CLIMATE ACTION

European Commission - DG CLIMA

EU-ETS-Reporting Service Desk

EU-ETS Reporting tool - User Manual

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Document History

Version	Date	Author	Comments
1.0	17/07/2020	ETS Service Desk	First version.
2.0	24/09/2020	ETS Service Desk	Addition: - Chapter 2 "Description of the user interface". Update: - Request access - Switch role - View and work with organisations - About Monitoring Plans - View and work with Monitoring Plans - Work on a Draft Monitoring Plan - Submit a Monitoring Plan (aviation) Minor changes
3.0	17/11/2020	ETS Service Desk	Update: - View and work with organisations - MRV Homepage - Select organisation - Organisation details
4.0	24/02/2021	ETS Service Desk	Addition: - Create a monitoring Plan (installation) - Work on a Draft Monitoring Plan (Installation) - Submit a Monitoring Plan (installation) - Create a new monitoring Plan (installation) - Monitoring Plan details (installation) Update: - Work on a Draft Monitoring Plan (aviation) - Submit a Monitoring Plan (aviation) - MRV Homepage - Create a new Monitoring Plan (aviation) - Monitoring Plan details (aviation)
5.0	15/02/2022	ETS Service Desk	Addition: - Annual Emission Reports - Interface for Annual Emission Report - Verifier appointment Update: - About the user roles - View and work with organisations - Organisation details - Minor changes

Version	Date	Author	Comments
6.0	01/04/2022	ETS Service Desk	Addition: - Verify an Annual Emission Report (aviation) - Verify an Annual Emission Report (installation) - Opinion Statement Updates: - View and Work with Annual Emission Reports - Request verification of an Annual Emission Report - Annual Emission Report details (aviation)
7.0	10/08/2022	ETS Service Desk	Addition: - View and work with Improvement Report - Create an Improvement Report (aviation) - Create an Improvement Report (installation) - Work on a Draft Improvement Report - Submit an Improvement Report to your CA - Revise an Improvement Report
8.0	31/08/2022	ETS Service Desk	Updates: - Change on attachments deletions rules - Screenshots
9.0	21/11/2022	ETS Service Desk	Update: - Creation of a common section for all reports - Comments Sensibility - Screenshots update
10.0	09/12/2022	ETS Service Desk	Update: - Minor corrections - Screenshots updated Addition: - Draft Report sharing
11.0	05/04/2023	ETS Service Desk	Update: - 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 Addition: - New header buttons - Actions available on all reports

Version	Date	Author	Comments
12.0	12/05/2023	ETS Service Desk	Update: - Verifiers organisations - Verification Reports - Screenshots Addition: - Independent Reviewer
13.0	12/09/2023	ETS Service Desk	Removal: - Request Access to an organisation - Approve/reject member's access to an organisation Update: - Minor updates
14.0	13/10/2023	ETS Service Desk	Addition : - Compare versions of a Monitoring Plan - Modification History on revised Monitoring Plan Updates : - Submitted INS MP are now editable by CA - Minor corrections
15.0	20/11/2023	ETS Service Desk	Addition : - MRV Homepage (Verifier) Updates: - 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: - Compare versions of an Annual Emissions Report**Error! Reference source not found.**
17.0	24/06/2024	ETS Service Desk	Addition: - New ETS2 domain - New ETS2 organisations Updates: - Monitoring Plan for ETS2 organisations - Screenshots update
18.0	10-01-2025	ETS Service Desk	Update: - New look and feel of this document - Compare versions of a report - Create an Annual Emission Report

Table of Contents

Document Overview

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

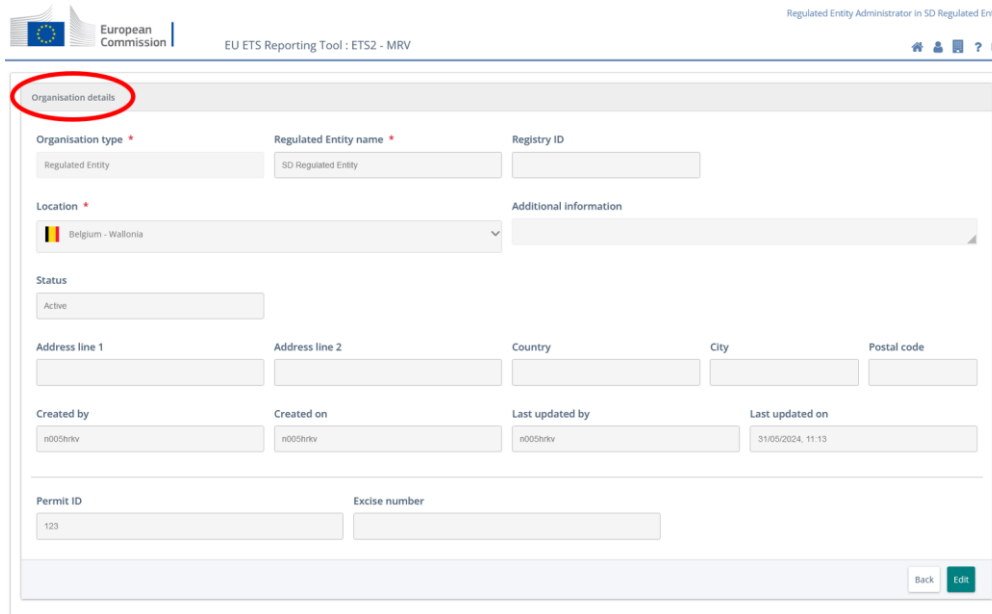This chapter contains the following sections

Conventions

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).

Conventions

The following conventions are used to indicate th²e interface elements in the text:

Part	Function
Page name	The name of the page is written between quotes (e.g. "Enrolment", "European Commission Authentication Service").
Page area	The name of the area is written between quotes (e.g. "application menu", "Account area", "Search criteria" area).
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.
Cross Reference	All internal cross-reference within this document will be preceded by the symbol "§" and will be *italic.*
	Displayed in the margin, this symbol will present a tip, or an information requiring your attention.

Links

You will find below useful links.

Name	URL
ETS Reporting Tool	https://ets-reporting.ec.europa.eu
Manual	https://webgate.ec.europa.eu/fpfis/wikis/display/EUETSMRVP4/Support+and+Documentation

1 Description of the tasks

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 sections

Chapter	Topic	Page
§1.1	*Starting the application*	11
§1.2	*Organisations management*	15
§1.3	*Reports*	19

1.1 Starting the application

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.

1.1.1 About the user role

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

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: • 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	EST1 ETS2	This type of user acts as a system administrator.

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.

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

1.1.2 Login and Registration

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.

Chapter	Interface Element	Page
§2.1.1	*Domain selection*	60
§2.1.2	*User Registration*	61
§2.1.3	*MRV Homepage (User)*	62

1.1.2.1 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: - 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 *§1.1.2.2 Steps to register* topic below.

1.1.2.2 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.

1.1.2.3 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.

1.1.2.4 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**.

1.1.3　Switch domain and role

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.1.4	*MRV Homepage (Verifier)*	65
§2.1.6	*My Profile*	68

1.1.3.1　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.

1.1.3.2　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.

1.2 Organisations management

This section describes the tasks related to organisations.

Chapter	Topic	Page
§1.2.1	*View and work with organisations*	15
§1.2.2	*Manage organisations' members*	17
§1.2.3	*Verifier appointment*	18

1.2.1 View and work with organisations

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.1.6	*My Profile*	68
§2.2.1	*Organisation details*	70

1.2.1.1 View my organisation

Execute the following steps from any page of the EU-ETS reporting tool:
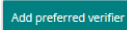
Step	Action
1	Click on your **Organisation details** button 🏢 at the top right corner of the screen.

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.

1.2.1.2 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	Edit
Add and delete attachments	NO	NO	YES	NO	Add Attachment / 🗑
View and download attachments	YES	YES	YES	YES	⬇
Manage Members	NO	NO	YES	YES	Add New Member
Appoint / remove verifier[1]	NO	YES	YES	NO	Add preferred verifier

For more information regarding the organisation's **members management**, please refer to topic §1.2.2 Manage organisations' members on page 17.

1.2.1.3 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**.

1.2.1.4 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	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.

---

[1] Applicable to installations and aircraft operators only

1.2.2 Manage organisations' members

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.1.6	*My Profile*	68
§2.2.1	*Organisation details*	70
§2.2.2	*Add members*	74

1.2.2.1 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.

1.2.3 Verifier appointment

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.2.1	*Organisation details*	70

1.2.3.1 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.

1.2.3.2 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.

1.3   Reports

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

Chapter	Topic	Page
§1.3.1	*View and work with Reports*	20
§1.3.2	*Monitoring Plans management*	25
§1.3.3	*Annual Emission Reports*	35
§1.3.4	*Improvement Reports*	49

1.3.1   View and work with Reports

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

Chapter	Topic	Page
§1.3.1.1	*How to view the details of a report*	21
§1.3.1.2	*Actions available on all reports*	21
§1.3.1.3	*Actions available on Aviation's Reports*	22
§1.3.1.4	*Actions available on Installation's Reports*	22
§1.3.1.5	*How to add comments to a report*	23
§1.3.1.6	*How to add attachments to a report*	23
§1.3.1.7	*Compare versions of a report*	24

1.3.1.1   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.
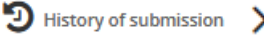
1.3.1.2   Actions available on all reports

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

Action	Interface
Expand All, to expand all levels of the report	Expand All ≫
Collapse All, to collapse all sublevels of the report	Collapse All ≪
Default, to reset the view and expand just the first level of the report	Default ≫
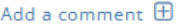
1.3.1.3   Actions available on Aviation's Reports

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)	Add Attachment
Download All attachments	Download All
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 Comment
View comments (depending on the visibility selected when adding your comment)	💬 **Comments** ❯
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.	🕘 History of submission ❯ ⬇ ⬇ Download submission history

1.3.1.4   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.	⬇ Download Version ⌄
Share the report with CA. Only for an Installation report in DRAFT status.	Share report with CA ☐
Add attachments (except viewer roles).	Add Attachment ⊞
View attachments (depending on the visibility selected when uploading an attachment).	📎 Attachments (1) » ⬇
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).	💬 Comments (1) »
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	↻ Workflow history ⌄ View full history

1.3.1.5 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**.

1.3.1.6 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: - 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 *§1.1.1 About the user role* 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.

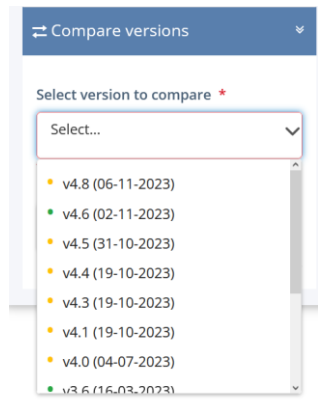## 1.3.1.7   Compare versions of a report

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

Please note that this feature is currently only available for the following report types under the following status:

Report	Status
Installation Monitoring Plans	• APPROVED • SUBMITTED • SUBMITTED PENDING FOR APPROVAL • SUBMITTED FOR REVIEW
Annual Emissions Report	• UNDER VERIFICATION • VERIFIED • SUBMITTED • ESTIMATED CONSERVATIVELY • • REPORTED DATA FINALISED

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.3	*Monitoring Plan details*	78
§2.3.5	*Report Version Comparison details*	83

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	From the dropdown menu, select the version to compare with. If no previously approved or submitted version of the report is available, a message to mention it will be displayed. Before each version, a coloured dot will show if the report status is SUBMITTED (orange) or APPROVED (green).
4	The Report Version Comparison window is displayed.

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.
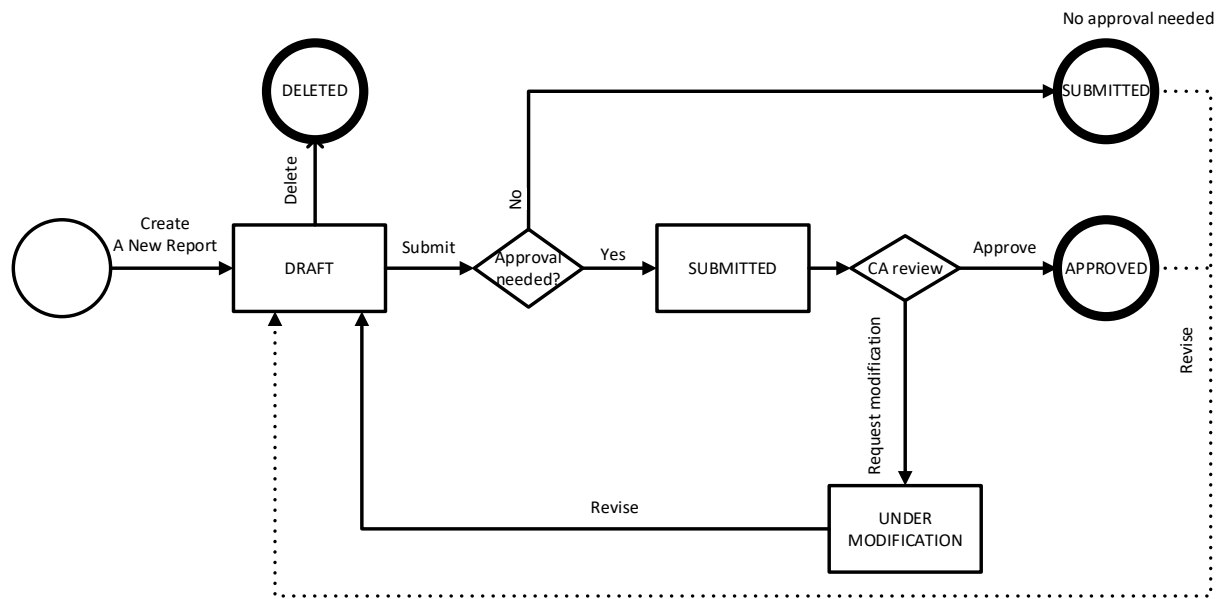
1.3.2   Monitoring Plans management

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

1.3.2.1   About Monitoring Plans

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

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.

1.3.2.2 Create a Monitoring Plan

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.2	*Create a new Monitoring Plan*	77

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.

1.3.2.3   Create a Monitoring Plan (aviation)

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.1	*Create a new Monitoring Plan (aviation)*	76

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. - 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: - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsm
4	You may upload additional files as **attachments**, meeting the following requirements: - 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. - 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.

1.3.2.4 Work on a Draft Monitoring Plan

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 *§1.3.2.4.3 Sharing reports with Competent Authority* on page 30) 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 *§1.3.2.6 Submit a Monitoring Plan* on page 32 for more details.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.2	*Create a new Monitoring Plan*	77
§2.3.3	*Monitoring Plan details*	78

1.3.2.4.1 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.

1.3.2.4.2 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.

1.3.2.4.3   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 (trough 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.

1.3.2.5 Work on a Draft Monitoring Plan (aviation)

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 *§1.3.2.6 Submit a Monitoring Plan* on page 32.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.1	Create a new Monitoring Plan (aviation)	76
§2.3.4	*Monitoring Plan details (aviation)*	80

1.3.2.5.1 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**.

1.3.2.5.2 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

1.3.2.5.3 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.

1.3.2.6   Submit a Monitoring Plan

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.2	*Create a new Monitoring Plan*	77
§2.3.3	*Monitoring Plan details*	78

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.

1.3.2.7 Submit a Monitoring Plan (aviation)

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.1	*Create a new Monitoring Plan (aviation)*	76
§2.3.4	*Monitoring Plan details (aviation)*	80

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.

1.3.2.8 Revise a Monitoring Plan

You can revise Monitoring Plans in the following statuses:

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.3.2	*Create a new Monitoring Plan*	77
§2.3.3	*Monitoring Plan details*	78

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.

1.3.3   Annual Emission Reports

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

1.3.3.1 About Annual Emission Report

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

Description

Annual Emission Report submission is available for the following organisations:

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

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 and regulated entities. 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

1.3.3.2   Create an Annual Emission Report

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

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

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

Viewer roles can only consult the details of the report.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.1	*Create a new AER report*	85

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.
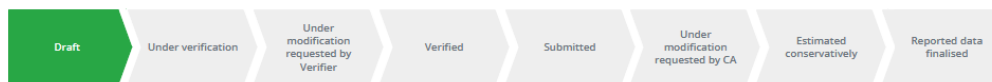
1.3.3.3 Create an Annual Emission Report (aviation)

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.2	*Create a new AER report (aviation)*	88

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: - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsm
3	You may upload additional files as **attachments**, meeting the following requirements: - 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. - 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.

1.3.3.4 Work on a Draft Annual Emission Report

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 *§1.3.3.8 Submit an Annual Emission Report to your Competent Authority* on page 47 for more details.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.2	*Create a new AER report (aviation)*	88
§2.4.3	*Annual Emission Report details*	89

1.3.3.4.1 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.

1.3.3.4.2 Load a Monitor Plan to an Annual Emission Report

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

Step	Action
1	If there is no Monitoring Plan linked to the 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.

1.3.3.4.3 Edit an Annual Emission Report

Execute the following steps from the installation or regulated entity 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.

1.3.3.4.4 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.

1.3.3.4.5 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.

1.3.3.5 Request verification of an Annual Emission Report

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.3	*Annual Emission Report details*	89
§2.4.4	Annual Emission Report details (aviation)	91

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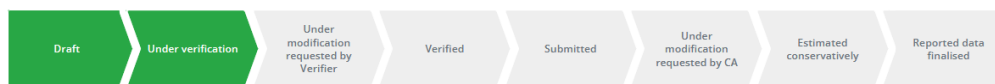
An e-mail notification is sent to the verifier when the Annual Emission Report is progressed to status UNDER VERIFICATION.

Annual Emission Reports under verification need to be reviewed by the verifier appointed to your organisation. More details can be found in topics *§1.3.3.6 Verify an Annual Emission Report (aviation)* and *§1.3.3.7 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 §1.3.3.9 Revise an Annual Emission Report*" on page 48.
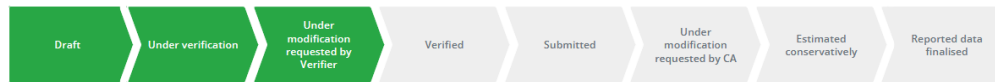
If the status is VERIFIED, please continue in topic *§1.3.3.8 Submit an Annual Emission Report to your Competent Authority*" on page 47.

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

1.3.3.6 Verify an Annual Emission Report (aviation)

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.

Chapter	Interface Element	Page
§2.1.4	*MRV Homepage (Verifier)*	65
§2.4.4	Annual Emission Report details (aviation)	91

1.3.3.6.1 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: - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsm
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.

1.3.3.6.2 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 "**Error! Reference source not found.**" before resuming this procedure.
2	Depending on the result of your verification: 	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.

1.3.3.7 Verify an Annual Emission Report (installation)

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.

The process to create, review and approve a Verification Report of an installation Annual Emission Report follows the below workflow:
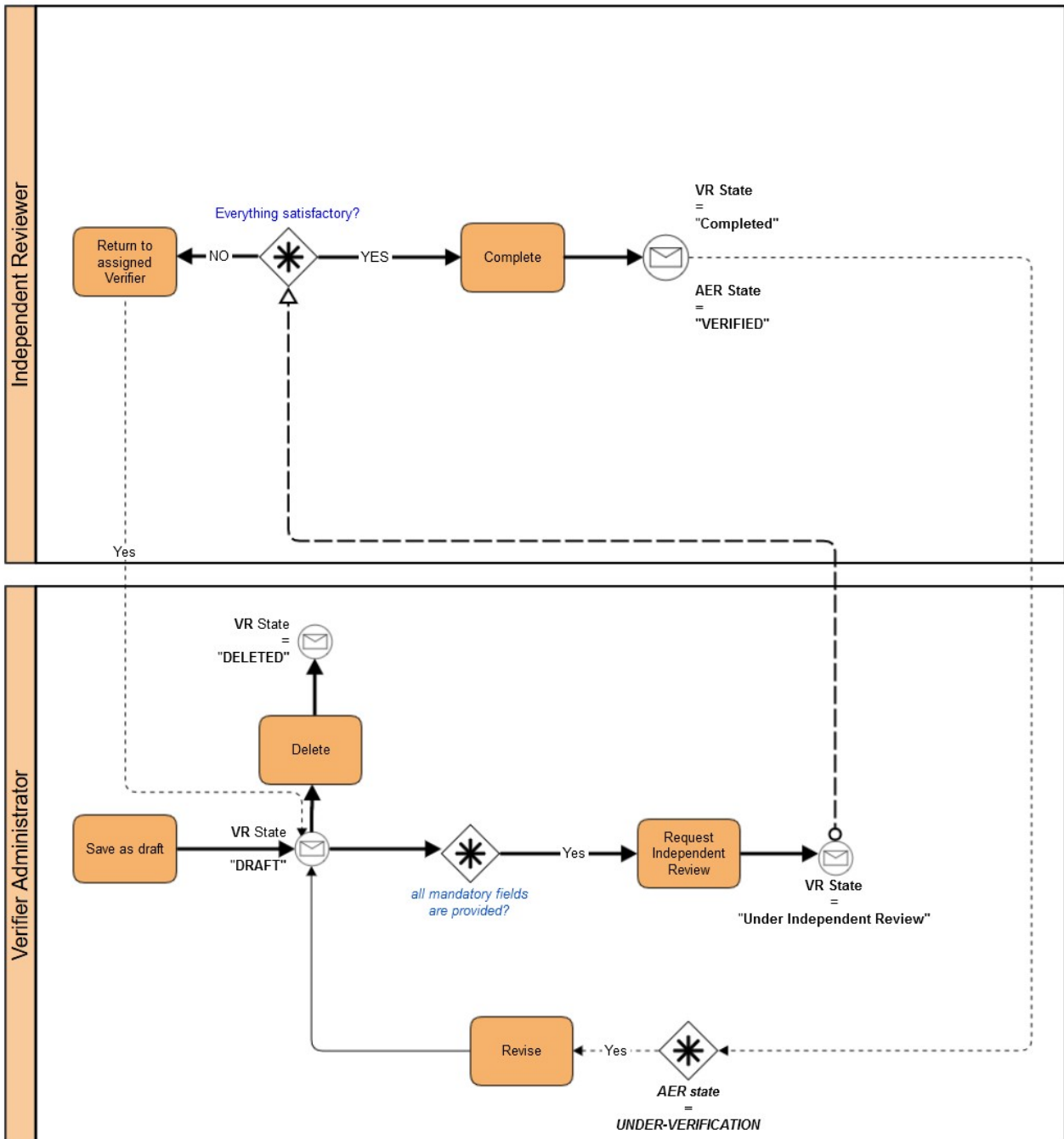
Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.3	*Annual Emission Report details*	89
§*2.4.5*	*Opinion Statement*	93

1.3.3.7.1 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.

1.3.3.7.2 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.

1.3.3.7.3   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**

1.3.3.7.4   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).

1.3.3.7.5   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><tr><td>If</td><td>Then</td></tr><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></table>
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

1.3.3.8   Submit an Annual Emission Report to your Competent Authority

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.3	*Annual Emission Report details*	89
§2.4.4	*Annual Emission Report details (aviation)*	91

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 *§1.3.3.9 Revise an Annual Emission Report* on page 48.

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.

1.3.3.9   Revise an Annual Emission Report

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:

- UNDER MODIFICATION REQUESTED BY VERIFIER
- UNDER MODIFICATION REQUETSED BY CA

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.4.3	*Annual Emission Report details*	89
§2.4.4	*Annual Emission Report details (aviation)*	91

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.
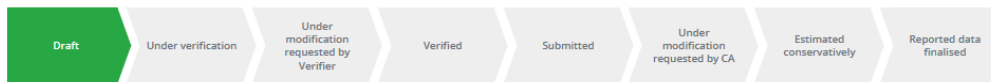
You can restart the process on topic *§1.3.3.4 Work on a Draft Annual Emission Report* on page 40

1.3.4   Improvement Reports

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

Chapter	Topic	Page
§1.3.4.1	*About Improvement Reports*	50
§1.3.4.2	*Create an Improvement Report (aviation)*	51
§1.3.4.3	*Create an Improvement Report (installation)*	52
§1.3.4.4	*Work on a Draft Improvement Report*	53
§1.3.4.5	*Submit an Improvement Report (aviation)*	55
§1.3.4.6	*Submit an Improvement Report (installation)*	56
§1.3.4.7	*Revise an Improvement Report*	57

1.3.4.1 About Improvement Reports

The process to create, verify and approve Improvement Reports follow the below workflow:
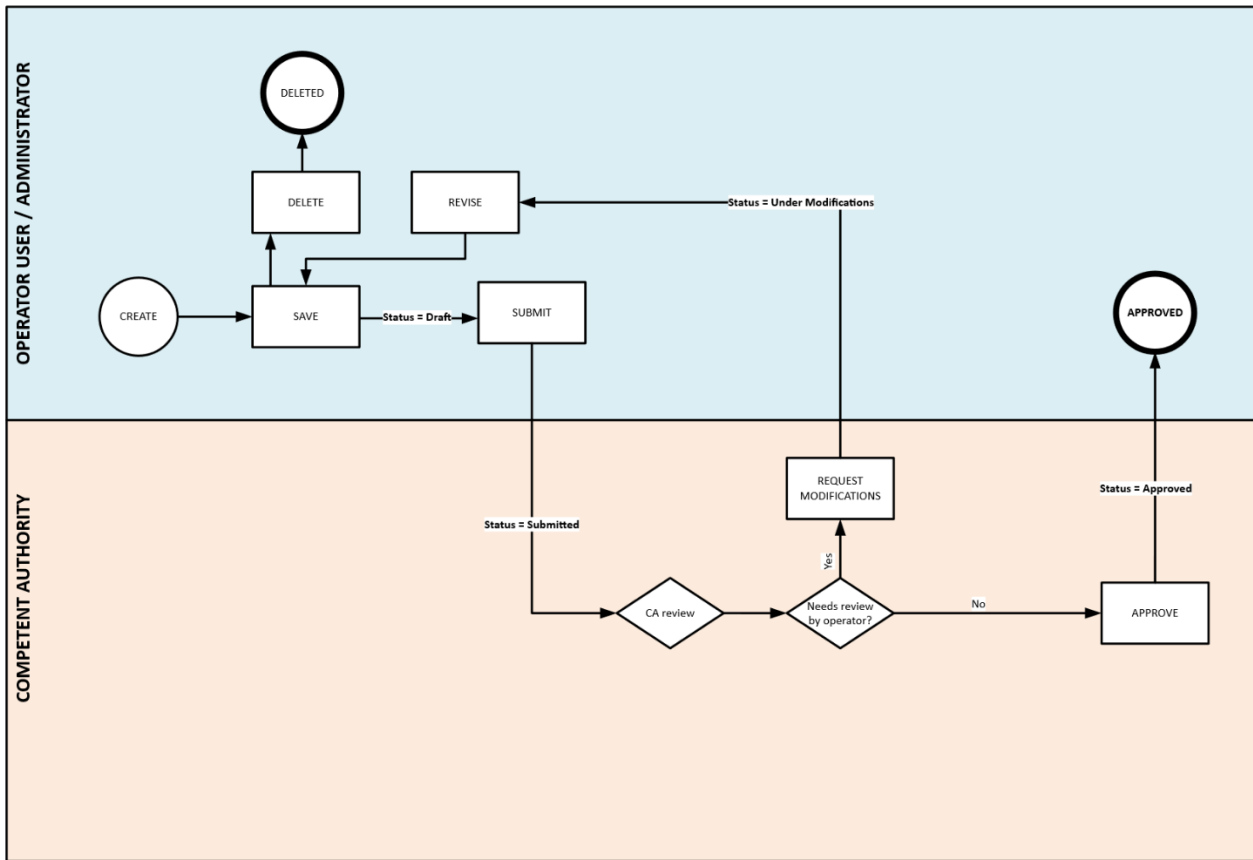
Improvement Reports (IR) are reports about technologically improvement of the installations communicated to the EC.

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.

1.3.4.2   Create an Improvement Report (aviation)

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.5.1	*Create a new IR (aviation)*	96

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: - Maximum size: 20 Mb - Supported file types: xls, xlsx, xlsm
3	You may upload additional files as **attachments**, meeting the following requirements: - 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. - 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.

1.3.4.3   Create an Improvement Report (installation)

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.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.5.2	*Create a new IR (installation)*	97

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.

1.3.4.4   Work on a Draft Improvement Report

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 *§1.3.4.5 Submit an Improvement Report (aviation)* on page 55 for more details.

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.5.3	*Improvement Report details (aviation)*	99
§2.5.4	*Improvement Report details (installation)*	101

1.3.4.4.1   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.

1.3.4.4.2   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.

1.3.4.4.3   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	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.

Step	Action
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.

1.3.4.4.4   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.

1.3.4.5   Submit an Improvement Report (aviation)

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.5.3	*Improvement Report details (aviation)*	99

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.

1.3.4.6   Submit an Improvement Report (installation)

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.5.4	*Improvement Report details (installation)*	101

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.

1.3.4.7   Revise an Improvement Report

You can revise Improvement Report in the following statuses:

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

Chapter	Interface Element	Page
§2.1.3	*MRV Homepage (User)*	62
§2.5.3	*Improvement Report details (aviation)*	99
§2.5.4	*Improvement Report details (installation)*	101

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.

2 Description of the user interface

This chapter describes the interface elements used to execute the tasks described in *§1* Description of the tasks on page 10.

This chapter contains the following sections

2.1 Interface for starting the application

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

This section contains the following topics:

2.1.1   Domain selection

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.
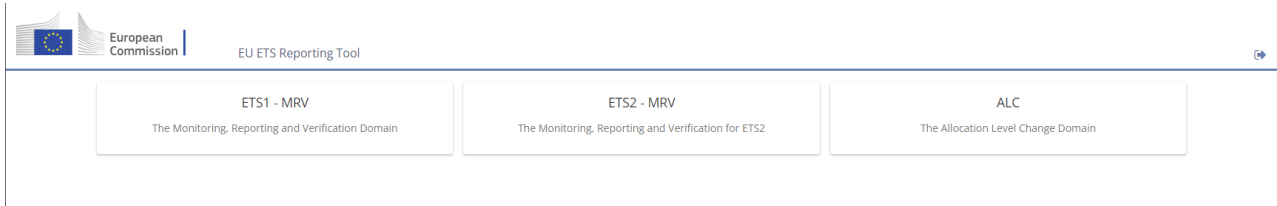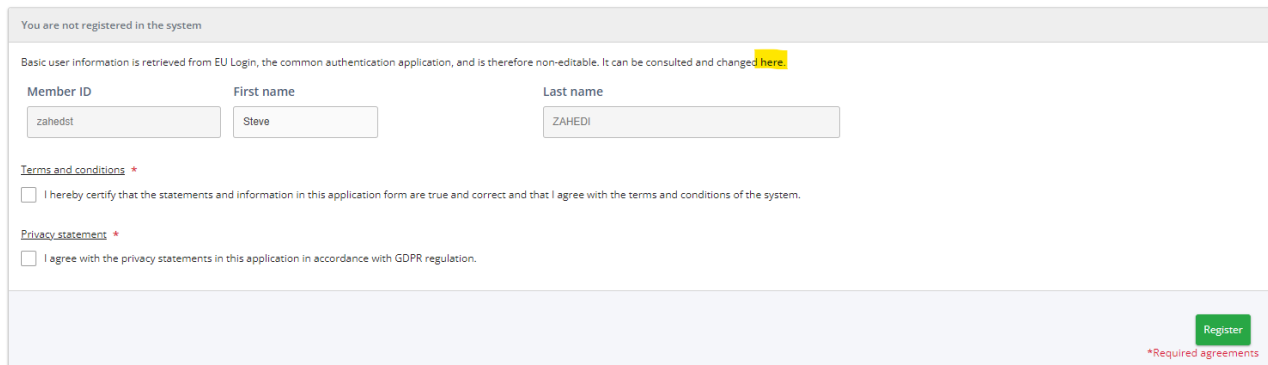
The page is composed of the following significant elements:

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.

2.1.2   User Registration

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**.
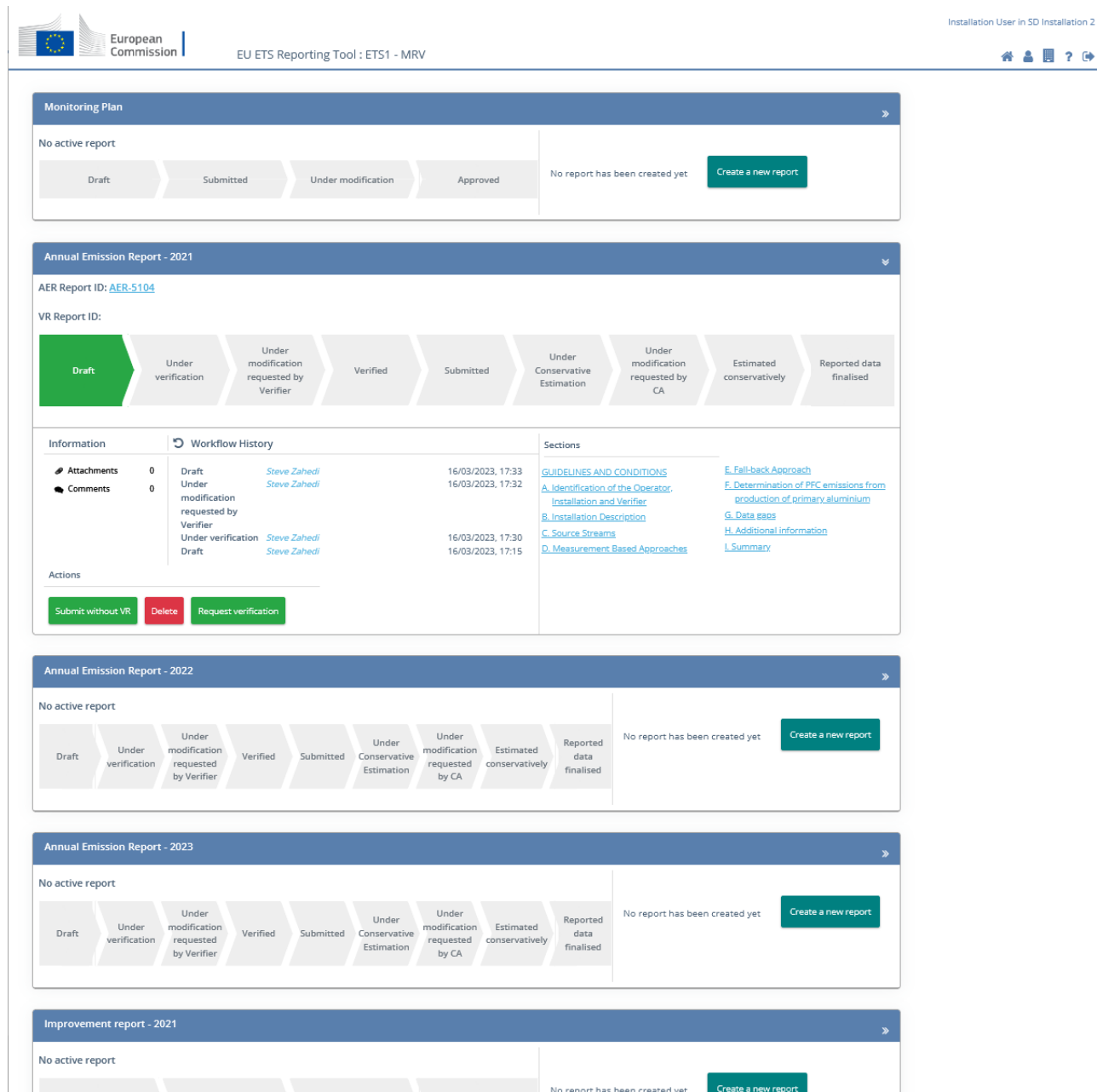
The page is composed of the following significant elements:

Part	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: - 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.

2.1.3   MRV Homepage (User)

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

The "Header" area is composed of the following significant elements:

Part	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.

Part	Description
▦	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.

The "Reports" area is composed of the following significant elements:

Part	Description
Report type dashboard	One dashboard per available report type is displayed: - 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: - The report's applicable date - The number of attachments - The number of comments
Workflow History	This section displays, for every workflow status performed: - 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.

The "Footer" area is composed of the following significant elements:
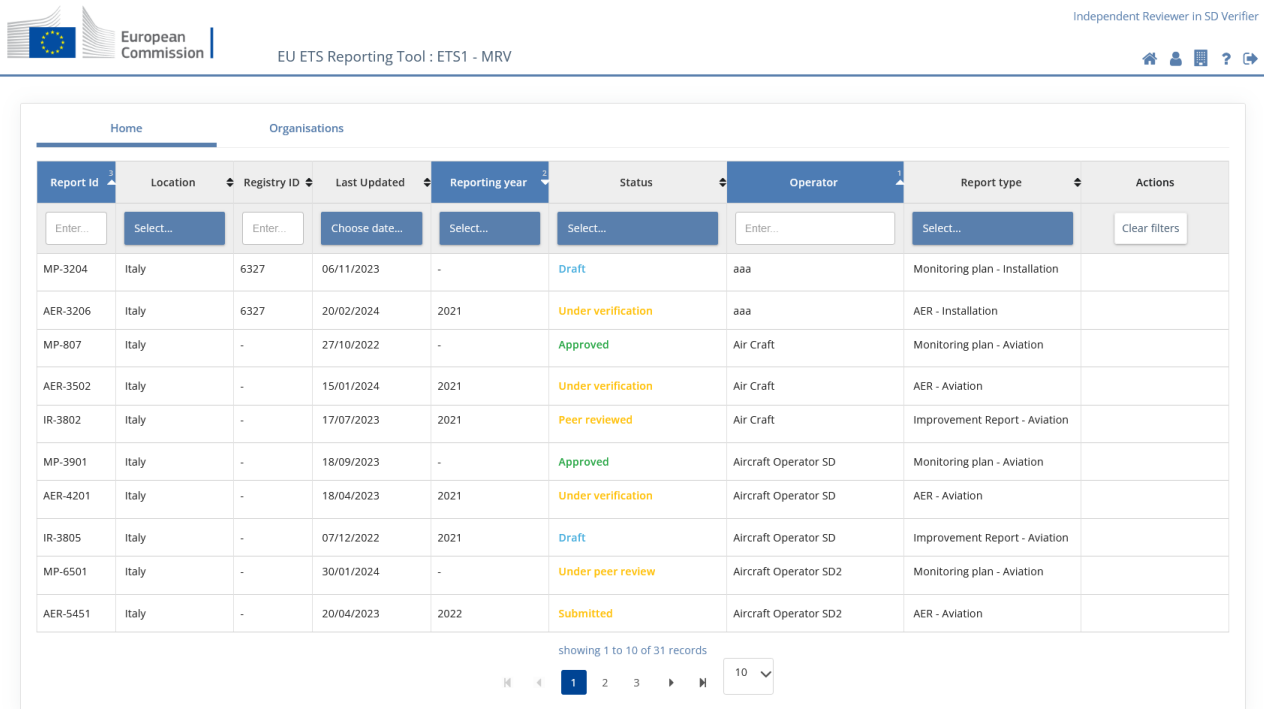
Part	Description
Contact us	It opens a draft e-mail to the EU-ETS Reporting Service Desk.
Climate Action	It opens the "EU climate action and the European Green Deal" page.
Privacy Statement	It opens the "Privacy statement for users registered with the European Commission's Identity Management Service" webpage.
Version number	Label to display the release version of the system.

Part	Description
Language	Link to select the language of the user interface. By default, the interface is displayed in English.

2.1.4 MRV Homepage (Verifier)

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

The "Header" area is composed of the following significant elements:

Part	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.

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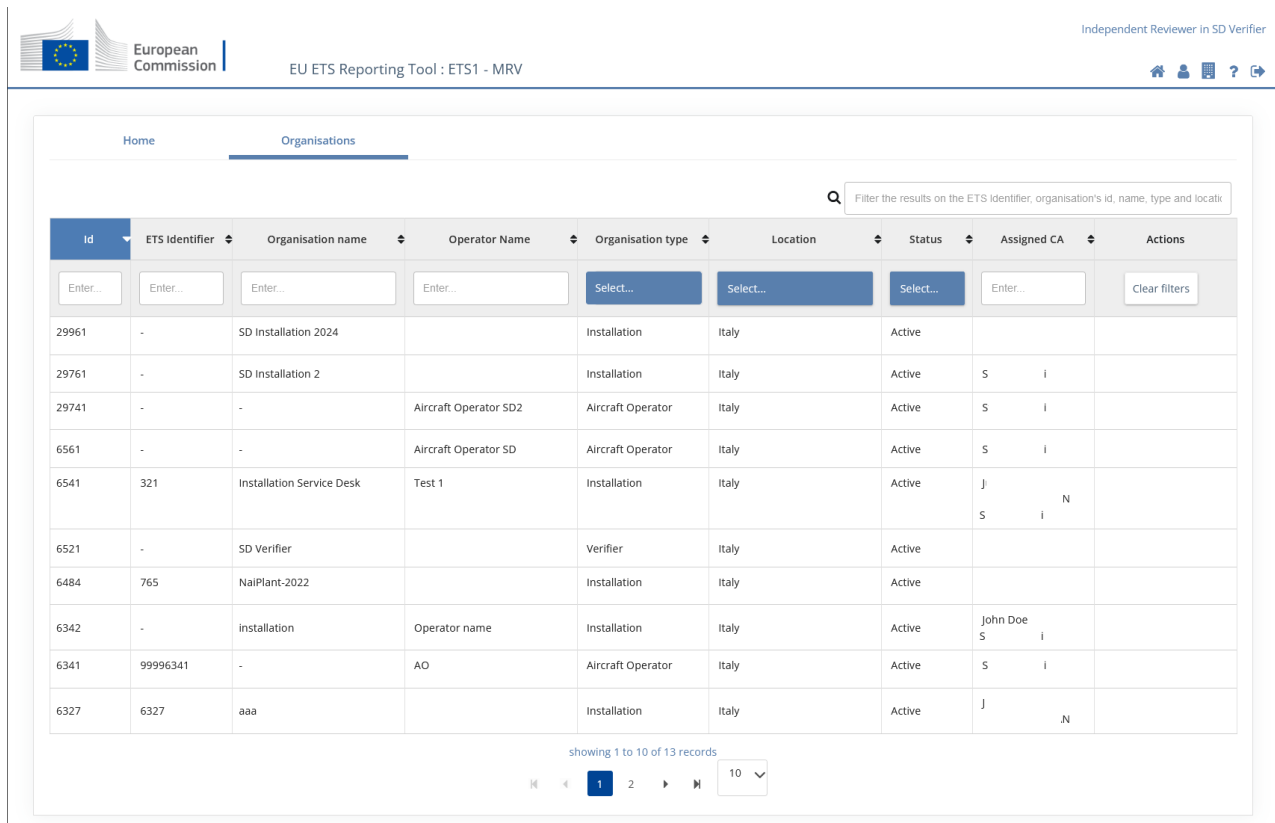
Click to any header to sort the report by this field only. If you want to add additional criteria to the sorting, maintain the Ctrl key pressed while clicking to the next header.

The "Footer" 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.

2.1.5 MRV Organisations page (Verifier)

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

The page 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: - 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.

2.1.6   My Profile

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

My profile

Member ID: 1451
Full name: ▬▬▬▬▬

Domains

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

My roles

Switch role	Id	Role	Organisation name	Status	Location
○	5052	Installation Administrator	aaa	Active	Italy
✓	3351	Aircraft Operator Administrator	Aircraft Operator SD	Active	Italy
○	4101	Aircraft Operator User	Aircraft Operator SD	Active	Italy
○	4802	Aircraft Operator User	Aircraft Operator SD2	Active	Italy
○	5252	European Commission Support	European Commission	Active	Europe
○	3651	Installation User	installation	Active	Italy
○	2751	Installation Administrator	installation	Active	Italy
○	3251	Installation Administrator	Installation Service Desk	Active	Italy
○	3851	Installation User	Installation Service Desk	Active	Italy
○	3852	Installation User	SD Installation	Active	Italy

showing 1 to 10 of 19 records

|◁ ◁ **1** 2 ▷ ▷| 10 ▼

The "My Profile" 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.

The "Domain" 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.

The "My roles" 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 "**Error! Reference source not found.**" on page **Error! Bookmark not defined.**.
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.

2.2   Interface for organisations management
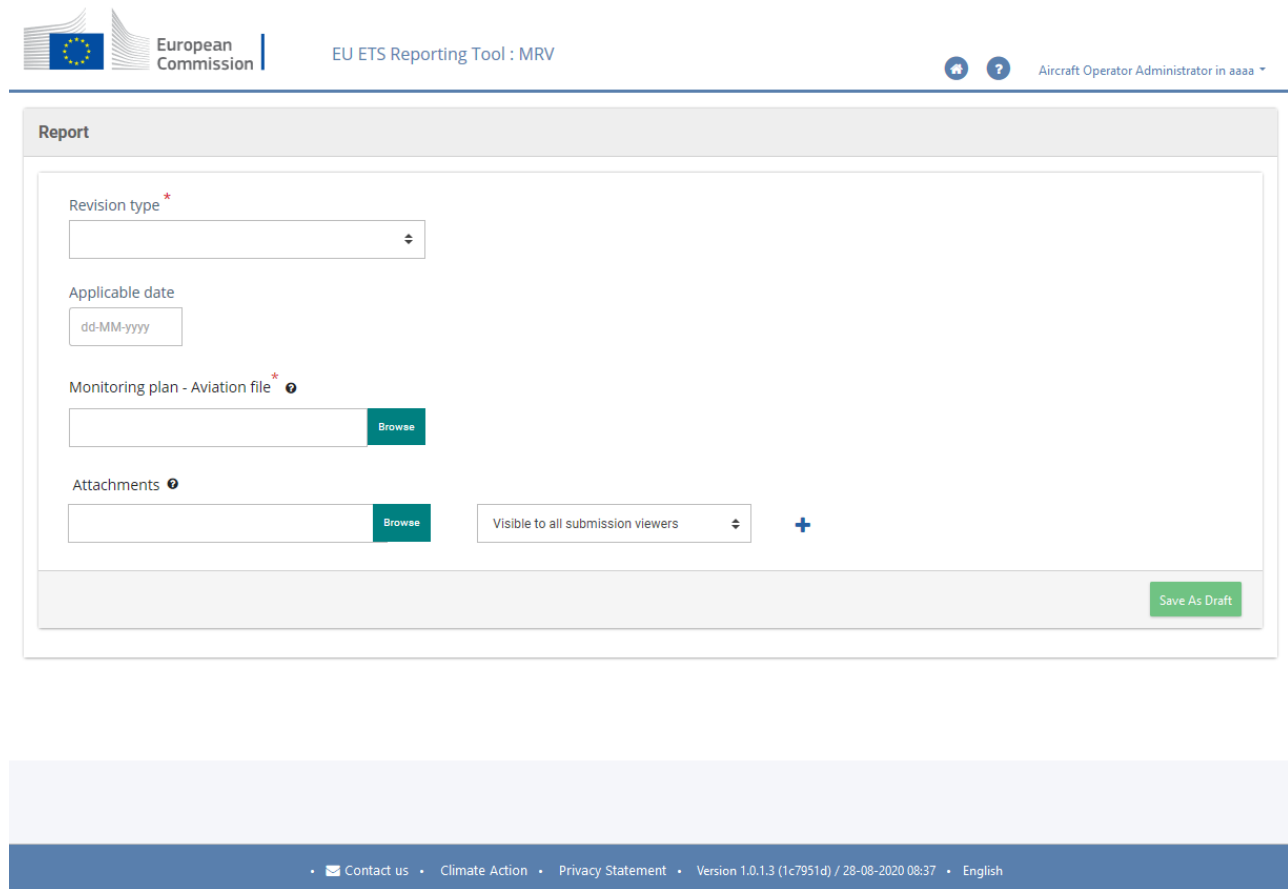
This section describes the interface elements related to the organisations management.

This section contains the following topics:

Chapter	Topic	Page
§2.2.1	*Organisation details*	70
§2.2.2	*Add members*	74

2.2.1   Organisation details

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

The "Organisation" 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: - CRCO Identification no. for aircraft operators - Registry ID for installations or regulated identites 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: - 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: - Permit ID - Excise number - Company Registration Number
Back	Button to cancel the action.
Edit	"Administrator" users can see this button to update these details.

The "Member list" 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: - 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.

The "Assigned CA" 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.

The "Preferred verifier" 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.

The "Customers" 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.

The "Attachments" 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.
❼	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.

2.2.2   Add members

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

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 "**Error! Reference source not found.**" on page **Error! Bookmark not defined.**.
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.

2.3   Interface for Monitoring Plans management

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

This section contains the following topics:

2.3.1 Create a new Monitoring Plan (aviation)

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

The page is composed of the following significant elements:

Part	Description
Revision type	Dropdown list allowing you to select the type of submission: - 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 23.
➕	Button to allow the upload of additional attachments.
Save As Draft	Button to save your Monitoring Plan as Draft.

2.3.2   Create a new Monitoring Plan

This page is displayed when you initiate the creation of a new Monitoring Plan webform.
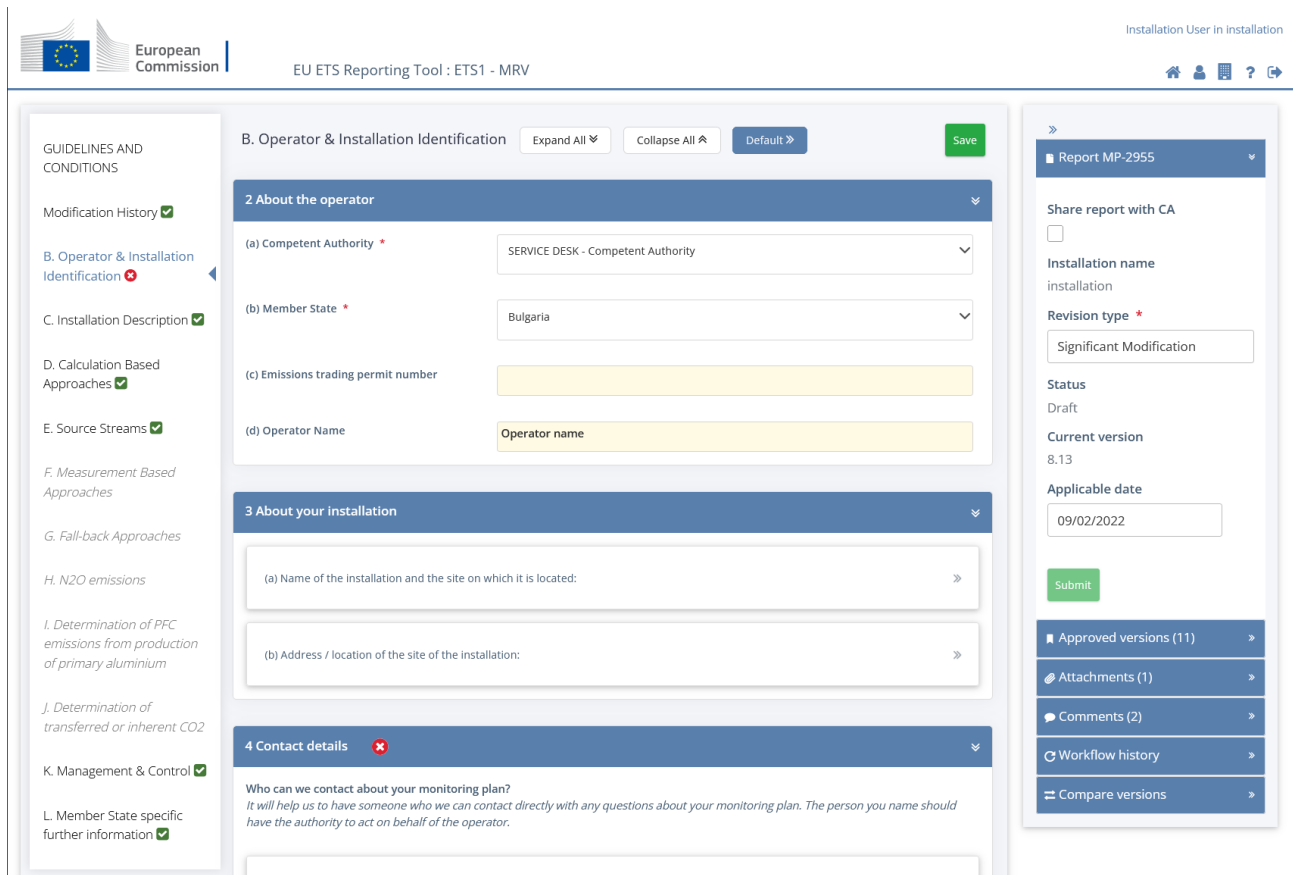
The page is composed of the following significant elements:

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	- **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.

2.3.3 Monitoring Plan details

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

The "Guidelines and conditions" 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.

The "right menu" 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 Regulated entity name	The name of the installation. 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.

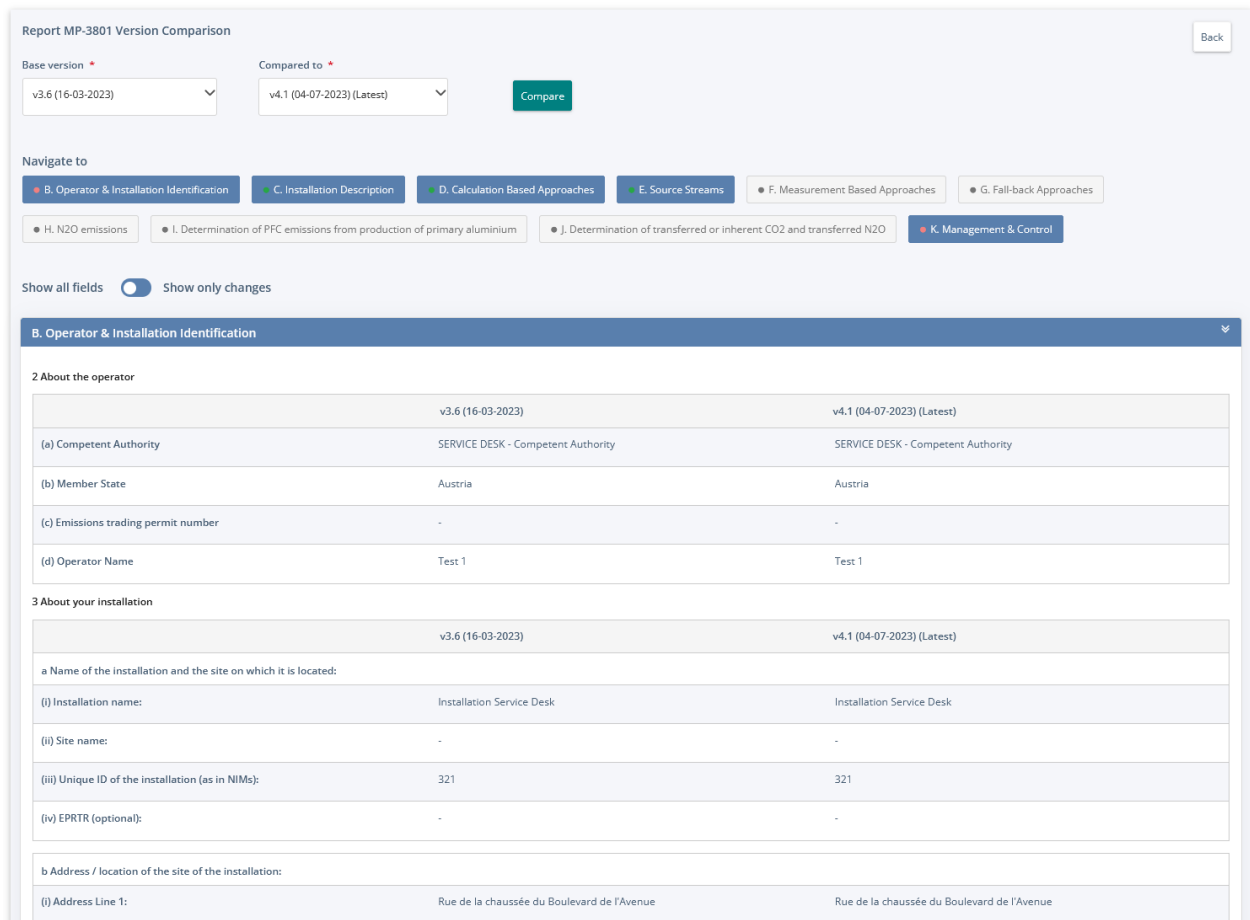| Part	Description
Actions	Depending on the Monitoring Plan status and your profile, some buttons are available: - Delete - Submit - Revise
Approved versions	It shows the previous approved versions of the reports, available for review.
Download Version	Display the latest version of the report, available 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: - 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.
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.

2.3.4   Monitoring Plan details (aviation)

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

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
Upload A New Version

Attachments ❓
📄 everyone.xlsx   📥 🗑
zzzz Created on the 12/08/2022, 16:37 by   *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   *Visible to all submission viewers*

🕘 History of submission   ⌄

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

showing 1 to 10 of 20 records
⟺ ‹ **1** 2 › ⟾

📥 Download submission history

The "Report" 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: - Edit - Delete - Submit - Revise

The "Comments" 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: - 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.

The "History of submission" 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.

Part	Description
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.

2.3.5   Report Version Comparison details

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

The area is composed of the following significant elements:

Part	Description
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.

2.4   Interface for Annual Emission Report

This section describes the interface elements related to the Annual Emission Report management.
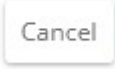
This section contains the following topics:

2.4.1   Create a new AER report
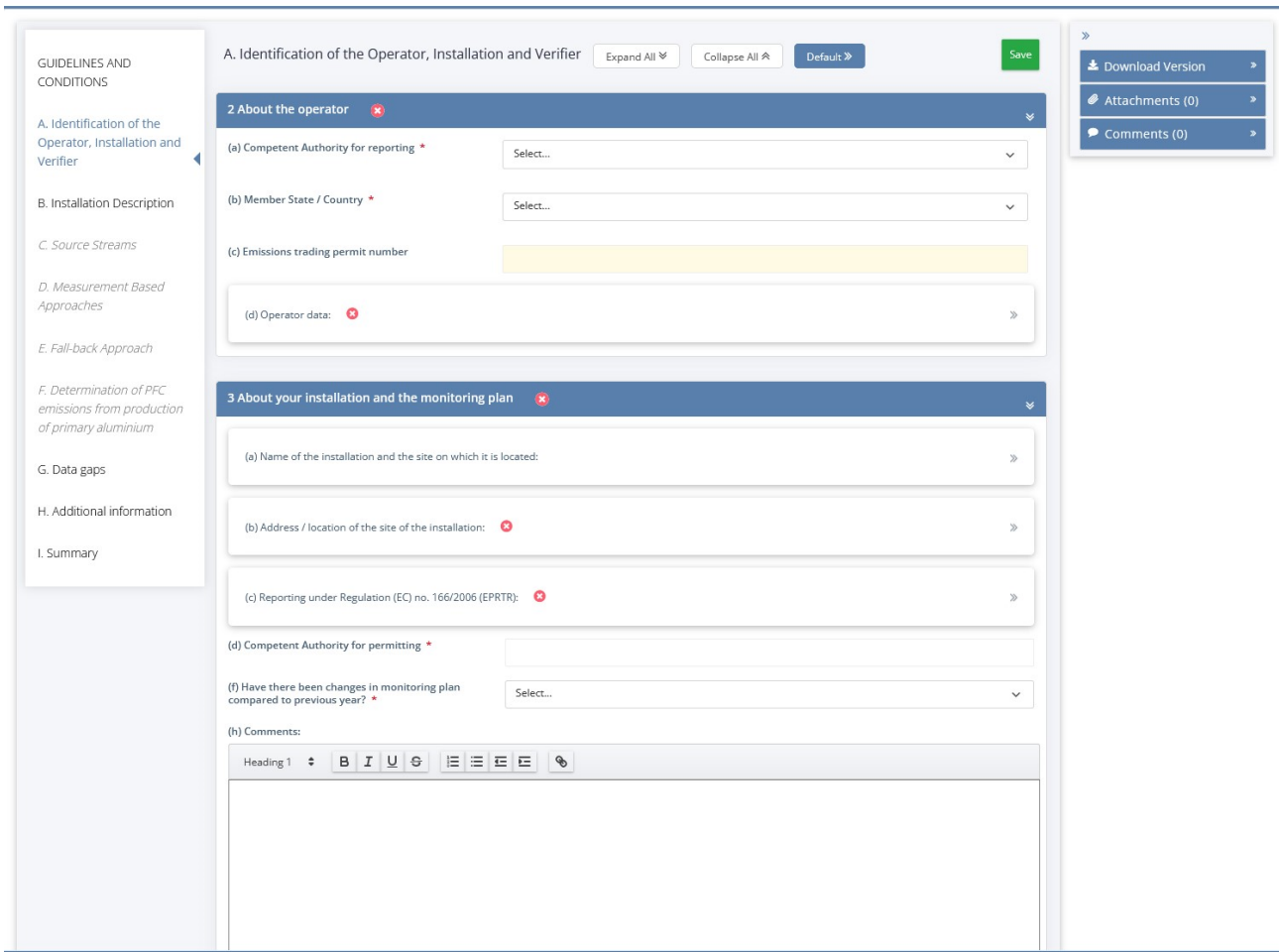
This popup is displayed when you initiate the creation of a new installation Annual Emission Report if an approved Monitor Plan exists.
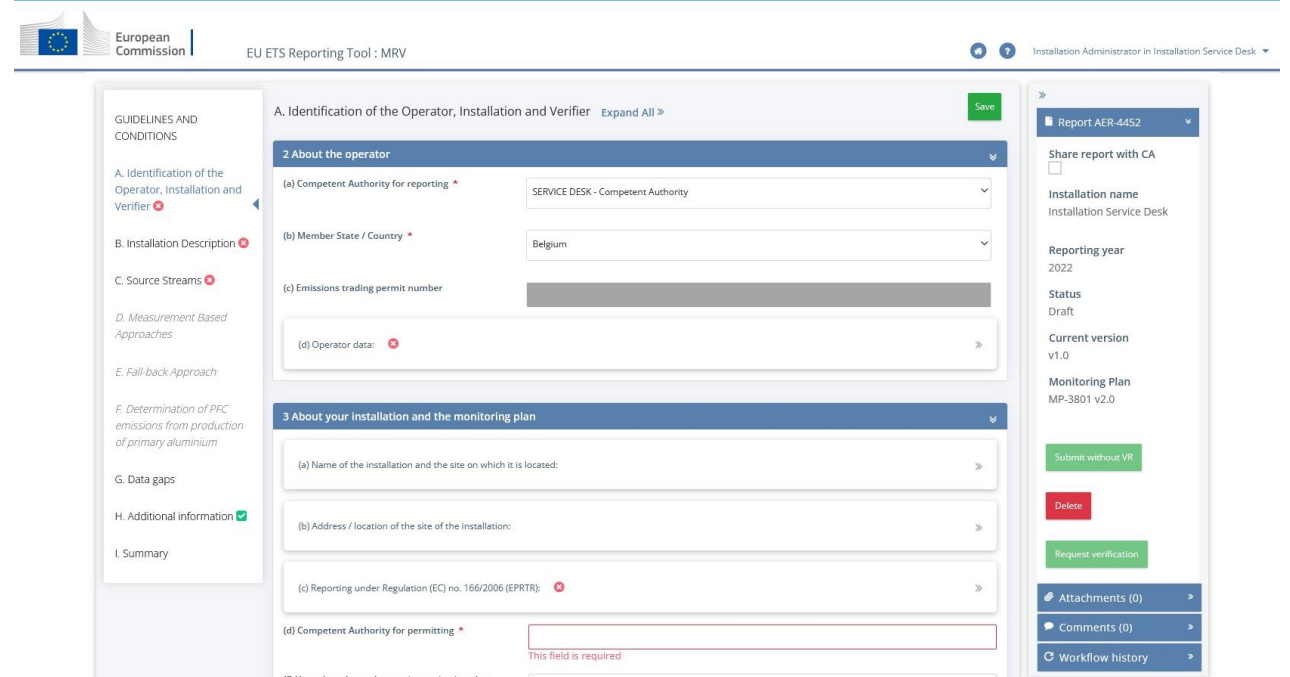
The popup is composed of the following significant elements:

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

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

This page is displayed as soon as your newly created report is saved.
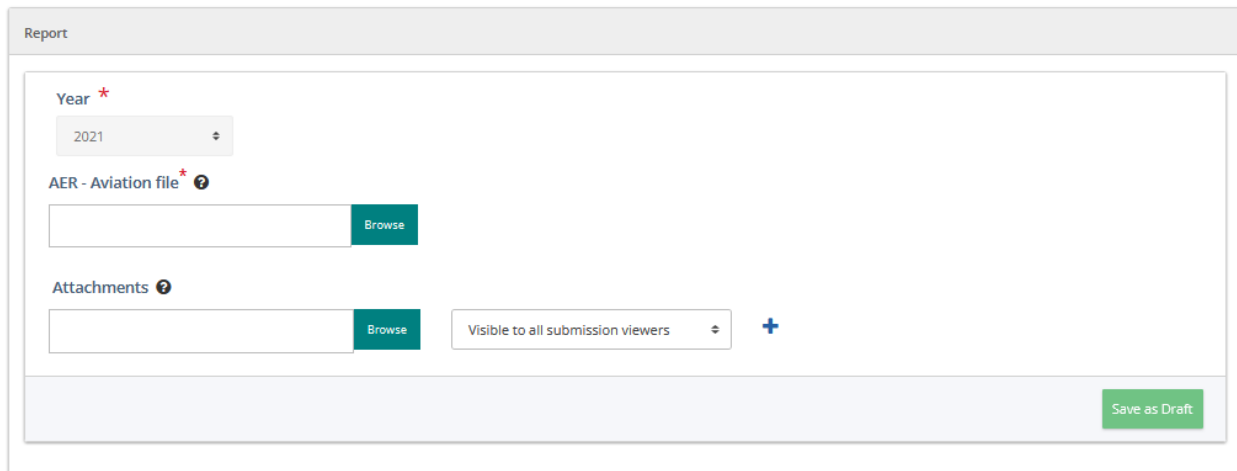
Part	Description
Year	The applicable year of the Annual Emission Report to be created.
Guidelines and condition menu	Display all the sections that can be filled in for the creation of the report. This icon ⊗ indicates that at least one mandatory field is missing or incorrect in the section. When expanded, the missing and errors are highlighted in red. This icon ☑ indicates that all mandatory fields from the section are filled in.
Form	Fields to be completed. The content of this area will differ depending on the selected section.
Displays Buttons	- **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	This section is visible only after saving the report as Draft and it displays the following information: - 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.

2.4.2   Create a new AER report (aviation)

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

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 23.
✚	Button to upload additional attachments.
Save As Draft	Button to save your Monitoring Plan as Draft.

2.4.3 Annual Emission Report details

This page appears when you display the details of an installation or a regulated entity Annual Emission Report.

A. Identification of the Operator, Installation and Verifier   [Expand All ⌄]   [Collapse All ⌃]   [Default »]

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

2 About the operator ⌄

(a) Competent Authority for reporting
[SERVICE DESK - Competent Authority ⌄]

(b) Member State / Country
[Austria ⌄]

(c) Emissions trading permit number
[ ]

(d) Operator data: »

3 About your installation and the monitoring plan ⌄

(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
[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?
[ ]

4 Contact details ⌄

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

(b) Alternative contact person: »

5 Verifier contact ⌄

(a) Name and address of the verifier: »

(b) Contact person for the verifier: »

(c) Information about the verifier's accreditation or certification: »

»

🗎 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

[Revise]

⬇ Download Version »

📎 Attachments (0) »

💬 Comments (1) »

🔄 Workflow history »

[⬆ Go to top]

The "right menu" 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.
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: - 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.

2.4.4   Annual Emission Report details (aviation)

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

The "report" 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.

Part	Description
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: - Delete - Submit without VR - Request verification - Recall - Revise

The "Comments" area is composed of the following significant elements:
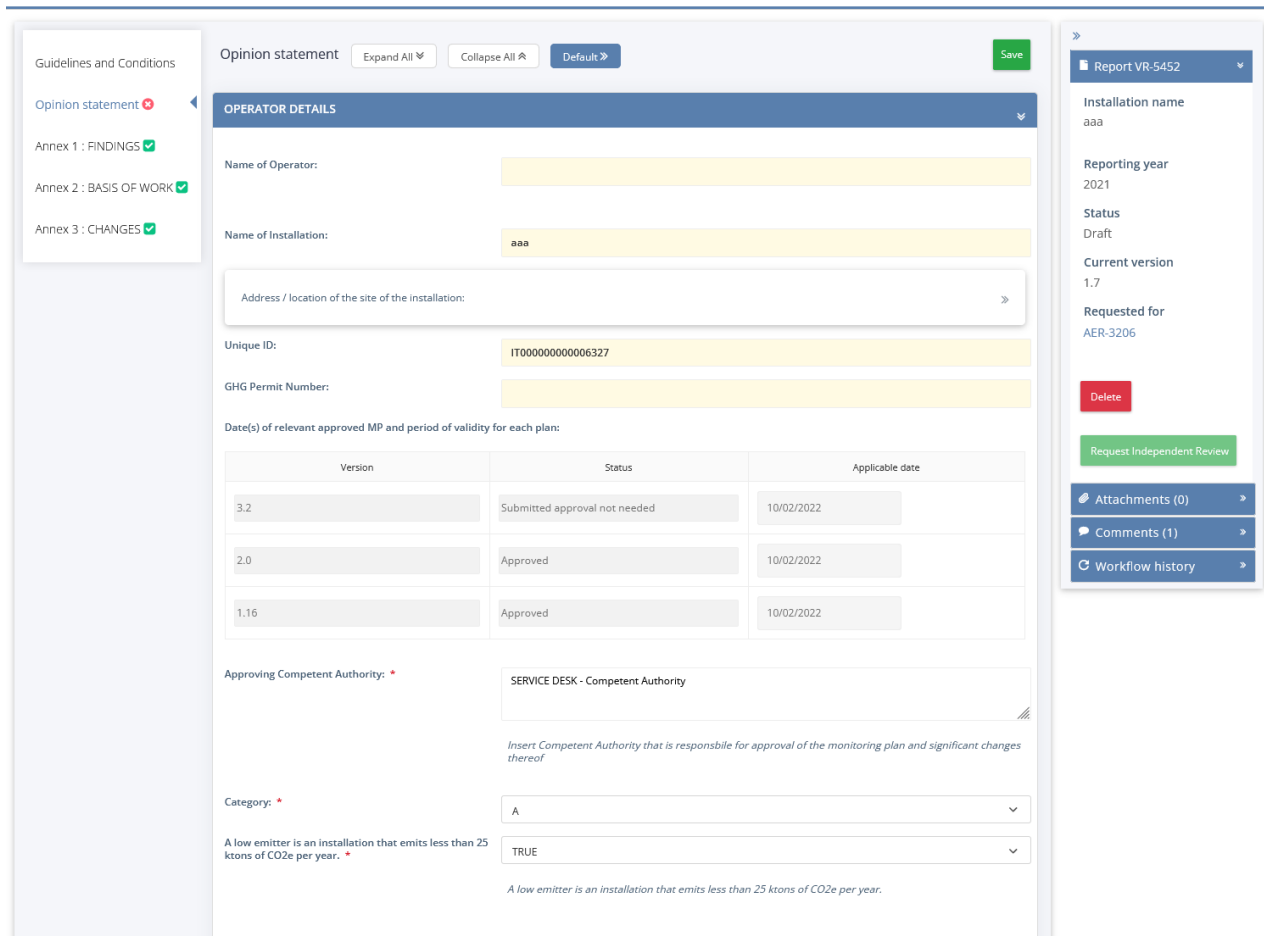
Part	Description
❯	Button to expand the area and show further details.
Add Comment	Button opening a pop-up that will allow you to write your comment and define both its visibility and its sensitivity.
Comment details	Sub-area showing: - The comment - The name of the user who wrote the comment - The profile 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.

The "History of submission" 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.

2.4.5 Opinion Statement

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

The "right menu" 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.

Part	Description
Comment details	Sub-area showing: - 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.

2.5   Interface for Improvement Report
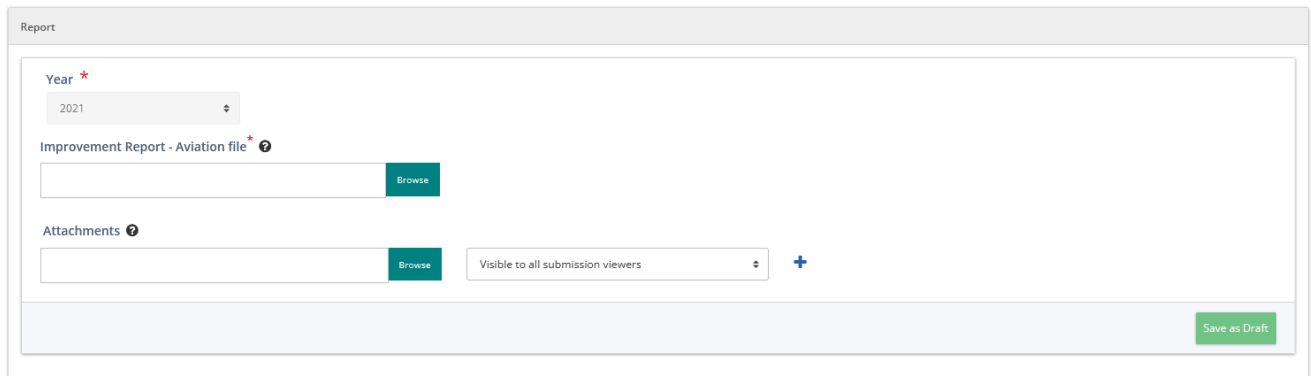
This section describes the interface elements related to the Improvement Report management.

This section contains the following topics:

Chapter	Topic	Page
§2.5.1	*Create a new IR (aviation)*	96
§2.5.2	*Create a new IR (installation)*	97
§2.5.3	*Improvement Report details (aviation)*	99
§2.5.4	*Improvement Report details (installation)*	101

2.5.1 Create a new IR (aviation)

This page is displayed when you initiate the creation of a new aviation Improvement Report.
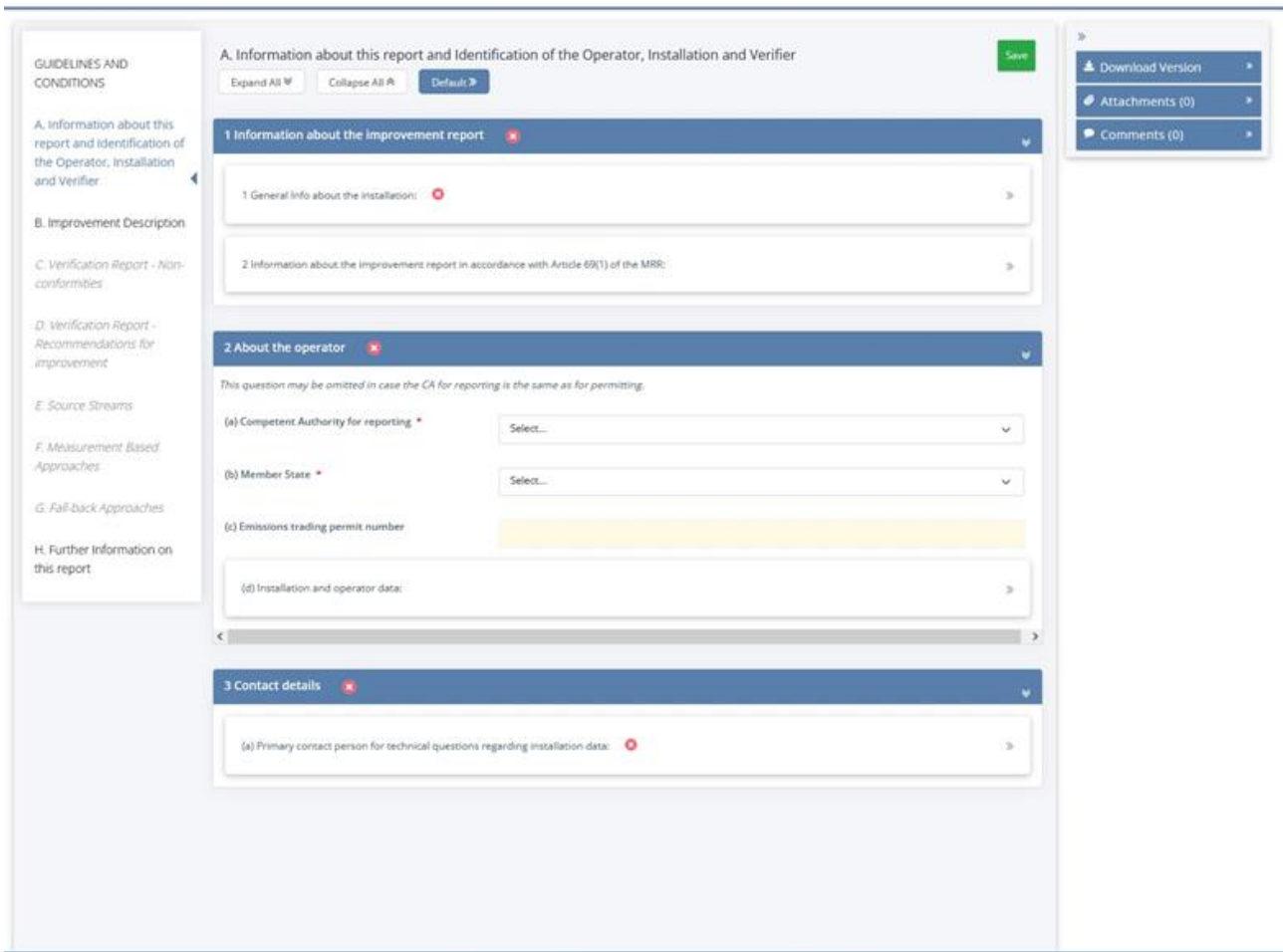
The page is composed of the following significant elements:

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 23.
✚	Button to upload additional attachments.
Save As Draft	Button to save your Improvement Report as Draft.

2.5.2   Create a new IR (installation)

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

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 report. 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. This icon ☑ indicates that all mandatory fields from the section are filled in.
Form	Fields to be completed. The content of this area will differ depending on the selected section.
Displays Buttons	- **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

Part	Description
Report ID	This section is visible only after saving the report as Draft and it displays the following information: - 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.

2.5.3   Improvement Report details (aviation)

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

The "report" 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.

Part	Description
Add attachment	Button to upload an attachment.
Actions	Depending on the status and your profile, some buttons are available: - Delete - Submit - Revise

The "Comments" 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: - 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.

The "History of submission" 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.

2.5.4 Improvement Report details (installation)

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

The "Guidelines and conditions" 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.

The "right menu" 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.

Part	Description
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: - 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.