organisation details.
	Help tip message to provide details on the pre-requisites to add attachments.
	Button to download an attachment.
	Button to delete the attachment if it was uploaded by you.
Attachment details	Full name of the user who uploaded the attachment and the date and time when the attachment was uploaded.

Add members

Introduction

This page is displayed when you initiate the addition of a new member to an organisation.

Image

Description

The page is composed of the following significant elements:

Part	Description
Role	Dropdown list with the different roles available. This field is mandatory in order to submit the action. For more details regarding user types and roles, please refer to topic "About the user roles" on page 11.
Email	E-mail address of the user. This field is mandatory in order to submit the action.
First name	First name of the user. This field is not mandatory since the information will be retrieved from the EU Login account.
Last name	Last name of the user. This field is not mandatory since the information will be retrieved from the EU Login account.
Cancel	Button to discard the action.
Add Member	Button to submit the action.

Section 3. Interface for Monitoring Plans management

Overview

Introduction

This section describes the interface elements related to the Monitoring Plans management.

Content

This section contains the following topics:

Topic	Page
Create a new Monitoring Plan (aviation)	84
Create a new Monitoring Plan	85
Monitoring Plan details (aviation)	86
Monitoring Plan details	89

Create a new Monitoring Plan (aviation)

Introduction

This page is displayed when you initiate the creation of a new aviation Monitoring Plan.

Image


The screenshot shows the 'Report' form in the EU ETS Reporting Tool: MRV. The form includes the following elements:

- Revision type**: A dropdown menu with a downward arrow.
- Applicable date**: A text input field with a placeholder 'dd-MM-yyyy'.
- Monitoring plan - Aviation file**: A text input field with a 'Browse' button.
- Attachments**: A text input field with a 'Browse' button and a dropdown menu set to 'Visible to all submission viewers' with a plus sign button.
- Save As Draft**: A green button at the bottom right of the form.

The footer of the page contains the following text: Contact us · Climate Action · Privacy Statement · Version 1.0.1.3 (1c7951d) / 28-08-2020 08:37 · English

Description

The page is composed of the following significant elements:

Part	Description
Revision type	Dropdown list allowing you to select the type of submission: <ul style="list-style-type: none"> - New MP or significant modification - Non-significant modification
Applicable date	Field to define the date as of which the Monitoring Plan is applicable.
Monitoring Plan – Aviation file	Click Browse to select the Monitoring Plan excel file to upload along with the Monitoring Plan submission.
Attachments	Click Browse to select the any additional file to upload along with the Monitoring Plan submission.
Attachments visibility	Dropdown list to define the visibility of the attachments. For more details, please refer to topic “Visibility of attachments and comments” on page 25.
	Button to allow the upload of additional attachments.
Save As Draft	Button to save your Monitoring Plan as Draft.

Create a new Monitoring Plan


Introduction

This page is displayed when you initiate the creation of a new Monitoring Plan webform.

Image

Description

The page is composed of the following significant elements:

Part	Description
Guidelines and condition menu	Display all the sections that can be filled in for the creation of the Monitoring Plan. These sections depend of the type of your organisation.
Form	Fields to be completed. The content of this area will differ depending on the selected section.
Displays Buttons	<ul style="list-style-type: none"> - Expand All : Button to expand all levels of the form. - Collapse All : Button to collapse all levels of the form. - Default : Button to reset the view and expand just the first level of the form
Attachments	Click Add attachment to select the any additional file to upload along with the Monitoring Plan submission. This button is enabled only after saving the report as Draft.
Comments	Click Add a comment to enter any additional information along with the Monitoring Plan submission. . This button is enabled only after saving the report as Draft.
Save	Floating button to save your Monitoring Plan as Draft.
	Buttons to expand / collapse the right-side menu.
Go to top	Button to scroll back up to the top of the page.

Monitoring Plan details (aviation)

Introduction

This page is displayed when you view the details of an aviation Monitoring Plan.

Image

Report MP-3901

Revision type *
New MP or significant modification

Status
Draft

Applicable date
-

Monitoring plan - Aviation file *
01.xlsx (v1.0) Uploaded on 04/07/2022, 12:42 by [redacted]
Upload A New Version

Attachments *
everyone.xlsx Created on the 12/08/2022, 16:37 by [redacted] Visible to all submission viewers
Download All Add Attachment

Back Edit Submit

Comments
Add comment

This is a normal comment
Created on the 14/03/2023, 11:26 by [redacted] Visible to all submission viewers

History of submission

Date	Type	User	Description
14/03/2023, 11:29	Comment update	[redacted]	The following comment has been deleted: This comment is for my organisation only
14/03/2023, 11:28	Comment update	[redacted]	Comment : This is a sensitive comment updated to: This comment is for my organisation only
14/03/2023, 11:27	Comment update	[redacted]	The following comment has been added. This is a sensitive comment
14/03/2023, 11:26	Comment update	[redacted]	The following comment has been added. This is a normal comment
13/03/2023, 18:53	Status update	[redacted]	The status of the submission has changed from 'Approved' to 'Draft'
04/01/2023, 14:08	Status update	[redacted]	The status of the submission has changed from 'Submitted' to 'Approved'
04/01/2023, 14:07	Status update	[redacted]	The status of the submission has changed from 'Draft' to 'Submitted'
04/01/2023, 14:07	Monitoring plan - Aviation edit	[redacted]	Report unshared with CA
04/01/2023, 14:07	Monitoring plan - Aviation edit	[redacted]	Revision type edited from 'Non-significant modification' to 'New MP or significant modification'
04/01/2023, 14:07	Status update	[redacted]	The status of the submission has changed from 'Submitted' to 'Draft'

showing 1 to 10 of 20 records




Download submission history

Continued on next page

Monitoring Plan details (aviation), Continued




Description of the "Report" area

The area is composed of the following significant elements:

Part	Description
Revision type	It shows the type of submission.
Status	It indicates the stage of the workflow in which the Monitoring Plan currently is.
Applicable date	It indicates the date as of which the Monitoring Plan is applicable.
Monitoring Plan – Aviation file 	Button to download the latest version of the aviation Monitoring Plan.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment (depending on your role and the visibility of attachment).
Download all	Button to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Actions	Depending on the Monitoring Plan status and your profile, some buttons are available: <ul style="list-style-type: none"> - Edit - Delete - Submit - Revise

Description of the "Comments" area

The area is composed of the following significant elements:



Part	Description
	Button to expand the area and show further details.
Add Comment	Button that opens a pop-up, allowing you to write your comment and define its visibility and its sensitivity.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment - The date and time when the comment was submitted - The visibility of the comment if it was submitted by you
	Button to edit one of your comments.
	Button to delete one of your comments.

Continued on next page

Monitoring Plan details (aviation), Continued

Description of the “History of submission” area

The area is composed of the following significant elements:

Part	Description
	Button to expand the area and show further details.
Date	The date and time of the record.
Type	The type of action recorded.
User	The name and profile of the user performing the action.
Description	Details of the action executed. Previous versions of the Monitoring Plan file can be downloaded by clicking the  button.
Download submission history	Button to download the whole history of submission in PDF format.

Monitoring Plan details

Introduction

This page is displayed when you view the details of a Monitoring Plan webform.

Image



The screenshot displays the 'EU ETS Reporting Tool : ETS1 - MRV' interface. The main content area is titled 'B. Operator & Installation Identification' and contains three sections:

- 2. About the operator**: Includes fields for (a) Competent Authority (SERVICE DESK - Competent Authority), (b) Member State (Bulgaria), (c) Emissions trading permit number, and (d) Operator Name (Operator name).
- 3. About your installation**: Includes fields for (a) Name of the installation and the site on which it is located, and (b) Address / location of the site of the installation.
- 4. Contact details**: Includes a question 'Who can we contact about your monitoring plan?' and a note: 'It will help us to have someone who we can contact directly with any questions about your monitoring plan. The person you name should have the authority to act on behalf of the operator.'

The right-hand sidebar shows details for 'Report MP-2955', including 'Share report with CA', 'Installation name', 'Revision type' (Significant Modification), 'Status' (Draft), 'Current version' (8.13), and 'Applicable date' (09/02/2022). It also lists 'Approved versions (11)', 'Attachments (1)', 'Comments (2)', 'Workflow history', and 'Compare versions'.

Description of the "Guidelines and conditions" area

The area is composed of the following significant elements:





Part	Description
	This icon indicates that a least one mandatory field is missing or incorrect in the section.
	This icon indicates that all mandatory fields from the section are filled in.

Continued on next page

Monitoring Plan details, Continued

Description of the “right menu” area

The area is composed of the following significant elements:

Part	Description
Report ID	The identifier of the Monitoring Plan.
Share report with CA	Box allowing you to share a Draft report with a Competent Authority.
Installation Name	The name of the installation.
Regulated entity name	The name of the regulated entity.
Revision type	It shows the type of submission.
Status	It indicates the stage of the workflow in which the Monitoring Plan currently is.
Applicable date	It indicates the date as of which the Monitoring Plan is applicable.
Actions	Depending on the Monitoring Plan status and your profile, some buttons are available: <ul style="list-style-type: none"> - Delete - Submit - Revise
Approved versions	It shows the previous approved versions of the reports, available for review.
Download Version	Display the latest version of the report, available for download.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment (depending on your role and the visibility of attachment).
Download all attachments	Button under the “Attachments” section to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Add Comment	Button that opens a pop-up, allowing you to write your comment and define its visibility and its sensitivity.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment - The date and time when the comment was submitted The visibility of the comment if it was submitted by you
	Button to edit one of your comment.
	Button to delete one of your comment.
Workflow history	Display the last history of the Monitoring Plan.

Continued on next page

Monitoring Plan details, Continued

**Description of the
"right menu" area**

View full history	Open a modal window with the full versioning of the Monitoring Plan.
Download submission history	Button under the "View full history" modal dialog to download the whole history of submission in PDF format.
Compare versions	Only for Installation, it allow you to compare the displayed report with a previously approved version.

Report Version Comparison details

Introduction

This page is displayed when you access the version comparison view of an installation's Monitoring Plan or Annual Emissions Report.

Image

Report MP-3801 Version Comparison Back

Base version * Compared to *

v3.6 (16-03-2023) v4.1 (04-07-2023) (Latest) Compare

Navigate to

B. Operator & Installation Identification
C. Installation Description
D. Calculation Based Approaches
E. Source Streams
F. Measurement Based Approaches
G. Fall-back Approaches

H. N2O emissions
I. Determination of PFC emissions from production of primary aluminium
J. Determination of transferred or inherent CO2 and transferred N2O
K. Management & Control

Show all fields Show only changes

B. Operator & Installation Identification

2 About the operator

	v3.6 (16-03-2023)	v4.1 (04-07-2023) (Latest)
(a) Competent Authority	SERVICE DESK - Competent Authority	SERVICE DESK - Competent Authority
(b) Member State	Austria	Austria
(c) Emissions trading permit number	-	-
(d) Operator Name	Test 1	Test 1

3 About your installation

	v3.6 (16-03-2023)	v4.1 (04-07-2023) (Latest)
e Name of the installation and the site on which it is located:		
(i) Installation name:	Installation Service Desk	Installation Service Desk
(ii) Site name:	-	-
(iii) Unique ID of the installation (as in NIMs):	321	321
(iv) EPRTR (optional):	-	-
b Address / location of the site of the installation:		
(i) Address Line 1:	Rue de la chaussée du Boulevard de l'Avenue	Rue de la chaussée du Boulevard de l'Avenue

Continued on next page

Report Version Comparison details, Continued

Description of

The area is composed of the following significant elements:

Base Version	Dropdown field prefilled with the value selected in the previous screen. The dropdown list will present all eligible versions of the report but the versions which are higher than or equal to the version selected in the 'Compared to' dropdown field are greyed out.
Compared to	Dropdown field prefilled with the latest version. The dropdown list will present all eligible versions of the report but the versions which are lower than or equal to the version selected in the 'base version' dropdown field are greyed out.
Compare	Button to start the comparison when another version is chosen.
Back	Button to return to the report details screen.
Navigate to	Present one clickable tab for each section of the report. The section tabs with no mismatches will be displayed with a green dot, while the section tabs with mismatch content will have a red dot.
Show all fields / Show only changes	Button to toggle from showing all fields to showing only changed fields is also available.

Section 4. Interface for Annual Emission Report

Overview

Introduction

This section describes the interface elements related to the Annual Emission Report management.

Content

This section contains the following topics:

Topic	Page
Create a new AER report (aviation)	95
Create a new AER report (installation)	96
Annual Emission Report details (aviation)	100
Annual Emission Report details (installation)	103

Create a new AER report (aviation)

Introduction

This page is displayed when you initiate the creation of a new aviation Annual Emission Report.


Image

The screenshot shows a web form titled 'Report'. It contains the following elements:

- Year**: A dropdown menu with '2021' selected.
- AER - Aviation file**: A text input field with a 'Browse' button to the right.
- Attachments**: A text input field with a 'Browse' button to the right.
- Visibility**: A dropdown menu showing 'Visible to all submission viewers' and a '+' icon to its right.
- Save as Draft**: A green button at the bottom right of the form.

Description

The page is composed of the following significant elements:

Part	Description
Year	The applicable year of the Annual Emission Report to be created.
AER – Aviation file	Click Browse to select the Annual Emission Report excel file to upload along with the report submission.
Attachments	Click Browse to select the any additional file to upload along with the report submission.
Attachments visibility	Dropdown list to define the visibility of the attachments. Each attachment added has its own visibility settings. For more details, please refer to topic “Visibility of attachments and comments” on page 25.
	Button to upload additional attachments.
Save As Draft	Button to save your Monitoring Plan as Draft.

Create a new AER report (installation)

Introduction

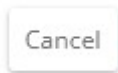
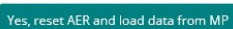
This popup is displayed when you initiate the creation of a new installation Annual Emission Report if an approved Monitor Plan exists.

Image



Description

The popup is composed of the following significant elements:

Part	Description
	Button to cancel the import and start a blank Annual Emission report.
	Button to reset any existing data on the AER and import it from the MP

Continued on next page

Create a new AER report (installation), Continued

Introduction

This page is displayed when you initiate the creation of a new installation Annual Emission Report.

Image

The screenshot displays a web-based form for creating a new installation Annual Emission Report (AER). The interface is organized into several sections:

- Left Sidebar (GUIDELINES AND CONDITIONS):** Lists various sections: A. Identification of the Operator, Installation and Verifier; B. Installation Description; C. Source Streams; D. Measurement Based Approaches; E. Fall-back Approach; F. Determination of PFC emissions from production of primary aluminium; G. Data gaps; H. Additional information; I. Summary.
- Main Content Area (A. Identification of the Operator, Installation and Verifier):**
 - 2 About the operator:** Contains fields for (a) Competent Authority for reporting, (b) Member State / Country, and (c) Emissions trading permit number. A yellow highlight is present under (c). A red error icon is next to (d) Operator data.
 - 3 About your installation and the monitoring plan:** Contains fields for (a) Name of the installation and the site on which it is located; (b) Address / location of the site of the installation; (c) Reporting under Regulation (EC) no. 166/2006 (EPRTR); (d) Competent Authority for permitting; (e) Have there been changes in monitoring plan compared to previous year?; and (f) Comments.
- Right Sidebar:** Includes buttons for 'Download Version', 'Attachments (0)', and 'Comments (0)'.
- Top Right:** A green 'Save' button.
- Bottom:** A rich text editor for comments with a toolbar.

Continued on next page

Create a new AER report (installation), Continued

Introduction

This page is displayed as soon as your newly created report is saved.

Image





The screenshot displays the 'EU ETS Reporting Tool - MRV' interface. The top navigation bar includes the European Commission logo, the title 'EU ETS Reporting Tool - MRV', and the user role 'Installation Administrator in Installation Service Desk'. The main content area is divided into two sections: '2 About the operator' and '3 About your installation and the monitoring plan'. The 'About the operator' section includes fields for 'Competent Authority for reporting' (SERVICE DESK - Competent Authority), 'Member State / Country' (Belgium), and 'Emissions trading permit number'. The 'About your installation and the monitoring plan' section includes fields for 'Name of the installation and the site on which it is located', 'Address / location of the site of the installation', 'Reporting under Regulation (EC) no. 156/2006 (EPRTD)', 'Competent Authority for permitting', and 'Have there been changes in monitoring plan'. A sidebar on the right shows the report details: 'Report AER-4452', 'Share report with CA', 'Installation name: Installation Service Desk', 'Reporting year: 2022', 'Status: Draft', 'Current version: v1.0', and 'Monitoring Plan: MP-3801 v2.0'. The sidebar also contains buttons for 'Submit without VU', 'Delete', and 'Request verification', along with links for 'Attachments (0)', 'Comments (0)', and 'Workflow history'.

Continued on next page

Create a new AER report (installation), Continued

Description

The page is composed of the following significant elements:

Part	Description
Guidelines and condition menu	<p>Display all the sections that can be filled in for the creation of the report.</p> <p>This icon  indicates that at least one mandatory field is missing or incorrect in the section. When expanded, the missing and errors are highlighted in red.</p> <p>This icon  indicates that all mandatory fields from the section are filled in.</p>
Form	Fields to be completed. The content of this area will differ depending on the selected section.
Displays Buttons	<ul style="list-style-type: none"> - Expand All : Button to expand all levels of the form. - Collapse All : Button to collapse all levels of the form. - Default : Button to reset the view and expand just the first level of the form
Report ID	<p>This section is visible only after saving the report as Draft and it displays the following information:</p> <ul style="list-style-type: none"> - The AER report ID - The "Share report with CA" box - Installation name - Reporting year - Status of the AER - Current version of the AER - Monitoring Plan ID and version linked to this AER - Load link to update the AER report based on the latest Monitoring Plan approved - Action buttons (depending on the AER status)
Attachments	Click Add attachment to select the any additional file to upload along with the report submission. This button is enabled only after saving the report as Draft.
Comments	Click Add a comment to enter any additional information along with the report submission. . This button is enabled only after saving the report as Draft.
Workflow history	Display the history of the report. This button is enabled only after saving the report as Draft.
Save	Floating button to save your report as Draft.
 / 	Buttons to expand / collapse the right-side menu.
Go to top	Button to scroll back up to the top of the page.

Annual Emission Report details (aviation)

Introduction

This page is displayed when you access the details of an Annual Emission Report for aviation.

Image

Report AER-4201

Year ⁺
2021

Status
Under verification

Annual Emission Report - Aviation file ⁺
Add_by_Verifier.xlsx (v1.0)
Uploaded on 21/10/2022, 11:15 by [redacted]

Attachments ⁺
Add_by_Verifier.xlsx
zzzz Created on the 21/10/2022, 11:15 by [redacted] Visible to all submission viewers

[Download All](#) [Add Attachment](#)

[Back](#) [Recall](#)

Comments [Add comment](#) ⁺

Test

Created on the 14/03/2023, 14:19 by [redacted] Visible to all submission viewers

History of submission ⁺

Date	Type	User	Description
18/04/2023, 14:53	Status update	[redacted]	The status of the submission has changed from 'Draft' to 'Under verification'
14/03/2023, 14:19	Comment update	[redacted]	The following comment has been added. Test
07/02/2023, 16:30	Status update	[redacted]	The status of the submission has changed from 'Under verification' to 'Draft'
08/12/2022, 09:00	Status update	[redacted]	The status of the submission has changed from 'Draft' to 'Under verification'
21/10/2022, 11:15	Attachments update	[redacted]	Attachment Add_by_Verifier.xlsx added
21/10/2022, 11:15	Upload of Annual Emission Report - Aviation file	[redacted]	Annual Emission Report - Aviation file Add_by_Verifier.xlsx (v1.0) uploaded
21/10/2022, 11:15	AER - Aviation creation	[redacted]	New AER - Aviation initiated and saved as a Draft

showing 1 to 7 of 7 records





[Download submission history](#)

Continued on next page

Annual Emission Report details (aviation), Continued

Description of the "Report" area

The area is composed of the following significant elements:




Part	Description
Year	The applicable year of the Annual Emission Report to be created.
Status	It indicates the stage of the workflow in which the report currently is.
AER – Aviation file 	Button to download the latest version of the Annual Emission Report.
Upload a New Version	Button to update the AER aviation file. This button is only visible when the status is DRAFT.
Verification Report – Aviation file 	Button to download the latest version of the Verification Report.
Upload a New Version	Button to update the verification report file. This button is only visible to verifiers when the status of the AER is UNDER VERIFICATION.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment (depending on your role and the visibility of attachment).
Download all	Button to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Actions	Depending on the status and your profile, some buttons are available: <ul style="list-style-type: none"> - Delete - Submit without VR - Request verification - Recall - Revise

Continued on next page

Annual Emission Report details (aviation), Continued



Description of the "Comments" area

The area is composed of the following significant elements:

Part	Description
	Button to expand the area and show further details.
Add Comment	Button opening a pop-up that will allow you to write your comment and define both its visibility and its sensitivity.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment - The date and time when the comment was submitted - The visibility of the comment if it was submitted by you
	Button to edit one of your comment.
	Button to delete one of your comment.

Description of the "History of submission" area

The area is composed of the following significant elements:

Part	Description
	Button to expand the area and show further details.
Date	The date and time of the record.
Type	The type of action recorded.
User	The name and profile of the user performing the action.
Description	Details of the action executed. Previous versions of the AER and verification report files can be downloaded by clicking the  button.
Download submission history	Button to download the whole history of submission in PDF format.

Annual Emission Report details (installation)

Introduction

This page appears when you display the details of an installation Annual Emission Report.

Image

GUIDELINES AND CONDITIONS

- A. Identification of the Operator, Installation and Verifier
- B. Installation Description
- C. Source Streams
- D. Measurement Based Approaches
- E. Fall-back Approach
- F. Determination of PFC emissions from production of primary aluminium
- G. Data gaps
- H. Additional information
- I. Summary

A. Identification of the Operator, Installation and Verifier Expand All Collapse All Default

2 About the operator

(a) Competent Authority for reporting: SERVICE DESK - Competent Authority

(b) Member State / Country: Austria

(c) Emissions trading permit number: [Empty field]

(d) Operator data: [Empty field]

3 About your installation and the monitoring plan

(a) Name of the installation and the site on which it is located: [Empty field]

(b) Address / location of the site of the installation: [Empty field]

(c) Reporting under Regulation (EC) no. 166/2006 (EPTR): [Empty field]

(d) Competent Authority for permitting: AAAA

(f) Have there been changes in monitoring plan compared to previous year?: FALSE

(h) Comments: aa

(i) Significant change of emissions: Have emissions in the reported year decreased or increased significantly (>15%) compared to the previous year? Select...

(j) Comment on the significant changes: Provide brief details of the changes that occurred during the reporting year that caused a significant increase/decrease in emissions? [Empty field]

4 Contact details

(a) Primary contact person for technical questions regarding installation data: [Empty field]

(b) Alternative contact person: [Empty field]

5 Verifier contact

(a) Name and address of the verifier: [Empty field]

(b) Contact person for the verifier: [Empty field]

(c) Information about the verifier's accreditation or certification: [Empty field]

Report AER-4502

Installation name: Installation Service Desk

Reporting year: 2022

Status: Reported data finalised

Current version: 1.9

Monitoring Plan: MP-3801 v3.4

Download Version

Attachments (0)

Comments (1)

Workflow history

Go to top

Continued on next page

Annual Emission Report details (installation), Continued

Description of the “right menu” area





The area is composed of the following significant elements:

Part	Description
Share report with CA	Box allowing you to share a Draft report with a Competent Authority.
Installation Name	The name of the installation.
Reporting year	The applicable year of the Annual Emission Report.
Status	It indicates the stage of the workflow in which the report currently is.
Current version	The version of the report selected to be displayed.
Return to the latest version	Link to display the latest version saved of the AER.
Monitoring Plan	It displays the identifier of the Monitoring Plan linked to the report as an hyperlink.
Verification Report	It displays the identifier of the Verification Report linked to the report.
Verifier Opinion	Displayed only if the Verification Report linked to the report is in status COMPLETED. Depending on the opinion provided, it could display an hyperlink to a pop-up message showing the comments or reasons for the non-verification.

Continued on next page

Annual Emission Report details (installation), Continued

Description of the “right menu” area, Continued

Part	Description
Actions	Depending on your role and the status of the report and your profile, some buttons are available.
Download Version	It allows you to download the displayed report in pdf or xml.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment uploaded by you.
Download all attachments	Button under the “Attachments” section to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Add Comment	Button that opens a pop-up, allowing you to write your comment and define its visibility and its sensitivity.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment - The date and time when the comment was submitted The visibility of the comment if it was submitted by you
	Button to edit one of your comment.
	Button to delete one of your comment.
Workflow history	Display the recent history of the report.
View full history	Open a modal window with the full history of the report. You can click on previous versions of the report to consult the information introduced in such versions.
Download submission history	Button under the “View full history” modal dialog to download the whole history of submission in PDF format.

Opinion Statement

Introduction

This page is displayed when you access the details of an installation Annual Emission Report.

Image

The screenshot displays the 'Opinion statement' interface for 'Report VR-5452'. It includes a left sidebar with 'Guidelines and Conditions' and 'Opinion statement' sections. The main content area is titled 'Opinion statement' and contains the following fields and sections:

- OPERATOR DETAILS** (Section Header)
- Name of Operator: [Yellow input field]
- Name of Installation: **aaa**
- Address / location of the site of the installation: [Yellow input field]
- Unique ID: **IT000000000006327**
- GHG Permit Number: [Yellow input field]
- Date(s) of relevant approved MP and period of validity for each plan:

Version	Status	Applicable date
3.2	Submitted approval not needed	10/02/2022
2.0	Approved	10/02/2022
1.16	Approved	10/02/2022

- Approving Competent Authority: **SERVICE DESK - Competent Authority**
- Category: **A**
- A low emitter is an installation that emits less than 25 ktons of CO2e per year. **TRUE**

On the right sidebar, there is a 'Report VR-5452' dropdown menu and a metadata section with the following details:

- Installation name: **aaa**
- Reporting year: **2021**
- Status: **Draft**
- Current version: **1.7**
- Requested for: **AER-3206**





Additional actions on the right include a 'Delete' button, a 'Request Independent Review' button, and expandable sections for 'Attachments (0)', 'Comments (1)', and 'Workflow history'.

Continued on next page

Opinion Statement, Continued

Description of the “right menu” area

The area is composed of the following significant elements:

Part	Description
Installation Name	The name of the installation.
Reporting year	The applicable year of the Annual Emission Report.
Status	It indicates the stage of the workflow in which the report currently is.
Current version	The version of the report selected to be displayed.
Requested for	AER identifier to which the displayed verification report refers to.
Actions	Depending on your role and the status of the report and your profile, some buttons are available.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment (depending on your role and the visibility of attachment).
Download all attachments	Button under the “Attachments” section to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Add Comment	Button that opens a pop-up, allowing you to write your comment and define its visibility.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment - The date and time when the comment was submitted - The visibility of the comment if it was submitted by you
	Button to edit one of your comment.
	Button to delete one of your comment.
Workflow history	Display the recent history of the report.
View full history	Open a modal window with the full history of the report. You can click on previous versions of the report to consult the information introduced in such versions.
Download submission history	Button under the “View full history” modal dialog to download the whole history of submission in PDF format.

Section 5. Interface for Improvement Report

Overview

Introduction This section describes the interface elements related to the Improvement Report management.

Content This section contains the following topics:

Topic	Page
Create a new IR aviation	95
Create a new IR install	96
Improvement Report details (aviation)	112
Improvement Report details (installation)	115

Create a new IR (aviation)


Introduction

This page is displayed when you initiate the creation of a new aviation Improvement Report.

Image

Description

The page is composed of the following significant elements:

Part	Description
Year	The applicable year of the Improvement Report to be created.
Improvement Report – Aviation file	Click Browse to select the Improvement Report excel file to upload along with the report submission.
Attachments	Click Browse to select the any additional file to upload along with the report submission.
Attachment's visibility	Dropdown list to define the visibility of the attachments. Each attachment added has its own visibility settings. For more details, please refer to topic "Visibility of attachments and comments" on page 25.
	Button to upload additional attachments.
Save As Draft	Button to save your Improvement Report as Draft.

Create a new IR (installation)

Introduction

This page is displayed when you initiate the creation of a new installation Improvement Report.

Image

The screenshot displays a web form for creating a new installation Improvement Report. The form is organized into sections and includes a sidebar with guidelines.

GUIDELINES AND CONDITIONS

- A. Information about this report and Identification of the Operator, Installation and Verifier
- B. Improvement Description
- C. Verification Report - Non-conformities
- D. Verification Report - Recommendations for improvement
- E. Source Streams
- F. Measurement Based Approaches
- G. Fall-back Approaches
- H. Further information on this report

A. Information about this report and Identification of the Operator, Installation and Verifier

Expand All | Collapse All A | Default >

1 Information about the Improvement report

- 1 General Info about the installation:
- 2 Information about the improvement report in accordance with Article 69(1) of the MRR:

2 About the operator

This question may be omitted in case the CA for reporting is the same as for permitting.

- (a) Competent Authority for reporting * (Select...)
- (b) Member State * (Select...)
- (c) Emissions trading permit number
- (d) Installation and operator data:

3 Contact details

- (a) Primary contact person for technical questions regarding installation data:




Buttons: Download Version, Attachments (0), Comments (0), Save.

Continued on next page

Create a new IR (installation), Continued

Description

The page is composed of the following significant elements:

Part	Description
Guidelines and condition menu	<p>Display all the sections that can be filled in for the creation of the report.</p> <p>This icon  indicates that at least one mandatory field is missing or incorrect in the section. When expanded, the missing and errors are highlighted in red.</p> <p>This icon  indicates that all mandatory fields from the section are filled in.</p>
Form	Fields to be completed. The content of this area will differ depending on the selected section.
Displays Buttons	<ul style="list-style-type: none"> - Expand All : Button to expand all levels of the form. - Collapse All : Button to collapse all levels of the form. - Default : Button to reset the view and expand just the first level of the form
Report ID	<p>This section is visible only after saving the report as Draft and it displays the following information:</p> <ul style="list-style-type: none"> - The Improvement Report ID - The "Share report with CA" box - Installation name - Reporting year - Status of the IR - Current version of the IR - Action buttons (depending on the IR status)
Attachments	Click Add attachment to select the any additional file to upload along with the report submission. This button is enabled only after saving the report as Draft.
Comments	Click Add a comment to enter any additional information along with the report submission. This button is enabled only after saving the report as Draft.
Workflow history	Display the history of the report. This button is enabled only after saving the report as Draft.
Save	Floating button to save your report as Draft.
	Buttons to expand / collapse the right-side menu.
Go to top	Button to scroll back up to the top of the page.

Improvement Report details (aviation)

Introduction

This page is displayed when you view the details of an Improvement Report for aviation.

Image

Report IR-3805

Year ⁺
2021

Status
Draft

Improvement Report - Aviation file ⁺
01.xlsx (v1.0)
Uploaded on 14 Jun 2022 by [redacted]
[Upload A New Version](#)

Attachments [?]
02.xlsx
zzzz Created on the 14/06/2022, 14:29 by [redacted] Visible to all submission viewers
[Download All](#) [Add Attachment](#)

[Back](#) [Delete](#) [Submit](#)

Comments [Add comment](#)

History of submission

Date	Type	User	Description
07/12/2022, 10:39	Status update	[redacted]	The status of the submission has changed from 'Approved' to 'Draft'
22/06/2022, 10:23	Status update	[redacted]	The status of the submission has changed from 'Submitted' to 'Approved'
22/06/2022, 10:22	Status update	[redacted]	The status of the submission has changed from 'Draft' to 'Submitted'
21/06/2022, 08:37	Status update	[redacted]	The status of the submission has changed from 'Approved' to 'Draft'
21/06/2022, 08:06	Status update	[redacted]	The status of the submission has changed from 'Submitted' to 'Approved'
21/06/2022, 08:05	Status update	[redacted]	The status of the submission has changed from 'Draft' to 'Submitted'
14/06/2022, 14:29	Attachments update	[redacted]	Attachment 02.xlsx added
14/06/2022, 14:29	Upload of Improvement Report - Aviation file	[redacted]	Improvement Report - Aviation file 01.xlsx (v1.0) uploaded
14/06/2022, 14:29	Improvement Report - Aviation creation	[redacted]	New Improvement Report - Aviation initiated and saved as a Draft

showing 1 to 9 of 9 records




[Download submission history](#)

Continued on next page

Improvement Report details (aviation), Continued


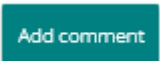


Description of the "Report" area

The area is composed of the following significant elements:

Part	Description
Year	The applicable year of the IR to be created.
Status	It indicates the stage of the workflow in which the report currently is.
Improvement Report – Aviation file 	Button to download the latest version of the IR.
Upload a New Version	Button to update the IR aviation file. This button is only visible when the status is DRAFT.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment (depending on your role and the visibility of attachment).
Download all	Button to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Actions	Depending on the status and your profile, some buttons are available: <ul style="list-style-type: none"> - Delete - Submit - Revise

Description of the "Comments" area

The area is composed of the following significant elements:



Part	Description
	Button to expand the area and show further details.
	Button that opens a pop-up, allowing you to write your comment and define its visibility and its sensitivity.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment (when pointing the mouse on user's name) - The date and time when the comment was submitted - The visibility of the comment if it was submitted by you
	Button to edit your comments.
	Button to delete your comments.

Continued on next page

Improvement Report details (aviation), Continued

Description of the “History of submission” area

The area is composed of the following significant elements:

Part	Description
	Button to expand the area and show further details.
Date	The date and time of the record.
Type	The type of action recorded.
User	The name and profile of the user performing the action.
Description	Details of the action executed. Previous versions of the IR files can be downloaded by clicking the  button.
Download submission history	Button to download the whole history of submission in PDF format.

Improvement Report details (installation)

Introduction

This page is displayed when you view the details of an Improvement Report for an installation.

Image

The screenshot displays the 'Improvement Report details (installation)' page. The main content area is titled 'A. Information about this report and Identification of the Operator, Installation and Verifier' and includes a 'Save' button. The page is organized into three main sections:

- 1 Information about the improvement report**
 - 1 General Info about the installation:
 - 2 Information about the improvement report in accordance with Article 6(1) of the MRR:
- 2 About the operator**

This question may be omitted in case the CA for reporting is the same as for permitting.

 - (a) Competent Authority for reporting * (SERVICE DESK - Competent Authority)
 - (b) Member State * (Belgium)
 - (c) Emissions trading permit number
 - (d) Installation and operator data:
- 3 Contact details**
 - (a) Primary contact person for technical questions regarding installation data:

The left sidebar contains 'GUIDELINES AND CONDITIONS' with a list of sections: A. Information about this report and Identification of the Operator, Installation and Verifier; B. Improvement Description; C. Verification Report - Non-conformities; D. Verification Report - Recommendations for improvement; E. Source Streams; F. Measurement Based Approaches; G. Fall-back Approaches; H. Further Information on this report.



The right-hand panel shows 'Report IR-3851' and includes options to 'Share report with CA', 'Installation name' (Installation Service Desk), 'Reporting year' (2021), 'Status' (Draft), and 'Current version' (1.1). It also features 'Delete' and 'Submit' buttons, and links for 'Attachments (0)', 'Comments (1)', and 'Workflow history'.

Continued on next page

Improvement Report details (installation), Continued





Description of the “Guidelines and conditions” area

The area is composed of the following significant elements:

Part	Description
	This icon indicates that a least one mandatory field is missing or incorrect in the section.
	This icon indicates that all mandatory fields from the section are filled in.

Description of the “right menu” area

The area is composed of the following significant elements:

Part	Description
Share Report with CA	It allows you to share a Draft report with a Competent Authority.
Installation Name	The name of the installation.
Reporting year	The applicable year of the Improvement Report.
Status	It indicates the stage of the workflow in which the report currently is.
Current version	The version of the report selected to be displayed.
Actions	Depending on the status and your profile, some buttons are available.
Attachments 	Button to download an attachment.
Attachments 	Button to delete an attachment (depending on your role and the visibility of attachment).
Download all attachments	Button under the “Attachments” section to download a zip file containing all attachments.
Add attachment	Button to upload an attachment.
Add Comment	Button that opens a pop-up, allowing you to write your comment and define its visibility and its sensitivity.
Comment details	Sub-area showing: <ul style="list-style-type: none"> - The comment - The name of the user who wrote the comment - The profile of the user who wrote the comment - The date and time when the comment was submitted The visibility of the comment if it was submitted by you
	Button to edit one of your comment.
	Button to delete one of your comment.

Continued on next page

Improvement Report details (installation), Continued

**Description of the
“right menu”
area, Continued**

The area is composed of the following significant elements:

Part	Description
Workflow history	Display the recent history of the report.
View full history	Open a modal window with the full history of the report. You can click on previous versions of the report to consult the information introduced in such versions.
Download submission history	Button under the “View full history” modal dialog to download the whole history of submission in PDF format.
