REPORTING ON CO$_2$ EMISSIONS (2021 onwards)

According to Annex 16, Volume IV, Part II, Chapter 2, 2.3.2.2, for the years 2021 onwards, 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, and total annual CO$_2$ emissions for each aeroplane operator attributed to the State. Emissions that are subject to offsetting requirements must be reported separately from emissions that are not subject to offsetting requirements as per Appendix 5, Table A5-5. 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

For each Aeroplane Operator Attributed to your State:
➤ CO$_2$ emissions <u>subject</u> to offsetting requirements*
➤ CO$_2$ emissions <u>exempt</u> from offsetting requirements*
➤ Use of ICAO CORSIA CO$_2$ Estimation and Reporting Tool
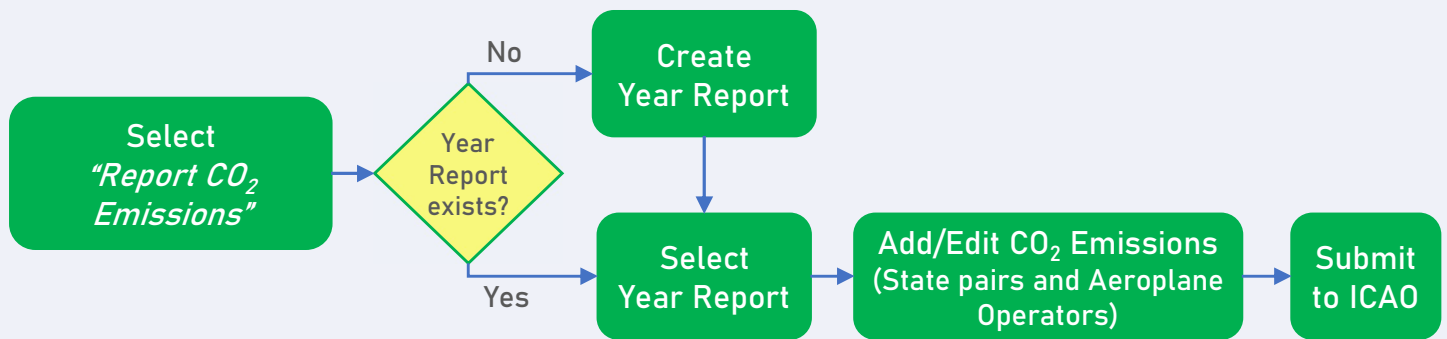➤ Confidential Data

Reporting Deadline

By 31 July of each year for CO$_2$ emissions for the previous year.
(For example, emissions for the year 2023 are to be submitted by 31 July 2024)

Reporting Tips

➤ For each <u>State pair</u>, "CO$_2$ Emissions" are the total aggregated emissions on the State pair reported by all aeroplane operators attributed to your State; the value (in tonnes of CO2) 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 example, for State A and State B, emissions for State pair A-B must be provided separately from the emissions for State pair B-A
➤ For each <u>aeroplane operator</u>, "CO$_2$ emissions" are total aggregated annual CO$_2$ emissions for all State pairs; if an operator's annual CO$_2$ emissions are less than 10,000 tonnes, you do not have to provide any data
  ✓ The CCR will automatically fill in the "CO2 Emissions (Aeroplane Operators)" tab with the information uploaded under "Report Aeroplane Operators" for the reporting year
➤ The CCR will automatically calculate the total amount of emissions <u>subject</u> to offsetting requirements and those that are <u>not subject</u> to offsetting requirements based on both State pair data and aeroplane operator data; the totals should be the same, but if they are not the CCR will issue a warning
➤ 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 (if applicable)

REPORTING PROCESS

Select *"Report CO₂ Emissions"* → **Year Report exists?** → No → Create Year Report → Select Year Report; Yes → Select Year Report → Add/Edit CO₂ Emissions (State pairs and Aeroplane Operators) → Submit to ICAO

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
- ✓ Click on *"Create"*

Add or Edit CO_2 Emissions (for State pairs and Aeroplane Operators)

➤ On the "Report CO_2 Emissions" page, select the year report by clicking on the pencil icon next to it

➤ To **add** CO_2 Emissions for State pairs
  - ✓ Select the *"CO₂ 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 *"CO₂ Emissions (State Pairs)"* tab of the year report
  - ✓ Select the State pairs 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 and click on *"Save"*

➤ To **edit** CO_2 Emissions for an Aeroplane Operator
  - ✓ Select the *"CO₂ Emissions (Aeroplane Operators)"* tab of the year report
  - ✓ Select the Aeroplane Operator 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 and click on *"Save"*

Submit to ICAO – *FOR CORSIA FOCAL POINT ONLY*

➤ On the "Report CO_2 Emissions" page, select the year report 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"*