



## European Commission - DG CLIMA

EU-ETS-Reporting Service Desk

EU-ETS Reporting tool - User Manual

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			Update: - Minor updates
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# Document Overview

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## Introduction

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

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

Every year, operators must submit an emissions report. The data for a given year must be verified by an accredited verifier by 31 March of the following year. Once verified, operators must surrender the equivalent number of allowances by 30 April of that year.

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.

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## Contents

This publication contains the following chapters:

Topic	Page
Description of the tasks	9
Description of the user interface	58

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# Conventions

## Introduction

The following conventions are applied in this documentation.

## Name of the interface topic

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

The screenshot shows the 'Organisation details' form in the EU ETS Reporting Tool. The form is titled 'Organisation details' and includes several sections. The 'Organisation type' field is highlighted with a red circle and contains the value 'Aircraft Operator'. Other fields include 'Aircraft Operator name' (Aircraft Operator SZA), 'CRCO identification no.', 'Location' (Italy), 'Status' (Active), 'Address line 1', 'Address line 2', 'Country', 'City', 'Postal code', 'Created by' (n005hrkv), 'Created on' (13/06/2022, 14:07), 'Last updated by' (n005hrkv), and 'Last updated on' (13/06/2022, 14:08). The form also includes 'Back' and 'Edit' buttons at the bottom right.

## Conventions

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

Part	Function
Page name	The name of the page is written between quotes (e.g. "Organisation details", "Monitoring Plan").
Button	The name (label) of a button used in a procedure is written in <b>bold</b> .
Field	The name (label) of a field used in a procedure is written in <b>bold</b> .



# Chapter 1. Description of the tasks

## Overview

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### Introduction

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

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### Contents

This chapter contains the following topics:

Section	Page
Starting the application	10
Organisations management	16
Reports	21

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## Section 1. Starting the application

### Overview

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#### Introduction

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

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

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#### Contents

This section contains the following topics:

Topic	Page
About the user roles	11
Login and registration	12
Switch role	15

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## About the user roles

### Introduction

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

### Users

There are five types of users available in the system:

User	Definition
Installation's operator	Users appointed to installations. Users of this type can only see the organisations they are appointed to.
Aircraft's operator	Users appointed to aircraft operators. Users of this type can only see the organisations they are appointed to.
Verifier	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	There are 3 types of Competent Authority users: <ul style="list-style-type: none"> <li>- Competent Authority (General)</li> <li>- Competent Authority (Installation)</li> <li>- Competent Authority (Aircraft Operator)</li> </ul> The purpose is to limit the scope of the Competent Authority to a specific organisation type (installation or aircraft operator) or not (general). Users of this type work as administrators of the organisations registered for their Member State and region.
European Commission	This type of user acts as a system administrator.

### Roles

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

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

*Continued on next page*

## About the user roles, Continued

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**Verifier roles**

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

---

# Login and registration

## Introduction

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

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
Domain selection	60
User registration	61
MRV Homepage	62

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

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

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

## Steps to register

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


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

## Session timeout

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

## Steps to logout

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

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



## Switch role

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### Introduction

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

For this reason, you need to switch your role to work on one organisation or another.

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### User Interface


The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
My Profile	65

---

### Steps to switch roles

Execute the following steps:

Step	Action
1	Click on the <b>My Profile</b> 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 <b>Switch</b> on the pop-up confirmation message displayed.
4	You can see your role change displayed on the top right corner of the screen.

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## Section 2. Organisations management

### Overview

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**Introduction**

This section describes the tasks related to organisations.

---

**Contents**

This section contains the following topics:

Topic	Page
View and work with organisations	17
Manage organisations' members	19
Verifier appointment	20

---



# View and work with organisations

## Introduction

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


## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
My Profile	65
Organisation details	67

## View my organisation

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






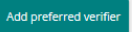
Step	Action
1	Click on your <b>Organisation details</b> button  at the top right corner of the screen.

You can now see the organisation details and the members list. If the organisation is an installation or an aircraft operator, you can also find attachments if any are available.

As an alternative path, you can access your organisation details page by clicking on your organisation name within the **My Profile** page.

## What can I do with my organisation?

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

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

For more information regarding the organisation's **members management**, please refer to topic "Manage organisations' members" on page 19.

*Continued on next page*

## View and work with organisations, Continued

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### 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 <b>Edit</b> .
2	Perform the necessary modifications.
3	Click <b>Update</b> .

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

---

### Steps to add attachments to an organisation details

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

Execute the following steps from the organisation details page:


Step	Action
1	Click <b>Add attachment</b> .
2	Search in your computer for the file to upload.
3	The file is uploaded and can be found by any user having access to the organisation details page.

---

### Steps to delete attachments from an organisation

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

Execute the following steps from the organisation details page:

Step	Action
1	Retrieve the attachment to delete.
2	Click  .
3	A confirmation message is displayed. Click <b>Delete</b> again to confirm.

---

# Manage organisations' members

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## Introduction

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

---

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
My Profile	65
Organisation details	67
Add members	71

---

## Steps to add members

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

Step	Action
1	Click the <b>Add New Member</b> 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 <b>Add Member</b> .

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

---

# Verifier appointment

## Introduction

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

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

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Organisation details	67

## 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 <b>Add preferred verifier</b> 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 <b>Assign</b> .
3	A confirmation message is displayed. Click <b>Add</b> .
4	The assignment becomes effective immediately and the assigned verifier details are displayed in the “Preferred verifier” section.

## Steps to unassign a verifier

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

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

## Section 3. Reports

### Overview

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**Introduction**

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

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**Content**

This section contains the following topics:

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Monitoring Plans management	25
Annual Emission Reports	35
Improvement Reports	49

---

# View and work with Reports

## Introduction

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

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Monitoring Plan details (aviation)	76
Monitoring Plan details (installation)	79
Annual Emission Report details (aviation)	88
Annual Emission Report details (installation)	91
Improvement Report details (aviation)	100
Improvement Report details (installation)	104

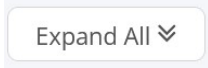
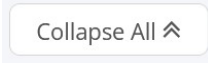
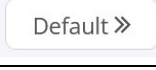
## How to view the details of a report

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

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




## Actions available on all reports

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

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

## Actions available on Aviation's Reports

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










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

*Continued on next page*

## View and work with Reports, Continued














### Actions available on Aviation's Reports

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

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

### Actions available on Installation's Reports

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

Action	Interface
<b>Download</b> the report files (in PDF and XML format). This action is not available when the report is on "Draft" status.	<a href="#">Download Version</a> 
<b>Share the report with CA.</b> Only for an Installation report in "Draft" status.	<b>Share report with CA</b> <input type="checkbox"/>
<b>Add attachments</b> (except viewer roles).	<a href="#">Add Attachment</a> 
<b>View attachments</b> (depending on the visibility selected when uploading an attachment).	 <b>Attachments (1)</b>  
<b>Delete attachments</b> (depending on your role and the visibility of attachment).	
<b>Add comments</b> to it (except viewer roles).	<a href="#">Add a comment</a> 
<b>View comments</b> (depending on the visibility selected when adding your comment).	 <b>Comments (1)</b> 
<b>Edit and delete comments submitted by you.</b>	 
Consult the <b>Workflow History</b> of the report. You can also <b>view the Full History</b> to consult a previous version and download it in PDF or XML format. Click <b>Return to the latest version</b> to exit this view	 <b>Workflow history</b>  <a href="#">View full history</a>

Continued on next page

## View and work with Reports, Continued

### How to add comments to a report

Execute the following steps from the report details page:

Step	Action
1	Click <b>Add Comment</b> .
2	Check the <b>Sensitive</b> box to signify that the content is sensitive.
3	Define the visibility of your comment and write your comment.
4	Click <b>Add</b> .

### How to add attachments to a report

Execute the following steps from the report details page:

Step	Action
1	Click <b>Add Attachment</b> .
2	Click <b>Browse</b> to search in your computer for the file to upload. The attachments needs to meet the following requirements: <ul style="list-style-type: none"> <li>- Maximum number of files: 50</li> <li>- Maximum size: 20 Mb</li> <li>- Supported file types: docx, doc, xls,xlsx, ppt, pptx, pdf, jpg, png, vsdx, vsd</li> </ul>
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 <b>Upload</b> .

### Visibility of attachments and comments

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

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

### E-mail notifications

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

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

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

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



# Monitoring Plans management

## Overview

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### Introduction

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

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### Content

This section contains the following topics:

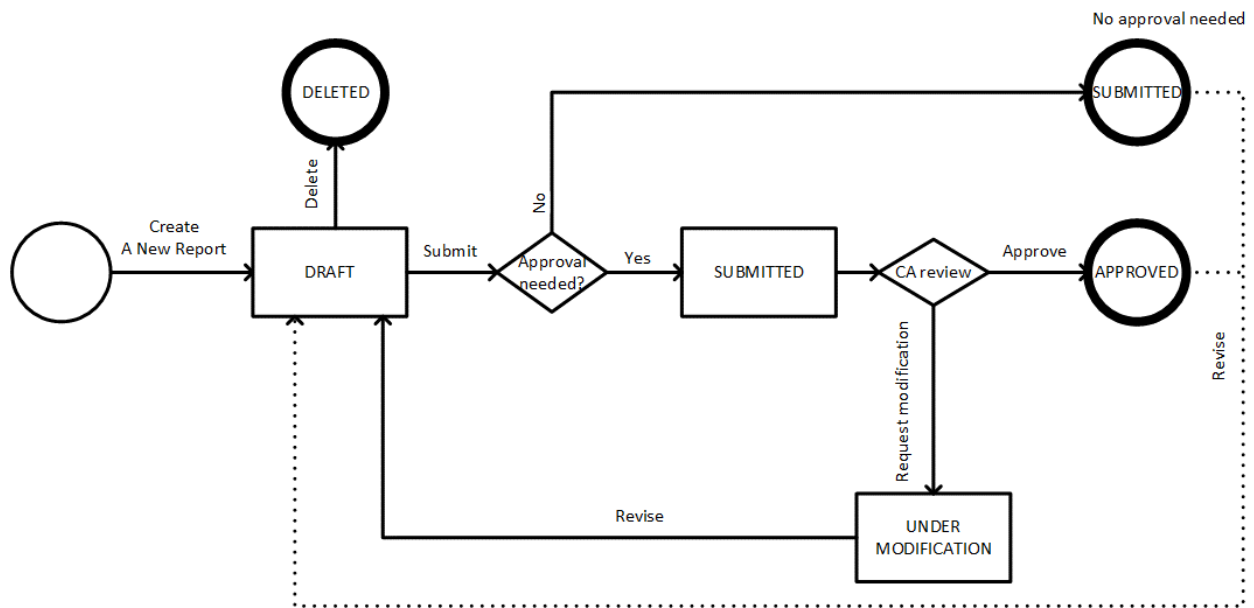
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Submit a Monitoring Plan (installation)	33
Revise a Monitoring Plan	34

---

## About Monitoring Plans

### Workflow

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



### Description

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

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

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

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

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

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

## Create a Monitoring Plan (aviation)

### Introduction

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

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

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

### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan (aviation)	73

### Draft a Monitoring Plan

Execute the following steps from the homepage of the application:

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

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



# Create a Monitoring Plan (installation)

## Introduction

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

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](https://ec.europa.eu/clima/policies/ets/monitoring_en#tab-0-1).

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

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



## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan (installation)	74

## Create a Monitoring Plan

Execute the following steps from the homepage of the application:

Step	Action
1	Click <b>Create A New Report</b> from the "Monitoring Plan" area.
2	For each section from <b>Guidelines and conditions</b> , 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 <b>Save</b> 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 <b>share</b> it with your Competent Authority, add <b>comments</b> or <b>attachments</b> 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 Home page, you can see that the Monitoring Plan is in status DRAFT.



## Work on a Draft Monitoring Plan (aviation)

### Introduction

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

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

When you consider the Monitoring Plan is ready, you can Submit it. Please refer to topic "Submit a Monitoring Plan (aviation)" on page 32 for more details.

### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan (aviation)	73
Monitoring Plan details (aviation)	76

### Edit a Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

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

### Upload a new version of the Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

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

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

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

### Delete the Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click <b>Delete</b> .
2	A confirmation message is displayed. Click <b>Delete</b> again to confirm.

## Work on a Draft Monitoring Plan (installation)

### Introduction

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

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

When you consider the Monitoring Plan is ready, you can **Submit** it. Please refer to topic "Submit a Monitoring Plan (installation)" on page 33 for more details.




### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan (installation)	74
Monitoring Plan details (installation)	79

### Edit a Monitoring Plan

Execute the following steps from the Home page:

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

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

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

### Delete the Monitoring Plan

Execute the following steps from the Monitoring Plan page:

Step	Action
1	Click <b>Delete</b> .
2	A confirmation message is displayed. Click <b>Delete</b> again to confirm.

*Continued on next page*

## Work on a Draft Monitoring Plan (installation), Continued

---

### 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.

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.

---

# Submit a Monitoring Plan (aviation)

## Introduction

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

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan (aviation)	73
Monitoring Plan details (aviation)	76

## Submit a Monitoring Plan

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

Step	Action
1	Click <b>Submit</b> .
2	A confirmation message is displayed. Click <b>Submit</b> 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.



# Submit a Monitoring Plan (installation)

## Introduction



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


## User Interface


The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan (installation)	74
Monitoring Plan details (installation)	79

## Submit a Monitoring Plan

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

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

Step	Action
1	When all sections are correctly completed with the green check  , the Submit button will become available. Click <b>Submit</b> .
2	A confirmation message is displayed. Click <b>Submit</b> 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.

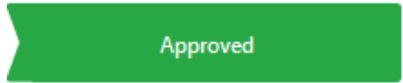
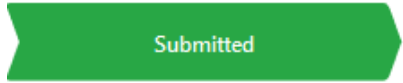
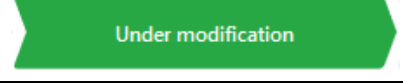


You will receive an e-mail notification when the Monitoring Plan is reviewed by the Competent Authority.

# Revise a Monitoring Plan

## Introduction

You can revise Monitoring Plans in the following statuses:

Action	Interface
<b>Approved</b>	
<b>Submitted</b> when the approval of a Competent Authority is not needed	
<b>Under modification</b> when additional information is requested by the Competent Authority	

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new Monitoring Plan	73
Monitoring Plan details	76

## Revise and resubmit a Monitoring Plan

Execute the following steps from the Monitoring Plan details page:

Step	Action
1	Click <b>Revise</b> .
2	A confirmation message is displayed. Click <b>Revise</b> again to confirm.

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



# Annual Emission Reports

## Overview

---

**Introduction**

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

---

**Content**

This section contains the following topics:

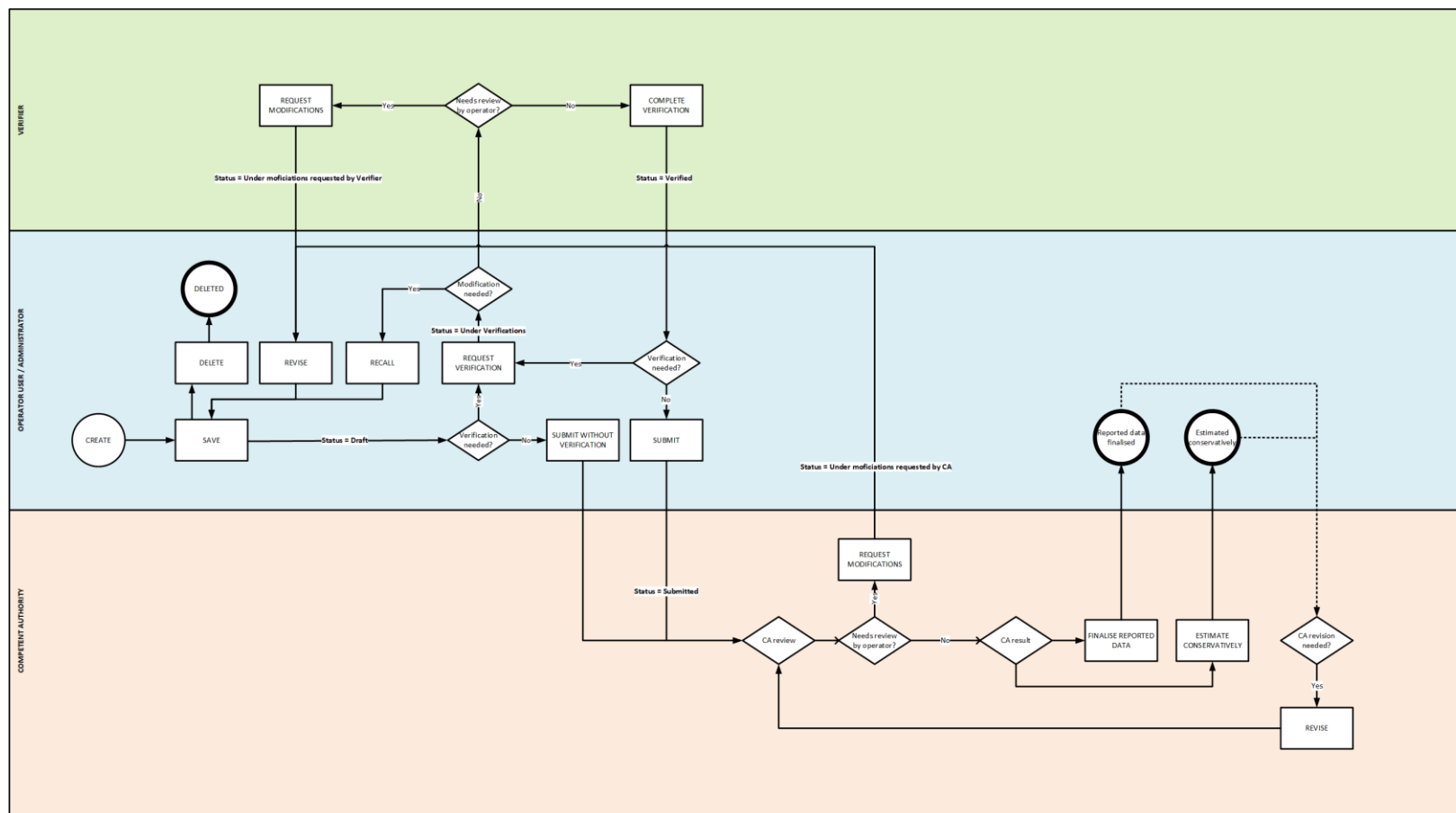
Topic	Page
About Annual Emission Report	36
Create an Annual Emission Report (aviation)	38
Create an Annual Emission Report (installation)	39
Work on a Draft Annual Emission Report	40
Request verification of an Annual Emission Report	42
Verify an Annual Emission Report (aviation)	43
Verify an Annual Emission Report (installation)	44
Submit an Annual Emission Report to your Competent Authority	47
Revise an Annual Emission Report	48

---

## About Annual Emission Report

## Workflow

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



Continued on next page

## About Annual Emission Report, Continued

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### Description

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

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

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

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

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

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

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

---

# Create an Annual Emission Report (aviation)

## Introduction

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

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

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

Viewer roles can only consult the details of the report.

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new AER report (aviation)	83

## Draft an Annual Emission Report

Execute the following steps from the homepage of the application:

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

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



# Create an Annual Emission Report (installation)

## Introduction

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

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

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

Viewer roles can only consult the details of the report.



## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new AER report (installation)	84

## Draft an Annual Emission Report

Execute the following steps from the homepage of the application:

Step	Action
1	Click <b>Create A New Report</b> 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 <b>Save</b> 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 <b>share</b> it with your Competent Authority, add <b>comments</b> or <b>attachments</b> 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 Home page, you can see that the Annual Emission Report is in status DRAFT.



## Work on a Draft Annual Emission Report

### Introduction

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

When you consider that the report is ready, you can **Submit** it. Please refer to topic "Submit an Annual Emission Report to your Competent Authority" on page 47 for more details.

### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Annual Emission Report details (aviation)	88
Annual Emission Report details (installation)	91

### 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.

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

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

### Load an MP to an installation Annual Emission Report

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

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




*Continued on next page*



## Work on a Draft Annual Emission Reports, Continued

### Edit an installation Annual Emission Report

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

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

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

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

### Upload a new version of the aviation Annual Emission Report

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

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

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

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

### Delete the Annual Emission Report

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

Step	Action
1	Click <b>Delete</b> .
2	A confirmation message is displayed. Click <b>Delete</b> again to confirm.

# Request verification of an Annual Emission Report

## Introduction

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

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

## User Interface

The following interface elements are displayed when executing this procedure:

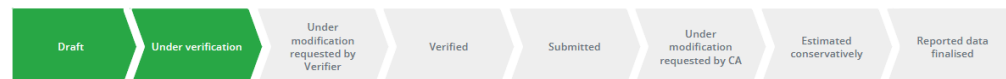
Interface element	Page
MRV Homepage	62
Annual Emission Report details (aviation)	88
Annual Emission Report details (installation)	91

## Request verification

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

Step	Action
1	Click <b>Request verification</b> .
2	A message is displayed. Click <b>Request verification</b> again to confirm.

The Annual Emission Report is now in status UNDER VERIFICATION.



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

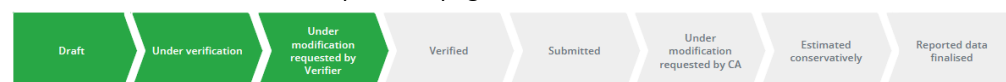
Annual Emission Reports under verification need to be reviewed by the verifier appointed to your organisation. More details can be found in topics “Verify an Annual Emission Report (aviation)” and “Verify an Annual Emission Report (installation)”.

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

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

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

If the status is UNDER MODIFICATION REQUESTED BY VERIFIER, please continue in topic “Revise an Annual Emission Report” on page 48.



If the status is VERIFIED, please continue in topic “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.

# Verify an Annual Emission Report (aviation)

## Introduction

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

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

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Annual Emission Report details (aviation)	88

## Upload verification report

Execute the following steps from the report details page:

Step	Action
1	Click <b>Browse / Upload A New Version</b> 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, xlsx
2	To finalise the upload, click <b>Open</b> .
3	The uploaded verification report can be downloaded or replaced by uploading a new version of the verification report.

## Finalise verification

Execute the following steps from the report details page:

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

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

# Verify an Annual Emission Report (installation)

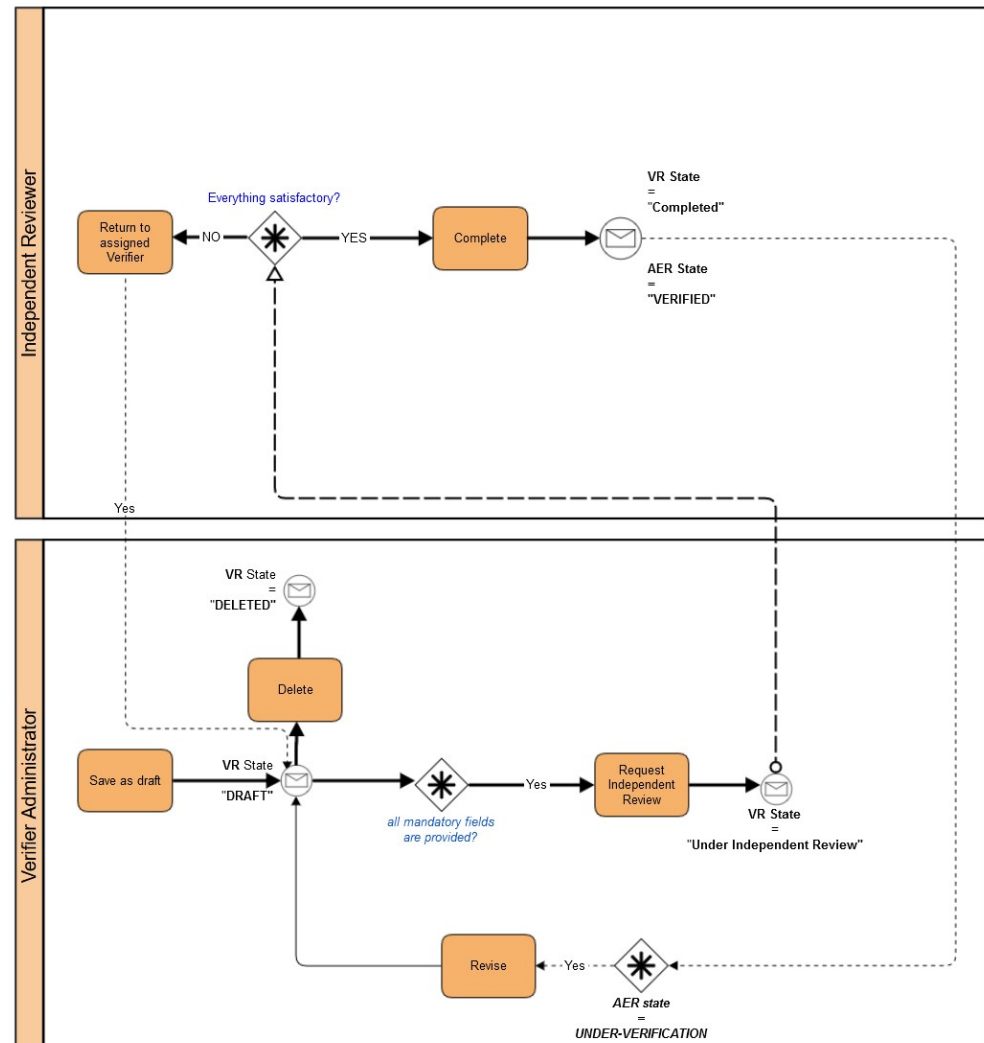
## Introduction

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

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

## Workflow

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



Continued on next page

## Verify an Annual Emission Report (installation), Continued



### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Annual Emission Report details (installation)	91
Opinion Statement	94

### Generate a verification report form

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

Step	Action
1	Click <b>Create a new verification report</b> .
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 <b>Save</b> 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 <b>comments</b> or <b>attachments</b> 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 <b>Delete</b> the Verification Report.

### Request an Independent Review

Execute the following steps from the verification report details page:

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

*Continued on next page*

## Verify an Annual Emission Report (installation), Continued

### Delete a verification report

Execute the following steps from the verification report details page:

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

### Request modification to the installation operator

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

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

### Finalise verification

This step has to be performed by an Independent Reviewer.

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

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

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

# Submit an Annual Emission Report to your Competent Authority

## Introduction

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

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Annual Emission Report details (aviation)	88
Annual Emission Report details (installation)	91

## Submit Annual Emission Reports

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

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

The Annual Emission Report is now in status SUBMITTED.



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

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

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

# Revise an Annual Emission Report

## Introduction

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

You can revise Annual Emission Reports in the following statuses:

Action	Interface
Under modification requested by Verified	
Under modification requested by CA	

## User Interface

The following interface elements are displayed when executing this procedure:

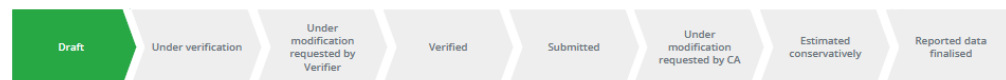
Interface element	Page
MRV Homepage	62
Annual Emission Report details (aviation)	88
Annual Emission Report details (installation)	91

## Revise and resubmit an Annual Emission Report

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

Step	Action
1	Click <b>Revise</b> .
2	A confirmation message is displayed. Click <b>Revise</b> again to confirm.

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



You can restart the process on topic “Work on a Draft ” on page 40.



# Improvement Reports

## Overview

---

**Introduction**

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

---

**Content**

This section contains the following topics:

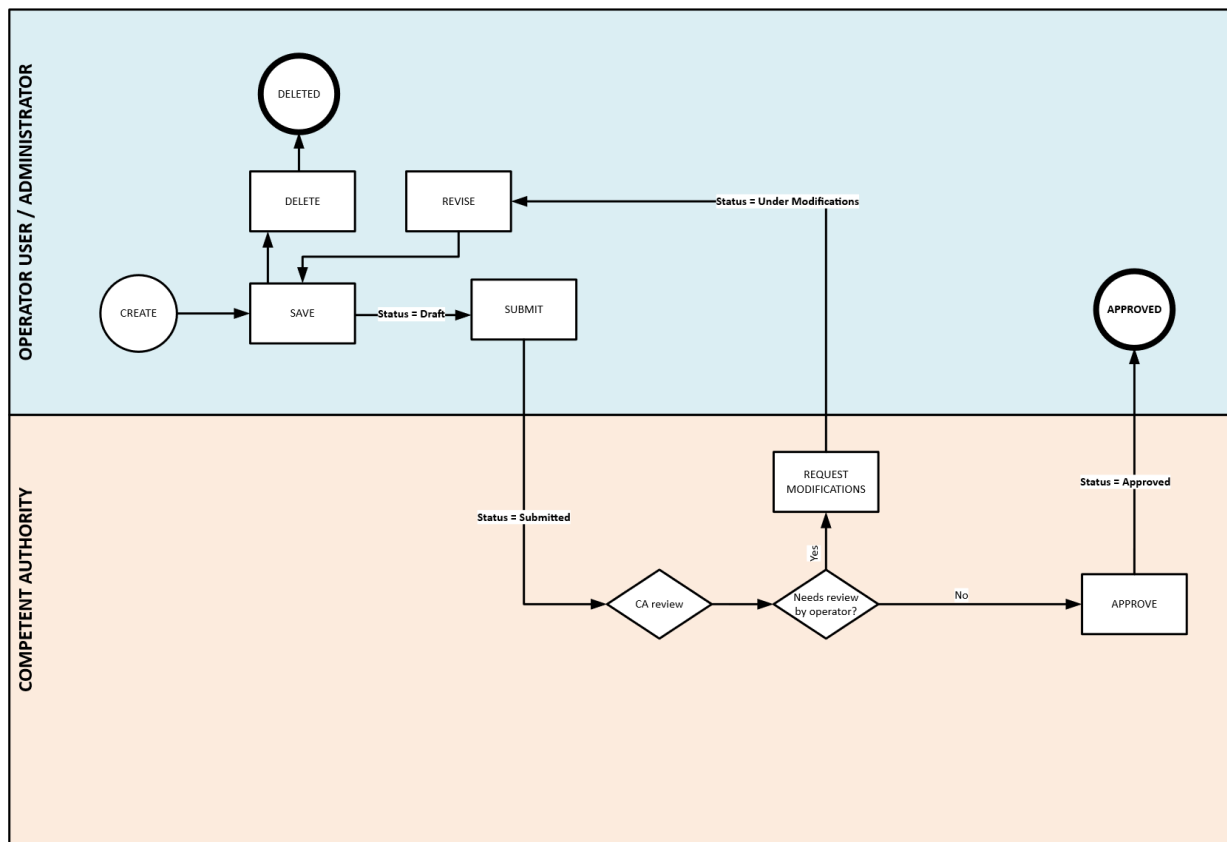
Topic	Page
About Improvement Reports	50
Create an Improvement Report (aviation)	51
Create an Improvement Report (installation)	52
Work on a Draft Improvement Report	53
Submit an Improvement Report (aviation)	55
Submit an Improvement Report (installation)	56
Revise an Improvement Report	57

---

## About Improvement Reports

### Workflow

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



### Description

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

It involves the Operator and the Competent Authority.

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

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

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

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

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

# Create an Improvement Report (aviation)

## Introduction

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

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

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

Viewer roles can only consult the details of the report.

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new IR (aviation)	97

## Draft an Improvement Report

Execute the following steps from the homepage of the application:

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

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



# Create an Improvement Report (installation)

## Introduction

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

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

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

Viewer roles can only consult the details of the report.



## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Create a new IR (installation)	98

## Draft an Improvement Report

Execute the following steps from the homepage of the application:

Step	Action
1	Click <b>Create A New Report</b> 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 <b>Save</b> 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 <b>share</b> it with your Competent Authority, add <b>comments</b> or <b>attachments</b> 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 Home page, you can see that the Improvement Report is in status DRAFT.



## Work on a Draft Improvement Report

### Introduction

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

When you consider that the report is ready, you can **Submit** it. Please refer to topic "Submit an Improvement Report (aviation)" on page 55 for more details.

### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Improvement Report details (aviation)	100
Improvement Report details (installation)	104

### 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.

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

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

### Upload a new version of the aviation Improvement Report

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

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

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




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

*Continued on next page*

## Work on a Draft Improvement Reports, Continued

### Edit an installation Improvement Report

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

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

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

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

### Delete the Monitoring Plan

Execute the following steps from the Monitoring Plan page:

Step	Action
1	Click <b>Delete</b> .
2	A confirmation message is displayed. Click <b>Delete</b> again to confirm.

## Submit an Improvement Report (aviation)

### Introduction

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

### User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Improvement Report details (aviation)	100

### Submit an Improvement Report

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

Step	Action
1	Click <b>Submit</b> .
2	A confirmation message is displayed. Click <b>Submit</b> again to confirm.

The Improvement Report is now in status SUBMITTED.



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

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



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

# Submit an Improvement Report (installation)

## Introduction



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


## User Interface


The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Improvement Report details (installation)Monitoring Plan details (installation)	104

## Submit an Improvement Report

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

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

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

The Improvement Report is now in status SUBMITTED.



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

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



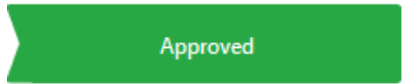
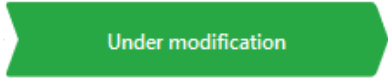
You will receive an e-mail notification when the Improvement Report is reviewed by the Competent Authority.



# Revise an Improvement Report

## Introduction

You can revise Improvement Report in the following statuses:

Action	Interface
<b>Approved</b>	
<b>Under modification</b> when additional information is requested by the Competent Authority	

## User Interface

The following interface elements are displayed when executing this procedure:

Interface element	Page
MRV Homepage	62
Improvement Report details (aviation)	100
Improvement Report details (installation)	104

## Revise and resubmit an Improvement Report

Execute the following steps from the Improvement Report details page:

Step	Action
1	Click <b>Revise</b> .
2	A confirmation message is displayed. Click <b>Revise</b> again to confirm.

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



## Chapter 2. Description of the user interface

### Overview

---

**Introduction**

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

---

**Contents**

This chapter contains the following topics:

Topic	Page
Interface for starting the application	59
Interface for organisations management	66
Interface for Monitoring Plans management	72
Interface for	82

---

## Section 1. Interface for starting the application

### Overview

---

**Introduction**

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

---

**Content**

This section contains the following topics:

Topic	Page
Domain selection	60
User registration	61
MRV Homepage	62
My Profile	65

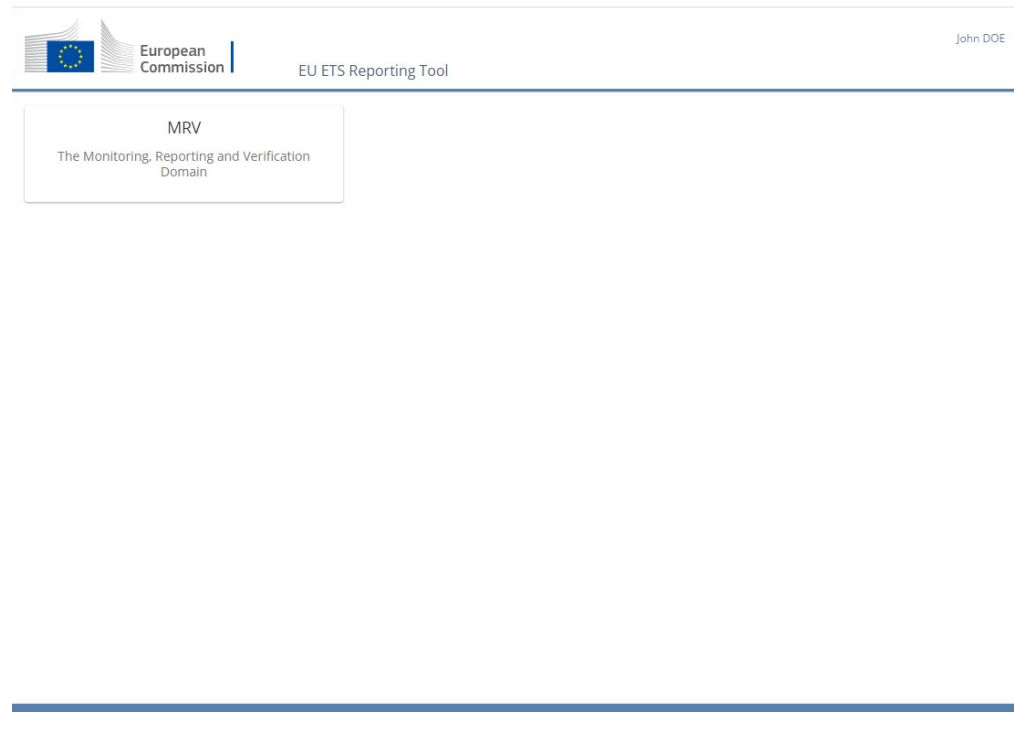
---

# Domain selection

## Introduction

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

## Image



## Description of the page

The page composed of the following significant elements:

Part	Description
MRV	Button to access the section of the system related to MRV.

# User registration

## Introduction

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

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

## Image

The screenshot shows the 'EU ETS Reporting Tool : MRV' page. At the top, there's a header with the European Commission logo and the user name 'John Doe'. Below the header, a message states 'You are not registered in the system'. A note indicates that basic user information is retrieved from EU Login and is non-editable, with a link to 'here'. The form contains three input fields: 'Member ID' (with a redacted value), 'First name' (John), and 'Last name' (Doe). Below these are two sections: 'Terms and conditions' and 'Privacy statement', each with a checkbox and an asterisk indicating they are required. At the bottom, there is a green 'Register' button and a note '\*Required agreements'.

## Description of the page

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: <ul style="list-style-type: none"> <li>- Member ID (i.e. your EU Login username)</li> <li>- First Name</li> <li>- Last Name</li> <li>- E-mail</li> <li>- Phone</li> </ul>
Terms and conditions	Checkbox to agree with the terms and conditions. This is a mandatory field.
Privacy statements	Checkbox to agree with the privacy statements. This is a mandatory field.
Register	Button to finalise your registration. All mandatory fields must be filled in to be able to complete this action.

# MRV Homepage

## Introduction

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

## Image

The screenshot displays the MRV (Monitoring, Reporting, Verification) homepage. At the top, there is a header with the European Commission logo, the text "EU ETS Reporting Tool : MRV", and a user role indicator "Installation Administrator in SD Installation".

The main content area is divided into three sections:






- Monitoring Plan:** This section shows a report ID "MP-4501" and a progress bar with stages: Draft (active), Submitted, Under modification, and Approved. It also includes a "Latest Update" section stating "Version v1.10 created on 14/03/2023 at 14:03/2023, 12:47 by [redacted]". Below this, there are tabs for "Information" and "Workflow History". The "Information" tab shows details like "Applicable date", "Attachments", and "Comments". The "Workflow History" tab shows a table of workflow steps with dates and times. A "Delete" button is also present.
- Annual Emission Report - 2021:** This section shows a progress bar with stages: Draft, Under verification, Under modification requested by Verifier, Verified, Submitted, Under Conservative Estimation, Under modification requested by CA, Estimated conservatively, and Reported data finalised. A message states "No report has been created yet" and there is a "Create a new report" button.
- Annual Emission Report - 2022:** This section is identical to the 2021 report, showing the same progress bar stages and a "No report has been created yet" message with a "Create a new report" button.
- Improvement report - 2021:** This section shows a progress bar with stages: Draft, Submitted, Under modification, and Approved. A message states "No report has been created yet" and there is a "Create a new report" button.

*Continued on next page*

## MRV Homepage, Continued

### Description of the header area

The 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: 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 “ <b>My Profile</b> ” page where you can see your roles in the application and switch from one to another.
	Button to access to your “ <b>Organisation details</b> ” page.
	Button to open the “Emission Trading System – MRV reporting” help page, containing the documentation and other training material.
	Button “Logout”. It disconnects you from the EU ETS Reporting Tool application.

*Continued on next page*

## MRV Homepage, Continued

### Description of the reports area

The area is composed of the following significant elements:

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

### Description of the footer area

The area is composed of the following significant elements:

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



# My Profile

## Introduction

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

## Image

## My profile

The area is composed of the following significant elements:

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

## Domains

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

## My roles

The area is composed of the following significant elements:

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

## Section 2. Interface for organisations management

### Overview

---

**Introduction**

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

---

**Contents**

This section contains the following topics:

Topic	Page
Organisation details	67
Add members	71

---



## Organisation details, Continued

### Description of the “Organisation details” area

The area is composed of the following significant elements:

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

*Continued on next page*

## Organisation details, Continued

### Description of the "Member list" area

The area is composed of the following significant elements:

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

### Description of the "Assigned CA" area

The area is composed of the following significant elements:

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

*Continued on next page*

## Organisation details, Continued

### Description of the “Preferred verifier” area

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

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




### Description of the “Customers” area

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

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

### Description of the “Attachments” area

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

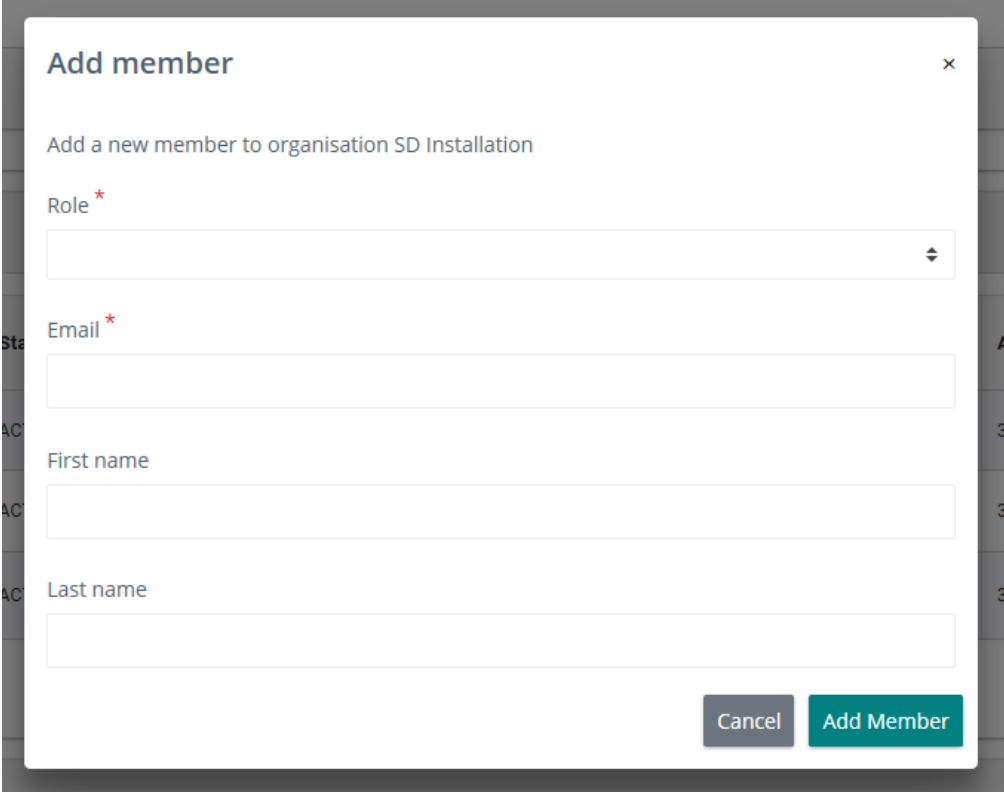
Part	Description
Add attachment	Only users with an “administrator” role can see this button to attach documents to the organisation details.
	Help tip message to provide details on the pre-requisites to add attachments.
	Button to download an attachment.
	Button to delete the attachment if it was uploaded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

# Add members

## Introduction

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

## Image



## Description

The page is composed of the following significant elements:

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

## Section 3.      Interface for Monitoring Plans management

### Overview

---

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

---

**Content**      This section contains the following topics:

Topic	Page
Create a new Monitoring Plan (aviation)	73
Create a new Monitoring Plan (installation)	74
Monitoring Plan details (aviation)	76
Monitoring Plan details (installation)	79

---



# Create a new Monitoring Plan (aviation)

## Introduction

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

## Image


The screenshot shows the 'Report' form in the EU ETS Reporting Tool: MRV. The form is titled 'Report' and contains the following elements:

- Revision type**: A dropdown menu with a red asterisk indicating it is required.
- Applicable date**: A text input field with a placeholder 'dd-MM-yyyy'.
- Monitoring plan - Aviation file**: A text input field with a 'Browse' button and a red asterisk indicating it is required.
- Attachments**: A text input field with a 'Browse' button and a red asterisk indicating it is required.
- Visibility**: A dropdown menu with the option 'Visible to all submission viewers' and a plus sign button to expand the list.
- Save As Draft**: A green button at the bottom right of the form.

The footer of the page includes links for 'Contact us', 'Climate Action', 'Privacy Statement', 'Version 1.0.1.3 (1c7951d) / 28-08-2020 08:37', and 'English'.

## Description

The page is composed of the following significant elements:

Part	Description
Revision type	Dropdown list allowing you to select the type of submission: <ul style="list-style-type: none"> <li>- New MP or significant modification</li> <li>- Non-significant modification</li> </ul>
Applicable date	Field to define the date as of which the Monitoring Plan is applicable.
Monitoring Plan – Aviation file	Click <b>Browse</b> to select the Monitoring Plan excel file to upload along with the Monitoring Plan submission.
Attachments	Click <b>Browse</b> 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 24.
	Button to allow the upload of additional attachments.
Save As Draft	Button to save your Monitoring Plan as Draft.

# Create a new Monitoring Plan (installation)


## Introduction

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

## Image

## Description

The page is composed of the following significant elements:

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



# Monitoring Plan details (aviation)

## Introduction

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

## Image

Report MP-3901

Revision type \*

New MP or significant modification

Status

Draft

Applicable date

-

Monitoring plan - Aviation file \*

01.xlsx (v1.0)

Downloaded 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




Download submission history

Continued on next page

## Monitoring Plan details (aviation), Continued




### Description of the "Report" area

The area is composed of the following significant elements:

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

### Description of the "Comments" area

The area is composed of the following significant elements:



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

*Continued on next page*

## Monitoring Plan details (aviation), Continued

### Description of the "History of submission" area

The area is composed of the following significant elements:

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

## Monitoring Plan details (installation)

## Introduction

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

**Image**

European Commission

EU ETS Reporting Tool : MRV

1

2

Installation Administrator in Installation Service Desk

GUIDELINES AND CONDITIONS

B. Operator & Installation Identification

C. Installation Description

D. Calculation Based Approaches

E. Source Streams

F. Measurement Based Approaches

G. Roll-back Approaches

H. N<sub>2</sub>O emissions

I. Determination of PFC emissions from production of primary aluminium

J. Determination of transferred or inherent CO<sub>2</sub>

K. Management & Control

L. Member State specific further information

B. Operator & Installation Identification

2 About the operator

(a) Competent Authority

SERVICE DESK - Competent Authority

(b) Member State

Belgium

(c) Emissions trading permit number

(d) Operator Name

Test 1

3 About your installation

(a) Name of the installation and the site on which it is located:

(b) Address / location of the site of the installation:

4 Contact details

Who can we contact about your monitoring plan?

It will help us to have someone who we can contact directly with any questions about your monitoring plan. The person you name should have the authority to act on behalf of the operator.

(a) Primary contact:

(b) Alternative contact:

Save

Report MR-3801

Share report with CA

☐

Installation name

Installation Service Desk

Revision type

Non-significant modification

Status

Draft

Current version

v3.2

Applicable date

13/08/2022

Submit

Approved versions (2)



Attachments (3)

Comments (1)

Workflow History

**Description of the “Guidelines and conditions” area**

The area is composed of the following significant elements:





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

*Continued on next page*

## Monitoring Plan details (installation), Continued

### Description of the “right menu” area

The area is composed of the following significant elements:

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





## Section 4. Interface for Annual Emission Report

### Overview

---

**Introduction**

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

---

**Content**

This section contains the following topics:

Topic	Page
Create a new AER report (aviation)	83
Create a new AER report (installation)	84
Annual Emission Report details (aviation)	88
Annual Emission Report details (installation)	91

---

## Create a new AER report (aviation)

### Introduction

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


### Image

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

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

### Description

The page is composed of the following significant elements:

Part	Description
Year	The applicable year of the Annual Emission Report to be created.
AER – Aviation file	Click <b>Browse</b> to select the Annual Emission Report excel file to upload along with the report submission.
Attachments	Click <b>Browse</b> 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 24.
	Button to upload additional attachments.
Save As Draft	Button to save your Monitoring Plan as Draft.

## Create a new AER report (installation)

---

### Introduction

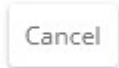
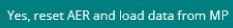
This popup is displayed when you initiate the creation of a new installation Annual Emission Report if an approved Monitor Plan exist.

### Image



### Description

The popup is composed of the following significant elements:

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

# Create a new AER report (installation), Continued

## Introduction

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

## Image

The screenshot displays a web form for creating a new installation Annual Emission Report (AER). The form is organized into a sidebar with a table of contents and a main content area with expandable sections.

**Table of Contents (Left Sidebar):**

- 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

**Main Content Area:**

**A. Identification of the Operator, Installation and Verifier** (Expanded)

**2 About the operator**

- (a) Competent Authority for reporting: Select...
- (b) Member State / Country: Select...
- (c) Emissions trading permit number: [Yellow highlighted field]
- (d) Operator data: [Red icon]

**3 About your installation and the monitoring plan**

- (a) Name of the installation and the site on which it is located: [Red icon]
- (b) Address / location of the site of the installation: [Red icon]
- (c) Reporting under Regulation (EC) no. 166/2006 (EPRT): [Red icon]
- (d) Competent Authority for permitting: [Red icon]
- (e) Have there been changes in monitoring plan compared to previous year?: Select...
- (f) Comments: [Text area with rich text editor toolbar]

**Right Sidebar:**

- Download Version
- Attachments (0)
- Comments (0)

Image

The screenshot displays the 'EU ETS Reporting Tool - MRV' interface. The top navigation bar includes the European Commission logo, the title 'EU ETS Reporting Tool - MRV', and a user profile 'Installation Administrator in Installation Service Desk'. A left sidebar lists 'GUIDELINES AND CONDITIONS' with sections A through I. The main content area is divided into two sections: 'A. Identification of the Operator, Installation and Verifier' and 'B. About the operator'. Section A includes fields for (a) Competent Authority for reporting (SERVICE DESK - Competent Authority), (b) Member State / Country (Belgium), (c) Emissions trading permit number, and (d) Operator data. Section B includes fields for (a) Name of the installation and the site on which it is located, (b) Address / location of the site of the installation, (c) Reporting under Regulation (EC) no. 166/2006 (EPRT), (d) Competent Authority for permitting (with a 'This field is required' error message), and (e) Have there been changes in monitoring plan. A right sidebar shows report details for 'Report AER-4452', including 'Share report with CA', 'Installation name', 'Reporting year', 'Status', 'Current version', and 'Monitoring Plan'. It also features buttons for 'Submit without VR', 'Delete', and 'Request verification', along with links for 'Attachments (0)', 'Comments (0)', and 'Workflow history'.

European Commission | EU ETS Reporting Tool - MRV | Installation Administrator in Installation Service Desk

**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 PPC emissions from production of primary aluminium
- G. Data gaps
- H. Additional information
- I. Summary

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

**2 About the operator**

(a) Competent Authority for reporting \* SERVICE DESK - Competent Authority

(b) Member State / Country \* Belgium

(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 (EPRT)

(d) Competent Authority for permitting \* This field is required

(e) Have there been changes in monitoring plan

**Report AER-4452**

Share report with CA

Installation name  
Installation Service Desk

Reporting year  
2022

Status  
Draft

Current version  
v1.0

Monitoring Plan  
MP-3801 v2.0

Submit without VR

Delete

Request verification

Attachments (0)

Comments (0)




Workflow history

Continued on next page

## Create a new AER report (installation), Continued

### Description

The page is composed of the following significant elements:

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

# Annual Emission Report details (aviation)

## Introduction

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

## Image

Report AER-4201


Year <sup>+</sup>


2021

Status




Under verification


Annual Emission Report - Aviation file <sup>+</sup>

Add\_by\_Verifier.xlsx (v1.0) 

Uploaded on 21/10/2022, 11:15 by 

Attachments <sup>+</sup>

Add\_by\_Verifier.xlsx   


zzzz Created on the 21/10/2022, 11:15 by  Visible to all submission viewers

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










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

Comments [Add comment](#) <sup>+</sup>

Test

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

History of submission <sup>+</sup>

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

showing 1 to 7 of 7 records

[Download submission history](#)





*Continued on next page*



## Annual Emission Report details (aviation), Continued

### Description of the "Report" area

The area is composed of the following significant elements:




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

*Continued on next page*

## Annual Emission Report details (aviation), Continued



### Description of the "Comments" area

The area is composed of the following significant elements:

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

### Description of the "History of submission" area

The area is composed of the following significant elements:

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

# Annual Emission Report details (installation)

## Introduction

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

## Image

**GUIDELINES AND CONDITIONS**

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

**2 About the operator**

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

(b) Member State / Country: Austria

(c) Emissions trading permit number: [Yellow box]

(d) Operator data: [Right arrow]

**3 About your installation and the monitoring plan**

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

(b) Address / location of the site of the installation: [Right arrow]

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

(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: [Right arrow]

(b) Alternative contact person: [Right arrow]

**5 Verifier contact**

(a) Name and address of the verifier: [Right arrow]

(b) Contact person for the verifier: [Right arrow]

(c) Information about the verifier's accreditation or certification: [Right arrow]

**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

Review

Download Version

Attachments (0)

Comments (1)

Workflow history

Go to top

Continued on next page

## Annual Emission Report details (installation), Continued

### Description of the “right menu” area





The area is composed of the following significant elements:

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

*Continued on next page*

## Annual Emission Report details (installation), Continued

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

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

# Opinion Statement

**Introduction** This page is displayed when you view the details of an installation Annual Emission Report.

**Image**

Guidelines and Conditions

Opinion statement

Annex 1 : FINDINGS

Annex 2 : BASIS OF WORK

Annex 3 : CHANGES

Opinion statement

Expand All

Collapse All

Default

Save

OPERATOR DETAILS

Name of Operator:

Name of Installation:

Address / location of the site of the installation:

Unique ID:

GHG Permit Number:

Date(s) of relevant approved MP and period of validity for each plan:

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

Approving Competent Authority:

Category:

A low emitter is an installation that emits less than 25 ktons of CO2e per year.

Report VR-5452

Installation name

Reporting year

Status

Current version

Requested for

Delete

Request Independent Review

Attachments (0)

Comments (1)





Workflow history

Continued on next page

## Opinion Statement, Continued

### Description of the “right menu” area

The area is composed of the following significant elements:

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

## Section 5. Interface for Improvement Report

### Overview

---

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

---

**Content** This section contains the following topics:

Topic	Page
Create a new IR aviation	83
Create a new IR install	84
Improvement Report details (aviation)	100
Improvement Report details (installation)	104

---



# Create a new IR (aviation)


## Introduction

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

## Image

## Description

The page is composed of the following significant elements:

Part	Description
Year	The applicable year of the Improvement Report to be created.
Improvement Report – Aviation file	Click <b>Browse</b> to select the Improvement Report excel file to upload along with the report submission.
Attachments	Click <b>Browse</b> 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 24.
	Button to upload additional attachments.
Save As Draft	Button to save your Improvement Report as Draft.

# Create a new IR (installation)

## Introduction

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

## Image

The screenshot displays a web form for creating a new installation improvement report. The form is organized into sections, with a left sidebar for navigation and a right sidebar for additional actions.

**Left Sidebar: GUIDELINES AND CONDITIONS**

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

**Main Form Content:**

**A. Information about this report and Identification of the Operator, Installation and Verifier** (Save button)

Expand All | Collapse All | Default

**1 Information about the Improvement report**

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

**2 About the operator**

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

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

**3 Contact details**

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

**Right Sidebar:**




- Download Version
- Attachments (0)
- Comments (0)

Continued on next page

## Create a new IR (installation), Continued

### Description

The page is composed of the following significant elements:

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

# Improvement Report details (aviation)

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

**Image**

Report IR-3805

Year <sup>+</sup>

2021

5

Status

Draft

Improvement Report - Aviation file <sup>+</sup>

01.xlsx (v1.0)

Uploaded on 14 Jun 2022 by

Upload A New Version

Attachments <sup>?</sup>

02.xlsx

xxxx Created on the 14/06/2022, 14:29 by

Visible to all submission viewers

Download All

Add Attachment

Back

Delete

Submit

Comments

Add comment

History of submission

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

showing 1 to 9 of 9 records




Download submission history

Continued on next page

## Improvement Report details (aviation), Continued





### Description of the "Report" area

The area is composed of the following significant elements:

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

### Description of the "Comments" area

The area is composed of the following significant elements:

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



*Continued on next page*



## Improvement Report details (aviation), Continued

### Description of the "History of submission" area

The area is composed of the following significant elements:

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

# Improvement Report details (installation)

## Introduction

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

## Image

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

- 1 Information about the improvement report**
  - 1 General Info about the installation:
  - 2 Information about the improvement report in accordance with Article 6(1) of the MRR:
- 2 About the operator**
  - This question may be omitted in case the CA for reporting is the same as for permitting.
  - (a) Competent Authority for reporting: SERVICE DESK - Competent Authority
  - (b) Member State: Belgium
  - (c) Emissions trading permit number:
  - (d) Installation and operator data:
- 3 Contact details**
  - (a) Primary contact person for technical questions regarding installation data:

On the left, a sidebar titled 'GUIDELINES AND CONDITIONS' lists sections A through H. On the right, a sidebar shows report details: 'Report R-3851', 'Share report with CA', 'Installation name: Installation Service Desk', 'Reporting year: 2021', 'Status: Draft', 'Current version: 1.1', and buttons for 'Delete' and 'Submit'. It also includes links for 'Attachments (0)', 'Comments (1)', and 'Workflow history'.



*Continued on next page*



## Improvement Report details (installation), Continued





### Description of the “Guidelines and conditions” area

The area is composed of the following significant elements:

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

### Description of the “right menu” area

The area is composed of the following significant elements:

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