



ICAO

ENVIRONMENT



**CENTRAL
REGISTRY** 
Quick Guide Series

REPORTING ON CORSIA ELIGIBLE FUELS

From 2021 onwards, aeroplane operators attributed to your State can claim for emissions reductions from the use of CORSIA eligible fuels. In such case, operators are required to submit relevant information and data on these claims. In turn, you must aggregate the information that you will receive and report it to ICAO according to Annex 16, Volume IV, Part II, Chapter 2, 2.3.2.2. In particular, you are required to provide the supplementary information on CORSIA eligible fuels as per Appendix 5, Table A5-6. For the purposes of the CCR, information on CORSIA eligible fuels must be provided in separate fields as shown below.

Information on CORSIA Eligible Fuels (all fields are mandatory *)

For each batch of CORSIA Eligible Fuel:

- Batch Number*
- Production Year*
- Producer*
- Full address of fuel production location*
- Total mass of neat fuel produced*
- Fuel type*
- Feedstock*
- Conversion Process*
- Default or Actual Life Cycle Emissions Value*
- Total mass of neat fuel claimed*
- Total emissions reductions claimed (tonnes of CO₂)*

Reporting Deadline

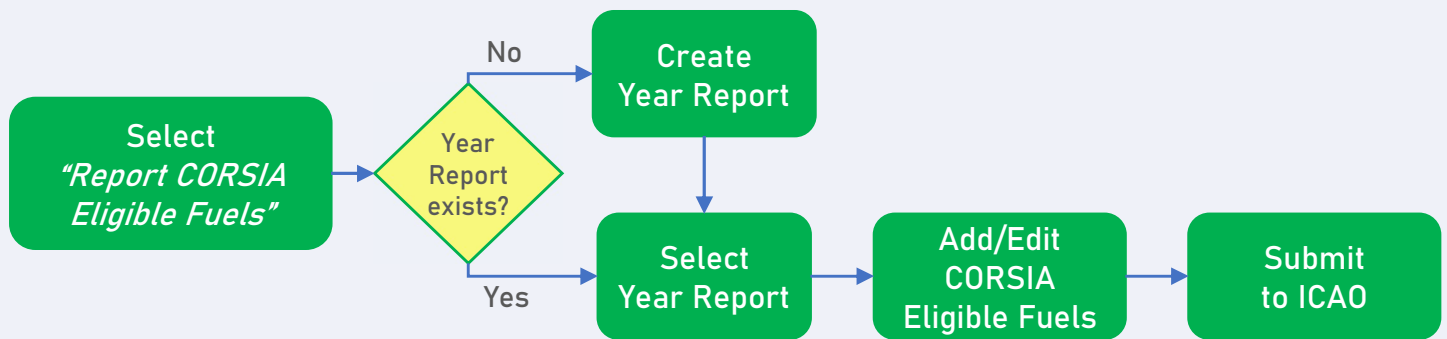
Depending on the frequency of reporting by the operator(s) attributed to your State, you can submit aggregated information on CEF annually for each year or once at the end of the three-year compliance cycle as follows:

- **For annual reporting: 31 July of each year** for the previous year. For example, the deadline for the year 2024 is 31 July 2025.
- **For triennial reporting: 31 July of the year following the last year of the three-year compliance cycle.** For example, the deadline for the pilot phase (2021-2023) is 31 July 2024.

Reporting Tips

- Information has to be reported for each batch number of CORSIA eligible fuels.
- The list of names of producers is a global CCR parameter and is the same for all CCR users; each “Producer” name is unique and has to be created (if it does not exist in the dropdown list).
- The field “Total mass of Neat Fuel Produced (tonnes)” is not mentioned in Annex 16, Volume IV, Appendix 5, Table A5-6. Its inclusion in the CCR serves as a check of the “Total mass of Neat Fuel Claimed (tonnes)”, which cannot be higher than the amount of fuel produced.
 - ✓ This is particularly useful if more than one States submit information for the same batch. If you do not wish to submit this information, you can report 0.01 (minimum possible value for this field).
- The CCR will automatically calculate the “Total amount of Emissions Reductions Claimed” based on the emissions reduction of all batches reported in “CORSIA Eligible Fuels” tab.

REPORTING PROCESS



Create Year Report – *FOR CORSIA FOCAL POINT ONLY*



- On the “Report CORSIA Eligible Fuels” page, click on “Add”, then:

Create an empty Year Report

- ✓ Select “Quick Add”
- ✓ Select the reporting year
- ✓ Click on “Create”

Add or Edit CORSIA Eligible Fuels



- On the “Report CORSIA Eligible Fuels” page, select the year report by clicking on the pencil icon next to it
- To **add** CORSIA Eligible Fuels
 - ✓ Select the “CORSIA Eligible Fuels” 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** CORSIA Eligible Fuel
 - ✓ Select the “CORSIA Eligible Fuels” tab of the year report
 - ✓ Select the batch number for a CORSIA Eligible Fuel 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”
- After having finished adding and editing all batches for CORSIA Eligible Fuels
 - ✓ 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 CORSIA Eligible Fuels” 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”