REPORTING ON CO$_2$ EMISSIONS (2019 and 2020)

According to Annex 16, Volume IV, Part II, Chapter 2, 2.3.2.2, for the years 2019 and 2020, each *"State shall submit a report to ICAO"* that contains the total annual CO$_2$ emissions per State pair aggregated for all aeroplane operators attributed to the State (in tonnes) as per Appendix 5, Table A5-4. For the purposes of the CCR, information on CO$_2$ emissions must be provided in separate fields, as shown below.

Information on CO$_2$ Emissions (mandatory fields are shown with a *)

For each State pair:
- From *(Departing State)**
- To *(Arrival State)**
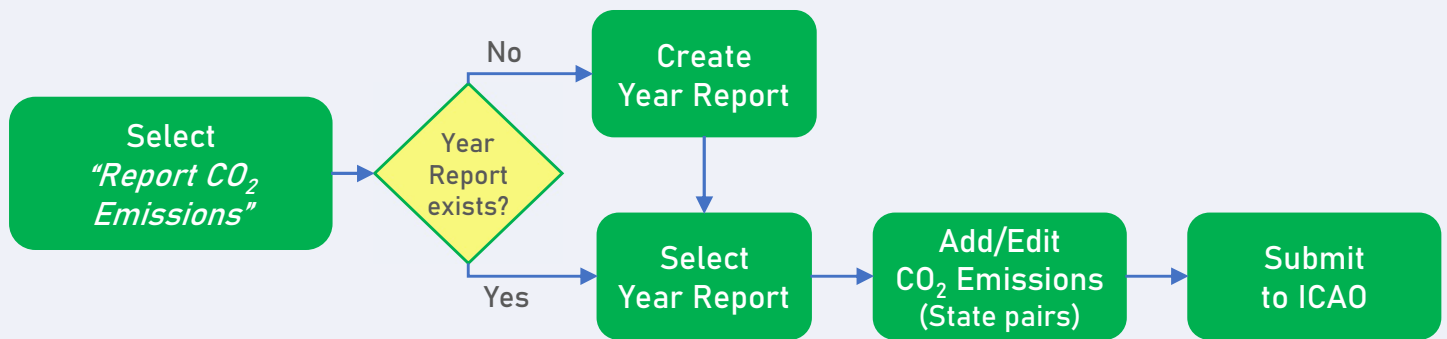- CO$_2$ Emissions*
- Confidential Data

Reporting Deadline

- **For 2019 data: by 31 August 2020**
- **For 2020 data: by 31 August 2021**

Reporting Tips

- Starting in 2020, each year, submit to ICAO (through the CCR) CO$_2$ emissions for the previous year
- "CO$_2$ Emissions" are the total aggregated emissions on the State pair for all aeroplane operators attributed to your State; the value (in tonnes of CO$_2$) must be positive, and you can provide up to two decimal points
- Annex 16, Volume IV defines a State pair as a *"group of two States composed of a departing State or its territories and an arrival State or its territories"*
  - ✓ For two States (e.g., State A and State B), emissions for the State pair A–B must be provided separately from the emissions for the State pair B–A
- When CO$_2$ emissions are considered 'confidential', you can indicate this by clicking on the tick box in the web form or adding TRUE in a CSV file
- In addition to the information above, you can use the Remarks field to provide additional information about the CO$_2$ emissions for a specific year report

For a general overview of the CCR, refer to
CORSIA AT A GLANCE SERIES LEAFLETS 6 & 7

6 7

REPORTING PROCESS

Create Year Report – *FOR CORSIA FOCAL POINT ONLY*

➤ On the "Report CO$_2$ Emissions" page, click on "Add", then:

Create an empty Year Report

- ✓ Select *"Quick Add"*
- ✓ Select the reporting year (2019 or 2020)
- ✓ Click on *"Create"*

Add or Edit CO$_2$ Emissions (for State pairs)

➤ On the "Report CO$_2$ Emissions" page, select the year report (2019 or 2020) by clicking on the pencil icon next to it

➤ To **add** CO$_2$ Emissions for State pairs
  - ✓ Select the *"CO$_2$ Emissions (State pairs)"* tab of the year report, then:

OPTION 1: Add manually
- ✓ Click on *"Add"*, then *"Full Add"*
- ✓ Complete information on web form
- ✓ Click on *"Create"*
- ✓ Repeat as needed

OPTION 2: Import CSV file
- ✓ Click on *"Tools"*, then *"Import CSV"*
- ✓ Locate the CSV file on your computer
- ✓ Click on *"Upload"*
- ✓ Click on *"Confirm and Continue Import"*

➤ To **edit** CO$_2$ Emissions for a State pair
  - ✓ Select the *"CO$_2$ Emissions (State Pairs)"* tab of the year report
  - ✓ Select the State pair you want to edit by clicking on the pencil icon next to it
  - ✓ Make changes on the web form that will appear on your screen
  - ✓ Click on *"Save"*

➤ After having finished adding and editing all CO$_2$ Emissions for State pairs
  - ✓ Select the *"Details"* tab of the year report
  - ✓ Under *"Data Status"*, select UNDER REVIEW and click on *"Save"*

Submit to ICAO – *FOR CORSIA FOCAL POINT ONLY*

➤ On the "Report CO$_2$ Emissions" page, select the year report (2019 or 2020) by clicking on the pencil icon next to it
➤ Select the *"Details"* tab of the year report
➤ Click on the button *"Submit to ICAO"*
   or under *"Data Status"*, select SUBMITTED and click on *"Save"*