CORSIA Central Registry – User Manual

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INTERNATIONAL CIVIL AVIATION ORGANIZATION

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ACRONYMS AND ABBREVIATIONS

AO	Aeroplane Operator(s)
AOC	Air Operator Certificate
CCR	CORSIA Central Registry
CEF	CORSIA Eligible Fuels
CEU	Cancelled Emissions Units
CFP	CORSIA Focal Point
CO_2	Carbon Dioxide
CORSIA	Carbon Offsetting and Reduction Scheme for International Aviation
CSV	Comma Separate Values (text file format)
ETM	Environmental Technical Manual (ICAO DOC 9501)
ICAO	International Civil Aviation Organization
ISU	ICAO Super User
LDC	Least Developed Country
LLDC	Landlocked Developing Country
MRV	Monitoring, Reporting and Verification
N/A	Not Applicable
RTK	Revenue Tonne Kilometres
SARPs	Standards and Recommended Practices
SGF	Sector's Growth Factor
SIDS	Small Island Developing State
STU	State User
TBD	To be determined
VB	Verification Body(ies)

MAIN ICONS AND SYMBOLS USED IN THE CCR

Icon/Symbol	Description
	Home page
	Report Aeroplane Operators
	Report Verification Bodies
	Report CO_2 Emissions
	Report CORSIA Eligible Fuels
	Report Cancelled Emissions Units
	Service Request
	'*pencil icon*' – edit a record or an entry
	'*eye icon*' – view a record or an entry (restricted edit options)
	'*add icon*' – add a record or an entry
	'*calendar icon*' – add date on web form
	'*delete icon*' – delete an entry
	'*User icon*' – Access your account information
	'*help icon*' – Access the Help menu
	'*star icon*' – Add to Favorites

PREFACE

The information and reporting instructions in this **User Manual** are based on the reporting requirements of ICAO States as contained in Annex 16, Volume IV *Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA),* Second Edition, July 2023.

This **User Manual** is intended for State representatives who have to use the CORSIA Central Registry (CCR) for the purposes of fulfilling the reporting requirements of their States in accordance with the provisions of Annex 16, Volume IV and Doc 9501, *Environmental Technical Manual*, Volume IV. It provides detailed instructions on how to use the CCR to upload CORSIA-specific information and data, and how to submit to ICAO.

Symbols used in this User Manual

Three types of symbols are used in this **User Manual** to provide the reader with warnings, tips and notes as follows:



The 'warning symbol' highlights issues of particular importance for the CCR user.



The 'tip symbol' signifies reporting and other useful tips to facilitate the upload and reporting of information and data.



The 'note symbol' highlights other issues that the CCR user should be aware of while using the CCR.

Disclaimer

The designations employed and the presentation of the material presented in this **User Manual** do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal or development status of any country, territory, city, or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

1. INTRODUCTION

1.1. Background

In 2016, the ICAO Assembly adopted a global market-based measure scheme for international aviation, in the form of the **Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)**, to address the increase in total CO_2 emissions from international aviation above the 2020 levels (Assembly Resolution A39-3). At the 40th and 41st ICAO Assemblies, ICAO States reiterated their commitment to the implementation of CORSIA with the adoption of Assembly Resolutions A40-19 and A41-22.

The ICAO Council, at its 228th Session in March 2023, adopted the second edition of Annex 16, *Environmental Protection*, Volume IV, *Carbon Offsetting and Reduction Scheme for International Aviation*, which contains Standards and Recommended Practices (SARPs) that address the implementation of CORSIA, including the monitoring, reporting, and verification (MRV) of CO_2 emissions from international aviation. The second edition of Annex 16, Volume IV became applicable on 1 January 2024 for all States with aeroplane operators with international flights.

In the context of Annex 16, Volume IV, the **CORSIA Central Registry (CCR)** was identified as one of the five Implementation Elements of CORSIA. The CCR was launched in June 2020 in response to the request by the ICAO Assembly at its 40th Session (paragraph 19 d) of A40-19). Since then, the CCR has been used by States to submit information in accordance with the provisions of Annex 16, Volume IV. The Assembly, at its 41st Session, requested the Council to continue to develop and update the CCR (paragraph 19 b) of A41-22).

The role of the CCR is to assist States in reporting CORSIA-related information and data to ICAO, in particular on:

- Aeroplane Operators (AO) attributed to an ICAO State;
- Verification Bodies (VB) accredited in an ICAO State;
- CO_2 Emissions;
- CORSIA Eligible Fuels (CEF);
- Cancelled Emissions Units (CEU).

Information and data for these five reporting areas relating to a specific reporting year will not be submitted at the same time. For example, for reporting year 2024: a) data on aeroplane operators and verification bodies will be submitted in 2024, b) data on CO_2 emissions and CORSIA eligible fuels will be submitted in 2025, and c) while information on cancelled emissions units for the first phase (2024-2026) will be reported in 2028, as shown in Table 1-1 (red dotted rectangle).

***Table 1-1**: CORSIA-relevant information and data to be reported by States to ICAO (2019-2029); different shading (in blue) indicates data for a different phase of CORSIA and dashed line (in red) indicates 2024 submission deadlines for each report, as an example.*

Reporting area	Baseline		Pilot Phase			First Phase			Second Phase		
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Aeroplane operators	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Verification bodies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CO_2 emissions		✓ *2019 data*	✓ *2020 data*	✓ *2021 data*	✓ *2022 data*	✓ *2023 data*	✓ *2024 data*	✓ *2025 data*	✓ *2026 data*	✓ *2027 data*	✓ *2028 data*
CORSIA eligible fuels*		*Optional 2019 data*	*Optional 2020 data*	✓ *2021 data*	✓ *2022 data*	✓ *2023 data*	✓ *2024 data*	✓ *2025 data*	✓ *2026 data*	✓ *2027 data*	✓ *2028 data*
Cancelled emissions units							✓ *2021-2023 data*			✓ *2024-2026 data*	

** Information can be reported annually or once at the end of each three-year compliance cycle*

The information and data submitted to ICAO through the CCR will be used to produce the following ICAO CORSIA documents that are referenced in Annex 16, Volume IV:

- ICAO Document *"CORSIA Central Registry (CCR): Information and Data for the Implementation of CORSIA"* is an umbrella document that contains:
  - ✓ ICAO Document *"CORSIA Aeroplane Operator to State Attributions"* that contains a list of aeroplane operators and the State to which they are attributed;
  - ✓ ICAO Document *"CORSIA 2020 Emissions"* that contains the total 2019 CO_2 emissions[1] to determine the first year in which a new entrant has offsetting requirements;
  - ✓ ICAO Document *"CORSIA Annual Sector's Growth Factor"* that contains the Sector's Growth Factor (SGF) for the previous year as calculated by ICAO based on CO_2 emissions submitted by ICAO States; States will use the SGF to determine the CO_2 offsetting requirements for each of their aeroplane operators.
- ICAO Document *"CORSIA Central Registry (CCR): Information and Data for Transparency"* that contains:
  - ✓ Part I: List of verification bodies accredited in States;
  - ✓ Part II: Total average CO_2 emissions for 2019 aggregated for all aeroplane operators on each State pair;
  - ✓ Part III: Total annual CO_2 emissions aggregated for all aeroplane operators on each State pair (with identification of State pairs subject to offsetting requirements) and CO_2 emissions information and data for each aeroplane operator;
  - ✓ Part IV: Information and data on CORSIA eligible fuels claimed;
  - ✓ Part V: Information and data on offsetting requirements and emissions units cancelled (at State and global aggregate level for a specific compliance period).

All ICAO documents mentioned above are published on the CORSIA CCR website[2] following their distribution to the ICAO Council for information purposes in accordance with the relevant decision by the Council in March 2023.[3]

[1] *In accordance with paragraph 12 of A41-22*

[2] *CORSIA CCR website: https://www.icao.int/environmental-protection/CORSIA/Pages/CCR.aspx*

[3] *ICAO Council decision C-DEC 228/5, paragraph 21 b) available here: https://www.icao.int/about-icao/Council/Pages/council_sessions_228.aspx*

1.2. Key Features of the CCR

The CCR has been implemented as an online web application (portal) supported by a database. Each State has one CCR account. Only authorized users, who are nominated by a State, have access to the CCR account of that State. Each user has unique login credentials (*username* and *password*) and is given access to certain functions of the CCR based on a pre-defined list of permissions (see section 1.3 for more information).

Information and data are uploaded on the CCR and submitted to ICAO using a web interface. The data upload can be done either through predefined web forms (see Figure 1-1 for an example) or using comma separate values (CSV) files. To the extent possible, the web forms incorporate dropdown lists (for example, list of ICAO States, attribution methods, feedstock used for CORSIA eligible fuels etc.) to minimize typing errors. Business rules have been incorporated on various web forms to check information and data before submitting to ICAO; for example, numerical data cannot contain letters or symbols, CO_2 emissions cannot be negative numbers, and so on.

All actions by CCR users are time-stamped and recorded (including the electronic signature of the user who initiated an action) to ensure traceability and data integrity. Furthermore, if CCR user has to make changes to information that was previously submitted to ICAO, the previous version of the information will not be deleted but will be archived in the CCR for future reference.

For each of the five reporting areas (Table 1-1), information and data uploaded in the CCR are stored in individual **year report**. A year report is associated with a specific State, area, and period (for example, year report "*CANADA-CO2 Emissions-2021*" contains the CO_2 emissions for Canada for reporting year 2021).

Within each year report, the information and data are organized in **records (or entries)**, with each entry comprising all information and data for a specific reporting area. For example, one entry of the year report "*SOUTH AFRICA-Aeroplane Operators-2020*" comprises all information and data that relate to an aeroplane operator attributed to South Africa for the year 2020, while one entry of the year report "*CANADA-CO2 Emissions-2021*" comprises all information and data that relate to the CO_2 emissions for a specific State pair (e.g., Canada to France) for the year 2021.

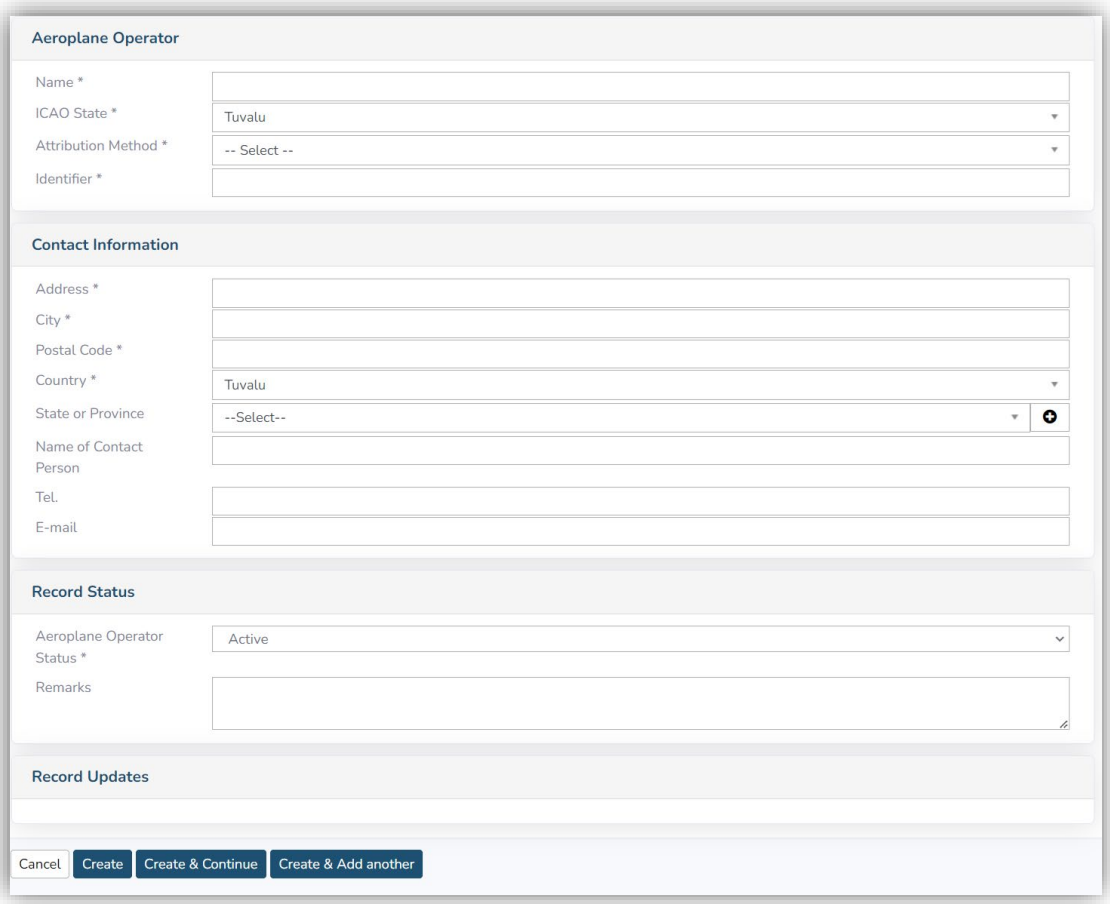


***Figure 1-1**: Example of an Aeroplane Operator web form*

1.3. CCR User Groups and Roles

There are three main groups of users for the CCR: **CORSIA Focal Point (CFP)**, **State User (STU)**; and **ICAO Super User (ISU)**. Table 1-2 provides a brief description for each of these groups. Each CFP and STU is connected to only one ICAO State and, therefore, does not have access to the information and data of any other ICAO State. Table 1-3 provides examples of permissions to selected functions of the CCR for each user group.



The CCR allows for only one user to have the role of the CFP per State; more than one STUs can be nominated by a State.

Table 1-2: *Description of each User Group (Role) of the CCR*

User group (Role)	Description
CORSIA Focal Point **(CFP)**	A CFP is nominated by his/her respective State. A CFP can upload and change State-specific data, and has the responsibility of approving and submitting the information and data to ICAO
State User **(STU)**	A STU is nominated by the CFP of a State and can upload and change State-specific data
ICAO Super User **(ISU)**	ICAO staff responsible for the management of the information and data in the CCR; the ISU checks the submissions by States for format correctness and prepares ICAO CORSIA documents

Table 1-3: *Selected CCR functions per User group (Role)*

User group (Role)	CCR Functions			
	Create Year Report	**Add, Edit, Delete Information and Data**	**Submit Report to ICAO**	**Prepare ICAO CORSIA Documents**
CORSIA Focal Point **(CFP)**	✓	✓	✓	✗
State User **(STU)**	✗	✓	✗	✗
ICAO Super User **(ISU)**	✓	✓	N/A	✓

1.4. Data Status and general CCR dataflow

There are five main *"Data Status"* for each year report: IN PROGRESS, UNDER REVIEW, SUBMITTED, ARCHIVED, and NO DATA. A brief description for report/data status is provided in Table 1-4.

Table 1-4: *Brief description of the status of a year report*

Data Status	Brief description	Editing allowed?
IN PROGRESS	This is the default status when a new year report is created. With this status, a year report can be populated by adding and/or editing information and data.	Yes (CFP and STU)
UNDER REVIEW	A year report previously marked as IN PROGRESS, which is UNDER REVIEW by the CFP. With this status, a year report can be populated by adding and/or editing information and data only by CFP.	Yes (CFP only)

SUBMITTED	A year report, which has been reviewed by the CFP, and has been submitted to ICAO.	No [A]
ARCHIVED	A year report previously marked as SUBMITTED, which has been processed and ARCHIVED by ISU.	No [A]
NO DATA	A year report that has been submitted with no data (empty report). This status can be used by the ISU only.	No [A]
ICAO DATA [B]	A year report from a State that has not been SUBMITTED and ICAO calculated the total CO_2 emissions applying gap-filling methodology. This status can be used by the ISU only.	No [A]

[A] *When the status of a year report is set to "SUBMITTED", "ARCHIVED", "NO DATA", or "ICAO DATA", the year report becomes read-only for the CFP and STU, and no further edits can be made. Only the ISU can release such a year report for further editing at the request of a CFP submitted through a Service Request (see Chapter 9 for details). The ISU will release the year report by changing its status to "IN PROGRESS".*

[B] *When the status of a year report is set to "ICAO DATA", ICAO has applied an established methodology to fill the gaps and calculate the CO_2 emissions of the Aeroplane Operators attributed to the State, in accordance with Annex 16, Volume IV, Part II, Chapter 2, 2.5.2.2.*



An ARCHIVED year report cannot be changed and is not accessible by CFP and STU. If a CFP requests that an ARCHIVED year report be released for further editing, the CCR will create a copy (back up) of this year report and store it for future reference.

The processing of a year report through the CCR is demonstrated in Figure 1-2 for a State with a CFP and STU and comprises the following four steps:

i) The CFP creates a year report[4]:
   - By default, the status of a new year report is set to **IN PROGRESS**.

ii) After a year report has been created, the CFP and/or the STU can add or edit information and data (records):
   - Once the data entry/edit is completed, the CFP or STU can change the status of the year report from **IN PROGRESS** to **UNDER REVIEW** (this action will make the year report read-only for the STU).

iii) The CFP reviews the information and data in the **UNDER REVIEW** year report, and:
   - <u>if revisions are necessary</u>, the CFP either will make these revisions or will enable further work by the STU by returning the status of the year report from **UNDER REVIEW** back to **IN PROGRESS**;

[4] *The same applies to the compliance period (report period), but for simplicity, the process is illustrated for year report.*

- if no revisions are needed and the year report is ready for submission to ICAO, the CFP changes the status of the year report from **IN PROGRESS** or **UNDER REVIEW** to **SUBMITTED** (this action will make the year report read-only for the STU and CFP).

iv) When the year report is submitted to ICAO, the ISU checks for format correctness and:

- if errors are found, the ISU will change the status of the year report from **SUBMITTED** to **IN PROGRESS** and the CFP will be notified that corrections need to be made;
- if no errors are found, the ISU can archive the year report by changing the status from **SUBMITTED** to **ARCHIVED**.

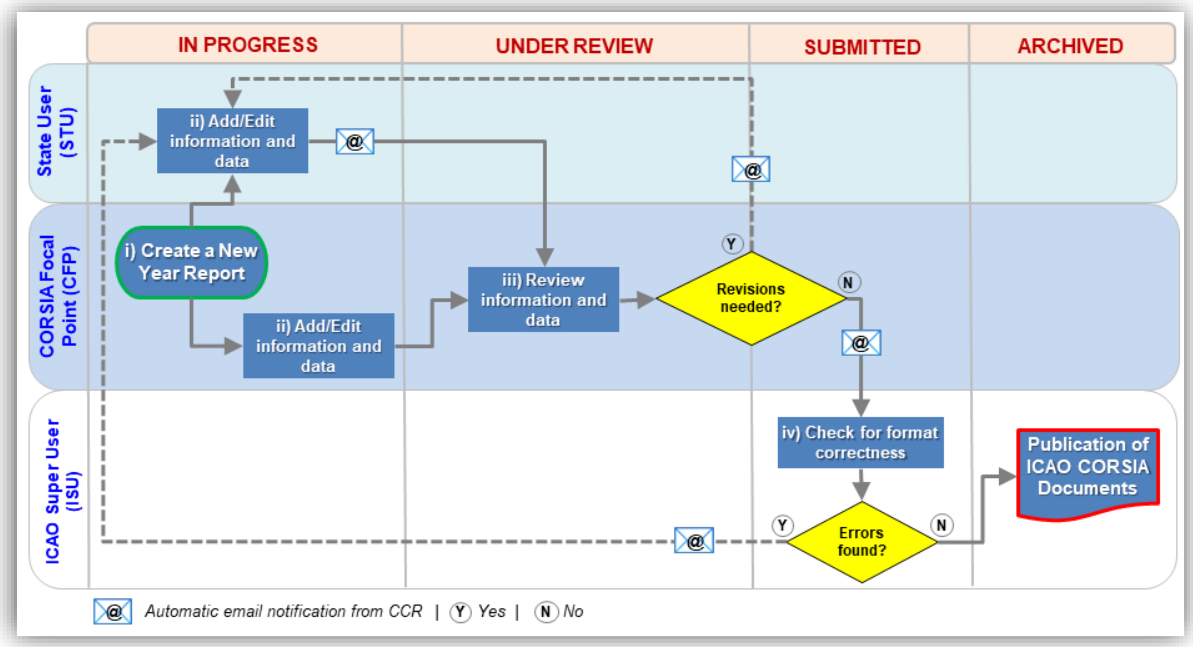


Figure 1-2: *General dataflow process (CFP and STU); the indicator "i-iv" in the figure corresponds to the four steps described above*

For a State without a STU, the dataflow process is simpler as shown in Figure 1-3. In such a case, the CFP does not have to change the status of a year report to **UNDER REVIEW** but can go directly from **IN PROGRESS** to **SUBMITTED**.

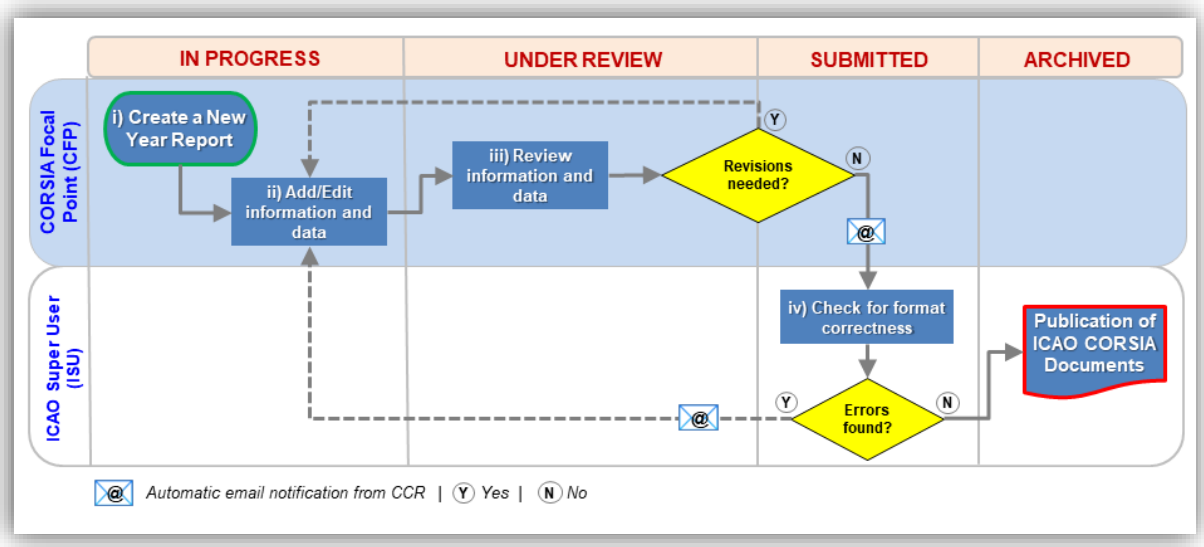


Figure 1-3: *General dataflow process (CFP only); the indicators "i-iv" in the figure corresponds to the four steps described above*

In accordance with Annex 16, Volume IV, Part II, Chapter 2, 2.5.2.2, if an ICAO State does not provide its annual aggregated Emissions Report to ICAO in accordance with the timeline as defined in Appendix 1 to Annex 16, Volume IV, then ICAO can apply an established methodology to fill the gaps and calculate the total sectoral CO_2 emissions and the SGF in a given year. In such an event, the ISU will set the status of the year report to ICAO DATA.



Documents and calculations will be prepared using information and data from year reports the status of which is set to SUBMITTED and data provided by ICAO to fill the emissions gap in accordance with the provisions of Annex 16, Volume IV.

2. START USING THE CCR

This chapter explains how to access the CCR portal (set your password, *log in,* and *log out* from the CCR), describes the main features of the Home page, and explains how to access the built-in help.

Prior to creating your CCR account, ICAO provided the terms of the **CCR Use Agreement** and **CCR privacy policy**. You can download a copy of both documents by clicking on the link at the footer of CCR main home page or on CCR materials website[5].



Proceeding with the use of the CCR implies agreement with all terms in the Use Agreement.

2.1. Minimum Requirements to Use the CCR

To use the CCR, you need a computer with access to the internet and a compatible web browser. No specialized software is required. As regards compatible browsers, the CCR has been tested and runs on *Google Chrome*, *Microsoft Edge* and *Firefox*. Make sure that you have one of these updated browsers installed on your computer before start using the CCR. You can also access the CCR using a smartphone or a tablet that has a compatible browser installed on it. There is no dedicated mobile app for the CCR.



If you use Internet Explorer as your web browser, some of the features of the CCR will not function as described in this manual. Switch to Microsoft Edge instead.

2.2. Accessing your CCR Account

To access your CCR account, you need a username or email address and a password. Your username will be set by the ICAO Super User (ISU) when your account is created. After your CCR account has been created, you will receive an email message with your assigned username and a web link that you can use to set up your password. Click on the web link and follow the instructions. The web link will be active for 24

[5] *CCR materials website: https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx*

hours. If the web link in the email message has expired, you can request a new one by following the instructions in Section 2.3.

Your username will be set by ICAO and you cannot change it.
ICAO does not collect or store the passwords of the CCR users.

After setting up your password, you can access the CCR portal by accessing the website: [https://ccr.icao.int]. On the login screen (Figure 2-1), enter your 'username' or 'email address' and your 'password' in the two fields and click on **'Sign-in'**.

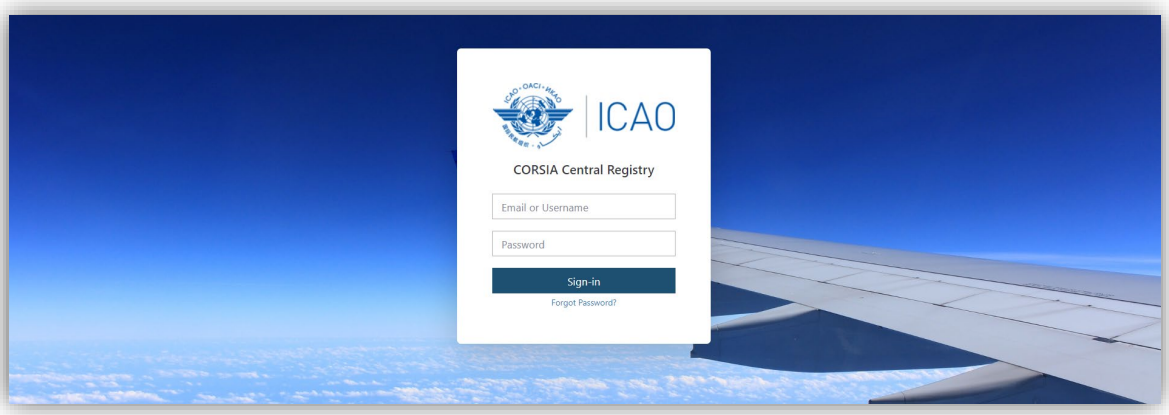


Figure 2-1: *CCR portal login screen*

You must not share your username and password with any other person*. If you believe that your login details are compromised, please contact ICAO immediately.*

To log out from your CCR account, click on the *'User icon'* at the top-right corner of your screen. In the pop-up that will appear (Figure 2-2) click on the **'Logout'** option to exit the application.



Figure 2-2: *Logout and change password options on CCR user menu*

2.3. Change Your Password

If you forget your password or if the web link in the email message to set your password has expired, visit the website [https://ccr.icao.int] and click on **'Forgot password?'** below the **'Sign-in'** button. You will be asked to provide your 'username' or 'email address' (Figure 2-3). An email message will be sent to your registered email account with instructions on how to change your password. Follow the instructions in that e-mail message to set a new password.



Your CCR password must be at least 6 characters long and must contain:

- *At least one lowercase letter (a-z);*
- *At least one uppercase letter (A-Z);*
- *At least one number (0-9);*
- *At least one special character (e.g., !, @, #, * etc.).*



Do not use multiple special characters one next to each other in your password *as this may result in the system denying access to your account.*

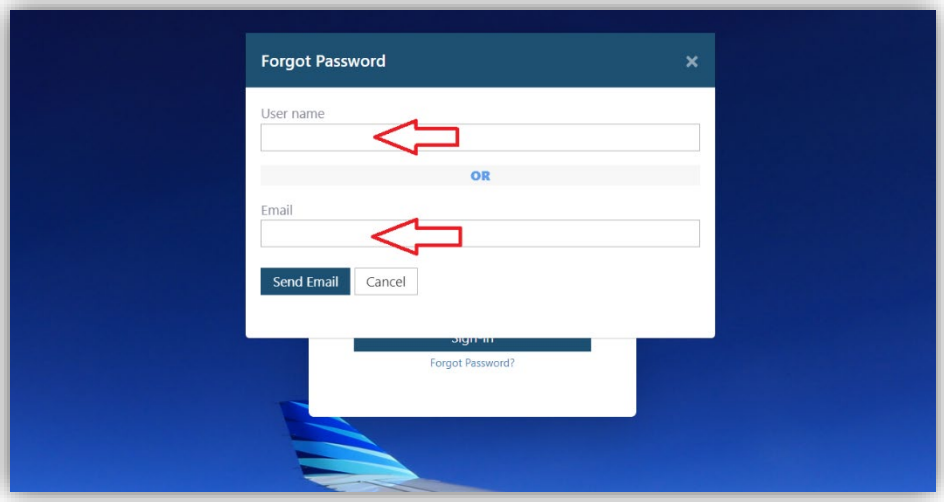


Figure 2-3: *Forgot Password popup window*

You can also change your password after you have logged into your CCR account. To do so, access the *'User icon'* at the top-right corner of your screen. In the pop-up that will appear (Figure 2-2) click on the **'Change Password'** option. Use the form on your screen (Figure 2-4) to change your password.

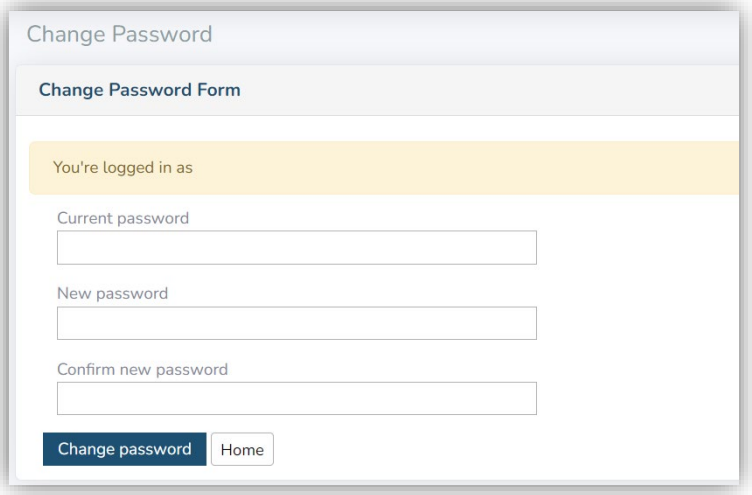


Figure 2-4: *Change Password form*



It is advisable to change your password at least once every six months.

2.4. Overview of Home Page

After successfully logging into the CCR, you will see the main Home page, which has the following five areas ([1] to [5] in Figure 2-5):

- [1] 'Main navigation menu';
- [2] 'User information';
- [3] 'My Favorites';
- [4] 'ICAO State information';
- [5] Messages for user (upcoming deadlines and weblinks for CCR materials);
- [6] CCR reports dashboard and search.

From any page of the CCR, you can return to the Home page by clicking on the *'Home icon'* in the main navigation menu or by clicking on the ICAO logo at the top left corner of your screen.

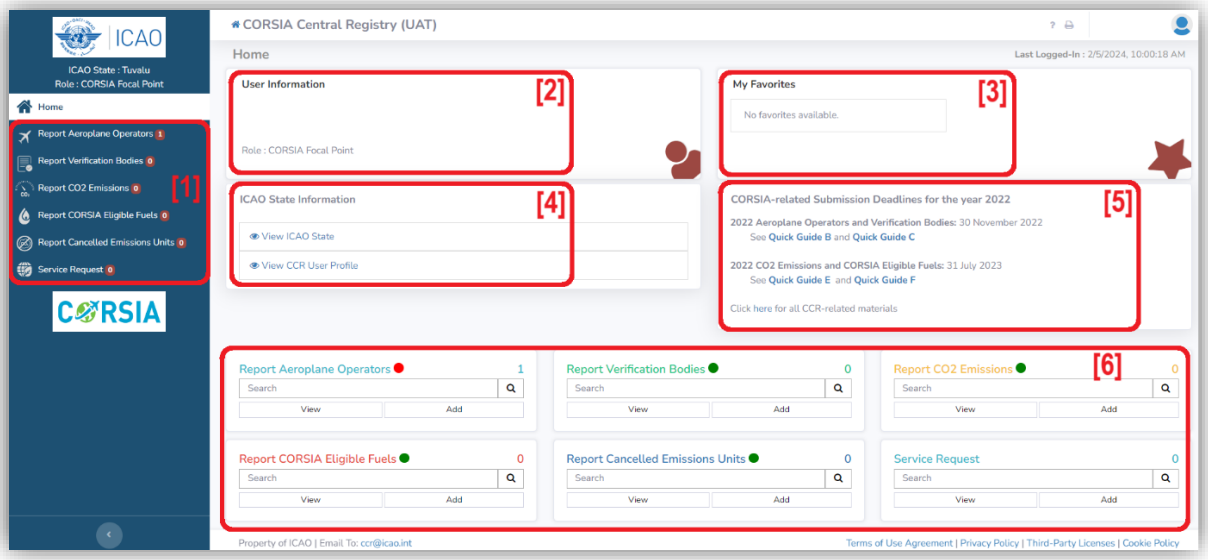


Figure 2-5: *Overview of main CCR homepage*

2.4.1. Main Navigation Menu

The main navigation menu of the Home page (area [1] in Figure 2-5) is visible on all screens of the CCR and you can use it to move between different pages of the CCR. It contains the following options:

- Home;
- Report Aeroplane Operators;
- Report Verification Bodies;

- Report CO_2 Emissions;
- Report CORSIA Eligible Fuels;
- Report Cancelled Emissions Units;
- Service Request (**for CORSIA Focal Points only**).

Next to each menu item, there is a number in a red circle, which indicates how many year reports are available for each area. This number will automatically increase as you add year reports in your State's CCR account.



You can minimize or maximize the navigation menu by clicking on the  *button below the CORSIA logo:*

- *When minimized, you will see only the icon of each menu item (hover the mouse over an icon to display the full label),*
- *When maximized, you will see the icon and the label of each menu item.*

2.4.2. User Information

The Home page contains your information (area **[2]** in Figure 2-5), which includes your CCR username, your full name (first name and family name), e-mail address and role/user group. The name of your ICAO State can be found below the ICAO logo at the top-left corner of your screen.

You can also access additional information by clicking on the *'User icon'* at the top-right corner of your screen. The pop-up that will appear (Figure 2-6) will also give you the option to change your password and to logout. The **'About Application'** button will display some basic information about the CCR.

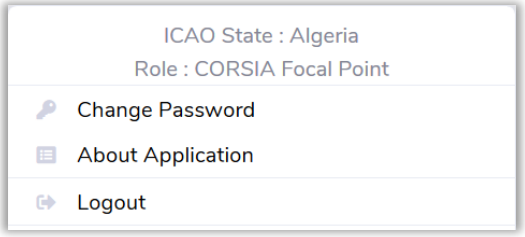


Figure 2-6: *Popup with user menu and other options*

2.4.3. My Favorites

The My Favorites of the main Home page (area **[3]** in Figure 2-5) can be used to create shortcuts for specific pages of the CCR that you visit often and/or would like quick access to. A specific page in the CCR can be marked as a favorite by clicking the *'star icon'* at the top of the specific page (see Figure 2-7). When you

do this, you will be asked to specify the name of the shortcut. Enter the name and click on **'Save'** for the shortcut to be added to the *"My Favorites"* area of the Home page.

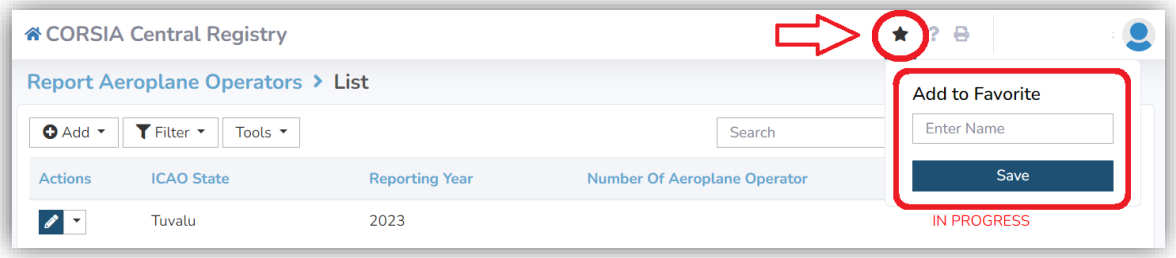


Figure 2-7: *Click on the 'star icon' to mark a page as a "My Favorite"*

2.4.4. ICAO State Information

From the Home page (area **[4]** in Figure 2-5), you can access information about your State, and information about the users who have access to your State's CCR account. The official names of the 193 ICAO States (in English) that are used in the CCR are those listed in Annex A.

When you click on '**View ICAO State**', the name of your State will appear on your screen. Click on the '*eye icon*' next to your State's name to access the page shown in Figure 2-8. Most information about your State is read-only and is managed by ICAO. The information on your ICAO State is grouped into five tabs:

- 'Details' contains the name of your State and whether your State is a SIDS (Small Island Developing State), LDC (Least Developed Country), or LLDC (Landlocked Developing Country);
- 'CCR Users' lists the users that have access to your State's CCR account;
- 'CORSIA Participation' lists the status of your State's CORSIA participation for different years (*for reporting year 2021 and beyond*);
- 'RTK Data' contains your State's Revenue Tonnes Kilometers (RTK) data for the year 2018;
- 'ICAO State Journal' provides a complete record of all actions (add, edit, view, delete) by all users who have accessed your ICAO State information over time.



*The '**CORSIA Participation**' tab is updated based on information received by ICAO on the voluntary participation of States in CORSIA, and (from 2027 onwards) the 2018 RTK data, combined with information on whether a State is a SIDS, LDC or LLDC, and for the purpose of determining State pairs subject to offsetting requirements in CORSIA.*

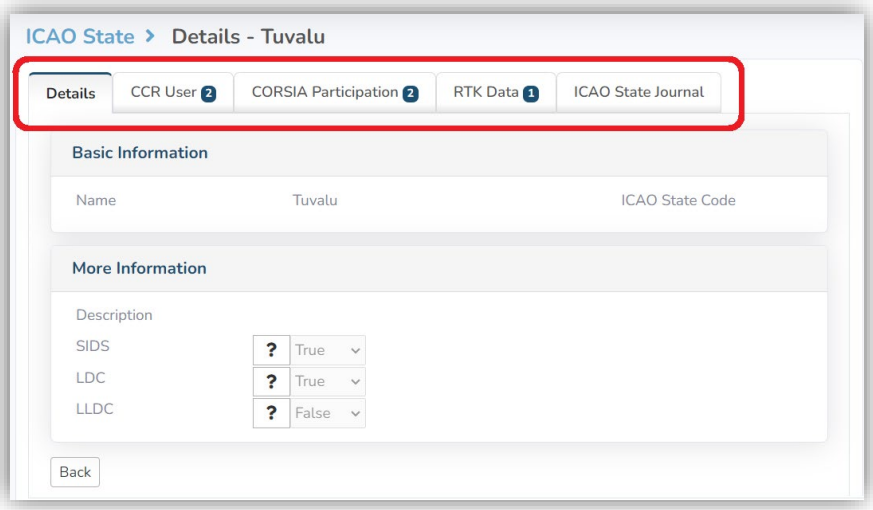


Figure 2-8: *Information about your ICAO State*

Your user profile is created at the same time as your CCR account. When you click on '**View CCR User Profile**', the page displays the list of all users who have access to your State's CCR account. You can access your CCR account by clicking on the *'pencil icon'* next to your name. On the web form that will appear on your screen (Figure 2-9), you will see three tabs:

- 'Details' contains information such as your first name, last name and your email address; you could add other information about yourself: title (such as Mr., Mrs., Dr. etc.), middle name, alternate email address; job description; phone number;
- 'Service Request' is available only for a CFP and provides a list of all service requests initiated and their status (for more details see Chapter 9);
- 'CCR User Journal' provides a complete record of all actions (add, edit, view, delete) by all users who have accessed your profile over time.

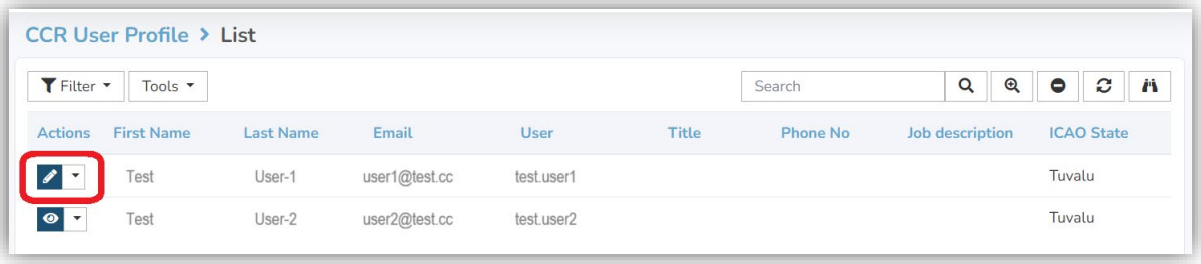


Figure 2-9: *CCR page with the list of users who have access to your State's CCR account*

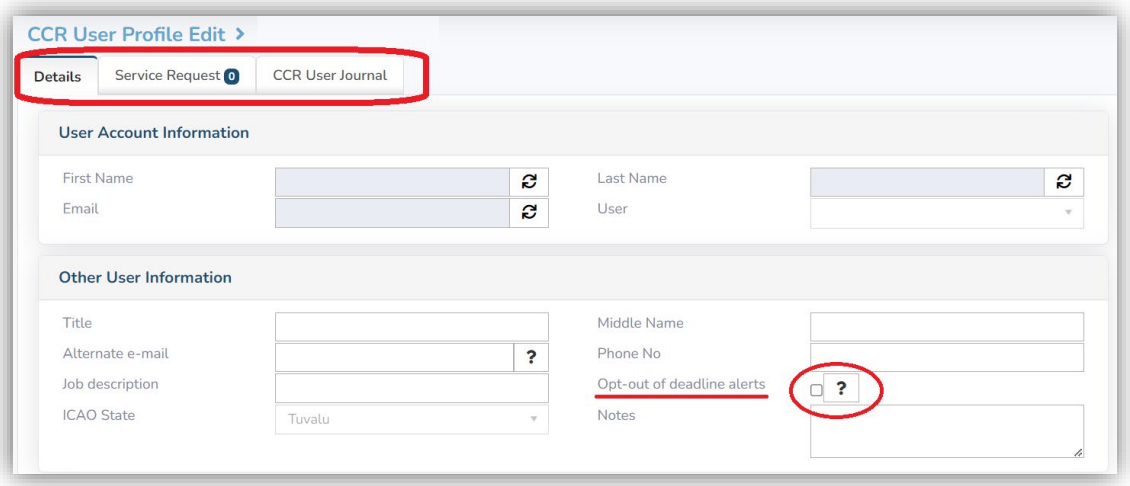


Figure 2-10: *CCR user profile page and addition information on user account*

The fields "First Name", "Last Name" and "Email address" are read-only and you cannot change them. If changes have to be made to any of these fields, please contact ICAO.

The CCR will issue alerts (emails sent to all CCR users) to inform them of approaching reporting deadlines. If you do not wish to receive such alerts, you can disable this function in the 'Details' tab by clicking on the *"Opt-out of deadline alerts"* box on the right-hand side of the web form shown in Figure 2-10. Maintenance or other critical system alerts issued by the CCR cannot be disabled.

2.4.5. Messages for user

The Home page contains important messages for CCR users (area **[5]** in Figure 2-5), which includes information related to upcoming CCR reporting submission deadlines and weblinks for CORSIA supporting materials, such as *"Quick guides"* for each CCR reports.

The 'Messages for user' area is annually updated according to the deadlines of each CCR report submission.

2.4.6. CCR reports dashboard and search

The reports dashboard and search of the main Home page (area **[6]** in Figure 2-5) contain separate areas that correspond to the options in the main navigation menu above (the Service Request is only available to CORSIA Focal Points). It can be used to access a specific screen in the CCR, and also offers the option to

search for a particular year report in the CCR. This feature will become more useful over time as you populate the CCR with information and data for different reporting years and compliance periods.



For each reporting area, you can see an indication of whether there are any pending submissions. A green circle means that all year reports have been submitted and/or no action is required. An orange circle means that the latest year report has not been submitted yet (upcoming submission deadline). A red dot means that one or more year reports are overdue (past submission deadline(s)).

2.5. Help inside the CCR

You can get help on specific topics of the CCR from the online help that has been built into the web interface. To access the help, click on the *'help icon'* **(?)** on a specific page. When you click on the *'help icon'* on the main Home Page (Figure 2-11), the help popup will list the main help items as shown in Figures 2-12. Click on any item in the list to access the help information on a specific topic.

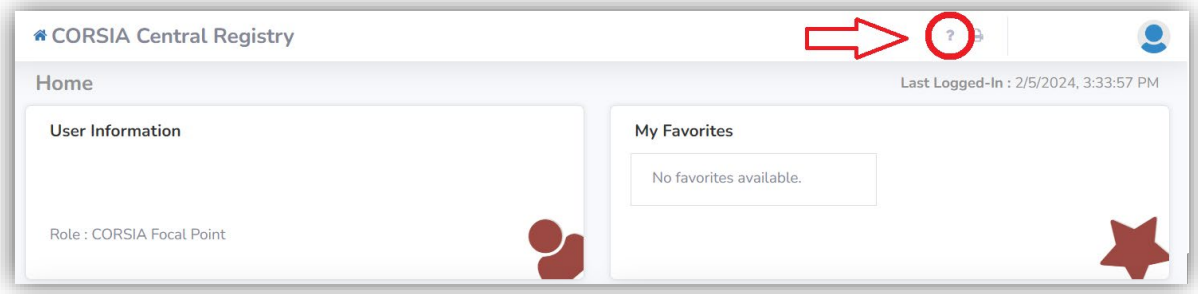


Figure 2-11: *Access the Help menu from the main home page*

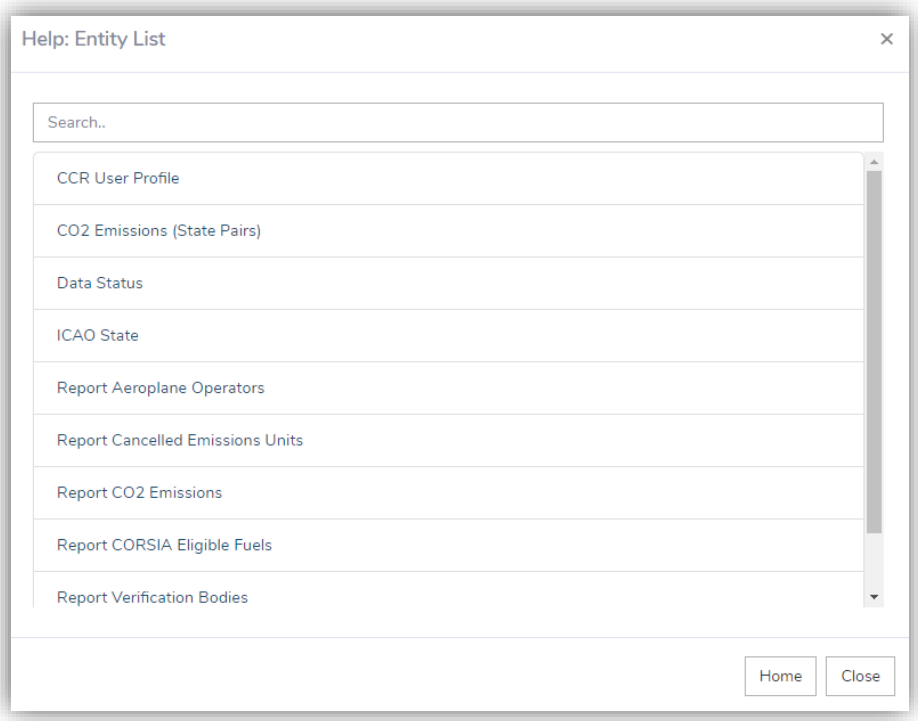


Figure 2-12: *Popup main Help*

When you access the help from a specific page of the CCR, the popup will display information associated with that particular page. For example, if you access the help from the 'Report Aeroplane Operators' page, the popup will automatically display the help for this specific topic (Figure 2-13). In most cases, you will see three tabs:

- 'Summary' displays basic information to help you understand how to report information and data for the specific topic;
- 'Properties', if available, displays information for specific properties such as brief explanations of 'Data Status' as shown in Figure 2-14);
- 'Actions', if available, displays specific actions associated with the particular area of the CCR (e.g., how to create a year report).

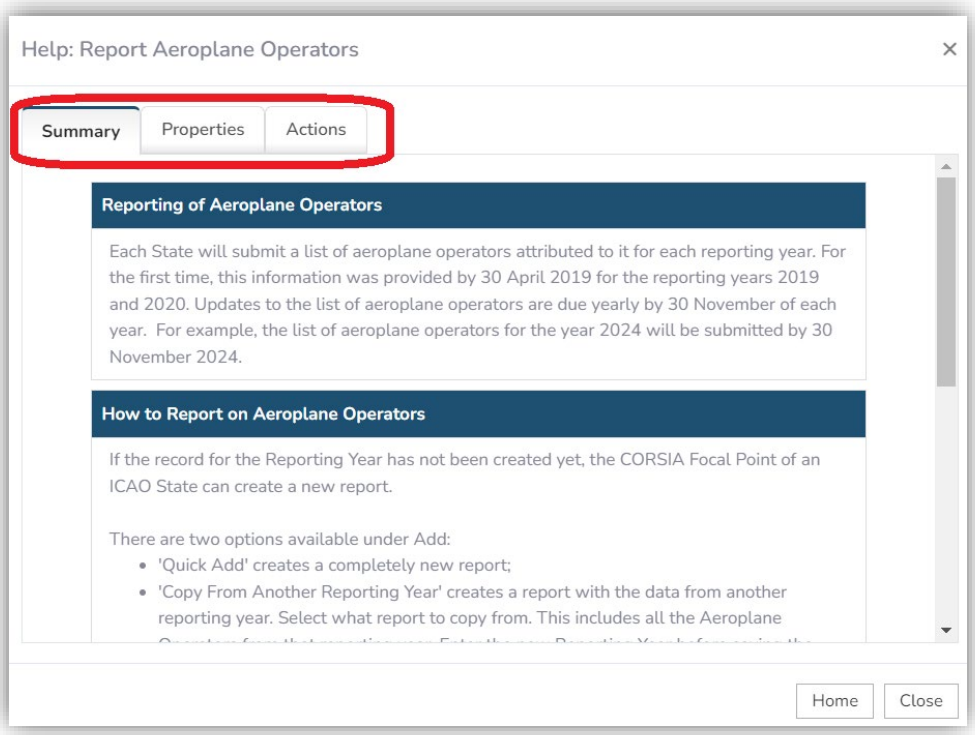


Figure 2-13: *Tab help options for 'Report Aeroplane Operators'*

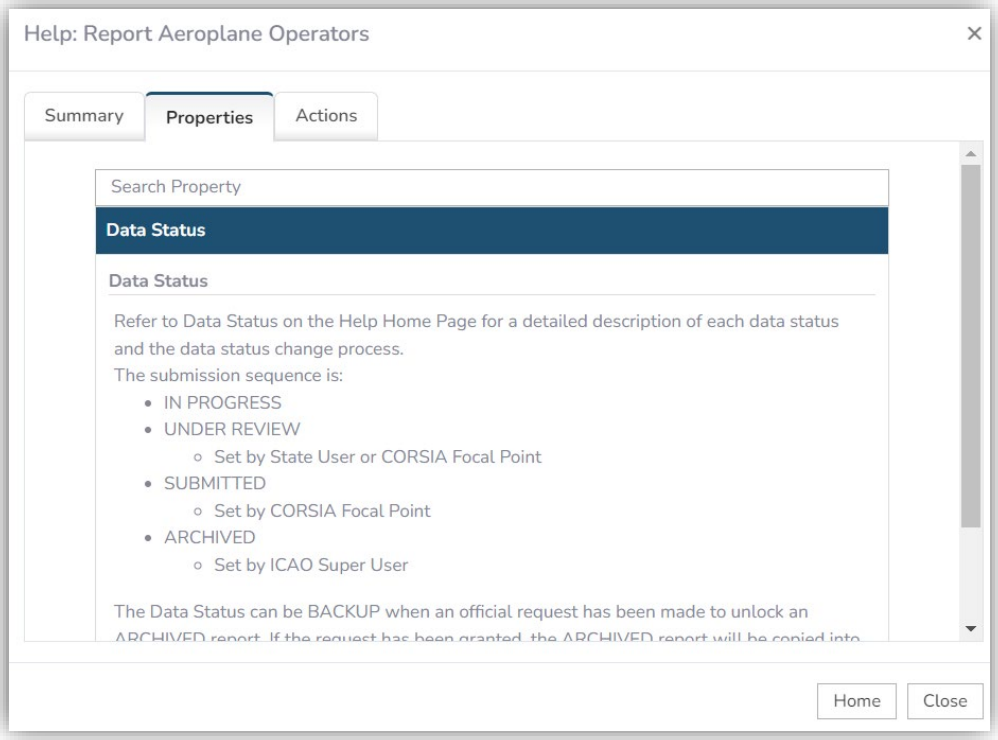


Figure 2-14: *Properties tab for 'Report Aeroplane Operators' help*

3. REPORTING ON AEROPLANE OPERATORS



In this chapter, you will find general information about reporting information and data on aeroplane operators attributed to your State for the purposes of CORSIA (section 3.1), an overview of the 'Report Aeroplane Operators' area (section 3.2), and instructions on how to:

- create a year report for aeroplane operators (section 3.3);
- add, edit, or delete aeroplane operators (section 3.4); and
- submit to ICAO (section 3.5).

3.1. Introduction

Annex 16, Volume IV, Part II, Chapter 1, 1.2.7, specifies that each *"The State shall submit to ICAO a list of aeroplane operators which are attributed to it according to the requirements as described in Appendix 5 Table A5-3 (Field 1), and in accordance with the timeline as defined in Appendix 1. The State may submit updates to this list to ICAO on a more frequent basis."* In particular, Field 1 of Table A5-3 (Appendix 5) specifies the following information to be reported by States to ICAO:

- Name of aeroplane operator (Field 1.a);
- Address of aeroplane operator (Field 1.b);
- Method and identifier used to attribute aeroplane operator to a State in accordance with Part II, Chapter 1, 1.2.4 (Field 1.c).

Every year, you must submit to ICAO (through the CCR) a complete list of aeroplane operators attributed to your State even if there are no changes to the information submitted for previous years.



Deadline for reporting on aeroplane operators: ***30 November*** *of each year.*

For the purposes of the CCR, the above-mentioned information will be provided in separate fields grouped as shown in Table 3-1 (mandatory fields are marked with *).

Table 3-1: *Information and data to be reported for each aeroplane operator*

Aeroplane operator information:	**Contact information for an aeroplane operator:**
✓ Name*	✓ Address*
✓ ICAO State*	✓ City*

✓ Attribution Method* ✓ Identifier*	✓ Postal Code* ✓ Country* ✓ State or Province ✓ Name of Contact Person ✓ Telephone ✓ Email



You must provide all mandatory fields for all aeroplane operators attributed to your State.

3.2. Overview of the 'Report Aeroplane Operators' page

To upload, and submit to ICAO, information and data for the aeroplane operators attributed to your State, follow the general dataflow process described in Chapter 1, section 1.4 of this manual. To access the reporting area for aeroplane operators, select *'Report Aeroplane Operators'* from the main navigation menu. The 'Report Aeroplane Operators' page displays information in a grid and has four main parts (numbers in Figure 3-1). For more information on how to search the CCR (top-right), refer to Annex B.

The main part of a 'Report Aeroplane Operators' page contains the existing year reports for Aeroplane Operators in a grid (table) format (**[1]** in Figure 3-1). See Annex B on how to sort and change the number of the displayed year reports. The page includes summary information on the number of aeroplane operators contained in each year report and an indication of whether the reports are (color coding of the status label): submitted or *"no action is needed"* (green), created with pending submission or *"submission approaching"* (orange), created with *"information is overdue"* (red).

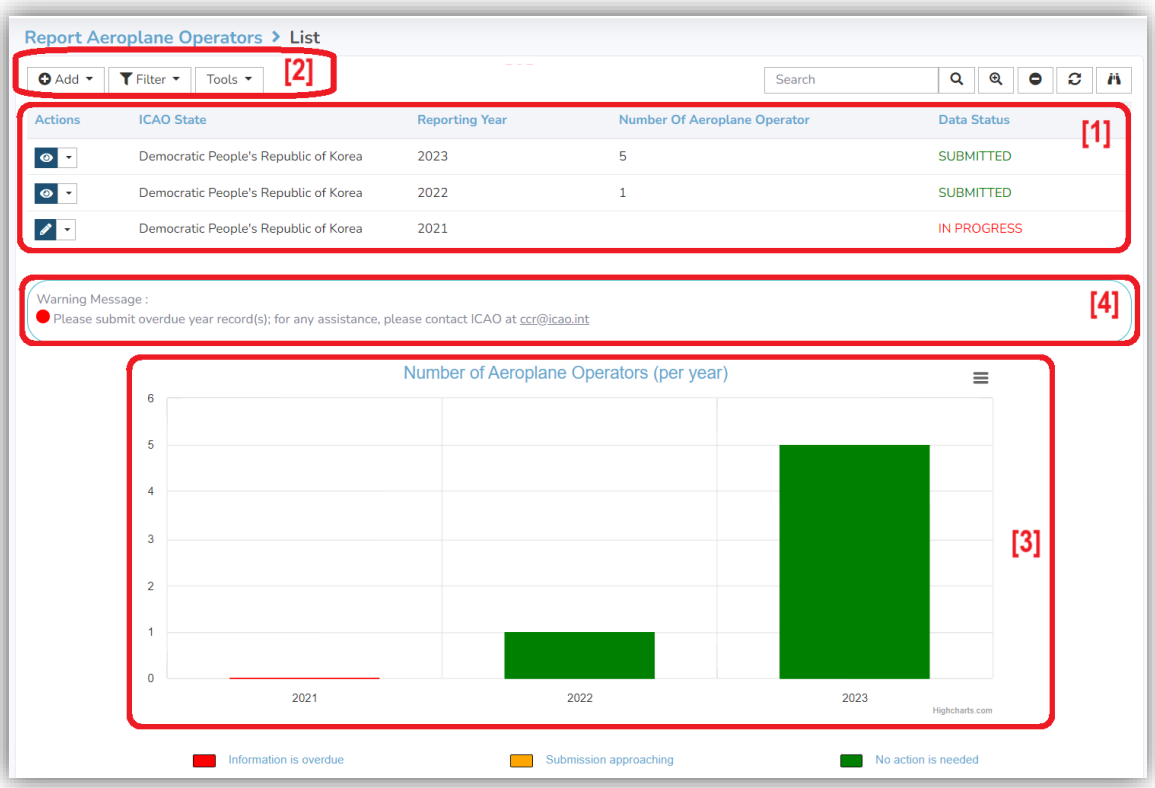


Figure 3-1: *The 'Report Aeroplane Operators' page*

If you click on the down arrow to the right of the *'pencil icon'* on a row of the list page, a dropdown menu will appear with the following options:

- 'View': view the information and data in a year report, but the permission to edit is restricted;
- 'Edit': edit the year report by making changes to specific entries of the year report;
- 'Add': shortcut to add a new aeroplane operator in the year report.



If a year report is read-only, the 'pencil icon' will change into an 'eye icon'.

In part **[2]** of the 'Report Aeroplane Operators' page, you have access to certain actions through the following three options:

- 'Add': to create a year report (**for CORSIA Focal Point only**);
- 'Filter': to sort the existing year reports in area **[1]** by filtering based on year report properties;

- 'Tools': to export the list of year reports in area **[1]** into an MS Excel or CSV file (see Annex B).

Below the list you can also see a trend graph (**[3]** in Figure 3-1) of the number of aeroplane operators contained in each year report (same color coding applies). If any of the year reports are overdue, you will also see a *"Warning message"* on this page (**[4]** in Figure 3-1).

3.3. Create a Year Report for Aeroplane Operators

Only the CORSIA Focal Point (CFP) of your State can create a year report for aeroplane operators. This can be done either by creating an empty year report, or by copying an existing one (previous submissions).



Once you have created a year report, you cannot delete it. If you want to delete a year report, please contact ICAO at ccr@icao.int.

3.3.1. Option 1: Create an empty year report:

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

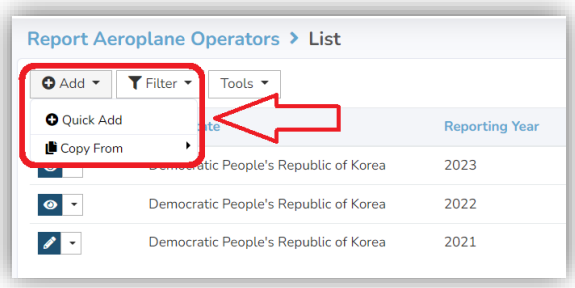
ii) On the 'Report Aeroplane Operators' page, click on 'Add' and then select 'Quick Add' (Figure 3-2A).

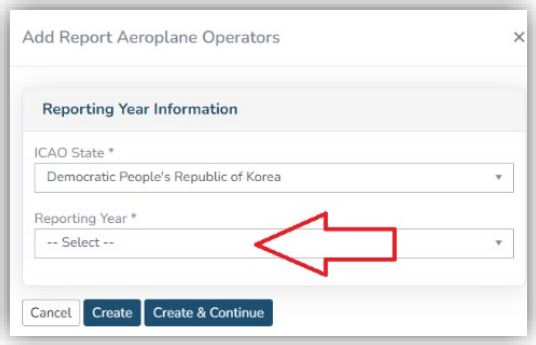
iii) In the popup that will appear on your screen (Figure 3-2B), use the dropdown list to select the 'Reporting Year' for the year report.

iv) Click on **'Create'** to save the year report and close the popup.



In the pop-up (Figure 3-2B), the 'ICAO State' field is pre-filled with the name of your State and cannot be changed.





Figures 3-2A (left) and 3-2B (right): *Create an empty year report using option 1*

3.3.2. Option 2: Create a year report by copying an existing one

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

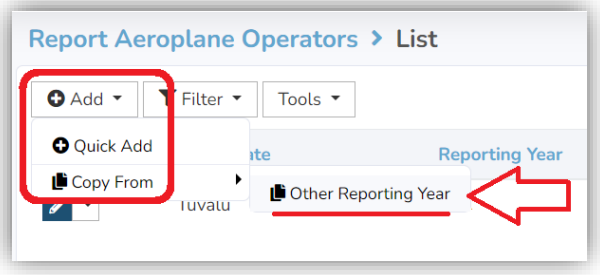
ii) On the 'Report Aeroplane Operators' page, click on 'Add' and then select 'Copy From' and then 'Other Reporting Year' (Figure 3-3A).

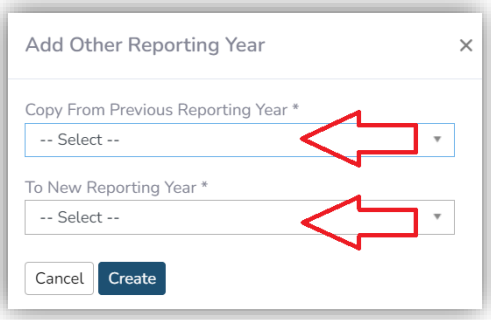
iii) In the popup that will appear on your screen (Figure 3-3B), use the dropdown list under 'Copy from Previous Reporting Year' to select the report that you would like to copy from.

iv) Select the reporting year from the dropdown list under 'To New Reporting Year'.

v) Click on **'Create'** to save the year report and close the popup.

At least one year report must already exist before you can use Option 2.





Figures 3-3A (left) and 3-3B (right): *Create a new year report by copying an existing one (option 2)*

3.4. Add, Edit or Delete Aeroplane Operators

After having created a year report, you can open it by clicking on the *'pencil icon'* next to it on the grid of the 'Report Aeroplane Operators' page (Figure 3-4).



Figure 3-4: *Open an existing year report by clicking on the 'pencil icon'*

When you open a year report, you will see the 'Details' tab, as shown in Figure 3-5. Information on this tab is grouped in two main areas:

- 'Reporting Year Information' contains the fields 'ICAO State', 'Reporting Year' (both fields are read-only and cannot be changed), and
- 'Data Status', which you will need to change as you move through the CCR dataflow process (for more details, see section 1.4).

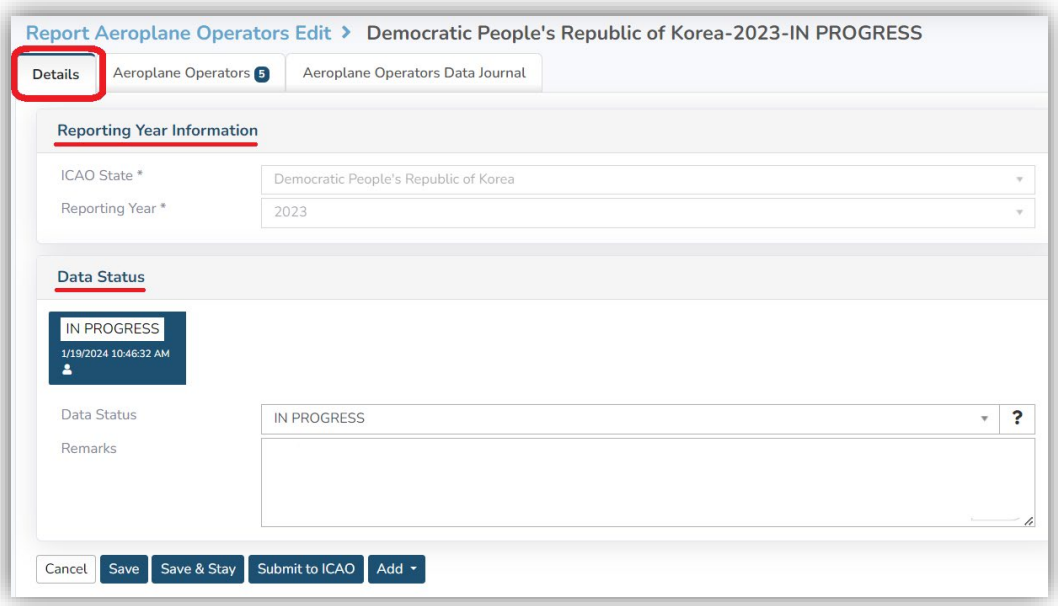


Figure 3-5: *The 'Details' tab for an aeroplane operator year report*

The year report has two more tabs:

- The '<u>Aeroplane Operators</u>' tab contains the list of aeroplane operators attributed to your State for the reporting year; if you have created an empty new report (section 3.3 – Option 1), there will be no aeroplane operators listed in this tab; if you have created a new year report by copying an existing one (section 3.3 – Option 2), the tab will display the information that has been copied from the existing report; and
- The '<u>Aeroplane Operators Data Journal</u>' tab provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year report over time (Figure 3-6).

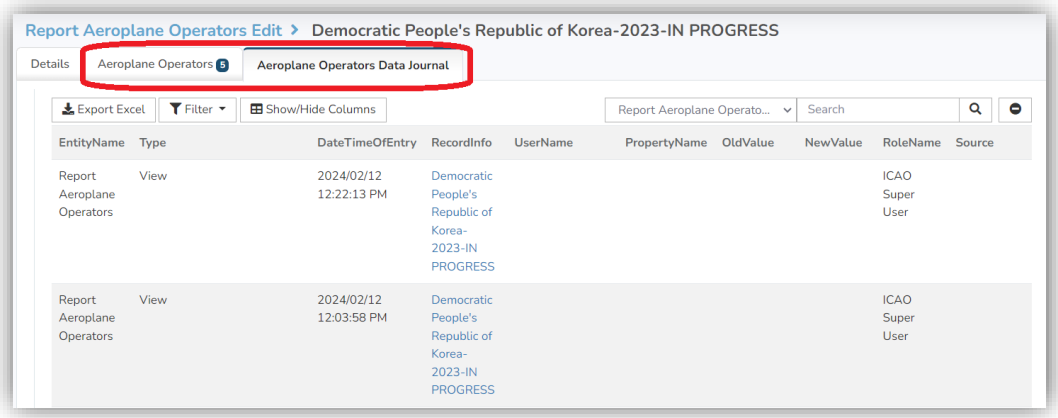


Figure 3-6: *The 'Aeroplane Operators Data Journal' tab*

3.4.1. Add an Aeroplane Operator

There are two options to add information and data for an aeroplane operator attributed to your State:

- Manual entry of information for each aeroplane operator (web form), and
- Import information for one or more aeroplane operators using a CSV file (import process).

The two options are not mutually exclusive. You can use both of them as needed.



Information for an aeroplane operator can be added by the STU only when the status of the year report is IN PROGRESS. When the status of the year report is set to UNDER REVIEW only the CFP can add new, or edit existing, information.

❖ ***Option 1: Manual entry***

To manually add information and data for an aeroplane operator:

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

ii) On the 'Report Aeroplane Operators' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Aeroplane Operators' tab of the year report.

iv) Click on 'Add', and then select 'Full Add' (Figure 3-7).

v) In the web form that will appear on your screen (Figure 3-8), fill in the aeroplane operator details; Table 3-2 provides information on each field of the web form. All mandatory fields (marked with *) must be filled in; non-mandatory fields can be left empty.

vi) Click on **'Create'** to save the information and close the web form.

You can repeat the above process as many times as needed to add all aeroplane operators in the year report.



If a mandatory field related to the address of the aeroplane operator is not applicable or you do not have information for that field, please enter "Not applicable" in the web form.



Figure 3-7: *Add an aeroplane operator*

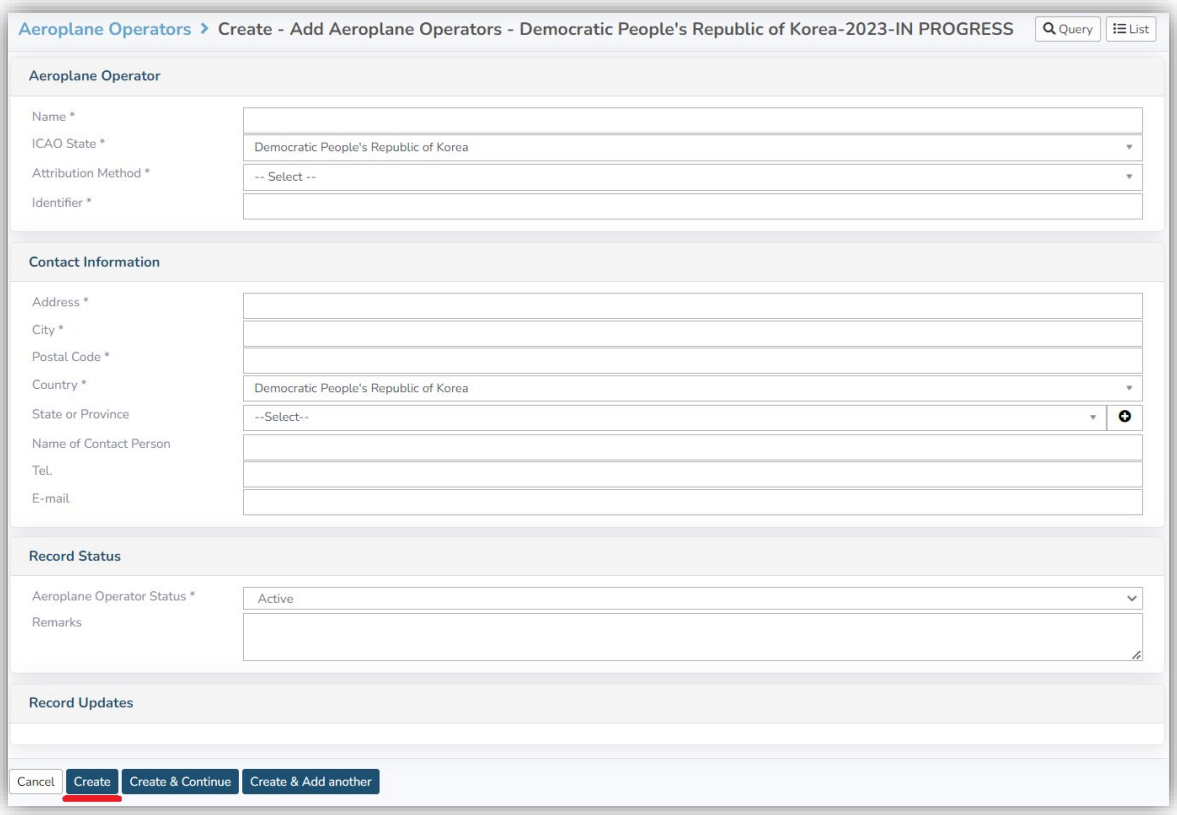


Figure 3-8: *Web form to enter information for an aeroplane operator*

Table 3-2: *Brief description and notes for the fields of the aeroplane operator web form*

Field	Brief description	Notes
Name*	Full name of the AO (alphanumeric)	For each reporting year, the name of an aeroplane operator can be used only once and by only one ICAO State
ICAO State*	Name of reporting ICAO State (pre-filled)	Pre-filled with the name of the ICAO State; this field cannot be changed
Attribution Method*	Method used to attribute the AO to the ICAO State (dropdown list)	Dropdown list with three options: ✓ ICAO Designator ✓ Air Operator Certificate ✓ Place of Juridical Registration
Identifier*	Identifier associated with the selected attribution method above (alphanumeric)	If the selected attribution method is 'ICAO Designator': ✓ Enter the 3-letter designator according to the ICAO Doc 8585 ✓ For each reporting year, an ICAO Designator can be used only once and by only one ICAO State If the selected attribution method is 'Air Operator Certificate': ✓ Enter the Air Operator Certificate (or equivalent) issued by the State ✓ For each reporting year and ICAO State, the AOC can be used only once If the selected attribution method is 'Place of Juridical Registration': ✓ The field is automatically filled in with the name of your ICAO State and cannot be changed
Address*	Address of AO (alphanumeric)	Street name and number (Aeroplane Operator headquarters)
City*	City of AO (alphanumeric)	Name of the city (Aeroplane Operator headquarters)
Postal code*	ZIP/Postal code of AO (alphanumeric)	Zip/postal code (Aeroplane Operator headquarters)
Country*	Name of Country (pre-filled)	The field is automatically filled-in with the name of the reporting State, but you can change it if the address of the aeroplane operator is in another State
State or Province	State or Province associated with the Country field above (alphanumeric)	Select the State or Province from the dropdown list. If the name of State or Province is not included in the dropdown list, you can add it manually by clicking on the 'add icon'
Name of Contact Person	Name of contact person (alphanumeric)	Enter name of contact person (Aeroplane Operator) responsible for CORSIA-related issues
Tel.	Telephone of CORSIA contact person (numeric)	Recommended format: '<country code>' '(<area or city code>)' '<phone number>' e.g., +1(555)333-4444
E-mail	E-mail of CORSIA contact person (alphanumeric)	Enter the e-mail address of the CORSIA contact person

In addition to the above-mentioned fields, there are two more fields in the web form, which are not related to the requirements of Annex 16, Volume IV, but are part of the CCR application and can be used as follows:

- 'Aeroplane Operator Status' is a mandatory field with two options ('Active' and 'Inactive'). It is expected that for all aeroplane operators, the status will be set to 'Active'. You can change the status to 'Inactive' if you do not wish for a specific aeroplane operator to be included in your submission to ICAO.
- 'Remarks' is not a mandatory field and can be used to provide additional information about the aeroplane operator. For example, if an aeroplane operator is a subsidiary of another operator attributed to your State and the two operators are treated as a single consolidated operator and report their CO_2 emissions together, you could briefly explain this situation in this field.

❖ *Option 2: Import Information from a CSV file*

If you have a large number of aeroplane operators to upload to the CCR, the manual option may be too time consuming. In such a case, you can import the information for all aeroplane operators at once if you already have this information in a *"Comma-Separated Values"* (CSV) file. The columns of your CSV file must correspond to the fields described in Table 3-2. Figure 3-9 shows the format that your CSV file must be in. A CSV template is available on the CCR materials website[6].



The CCR accepts a CSV file in which values are separated by a comma; however, in some regions, CSV data may be separated by a semi-colon. See Annex C for further information on how to adjust your computer's settings if needed.

The automated import process is based on a default mapping that ensures that information in the CSV file is matched with the specific fields in the CCR. If your CSV file does not have the expected format and structure, you must modify it to match the structure shown in Figure 3-9.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	ICAO State	Attribution Method	Identifier	Address	City	Postal Code	Country	State or Province	Name of Contact Person	Tel.	E-mail	Aeroplane Operator Status	Remarks
2														

Figure 3-9: *Standard columns for the CSV file for importing information on aeroplane operators*

[6] *CCR materials website: https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx*

To import aeroplane operators from a CSV file:

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

ii) On the 'Report Aeroplane Operators' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Aeroplane Operators' tab of the year report.

iv) Click on 'Tools' and then select 'Import CSV' (Figure 3-10).

v) On the Upload File page that will appear on your screen (Figure 3-11), click on **'Choose File'** to search for the CSV file on your computer.

vi) Once you have located the CSV file, select it, and then click on **'Upload'**.

vii) The information will be imported in a two-stage process:

- During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 3-12):
  - ✓ If the information is correct, click on '**Confirm & Continue Import**' to proceed to the second stage of the import process;
  - ✓ If errors are identified (see troubleshooting sub-section below) the import process will be halted; click on **'Cancel'**, make the appropriate corrections in the CSV file, and then re-start the import process.
- During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
  - ✓ If no errors are found, the import process will be completed. After the information has been successfully imported, a confirmation will appear on your screen (Figure 3-13A). Click on **'Return to Report Aeroplane Operators'** or **'Return to Home'** to go back to the 'Report Aeroplane Operators' page or the Home page, respectively;
  - ✓ If errors are found, they will be displayed on your screen (Figure 3-13B); you can download the list of errors for further processing by clicking on **'Download Error Sheet'.**



Your CSV file must have exactly the same format as the template in Figure 3-9; otherwise your information will not be imported correctly.

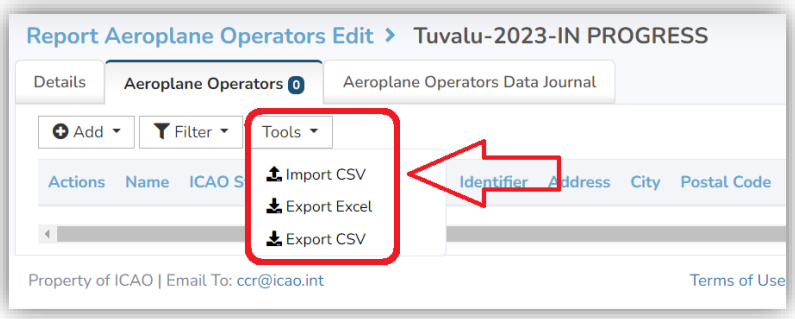


Figure 3-10: *Import aeroplane operators from a CSV file*

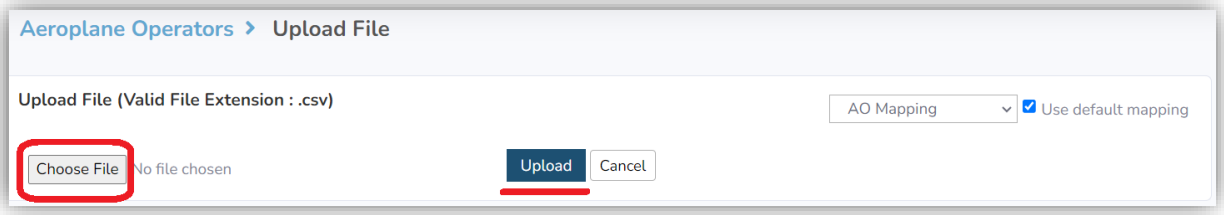


Figure 3-11: *Upload File screen*

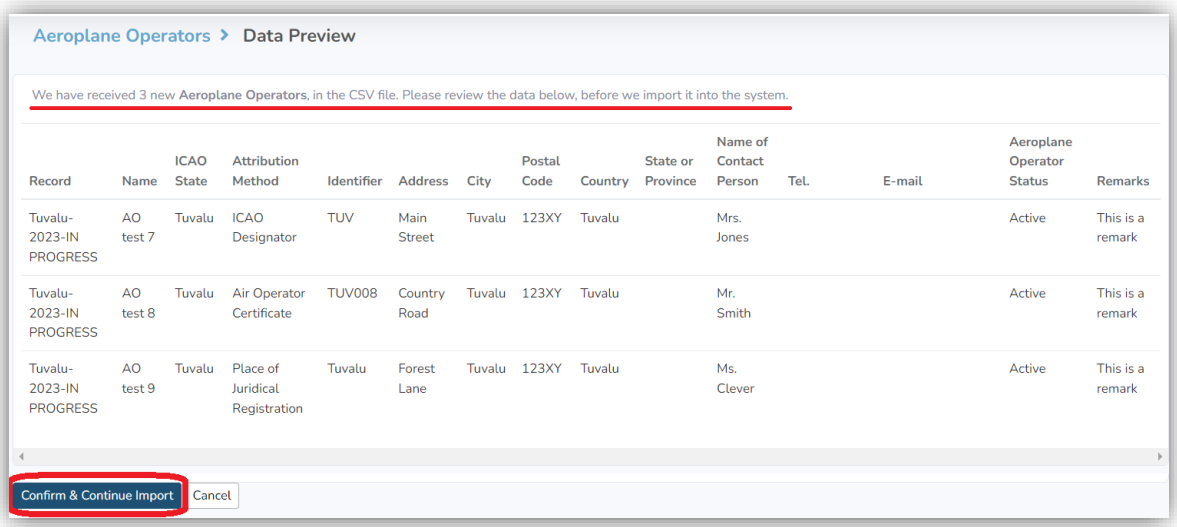
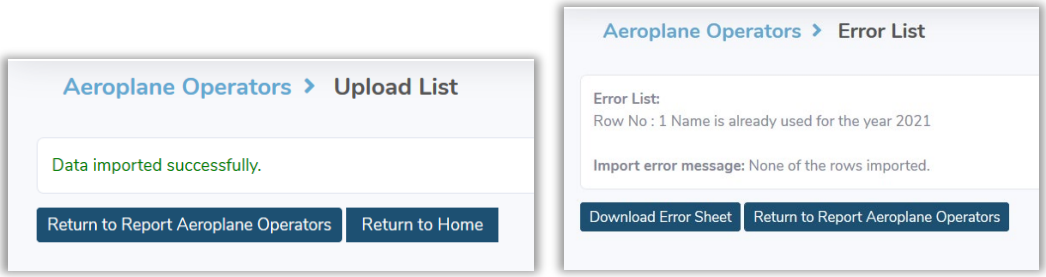


Figure 3-12: *Confirm the information to be imported*



*The first column shown in Figure 3-12 (**Record**) is created automatically and cannot be changed; it connects an aeroplane operator to a specific State and reporting year.*



Figures 3-13A (left) and 3-13B (right): *Successful import of data (left); errors found (right)*

❖ ***Troubleshooting a CSV file***

The CCR will perform certain checks before the data in a CSV file is imported. Any errors found will be highlighted and specific row(s) in the CSV file will not be imported. During the first stage of the import process, the CCR will check for:

- Wrong spelling of the entries in the 'ICAO State', 'Attribution method' and 'Country' fields. For the 'ICAO State' and 'Country' columns, check Annex A for the official names used in the CCR.

During the second stage of the import process, the CCR will check for:

- Missing information for any of the mandatory fields;
- Duplicate records (i.e., the name of the aeroplane operator is used more than once in the CSV file);
- Aeroplane operators that have already been imported in the year report;
- Names of the aeroplane operators that have already been used by another ICAO State for the specific reporting year;
- Errors in the 'Identifier' field, specifically:
  - ✓ The 'ICAO Designator' has already been used for the specific reporting year;
  - ✓ Duplicate 'Air Operator Certificate' for the reporting year;
  - ✓ Wrong spelling of 'ICAO State' if the Attribution method is *"Place of juridical registration"*.

3.4.2. Edit an Aeroplane Operator

After having added information for an aeroplane operator attributed to your State, you can edit this information as follows:

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

ii) On the 'Report Aeroplane Operators' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Aeroplane Operators' tab to see the list of aeroplane operators in the year report.

iv) You have two main options to make changes to an aeroplane operator:

- You can click directly on the specific field you would like to modify; the field will become editable and the *'pencil icon'* at the beginning of the row will be replaced by the **'Save'** and **'Cancel'** buttons (Figure 3-14);
- Or on the aeroplane operator web form; click on the *'pencil icon'* (or click on the down arrow and then select 'Edit') to access the web form (Figure 3-15). Make the necessary changes and click on **'Save'** to store the updated information.

Except for the name of the aeroplane operator and the name of the ICAO State, all other fields can be edited. If you want to change the name of the aeroplane operator, delete the aeroplane operator entry (see section 3.4.3) and add it again with the correct name.

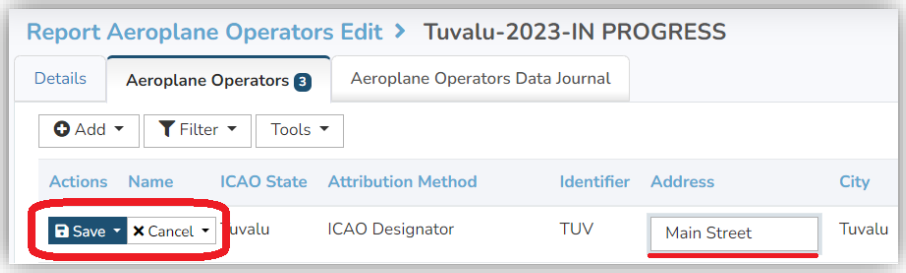


Figure 3-14: *Making changes on the grid view*

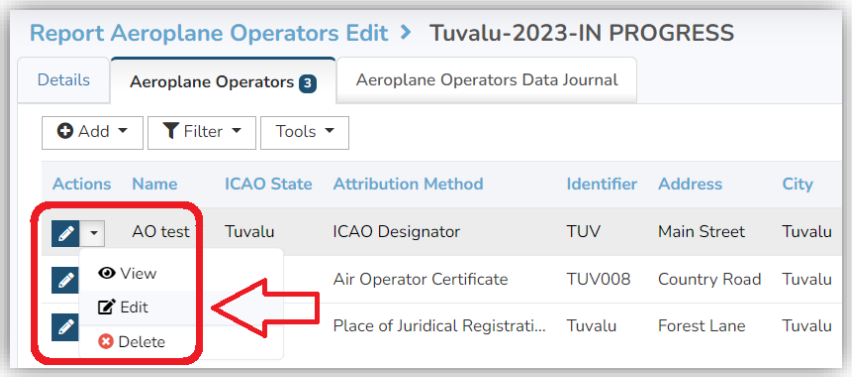


Figure 3-15: *Access the Aeroplane Operator edit page*

3.4.3. Delete an Aeroplane Operator

To delete an aeroplane operator:

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

ii) On the 'Report Aeroplane Operators' page, select the year report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'Aeroplane Operators' tab to see the list of aeroplane operators for the reporting year.

iv) Click on the down arrow next to the '*pencil icon*' for the aeroplane operator that you would like to delete and then select 'Delete' on the short menu (Figure 3-16).

v) You will be asked to confirm this action. Click on the **'Delete'** button at the bottom of the page that will appear on your screen to complete the deletion (Figure 3-17).

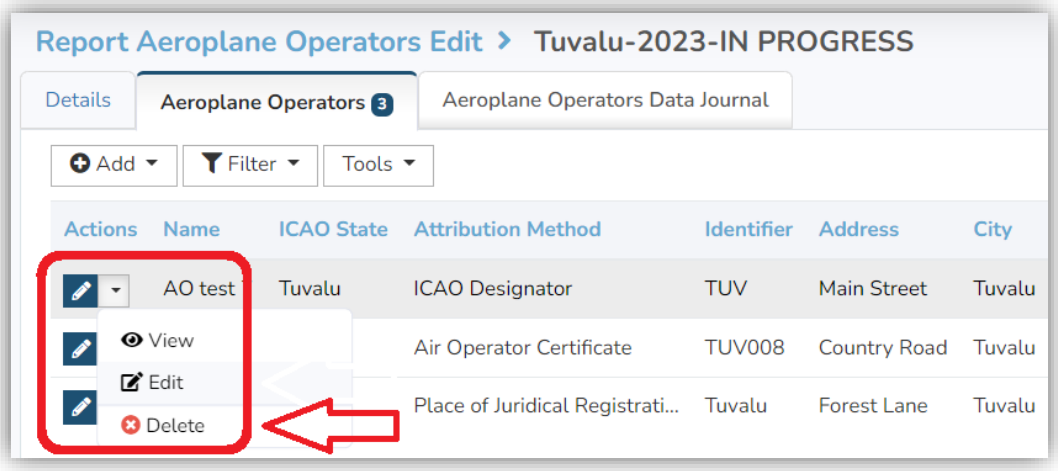


Figure 3-16: *Delete an aeroplane operator*



Figure 3-17: *Aeroplane Operator delete confirmation*

*The '**Delete**' action will permanently remove the aeroplane operator from your year report. If you initiated this action by accident, click on '**Back**' at the bottom of the confirmation page (Figure 3-17) to cancel the deletion of the aeroplane operator.*

3.5. Submit to ICAO

To submit the year report to ICAO, change its status to SUBMITTED as follows:

i) Select *'Report Aeroplane Operators'* from the main navigation menu.

ii) On the 'Report Aeroplane Operators' page, select the year report you want to submit to ICAO by clicking on the *'pencil icon'* next to it.

iii) On the 'Details' tab, you have two options to submit the year report:

- You can click on the **'Submit to ICAO'** button at the bottom of the page (Figure 3-18),
- Or you can locate the 'Data Status' area (Figure 3-18) and click on the Data Status field (dropdown list), select SUBMITTED, and click on **'Save'**.

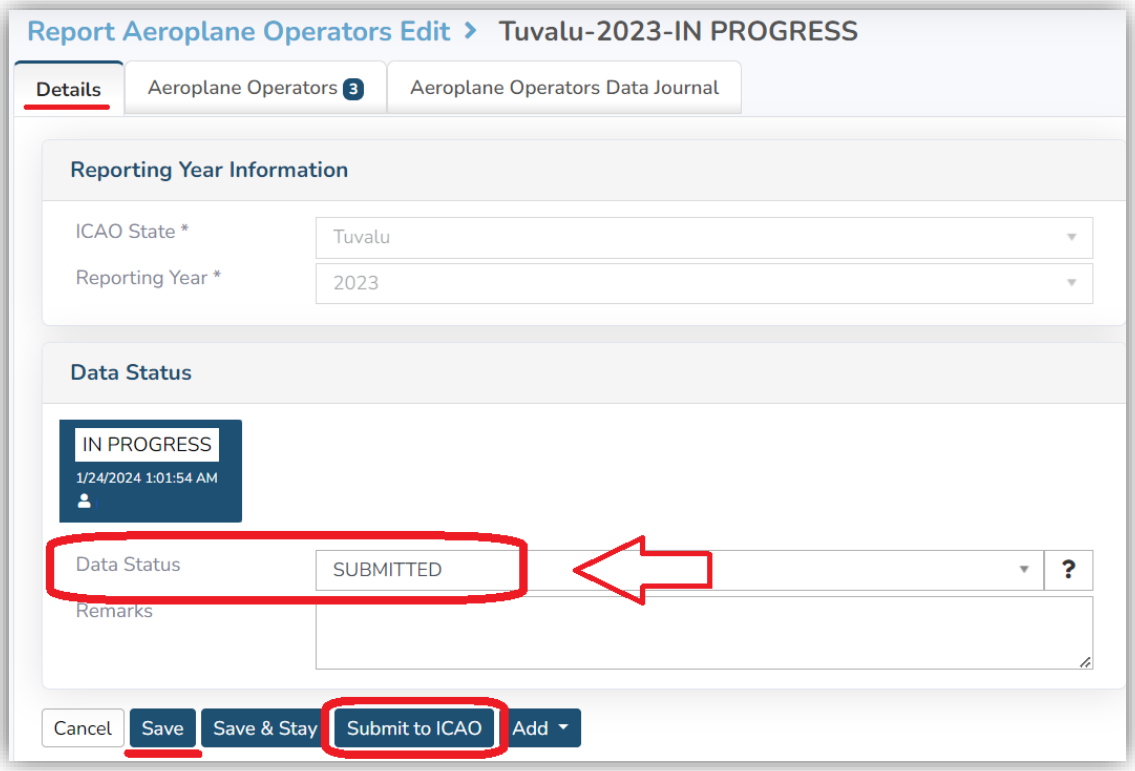


Figure 3-18: *Submit Aeroplane Operators report to ICAO*

For more information on the different status options for a year report, refer to section 1.4.

4. REPORTING ON VERIFICATION BODIES



In this chapter, you will find general information about reporting information and data on verification bodies accredited in your State (section 4.1), an overview of the 'Report Verification Bodies' page (section 4.2), and instructions on how to:

- create a new year report for verification bodies (section 4.3);
- add, edit, or delete verification bodies (section 4.4); and
- submit to ICAO (section 4.5).



Submitting information on verification bodies is mandatory in accordance with Annex 16, Volume IV only if there are verification bodies that have been accredited for the purposes of CORSIA in your State. If any aeroplane operator attributed to your State uses a verification body that is accredited in another State (Country), you should not submit the name of that verification body.

4.1. Introduction

Annex 16, Volume IV, Part II, Chapter 1, 1.3.7, specifies that each *"The State shall submit to ICAO a list of verification bodies accredited in the State according to the requirements as described in Appendix 5 Table A5-3 (Field 2)"*. The field 2 of Table A5-3 requires the following information to be reported by States to ICAO:

- State (Field 2.a);
- Name of verification body and accreditation certificate number (Field 2.b);
- State of verification body registration (2.c);
- Copy of accreditation certificate or weblink to online certificate (2.d);
- Weblink to main national accreditation body website (2.e).

Every year, you must submit to ICAO (through the CCR) a complete list of verification bodies accredited in your State. This list will include the verification bodies that are accredited to verify reports prepared by aeroplane operators for the current reporting year during the first few months of the following year; for example, the verification bodies submitted in 2024 will verify the 2024 emissions reports during the first four months of 2025 (details on Annex 16, Vol. IV, Appendix 1, Table A1-3).



Deadline for reporting the list of verification bodies: ***30 November*** *of each year.*

For the purposes of the CCR, information for each verification body must be provided in separate fields as shown in Table 4-1 (mandatory fields are marked with *).

Table 4-1: *Information and data to be reported for each verification body*

Verification body information:	
✓ Name*	✓ Copy of accreditation certificate or weblink to online certificate*
✓ ICAO State*	✓ Link to main national accreditation body website*
✓ Accreditation certificate number*	
✓ State of verification body registration*	

4.2. Overview of the 'Report Verification Bodies' page

To upload, and submit to ICAO, verification bodies accredited in your State, follow the general dataflow process described in Chapter 1, section 1.4. To access the reporting area for verification bodies, select *'Report Verification Bodies'* from the main navigation menu. The 'Report Verification Bodies' page displays information using a grid and has four main parts (Figure 4-1). For more information on how to search the CCR (top right), refer to Annex B.

The main part of a 'Report Verification Bodies' page (**[1]** in Figure 4-1) contains the existing year reports for the area in a grid (table) format. See Annex B on how to sort and change the number of the displayed year report. The page includes summary information on the number of verification bodies contained in each year report and an indication of whether the reports are (color coding of the status label): submitted or *"no action is needed"* (green), created with pending submission or *"submission approaching"* (orange), or created with *"information is overdue"* (red).

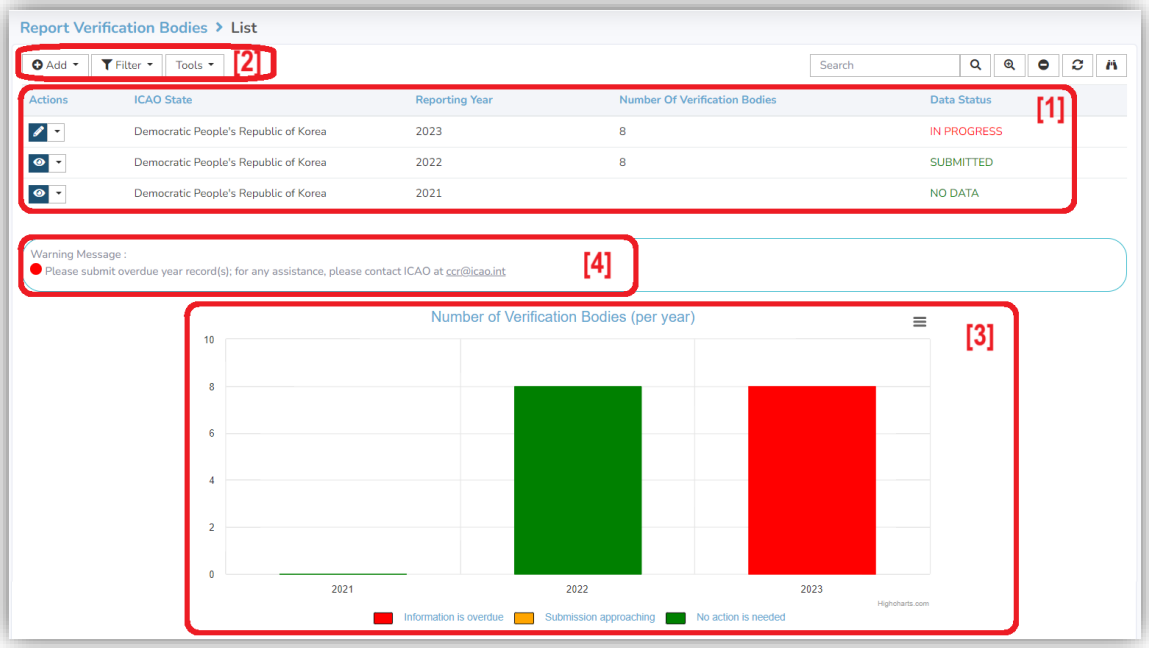


Figure 4-1: *The 'Report Verification Bodies' page*

If you click on the down arrow to the right of the '*pencil icon*' on a row of the page a dropdown menu will appear with the following options:

- 'View': view the information and data of a year report, but the permission to edit is restricted;
- 'Edit': edit the year report by making changes to specific entries of the year report;
- 'Add': shortcut to add a new verification body in the year report.

If a year report is read-only, the 'pencil icon' will change into an 'eye icon'.

In part [2] of the 'Report Verification Bodies' page, you have access to certain actions through the following three buttons:

- 'Add'**:** to create a year report (**for CORSIA Focal Point only**);
- 'Filter': to sort the existing year reports in area [1] by filtering based on the year report properties;
- 'Tools': to export the list of year reports in area [1] in an MS Excel or CSV file (see Annex B).

Below the list, you can also see a trend graph (**[3]** in Figure 4-1) of the number of verification bodies contained in each year report (the same color coding applies). If any of the year reports are overdue, you will also see a *"Warning message"* on this page (**[4]** in Figure 4-1).

4.3. Create a Year Report for Verification Bodies

Only the CORSIA Focal Point (CFP) of your State can create a year report for verification bodies. This can be done either by creating an empty one, or by copying an existing one (previous submission).

Once you have created a year report, you cannot delete it. If you want to delete a year report, please contact ICAO at ccr@icao.int.

4.3.1. Option 1: Create an empty year report

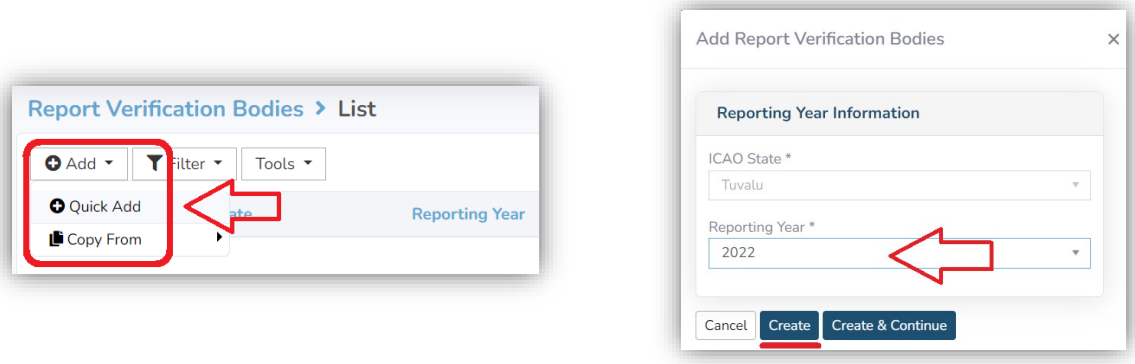
i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, click on 'Add' and then select 'Quick Add' (Figure 4-2A).

iii) In the popup that will appear on your screen (Figure 4-2B), use the dropdown list to select the 'Reporting Year' for the year report.

iv) Click on **'Create'** to save the year report and close the popup.

In the pop-up (Figure 4-2B), the 'ICAO State' field is pre-filled with the name of your State and cannot be changed.



Figures 4-2A (left) and 4-2B (right): *Create an empty year report using option 1*

4.3.2. Option 2: Create a year report by copying an existing one

i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, click on 'Add' and then select 'Copy From' and then 'Other Reporting Year' (Figure 4-3A).

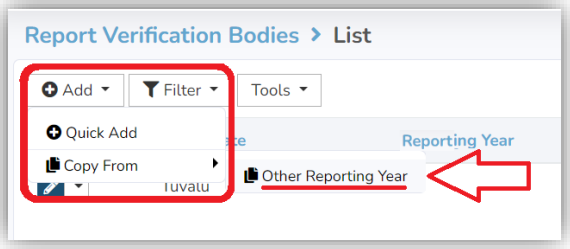
iii) In the popup that will appear on your screen (Figure 4-3B), use the dropdown list under 'Copy from Previous Reporting Year' to select the year report that you would like to copy from.

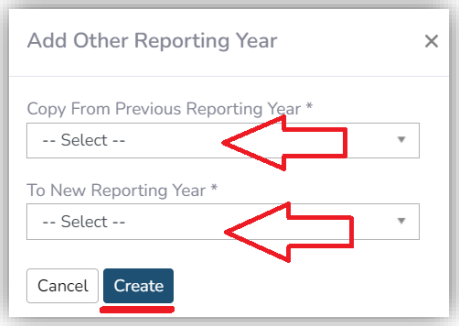
iv) Select the reporting year from the dropdown list under 'To New Reporting Year'.

v) Click on **'Create'** to save the year report and close the popup.



At least one year report must exist before you can use Option 2.





Figures 4-3A (left) and 4-3B (right): *Create a year report by copying an existing one (option 2)*

4.4. Add, Edit or Delete Verification Bodies

After creating a year report, you can open it by clicking on the *'pencil icon'* next to it on the grid of the 'Report Verification Bodies' page (Figure 4-4).

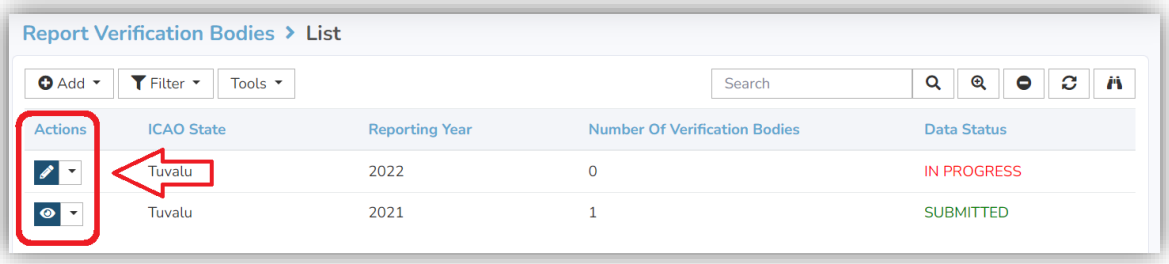


Figure 4-4: *Open an existing report by clicking on the 'pencil icon'*

When you open a year report, you will see the 'Details' tab, as shown in Figure 4-5. This tab displays information in two main areas:

- 'Reporting Year Information' contains the fields 'ICAO State' and 'Reporting Year' (both fields are read-only and cannot be changed); and
- 'Data Status', which you will need to change as you move through the CCR dataflow process (for more details see section 1.4).

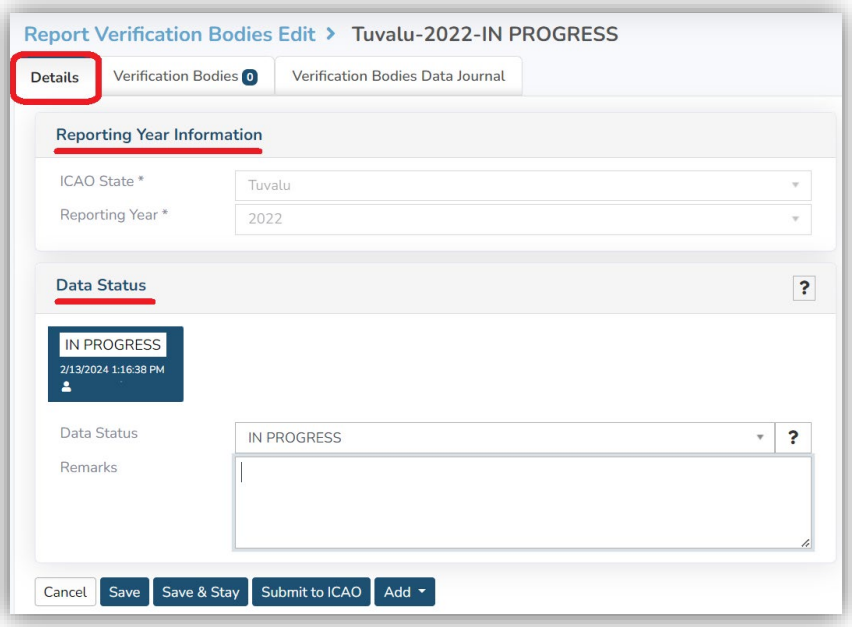


Figure 4-5: *The 'Details' tab for a 'Verification Bodies' year report*

The year report has two more tabs:

- The 'Verification Bodies' tab contains the list of verification bodies accredited in your State for the reporting year; if you have created an empty report (section 4.3 – Option 1), there will

be no verification bodies listed in this tab; if you have created a year report by copying an existing one (section 4.3 – Option 2), the tab will display the information that has been copied from the existing year report;

- The 'Verification Bodies Data Journal' tab provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year report over time (Figure 4-6).

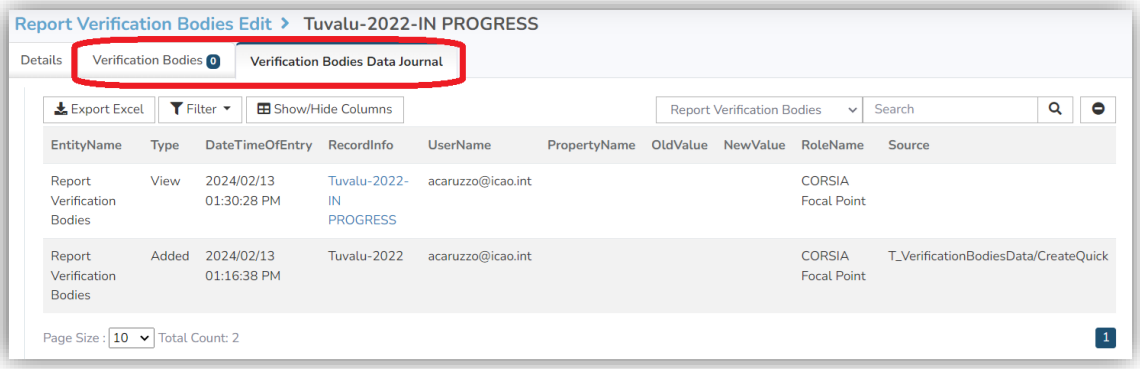


Figure 4-6: *The 'Verification Bodies Data Journal' tab*

4.4.1. Add a Verification Body

There are two options to add information and data on the verification bodies accredited in your State:

- Manual entry of information and data for each verification body, and
- Import information and data for one or more verification bodies using a CSV file.

The two options are not mutually exclusive. You can use both of them as needed.

❖ *Option 1: Manual entry*

To manually add information and data for a verification body:

i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Verification Bodies' tab of the year report.

iv) Click on 'Add', and then select 'Full Add' (Figure 4-7).

v) In the web form that will appear on your screen (Figure 4-8), fill in the verification body details; Table 4-2 provides information on each field of the web form. All mandatory fields (marked with *) must be filled in; non-mandatory fields can be left empty.

vi) Click on **'Create'** to save the information and close the web form.

You can repeat the above process as many times as needed to add all verification bodies in the year report.

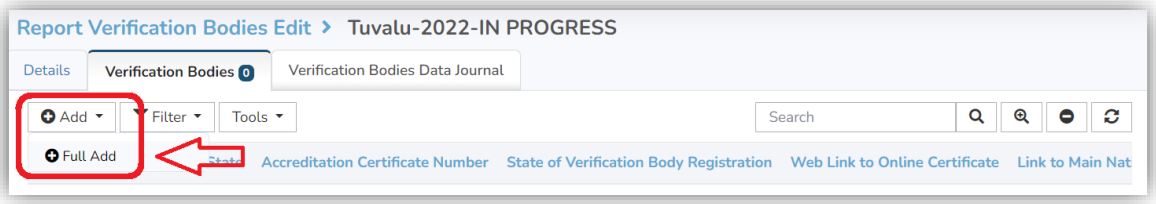


Figure 4-7: *Add a verification body*

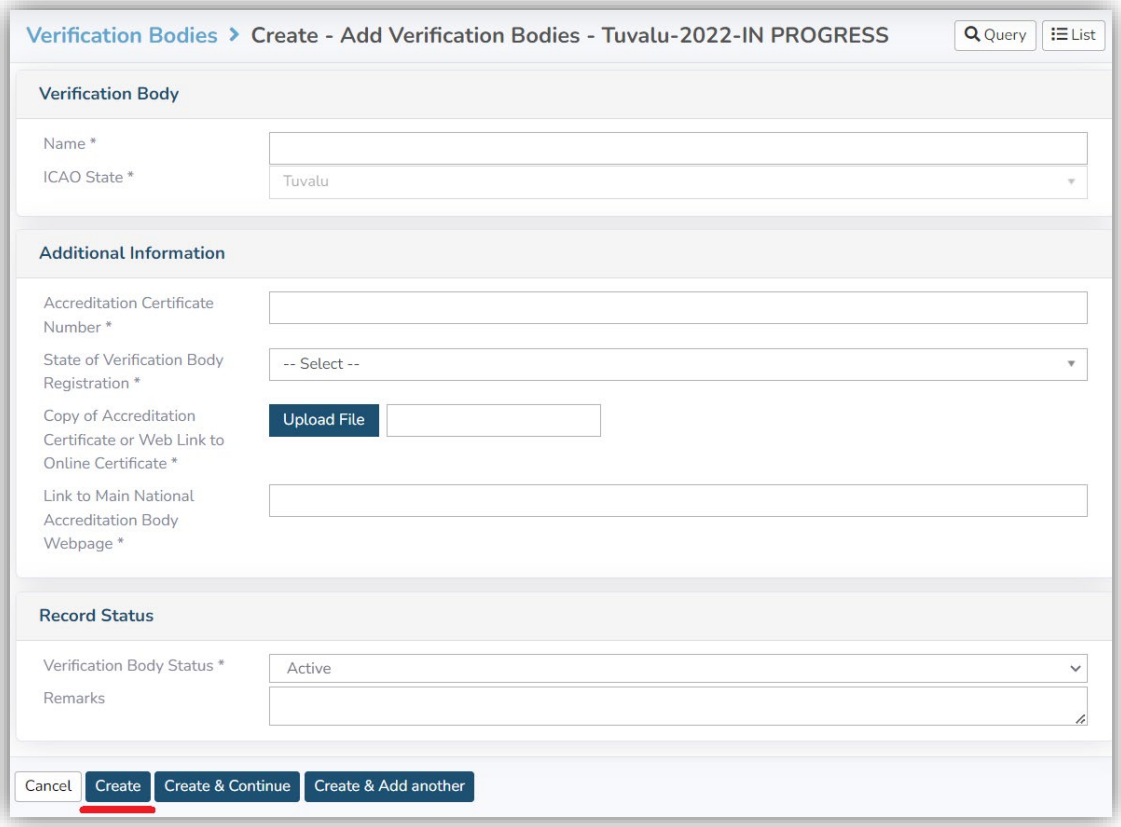


Figure 4-8: *Web form to enter information for a verification body*

Table 4-2: *Brief description and notes for the fields of the verification bodies web form.*

Field	Brief description	Notes
Name*	Full name of VB (alphanumeric)	The name of a verification body cannot be used more than once by an ICAO State in a reporting year. If two or more branches of the same verification body have been accredited in your State and you need to report all of them, you can indicate this by including a geographical designator next to the name of the verification body (e.g., name of city, province etc.).
ICAO State*	Name of the reporting ICAO State (pre-filled)	Pre-filled with the name of your ICAO State; this field cannot be changed.
Accreditation Certificate Number*	Certificate identification (alphanumeric)	Number of the accreditation certificate issued by the verification body of your State
State of Verification Body Registration*	Country name where VB is accredited (alpha character)	You have to add your state name if you have an accredited verification body, or you can change it if the address of the verifier is registered in another State (country)
Copy of accreditation certificate or weblink to online certificate*	Upload PDF file and/or weblink (alphanumeric)	You have to provide either a copy of the accreditation certificate (PDF) or the web address where the certificate can be found. If you wish, you can provide both.
Weblink to main national accreditation body website*	Weblink of VB (alphanumeric)	Official web link address of the national accreditation body website

In addition to the above-mentioned fields, there are two more fields in the web form, which are not related to the requirements of Annex 16, Volume IV, but are part of the CCR application and can be used as follows:

- 'Verification Body Status' is a mandatory field with two options ('Active' and 'Inactive'). It is expected that for all verification bodies, the status will be set to 'Active'. You can change the status to 'Inactive' if you do not wish for a specific verification body to be included in your submission to ICAO.
- 'Remarks' is not a mandatory field and can be used to provide additional information about the verification body. For example, use this field to provide a web address for the accreditation certificate of the verification body.

❖ ***Option 2: Import Information from a CSV file***

If you have a large number of verification bodies to upload on the CCR, the manual option may be too time consuming. In such a case, you can import the information for all verification bodies at once if you already

have this information in a CSV file. The columns of your CSV file must correspond to the fields described in Table 4-2. Figure 4-9 shows the format that your CSV file must be in.



The CCR accepts a CSV file in which values are separated by a comma; however, in some regions, CSV data may be separated by a semi-colon. See Annex C if you need to make changes to your computer's settings.

The automated import process is based on a default mapping that ensures that information in the CSV file is matched with the specific fields in the CCR. If your CSV file does not have the expected format and structure, you must modify it accordingly to match the structure shown in Figure 4-9. A CSV template is available on the CCR materials website[7].

	A	B	C	D	E	F	G	H
1	Name	ICAO State	Accreditation Certificate Number	State of Verification Body Registration	Web Link to Online Certificate	Link to Main National Accreditation Body Webpage	Verification Body Status	Remarks
2								

Figure 4-9: *Standard columns for the CSV file for importing information on verification bodies*



You cannot upload a PDF using the CSV file. If you wish to provide a copy of the accreditation certificate of the verification body, then in the CSV file, enter ***N/A*** *for the field 'Weblink to online certificate'. Once you have uploaded the CSV file on the CCR, then click on the year report and edit the verification body manually, and upload the copy of the accreditation certificate (see Section 4.4.2).*

To import verification bodies using a CSV file:

i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Verifications Bodies' tab of the year report.

iv) Click on 'Tools' and then select 'Import CSV' (Figure 4-10)

v) On the 'Upload File' page that will appear on your screen (Figure 4-11), click on the button under the *"Upload File"* heading on the left of the screen to search for the CSV file on your computer.

[7] *CCR materials website: https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx*

vi) Once you have located the CSV file, select it, and then click on **'Upload'**.

vii) The information will be imported in a two-stage process:

- During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 4-12):
  - ✓ If the information is correct, click on '**Confirm & Continue Import**' to proceed to the second stage of the import process;
  - ✓ If errors are identified (see troubleshooting sub-section below) the import process will be halted; click on '**Cancel**', make the appropriate corrections in the CSV file, and then re-start the import process.
- During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
  - ✓ If no errors are found, the import process will be completed. After the information has been successfully imported, a confirmation will appear on your screen (Figure 4-13A). Click on '**Return to Report Verification Bodies**' or '**Return to Home**' to go back to the 'Report Verification Bodies' page or the Home page, respectively;
  - ✓ If errors are found, they will be displayed on your screen (Figure 4-13B); you can download the list of errors for further processing by clicking on '**Download Error Sheet**'.

Your CSV file must have exactly the same format as the template in Figure 4-9; otherwise your information will not be imported correctly.

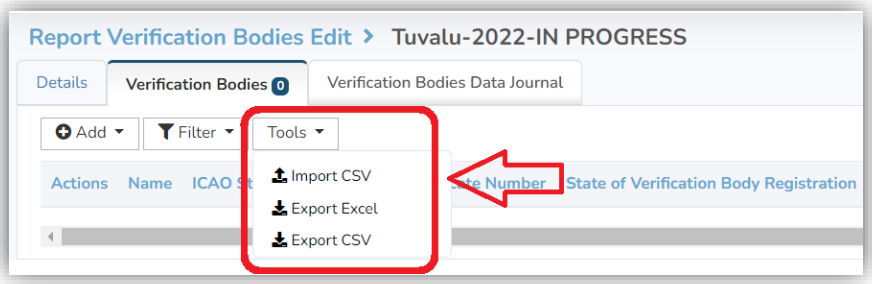


Figure 4-10: *Import data for verification bodies from a CSV file*

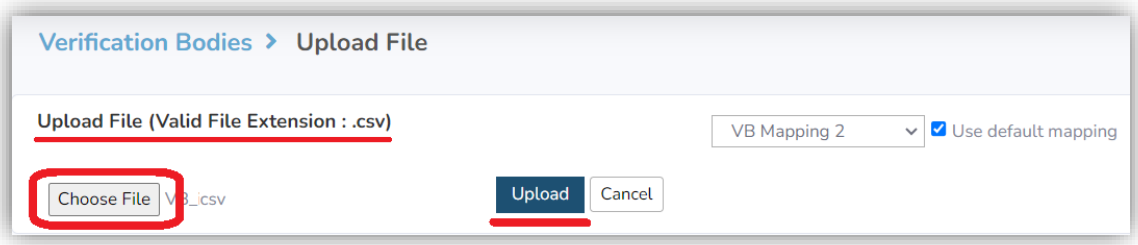


Figure 4-11: *Upload File screen*

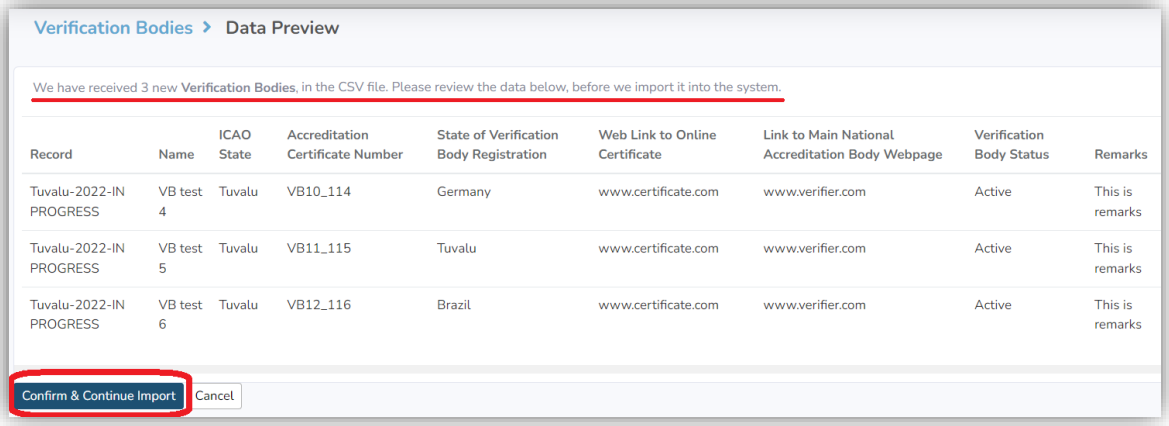
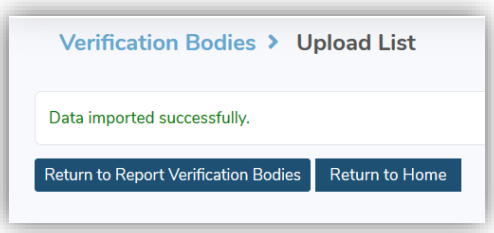
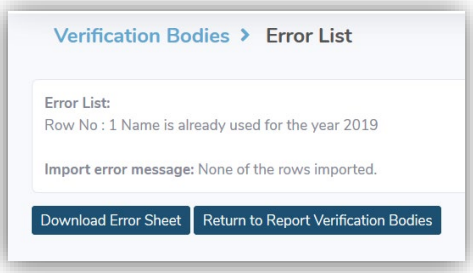


Figure 4-12: *Confirm the information to be imported for verification bodies*

*The first column in Figure 4-12 (**Record**) is automatically created and cannot be changed; it connects a verification body to a specific State and reporting year.*





Figures 4-13A (left) and 4-13B (right): *Successful import (left) and errors found during import (right)*

❖ ***Troubleshooting a CSV file***

The CCR will perform certain checks before the data in a CSV file is imported. Any errors found will be highlighted and specific row(s) in the CSV file will not be imported. During the import process, the CCR will check for:

- Missing information for any of the mandatory fields;
- Duplicate records (i.e., the name of the verification is used more than once);
- Verification bodies that have already been imported in the year report.

4.4.2. Edit a Verification Body

After having added information for a verification body accredited in your State, you can edit this information as follows:

i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the *'*Verification Bodies*'* tab to see the list of verification bodies for the reporting year.

iv) You have two options to make changes to a verification body:

- You can click directly on the specific field you would like to modify; the field will become editable and the *'pencil icon'* at the beginning of the row will be replaced by the **'Save'** and **'Cancel'** buttons (Figure 4-14);
- Or on the verification body web form; click on the *'pencil icon'* (or click on the down arrow and then select 'Edit') to access the web form (Figure 4-15). Make the necessary changes and click on **'Save'** to store the updated information.

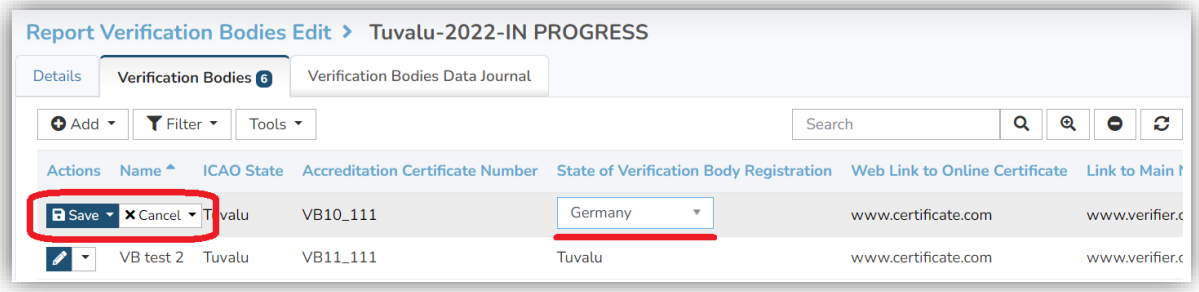


Figure 4-14: *Making changes on the grid view*

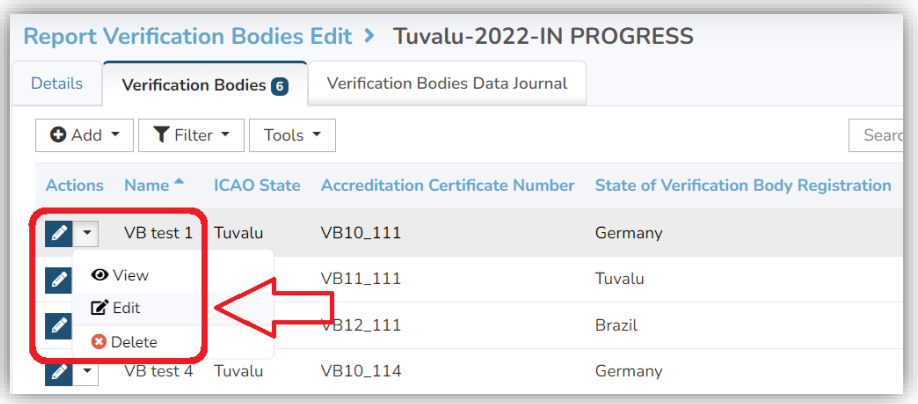


Figure 4-15: *Access the Verification Bodies edit page*

4.4.3. Delete a Verification Body

To delete a verification body:

i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, select the year report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'Verification Bodies' tab to see the list of verification bodies for the reporting year.

iv) Click on the down arrow next to the *'pencil icon'* for the verification body that you would like to delete and then select 'Delete' (Figure 4-16).

v) You will be asked to confirm this action. Click on the **'Delete'** button at the bottom of the page that will appear on your screen to complete the deletion (Figure 4-17).

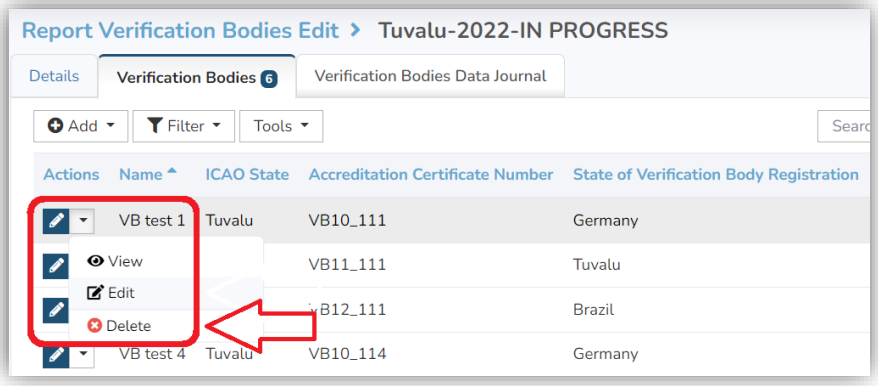


Figure 4-16: *Verification Body delete option*

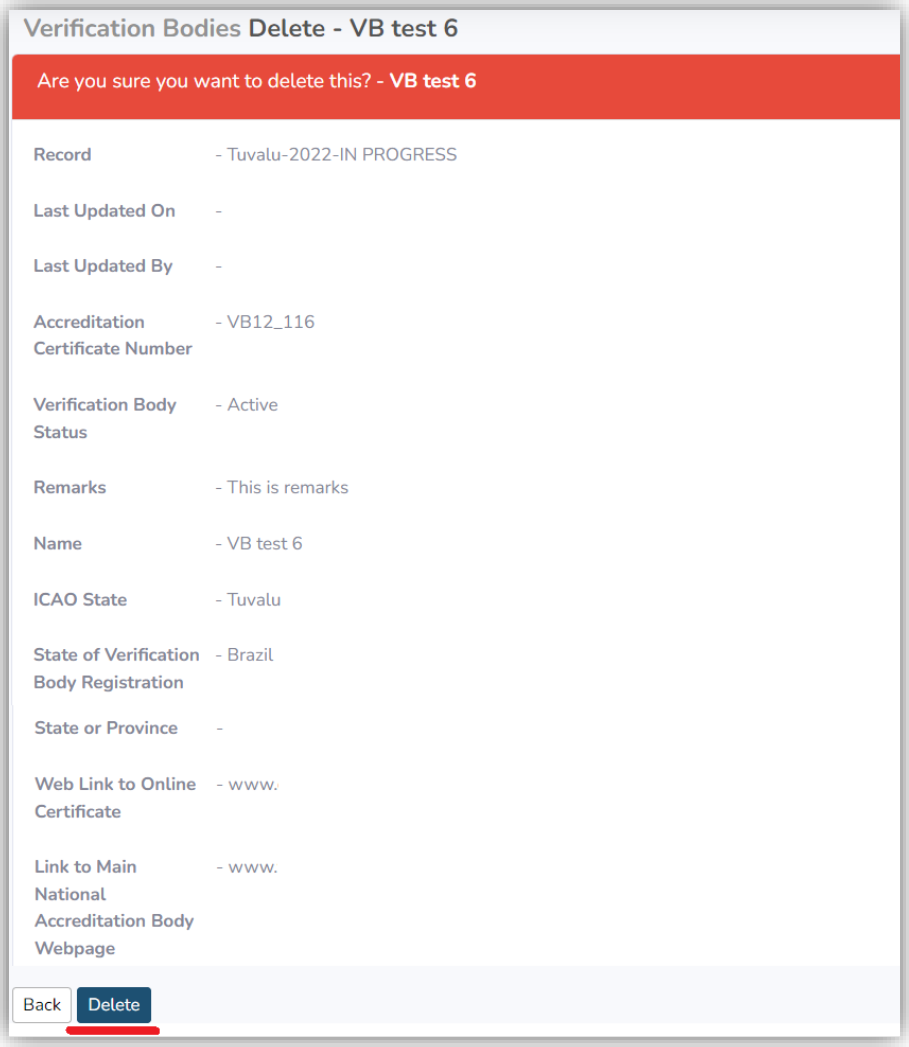


Figure 4-17: *Verification Body delete confirmation page*



*The **'Delete'** action will permanently remove the verification body from your year report. If you initiated this action by accident, click on **'Back'** at the bottom of the confirmation page (Figure 4-17) to cancel the deletion of the verification body.*

4.5. Submit to ICAO

To submit a year report to ICAO, change its status to SUBMITTED as follows:

i) Select *'Report Verification Bodies'* from the main navigation menu.

ii) On the 'Report Verification Bodies' page, select the year report you want to submit to ICAO by clicking on the *'pencil icon'* next to it.

iii) On the 'Details' tab, you have two options to submit the year report:

- You can click on the **'Submit to ICAO'** button at the bottom of the page (Figure 4-18),
- Or you can locate the 'Data Status' area (Figure 4-18), click on the Data Status field (dropdown list), select SUBMITTED, and click on **'Save'**,

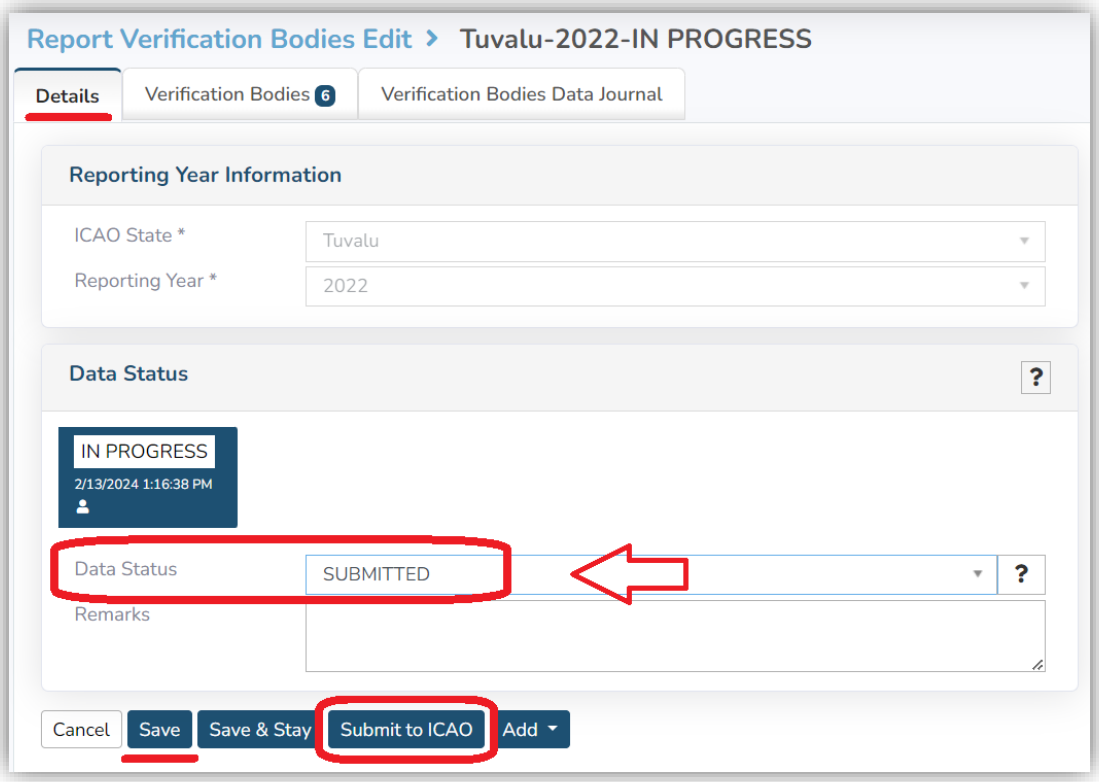


Figure 4-18: *Submit a Verification Bodies report to ICAO*

For more information on the different status options for a year report, refer to section 1.4.

5. REPORTING ON CO_2 EMISSIONS FOR 2019 AND 2020



In this chapter, you will find general information about reporting CO_2 emissions per State pair for the years 2019 and 2020 (section 5.1), an overview of the 'Report CO_2 Emissions' page (section 5.2), and instructions on how to:

- create a year report for CO_2 emissions (section 5.3);
- add, edit, or delete CO_2 emissions (section 5.4); and
- submit to ICAO (section 5.5).



The chapter focuses on CO_2 emission for the baseline period of CORSIA (years 2019 and 2020). Instructions on how to report CO_2 emissions for 2021 and beyond are provided in Chapter 6.

5.1. Introduction

Annex 16, Volume IV, Part II, Chapter 2, 2.3.2.2 specifies that each State shall submit to ICAO CO_2 emissions for the years 2019 and 2020 (baseline period for CORSIA) as per Appendix 5, Table A5-4. According to this table, each State shall report:

- Total annual CO_2 emissions per State pair aggregated for all aeroplane operators attributed to the State (in tonnes).

In accordance with the timeline in Annex 16, Volume IV, Appendix 1, Table A1-1 the submission deadlines were:

- 31 August 2020 for 2019 CO_2 emissions; and
- 31 August 2021 for 2020 CO_2 emissions.

For CORSIA, a State pair is defined as a *"group of two States composed of a departing State or its territories and an arrival State or its territories"*. For the purposes of the CCR, information on CO_2 emissions must be reported for each State pair using the fields shown in Table 5-1 (mandatory fields are marked with *).

Table 5-1: *Information to be provided for each State pair*

State pair information:
✓ From *(Departing State)**
✓ To *(Arrival State)**
✓ CO_2 emission *(in tonnes)**
✓ Confidential Data

In relation to ***"Confidential Data"***, Annex 16, Volume VI, Part II, Chapter 2, 2.3.1.6 and 2.3.1.7 provide guidance for States and aeroplane operators on how to determine whether CO_2 emissions are considered confidential.



When reporting CO_2 emissions from flights between two States (e.g., State A and State B), you must report CO_2 emissions in each direction (A-B and B-A) as a separate State pair.

5.2. Overview of the 'Report CO_2 Emissions' page

To upload, and submit to ICAO, CO_2 emissions for your State, follow the general dataflow process described in Chapter 1, section 1.4. To access the reporting area of the CCR for CO_2 emissions for your State, select *'Report CO_2 Emissions'* from the main navigation menu. The 'Report CO_2 Emissions' page displays information in a grid and has four main parts (Figure 5-1). For more information on how to search the CCR (top right), refer to Annex B.

The main part of a 'Report CO_2 Emissions' page (**[1]** in Figure 5-1) contains the existing year reports for the reporting area in a grid (table) format. See Annex B on how to sort and change the number of the displayed year reports. The page includes summary information on the number of State pairs, total CO_2 emissions based on State pairs, and an indication of whether the reports are (color coding of the status label): submitted or *"no action is needed"* (green), created with pending submission or *"submission approaching"* (orange) or created with *"information is overdue"* (red).

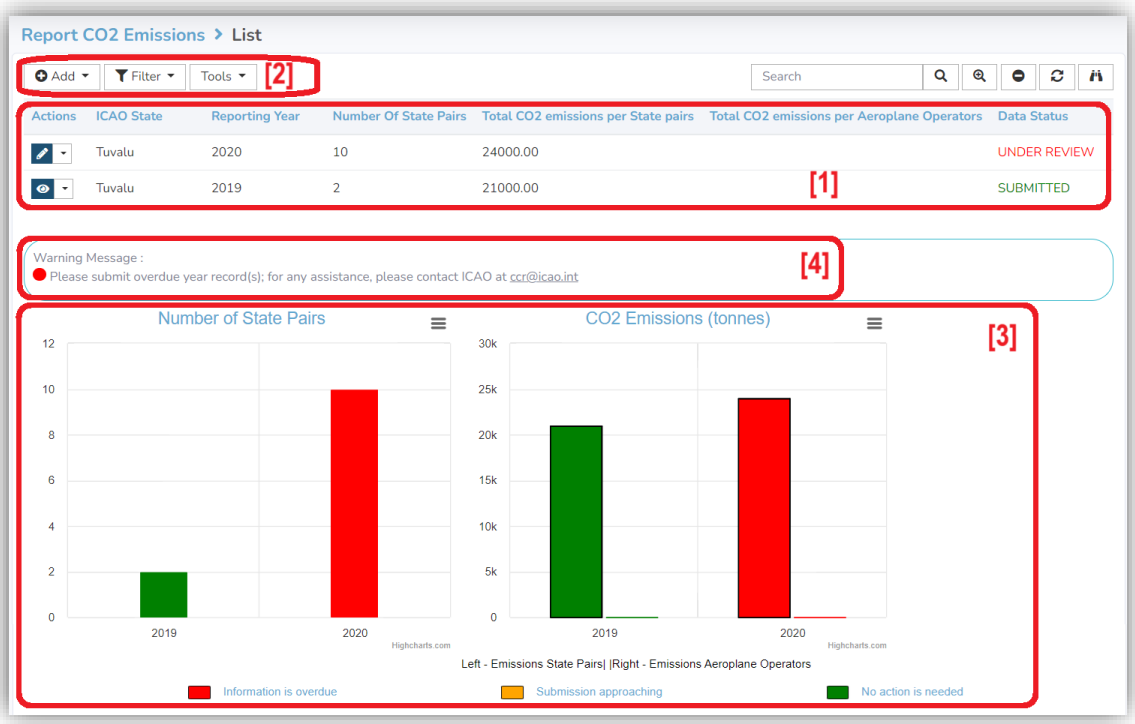


Figure 5-1: *The 'Report CO_2 Emissions' page*

If you click on the down arrow to the right of the *'pencil icon'* on a row of the page a dropdown menu will appear with the following options:

- 'View': view the information and data of a year report, but the permission to edit is restricted;
- 'Edit': edit the year report by making changes to specific entries of the year report;
- 'Add': shortcut to add CO_2 emissions for a State pair in the year report.

If a year report is read-only, the 'pencil icon' will change into an 'eye icon'.

In part **[2]** of the 'Report CO_2 Emissions' page, you have access to certain actions through the following three buttons:

- 'Add': to create a year report (**for CORSIA Focal Point only**);
- 'Filter': to sort the existing year reports in area **[1]** by filtering based on year report properties;
- 'Tools': to export the list of year reports in area **[1]** in an MS Excel or CSV file (see Annex B).

Below the list, you can also see a trend graph (**[3]** in Figure 5-1) of the number of State pairs and a trend graph of total CO_2 emissions (based on State pairs) contained in each year report (same color coding applies). If any of the year reports are overdue, you will also see a *"Warning message"* on this page (**[4]** in Figure 5-1).

5.3. Create a Year Report for CO_2 Emissions

Only the CORSIA Focal Point of your State can create a year report for CO_2 emissions.

Once you have created a year report, you cannot delete it. If you want to delete a year report, please contact ICAO at ccr@icao.int.

To create a year report:

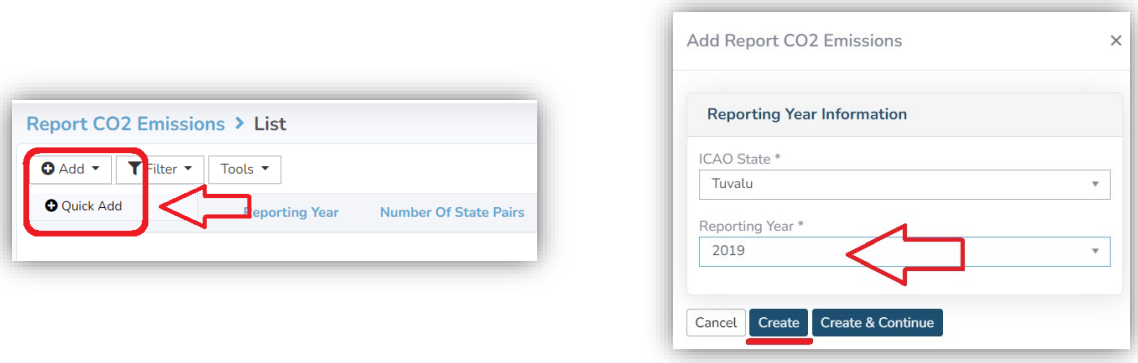
i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, click on 'Add' and then select 'Quick Add' (Figure 5-2A).

iii) In the popup that will appear on your screen (Figure 5-2B), use the dropdown list to select the 'Reporting Year' for the year report (2019 or 2020).

iv) Click on **'Create'** to save the year report and close the popup.

In the popup (Figure 5-2B), the 'ICAO State' field is pre-filled with the name of your State and cannot be changed.



Figures 5-2A (left) and 5-2B (right): *Create an empty year report*

5.4. Add, Edit or Delete CO_2 Emissions

After having created a year report, you can open it by clicking on the *'pencil icon'* next to it on the grid of the 'Report CO_2 Emissions' page (Figure 5-3).

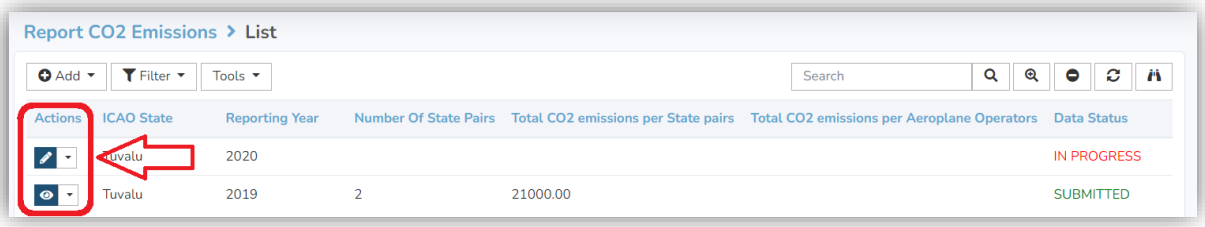


Figure 5-3: *Open a year report by clicking on the 'pencil icon'*

When you open a year report, you will see the 'Details' tab as shown in Figure 5-4. This tab displays information in three areas:

- 'Reporting Year Information' contains the fields 'ICAO State' and 'Reporting Year' (both fields are read-only and cannot be changed);
- 'Total CO_2 Emissions (in tonnes)' are automatically calculated based on data in the 'CO_2 Emissions (State Pairs)' tab; and
- 'Data Status', which you will need to change as you move through the CCR dataflow process (for more details see section 1.4).



For 2019 and 2020, the 'Details' tab provides only one total for the CO_2 emissions on all State pairs reported. All other totals are shown as N/A (not applicable) because there are no offsetting requirements for these two years, and there is no requirement for States to submit CO_2 emissions for individual aeroplane operators.

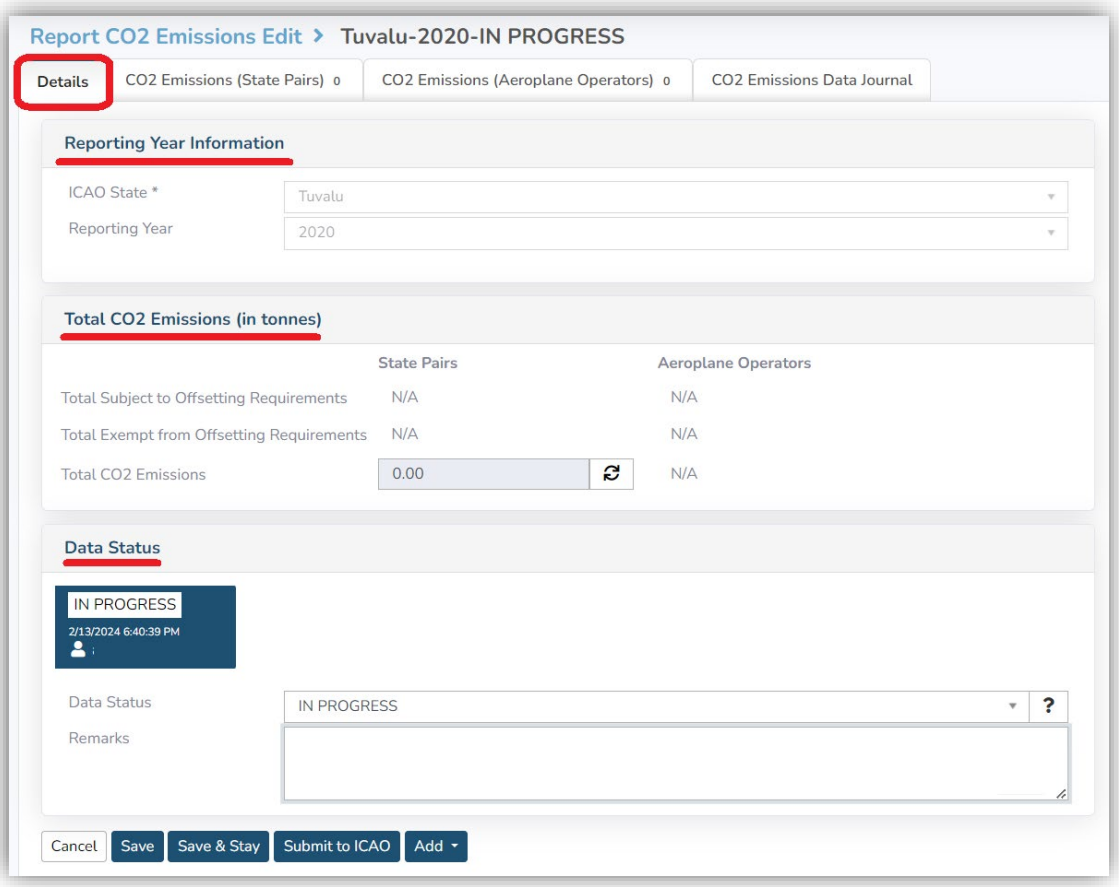


Figure 5-4: *The 'Details' tab for a CO_2 emissions year report*

The year report has three more tabs:

- The 'CO_2 Emissions (State Pairs)' tab contains the CO_2 emissions for all State pairs for the reporting year; when you create a year report, this tab is empty; see sub-sections 5.4.1 to 5.4.3 for instruction how to populate this tab;
- The 'CO_2 Emissions (Aeroplane Operators)' tab for the 2019 and 2020 year reports is not active because States do not have to provide this information;
- The 'CO_2 Emissions Data Journal' tab provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year report over time (Figure 5-5).

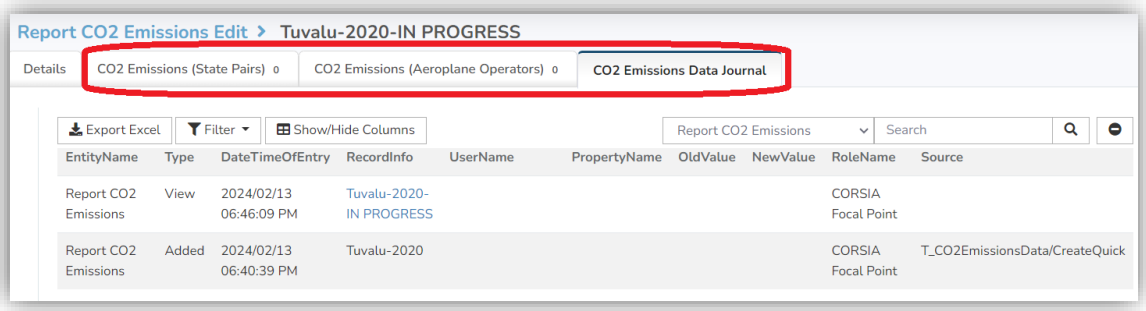


Figure 5-5: *The 'CO₂ Emissions Data Journal' tab*

5.4.1. Add CO_2 Emissions for a State Pair

There are two options to add CO_2 emissions for a State pair:

- Manual entry of information for each State pair, and
- Import information for one or more State pairs using a CSV file.

The two options are not mutually exclusive. You can use both as needed.



A State pair can be reported only once per reporting year by a State. If there are more than one aeroplane operators attributed to your State and some or all of their operations are on the same State pair(s), then you must aggregate the data before you start using the CCR by adding together the CO_2 emissions reported by all aeroplane operators on each State pair.

❖ ***Option 1: Manual entry***

To manually add CO_2 emissions for a State pair:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the 2019 or 2020 year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO₂ Emissions (State Pairs)' tab of the year report.

iv) Click on 'Add' and then select 'Full Add' (see Figure 5-6).

v) In the web form that will appear on your screen (Figure 5-7), fill in the CO_2 emissions details; Table 5-2 provides information on each field of the web form. All mandatory fields (marked with *) must be filled in; non-mandatory fields can be left empty.

vi) Click on **'Create'** to save the information and close the web form.

You can repeat the above process as many times as needed to add CO_2 emissions for all State pairs in the year report.



Figure 5-6: *Add CO_2 emissions for a State pair*

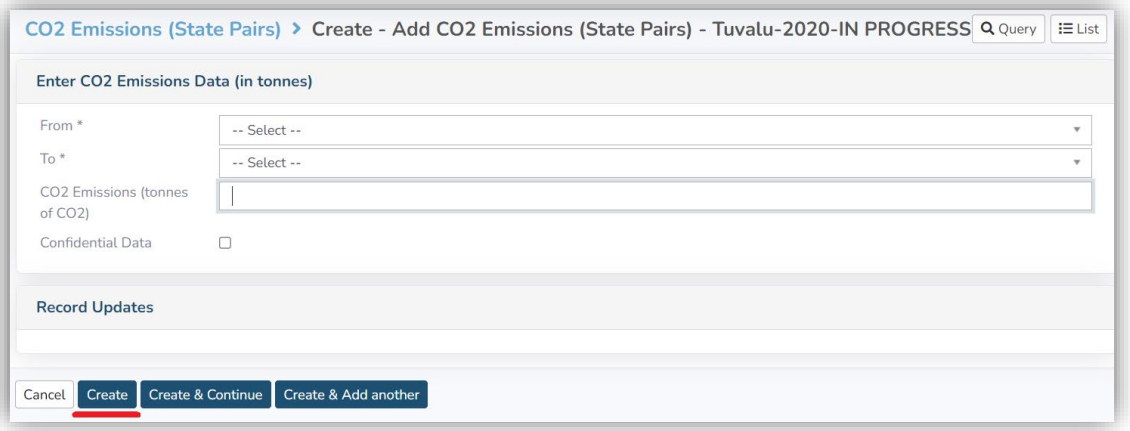


Figure 5-7: *Web form to enter CO_2 emissions for a State Pair*

Table 5-2: *Brief description and notes for the fields of CO_2 emissions per State pair web form*

Field	Brief description	Notes
From*	Name of departing State (dropdown list)	Select the State name from the dropdown list; it cannot be the same as the arrival State
To*	Name of arrival State (dropdown list)	Select the State name from the dropdown list; it cannot be the same as the departing State
CO_2 Emissions (tonnes of CO_2)*	Tonnes of CO_2 emissions for a State pair (numeric)	The value must be positive, equal to, or larger than 0.01, and you can provide up to two decimal points; use a point (.) to separate decimal points; do not use a separator for thousands or a comma (,) to separate decimal points; example of correct format: 12345.67
Confidential data	Confidential data selection (tick box)	If you click on the tick box, the data will be marked as confidential; in the '*grid view*' this will be shown as FALSE (not confidential data) or TRUE (confidential data)

The CCR does not accept CO_2 emissions from domestic flights. Therefore, the name of the States in the 'From' (Departing State) and 'To' (Arrival State) fields cannot be the same.

❖ ***Option 2: Import Information from a CSV file***

If you have a large number of State pairs to upload on the CCR, the manual option may be too time consuming. In such a case, you can import the information for all State pairs together if you already have this information in a CSV file. The columns of your CSV file must correspond to the fields described in Table 5-2. Figure 5-8 shows the format that your CSV file must be in.

The CCR only allows for the import of data using CSV files; no other formats (e.g., xlsx) are accepted. Although you can edit a CSV file using MS Excel, you must save it as a CSV file.

The automated import process is based on a default mapping that ensures that information in the CSV file is matched with the specific fields in the CCR. If your CSV file does not have the expected format and structure, you must modify it accordingly to match the structure shown in Figure 5-8. A CSV template is available on the CCR materials website[8].

	A	B	C	D
1	From	To	CO2 Emissions (tonnes of CO2)	Confidential Data
2				

Figure 5-8: *Standard columns for the CSV file for importing CO_2 Emissions for State pairs*

For 'Confidential Data' on CSV file, you must specify either FALSE (for not confidential data) or TRUE (for confidential data).

To import information using a CSV file:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the 2019 or 2020 year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO_2 Emissions (State Pairs)' tab of the year report.

[8] *CCR materials website: https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx*

iv) Click on 'Tools' and then select 'Import CSV' (Figure 5-9)

v) On the 'Upload File' page that will appear on your screen (Figure 5-10), click on the button under the *"Upload File"* section on the left of your screen to search for the CSV file on your computer.

vi) Once you have located the CSV file, select it, and click on **'Upload'**.

vii) The information will be imported in a two-stage process:

- During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 5-11):
  - ✓ If the information is correct, click on **'Confirm & Continue Import'** to proceed to the second stage of the import process;
  - ✓ If errors are identified (see troubleshooting sub-section below) the import process will be halted; click on **'Cancel'**, make the appropriate corrections in the CSV file, and then re-start the import process.
- During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
  - ✓ If no errors are found, the import process will be completed. After the information has been successfully imported, a confirmation will appear on your screen (Figure 5-12A). Click on **'Return to Report CO_2 Emissions'** or **'Return to Home'** to go back to the 'Report CO_2 Emissions' page or the Home page, respectively;
  - ✓ If errors are found, they will be displayed on your screen (Figure 5-12B); you can download the list of errors for further processing by clicking on **'Download Error Sheet'**.

Your CSV file must have exactly the same format as the template in Figure 5-8; otherwise your information will not be imported correctly.

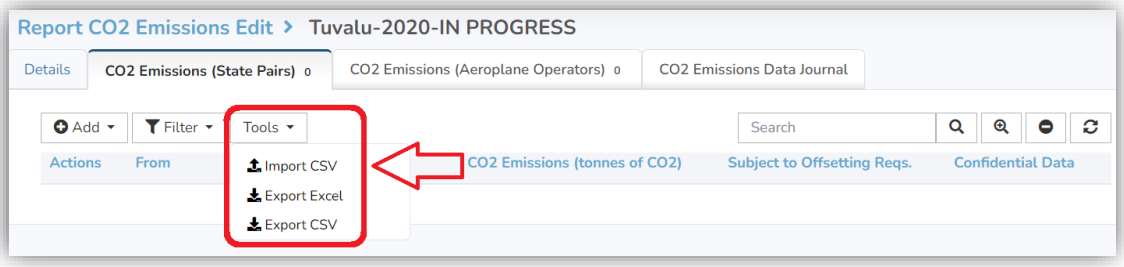


Figure 5-9: *Import CO_2 Emissions per State pair from a CSV file*

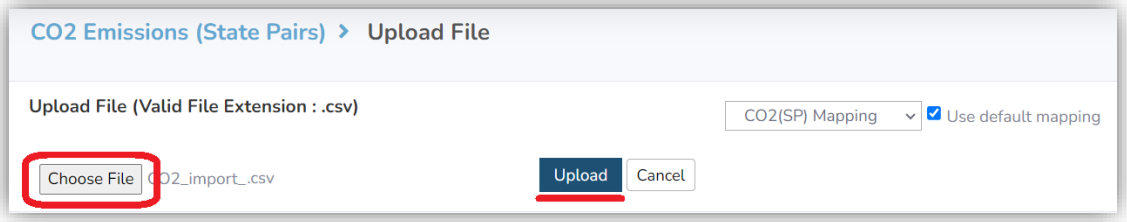


Figure 5-10: *Upload file screen*

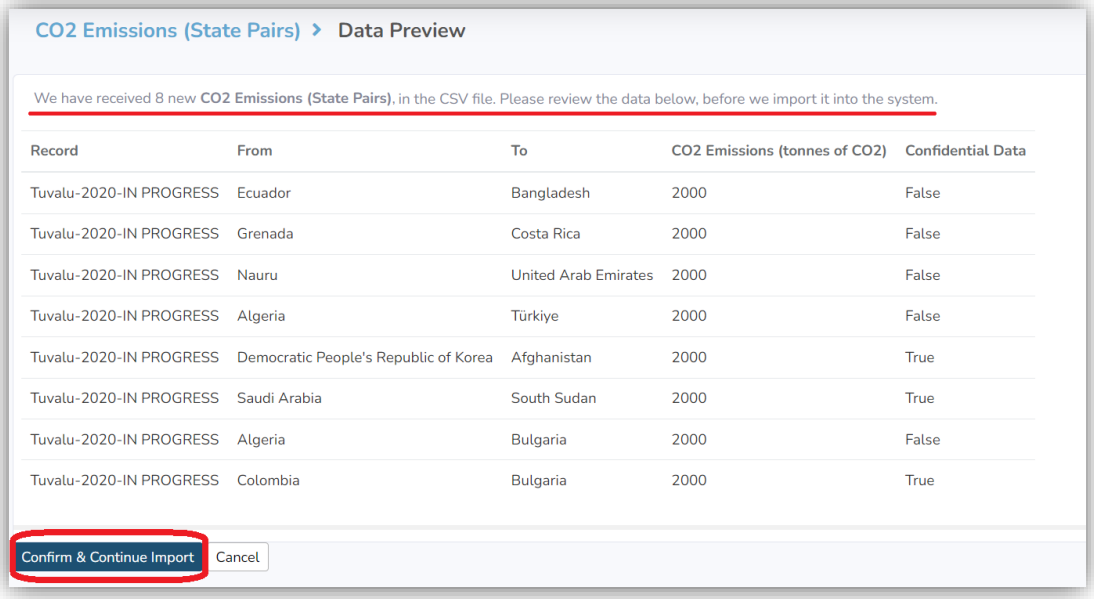
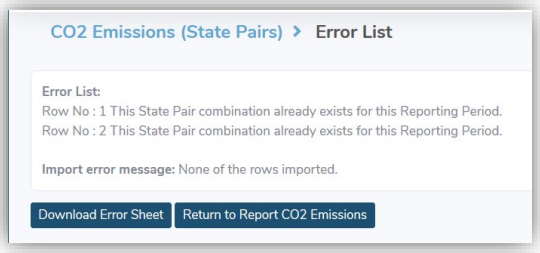


Figure 5-11: *Confirm the information to be imported*

*The first column in Figure 5-11 (**Record**) is automatically created and cannot be changed; it connects the CO_2 emissions entry to a specific State and reporting year.*





Figures 5-12A (left) and 5-12B (right): *Successful import (left) and errors found during import (right)*

❖ ***Troubleshooting a CSV file***

The CCR will perform certain checks before the data in a CSV file is imported. Any errors found will be highlighted and specific row(s) in the CSV file will not be imported. During the first stage of the import process, the CCR will check for:

- Wrong spelling of the State names in the *"From"* and/or *"To"* columns; see Annex A for the official names used in the CCR;
- CO_2 emissions that are a non-numerical value (e.g., use of letters or symbols instead of numbers);
- The use of anything other than TRUE or FALSE in the *"Confidential Data"* column.

During the second stage of the import process, the CCR will check for:

- Missing information for any of the mandatory fields;
- CO_2 emissions that are zero or negative;
- Duplicate records (i.e., the same State pair appears more than once in the CSV file);
- State pairs that have already been imported in the year report;
- The use of the same State name in both the *"From"* and *"To"* columns (i.e., domestic pair).

5.4.2. Edit CO_2 Emissions for a State pair

After having added CO_2 emissions for State pairs for 2019 and/or 2020, you can edit this information if changes need to be made. To edit the CO_2 emissions for a State pair:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.
ii) On the 'Report CO_2 Emissions' page, select the year report by clicking on the *'pencil icon'* next to it.
iii) Select the *'CO_2 Emissions (State Pairs)'* tab to see the list of State pairs for the reporting year.
iv) You have two main options to make changes on CO_2 Emissions per state pairs:
    - You can click anywhere on the State pair row on the grid; the popup shown in Figure 5-13 will appear on your screen. Make the necessary changes and click on **'Save & Close'** to store the updated information and close the popup.
    - Or you can click on the '*pencil icon*' next to the State pair (or click on the down arrow and then select 'Edit') to access the CO_2 emissions for State pairs web form (Figure 5-14). Make the necessary changes on the web form and then click on **'Save'** to store the updated information and close the web form.

After you have created a State pair, only the 'CO_2 Emissions (tonnes of CO_2)' and 'Confidential Data' fields can be edited. To change the fields 'From' or 'To', you have to delete the State pair (see sub-section 5.4.3) and add again with the correct information.

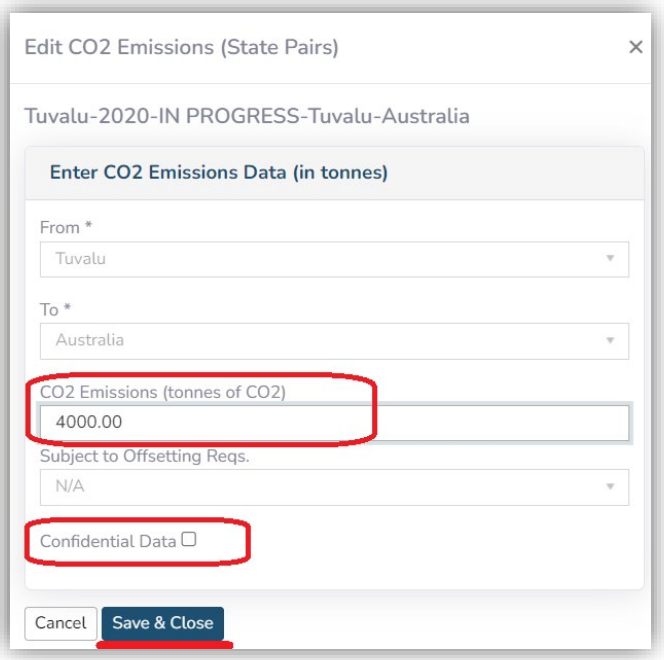


Figure 5-13: *Popup for CO_2 emissions on a State pair*

The 'Subject to Offsetting Requirements' field will be automatically set to 'N/A' (not applicable) for the years 2019 and 2020; offsetting requirements will start applying in 2021.

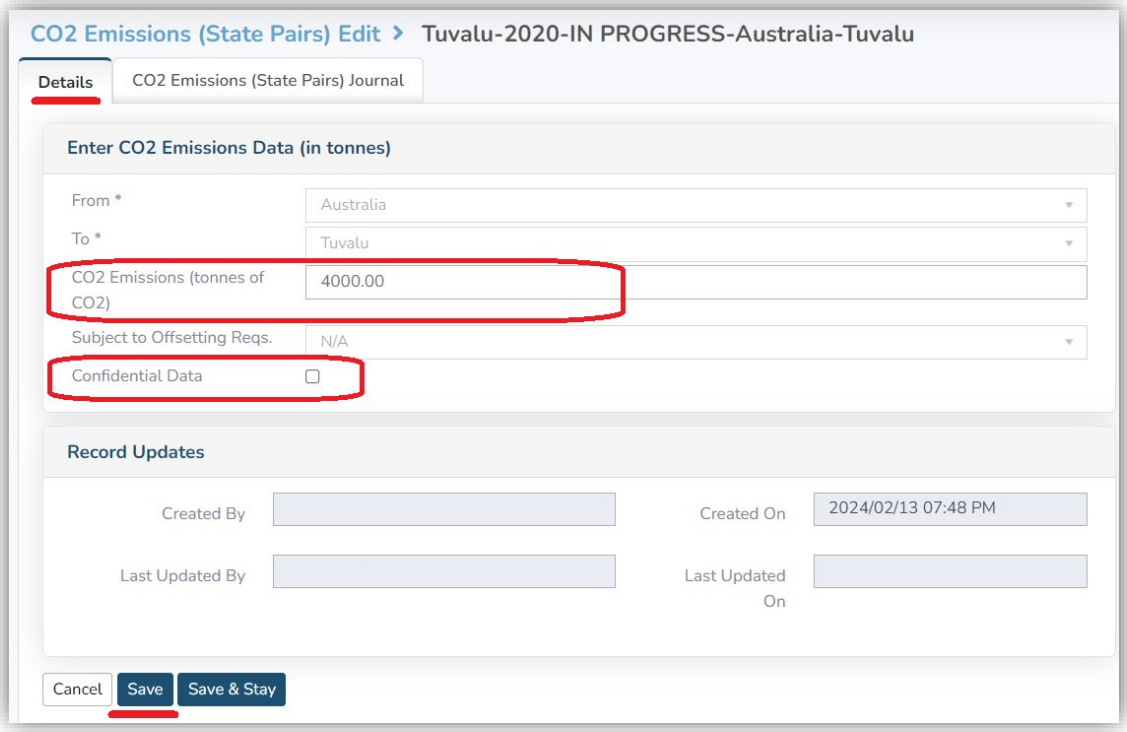


Figure 5-14: *Web form to edit the CO_2 emissions for a State pair*

5.4.3. Delete CO_2 Emissions for a State pair

To delete CO_2 Emissions for a State Pair:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO_2 Emissions (State Pairs)' tab to see the list of State pairs for the reporting year.

iv) Click on the down arrow next to the '*pencil icon*' for the State pair that you would like to delete and then select 'Delete' (Figure 5-15).

v) You will be asked to confirm this action. Click on the **'Delete'** button at the bottom of the page that will appear on your screen to complete the deletion (Figure 5-16).

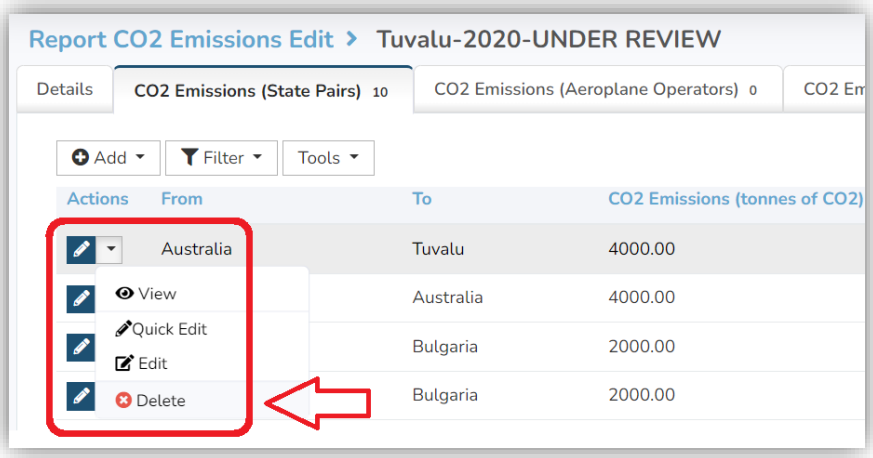


Figure 5-15: *Select 'Delete' to remove a State pair*

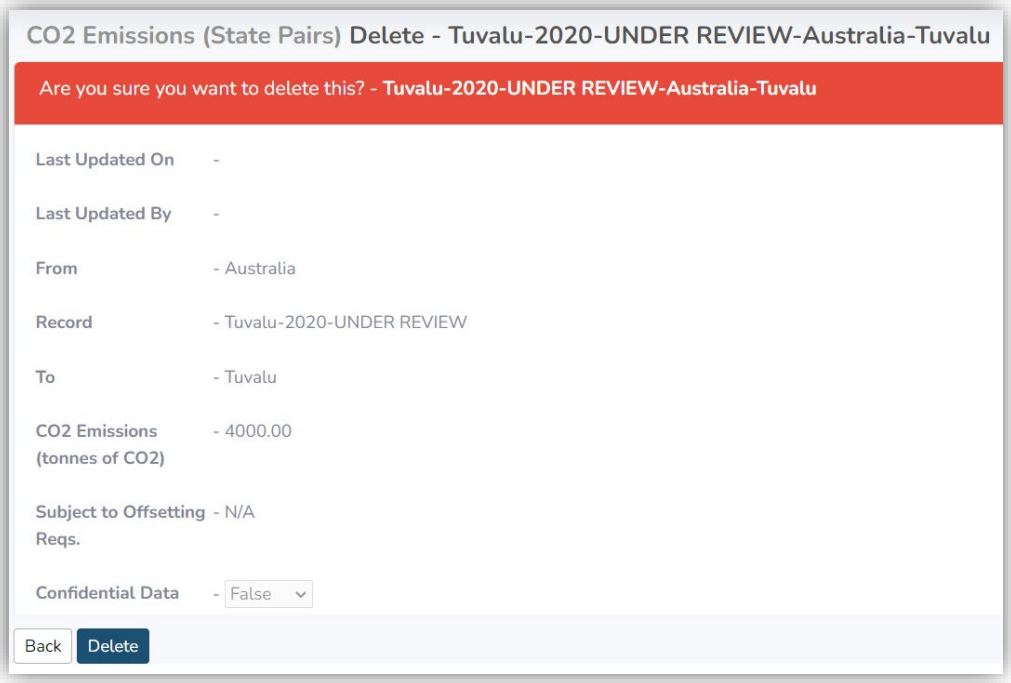


Figure 5-16: *CO_2 Emissions delete confirmation*

*The **'Delete'** action will permanently remove the CO_2 emissions for the selected State pair from the year report. If you initiated this action by accident, click on **'Back'** at the bottom of the confirmation page to cancel the deletion.*

5.5. Submit to ICAO

To submit a year report to ICAO, change its status to SUBMITTED as follows:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report you want to submit to ICAO access by clicking on the *'pencil icon'* next to it.

iii) On the 'Details' tab, you have two options to submit the year report:

- You can click on **'Submit to ICAO'** button at the bottom of the page (Figure 5-17);
- Or you can locate the 'Data Status' area, click on the Data Status field (dropdown list), select SUBMITTED, and then click on **'Save'**.

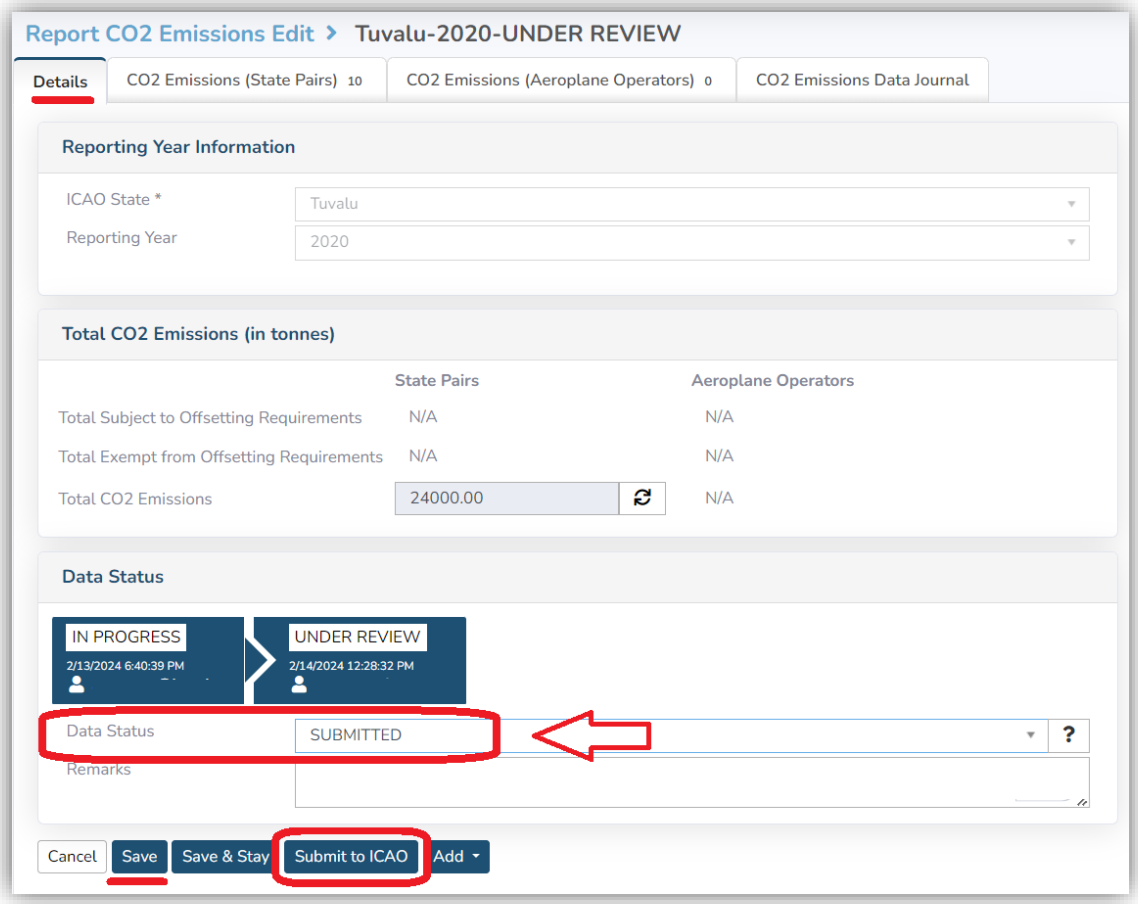


Figure 5-17: *Submit a CO2 Emissions report to ICAO*

For more information on the different status options for a year report, refer to section 1.4.

6. REPORTING ON CO_2 EMISSIONS FOR 2021 AND BEYOND



In this chapter, you will find general information about reporting CO_2 emissions for 2021 and beyond (section 6.1), an overview of the 'Report CO_2 Emissions' page (section 6.2), and instructions on how to:

- create a year report for CO_2 emissions (section 6.3);
- add, edit, or delete CO_2 emissions for a State pair (section 6.4);
- add or edit CO_2 emissions for an aeroplane operator (section 6.5); and
- submit to ICAO (section 6.6).



This chapter focuses on CO_2 emission for 2021 and beyond. Instructions on how to report CO_2 emissions for the years 2019 and 2020 are provided in Chapter 5.

6.1. Introduction

Annex 16, Volume IV, Part II, Chapter 2, 2.3.2.2 specifies that each State shall submit to ICAO CO_2 emissions for the years 2021 and beyond as per Appendix 5, Table A5-5. According to this table, each State shall report:

- Total annual CO_2 emissions on each State pair aggregated for all aeroplane operators attributed to the State (Field 1):
  - ✓ Total annual CO_2 emissions on each State pair subject to offsetting requirements, as defined in Part II, Chapter 3, 3.1, aggregated for all aeroplane operators attributed to the State (in tonnes) (Field 1.a);
  - ✓ Total annual CO_2 emissions on each State pair not subject to offsetting requirements, as defined in Part II, Chapter 3, 3.1, aggregated for all aeroplane operators attributed to the State (in tonnes) (Field 1.b);
- Total annual CO_2 emissions for each aeroplane operator attributed to the State (Field 2):
  - ✓ Total annual CO_2 emissions for each aeroplane operator attributed to the State (in tonnes) (Field 2.a);
  - ✓ Indicate whether the ICAO CORSIA CO_2 Estimation and Reporting Tool (CERT), as defined in Appendix 3, is used (Field 2.b);

- Total aggregated annual CO_2 emissions for all State pairs subject to offsetting requirements, as defined in Part II, Chapter 3, 3.1, for each aeroplane operator attributed to the State (in tonnes) (Field 3);
- Total aggregated annual CO_2 emissions for all State pairs not subject to offsetting requirements, as defined in Part II, Chapter 3, 3.1 for each aeroplane operator attributed to the State (in tonnes) (Field 4).



*According to Annex 16, Volume IV, a State pair is defined as a "*group of two States composed of a departing State or its territories and an arrival State or its territories*".*
When reporting CO_2 emissions from flights between two States (e.g., State A and State B), you must report CO_2 emissions on each direction (A-B and B-A) as a separate State pair.

In accordance with the timeline in Annex 16, Volume IV, Appendix 1, Table A1-1 for 2021 and beyond, you must submit to ICAO (through the CCR) the reporting of CO_2 emissions per State pairs and Aeroplane Operators attributed to your State annually.



*Deadline for reporting the CO_2 emissions: **31 July of each year** for the emissions of the previous year. For example, 2023 CO_2 emissions must be submitted by 31 July 2024*

For CORSIA, a State pair is defined as a *"group of two States composed of a departing State or its territories and an arrival State or its territories"*. For the purposes of the CCR, information on CO_2 emissions for 2021 and beyond must be reported as shown in Table 6-1 (mandatory fields are marked with *).

***Table 6-1:** Information to be provided for 2021 and beyond*

For each State pair:	**For each aeroplane operator:**
✓ From (*Departing State*)*	✓ Name of aeroplane operator[A]
✓ To (*Arrival State*)*	✓ CO_2 emissions subject to offsetting requirements
✓ CO_2 emissions (in tonnes)*	✓ CO_2 emissions exempt from offsetting requirements
✓ Confidential data	✓ Total CO_2 emissions (in tonnes)[A]
	✓ Use of ICAO CORSIA CERT
	✓ Confidential data

[A] *Field automatically filled-in (details on Table 6-3)*

In relation to ***"Confidential data"***, Annex 16, Volume VI, Part II, Chapter 2, 2.3.1.6 and 2.3.1.7 provide guidance for States and aeroplane operators on how to determine whether CO_2 emissions are considered confidential.



When reporting CO_2 emissions from flights between two States (e.g., State A and State B), you must report CO_2 emissions in each direction (A-B and B-A) as a separate State pair.

6.2. Overview of the 'Report CO_2 Emissions' page

To upload, and submit to ICAO, CO_2 emissions for your State, follow the general dataflow process described in Chapter 1, section 1.4. To access the reporting area of the CCR for CO_2 emissions for your State, select *'Report CO_2 Emissions'* from the main navigation menu. The 'Report CO_2 Emissions' page displays information in a grid and has four main parts (Figure 6-1). For more information on how to search the CCR (top right), refer to Annex B.

The main part of a 'Report CO_2 Emissions' page (area **[1]** in Figure 6-1) contains the existing year reports for the reporting area in a grid (table) format. See Annex B on how to sort and change the number of the displayed year reports. The page includes summary information on the number of State pairs, total CO_2 emissions based on State pairs, total CO_2 emissions based on aeroplane operators, and an indication of whether the reports are (color coding of the status label): submitted or *"no action is needed"* (green), created with pending submission or *"submission approaching"* (orange), or created with *"information is overdue"* (red).

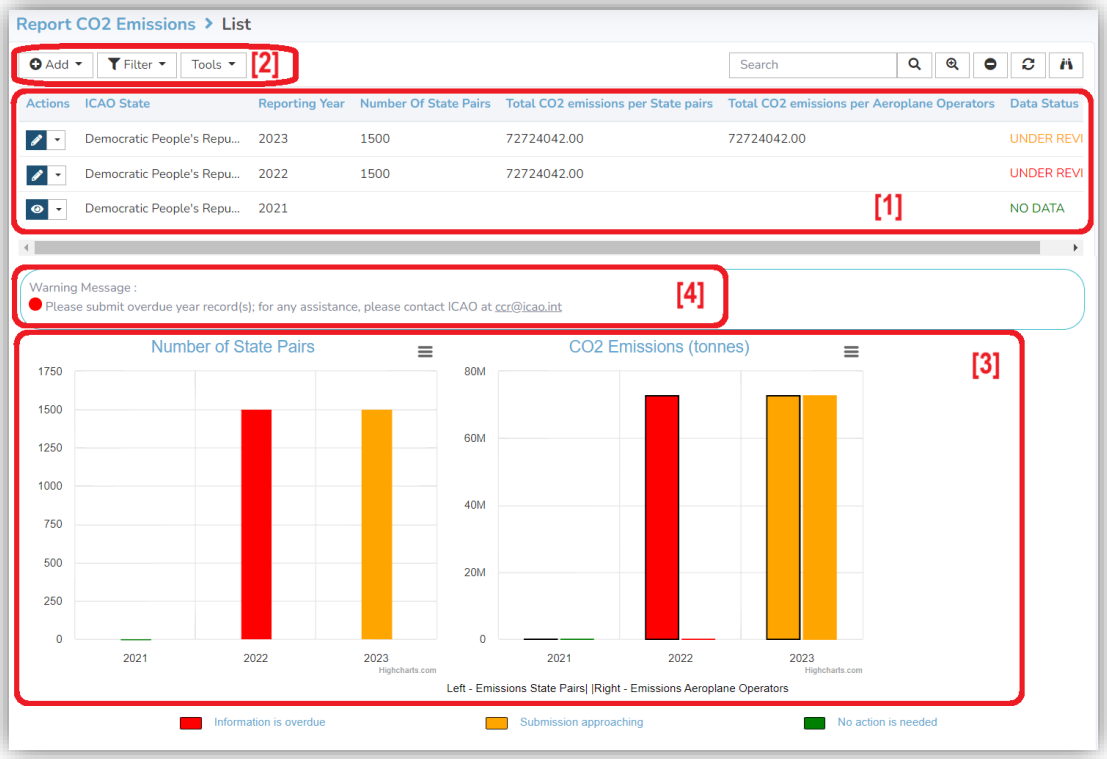


Figure 6-1: *The 'Report CO_2 Emissions' page*

If you click on the down arrow to the right of the *'pencil icon'* on a row of the page a dropdown menu will appear with the following options:

- 'View': view the information of a year report, but the permission to edit is restricted;
- 'Edit': edit the year report by making changes to specific entries of the year report;
- 'Add': shortcut to add CO_2 emissions for a State pair in the year report.



If a year report is read-only, the 'pencil icon' will change into an 'eye icon'.

In part **[2]** of the 'Report CO_2 Emissions' page, you have access to certain actions through the following three buttons:

- 'Add': to create a year report (**for CORSIA Focal Point only**);
- 'Filter': to sort the existing year reports in area **[1]** by filtering based on report properties;
- 'Tools': to export the list of year reports in area **[1]** in an MS Excel or CSV file (see Annex B).

Below the list, you can also see a trend graph (**[3]** in Figure 6-1) of the number of State pairs and a trend graph of total CO_2 emissions (based on State pairs and Aeroplane Operators) contained in each year report (same color coding applies). If any of the year reports are overdue, you will also see a *"Warning message"* on this page (**[4]** in Figure 6-1).

6.3. Create a Year Report for CO_2 Emissions

Only the CORSIA Focal Point of your State can create a year report for CO_2 emissions.

Once you have created a year report, you cannot delete it. If you want to delete a year report, please contact ICAO at ccr@icao.int.

To create a year report:

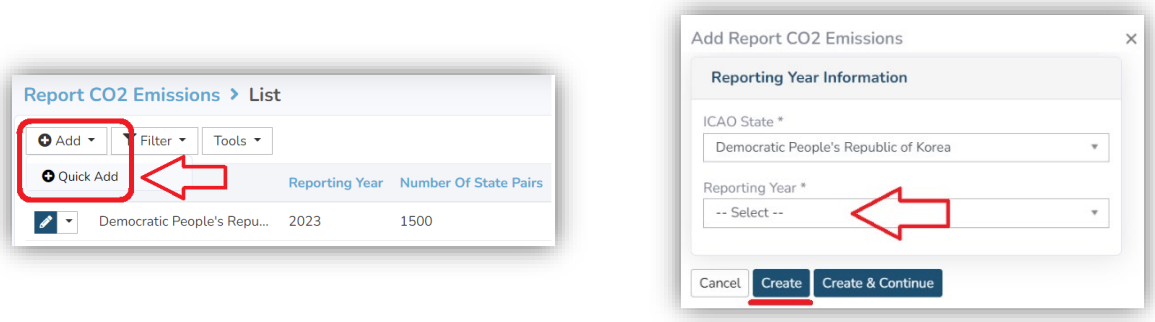
i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, click on 'Add' and then select 'Quick Add' (Figure 6-2A).

iii) In the popup that will appear on your screen (Figure 6-2B), use the dropdown list to select the 'Reporting Year' for the report.

iv) Click on **'Create'** to save the year report and close the popup.

In the popup (Figure 6-2B), the 'ICAO State' field is pre-filled with the name of your State and cannot be changed.



Figures 6-2A (left) and 6-2B (right): *Create a year report*

6.4. Add, Edit or Delete CO_2 Emissions for a State pair

After having created a year report, you can open it by clicking on the *'pencil icon'* next to it on the grid of the 'Report CO_2 Emissions' page (Figure 6-3).

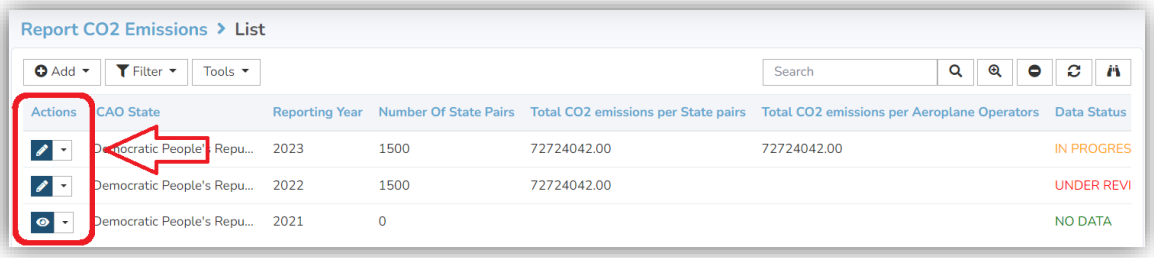


Figure 6-3: *Open a year report by clicking on the 'pencil icon'*

When you open a year report, you will see the 'Details' tab as shown in Figure 6-4. This tab displays information in three areas:

- 'Reporting Year Information' contains the fields 'ICAO State' and 'Reporting Year' (both fields are read-only and cannot be changed);
- 'Total CO_2 Emissions (in tonnes)' contains six fields with total emissions that are automatically calculated based on data inserted in the 'CO_2 Emissions (State Pairs)' tab and the 'CO_2 Emissions (Aeroplane Operators)' tab; and
- 'Data Status', which you will need to change as you move through the CCR dataflow process (for more details see section 1.4).



For 2021 and beyond, the totals for the CO_2 emissions "Subject to offsetting requirements" and "Exempt from Offsetting Requirements" for State pairs are determined automatically by the CCR.

The year report has three more tabs:

- The 'CO_2 Emissions (State Pairs)' tab contains CO_2 emissions for all State pairs;
- The 'CO_2 Emissions (Aeroplane Operators)' tab contains CO_2 emissions for all aeroplane operators; and
- The 'CO_2 Emissions Data Journal' tab provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year report over time (Figure 6-5).

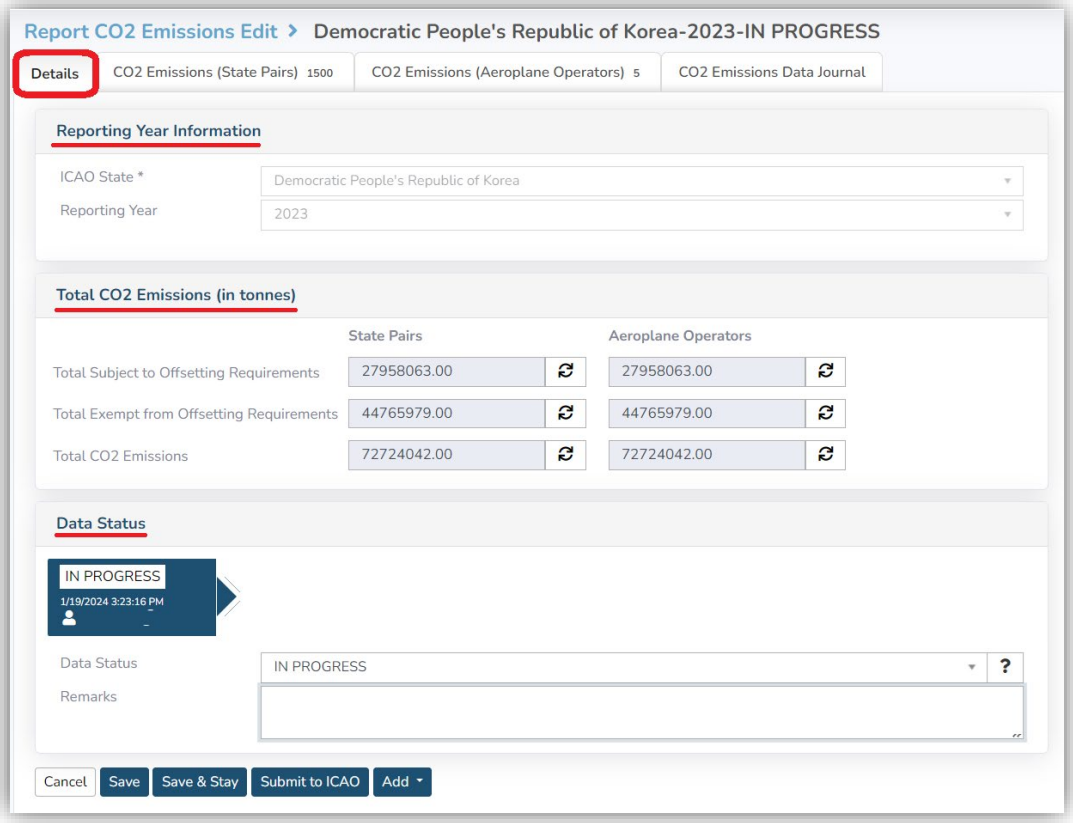


Figure 6-4: *The 'Details' tab for a CO_2 emissions year report*

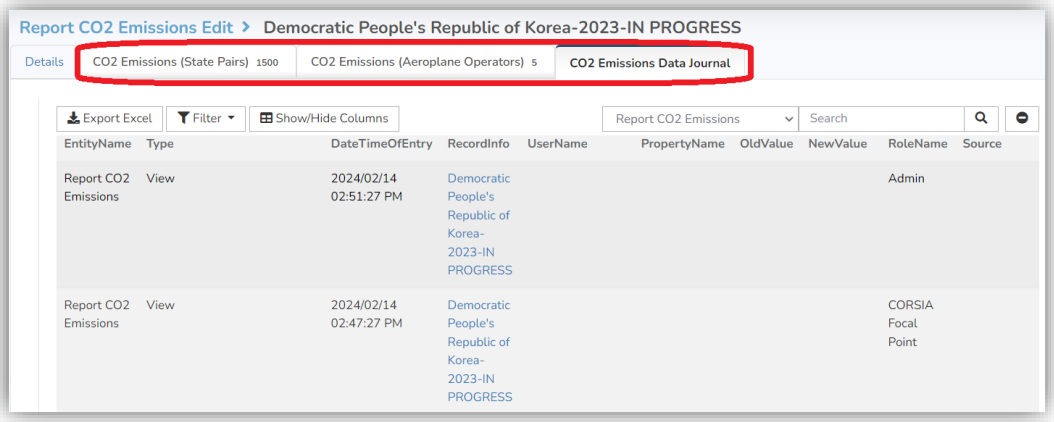


Figure 6-5: *The 'CO_2 Emissions Data Journal' tab*

6.4.1. Add CO_2 Emissions for a State pair

There are two options to add CO_2 emissions for a State pair:

- Manual entry of information for each State pair, and
- Import information for one or more State pairs using a CSV file.

The two options are not mutually exclusive. You can use both as needed.



A State pair can be reported only once per reporting year by a State. If there are more than one aeroplane operators attributed to your State and some, or all, of their operations are on the same State pair(s), then you must aggregate the data before you start using the CCR by adding together the CO_2 emissions reported by all aeroplane operators on each State pair.

❖ *Option 1: Manual entry*

To manually add CO_2 emissions for a State pair:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO_2 Emissions (State Pairs)' tab of the year report.

iv) Click on 'Add' and then select 'Full Add' (Figure 6-6).

v) In the web form that will appear on your screen (Figure 6-7), fill in the CO_2 emissions details; Table 6-2 provides information on each field of the web form. All mandatory fields (marked with *) must be filled in; non-mandatory fields can be left empty.

vi) Click on '**Create**' to save the information and close the web form.

Repeat the above process as many times as needed to add CO_2 emissions for all State pairs in the year report.

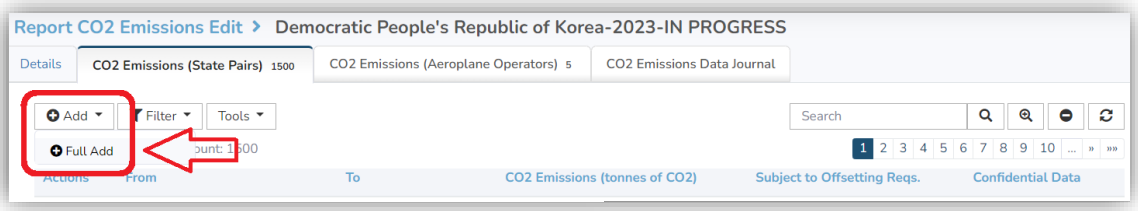


Figure 6-6: *Add CO_2 emissions for a State pair*

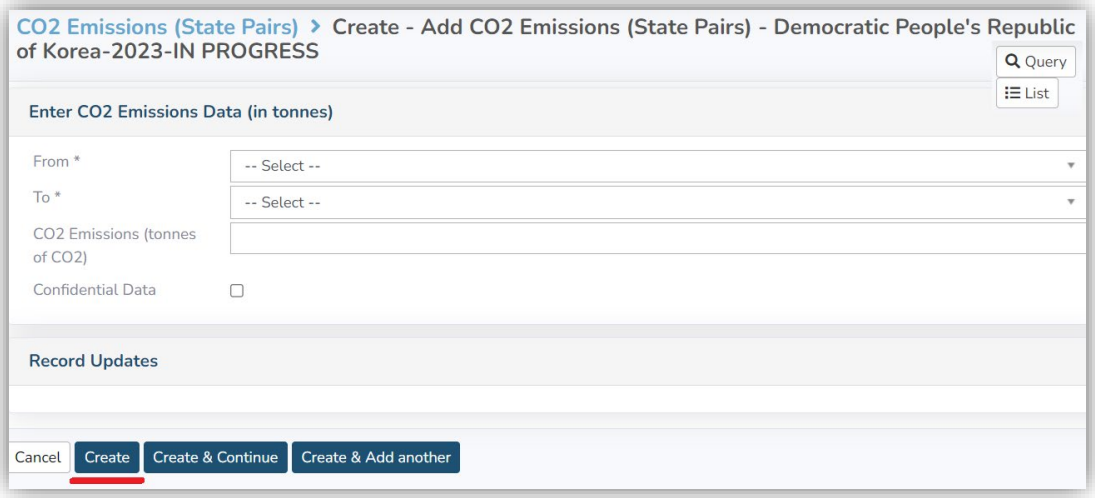


Figure 6-7: *Web form to enter CO_2 emissions for a State pair*

Table 6-2: *Brief description and notes for the fields of CO_2 emissions per State pair web form*

Field	Brief description	Notes
From*	Name of departing State (dropdown list)	Select the State name from the dropdown list; it cannot be the same as the arrival State
To*	Name of arrival State (dropdown list)	Select the State name from the dropdown list; it cannot be the same as the departing State
CO_2 Emissions (tonnes of CO_2)*	Tonnes of CO_2 emissions for a State pair (numeric)	The value must be positive, equal to, or larger than 0.01, and you can provide up to two decimal points; use a point (.) to separate decimal points; do not use a separator for thousands or a comma (,) to separate decimal points; example of correct format: 12345.67
Confidential data	Confidential data selection (tick box)	If you click on the tick box, the data will be marked as confidential; in the '*grid view*' this will be shown as FALSE (not confidential data) or TRUE (confidential data)

The CCR does not accept CO_2 emissions from domestic flights. Therefore, the name of the States in the 'From' (Departing State) and 'To' (Arrival State) fields cannot be the same.

❖ ***Option 2: Import Information from a CSV file***

If you have a large number of State pairs to upload on the CCR, the manual option may be too time consuming. In such a case, you can import the information for all State pairs together if you already have

this information in a CSV file. The columns of your CSV file must correspond to the fields described in Table 6-2. Figure 6-8 shows the format that your CSV file must be in.



The CCR only allows for the import of data using CSV files; no other formats (e.g., xlsx) are accepted. Although you can edit a CSV file using MS Excel, you must save it as a CSV file.

The automated import process is based on a default mapping that ensures that information in the CSV file is matched with the specific fields in the CCR. If your CSV file does not have the expected format and structure, you must modify it accordingly to match the structure shown in Figure 6-8. A CSV template is available on the CCR materials website[9].

	A	B	C	D
1	From	To	CO2 Emissions (tonnes of CO2)	Confidential Data
2				

Figure 6-8: *Standard columns for the CSV file for importing CO_2 Emissions for State pairs*



For 'Confidential Data', you must specify either FALSE (for not confidential data) or TRUE (for confidential data).

To import information using a CSV file:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO_2 Emissions (State Pairs)' tab of the year report.

iv) Click on 'Tools' and then select 'Import CSV' (Figure 6-9)

v) On the 'Upload File' page that will appear on your screen (Figure 6-10), click on the button under the *"Upload File"* section on the left of your screen to search for the CSV file on your computer.

vi) Once you have located the CSV file, select it, and click on **'Upload'**.

vii) The information will be imported in a two-stage process:

[9] *CCR materials website: https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx*

- During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 6-11):
  - ✓ If the information is correct, click on **'Confirm & Continue Import'** to proceed to the second stage of the import process (see below);
  - ✓ If errors are found (see troubleshooting sub-section below) the import process will be halted; click on **'Cancel'**, make the appropriate corrections in the CSV file, and then re-start the import process.
- During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
  - ✓ If no errors are found, the import process will be completed. After the information has been successfully imported, a confirmation will appear on your screen (Figure 6-12A). Click on **'Return to Report CO_2 Emissions'** or **'Return to Home'** to go back to the 'Report CO_2 Emissions' page or the home page, respectively;
  - ✓ If errors are found, they will be displayed on your screen (Figure 6-12B); you can download the list of errors for further processing by clicking on **'Download Error Sheet'**.

Your CSV file must have exactly the same format as the template in Figure 6-8; otherwise your information will not be imported correctly.



Figure 6-9: *Import CO_2 emissions per State pair from a CSV file*

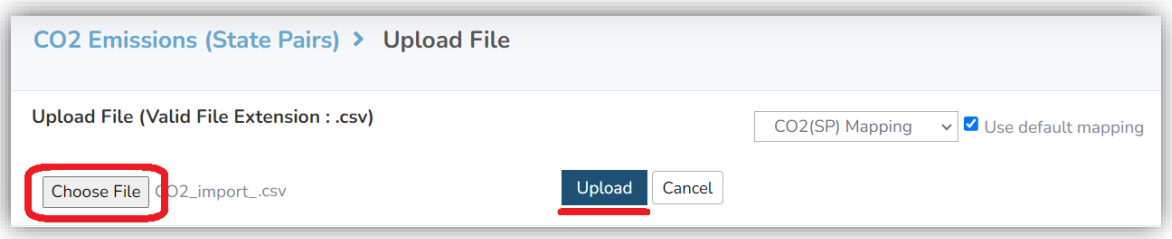


Figure 6-10: *Upload file screen*

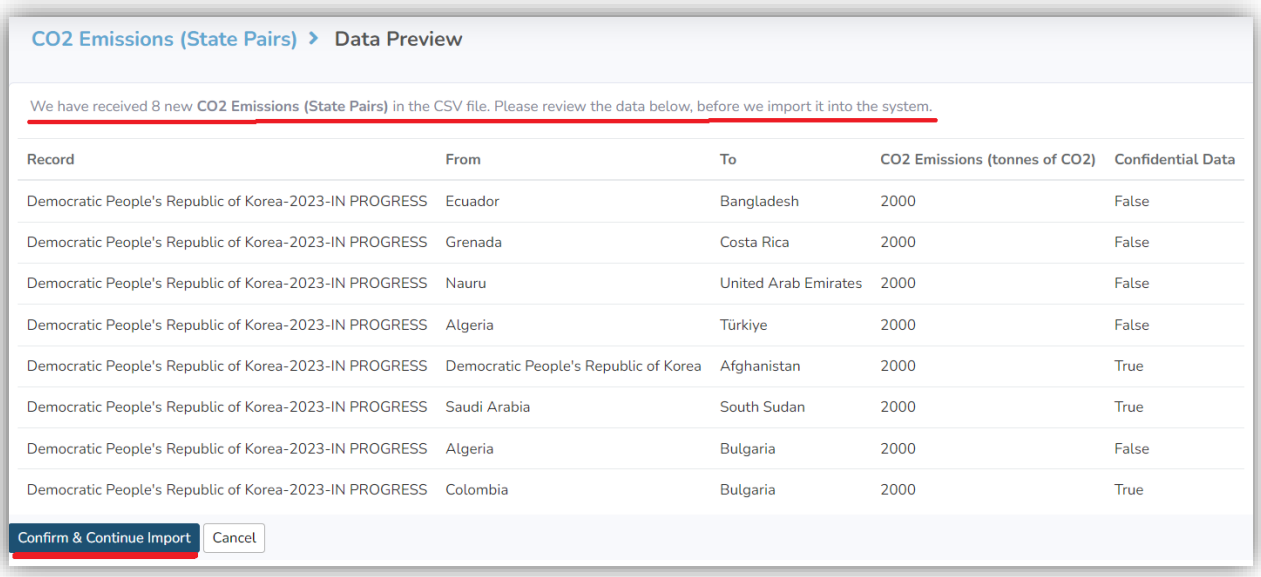
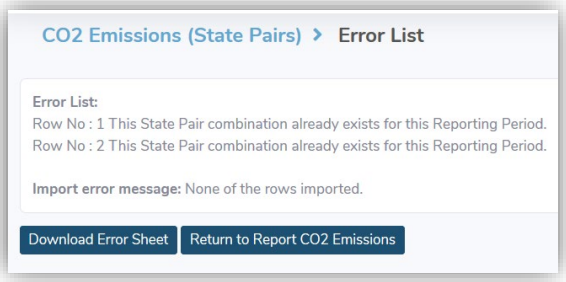


Figure 6-11: *Confirm the information to be imported*



*The first column in Figure 6-11 (**Record**) is created automatically and cannot be changed; it connects the CO_2 emissions entry to a specific State and reporting year.*





Figures 6-12A (left) and 6-12B (right): *Successful import (left) and errors found during import (right)*

❖ ***Troubleshooting a CSV file***

The CCR will perform certain checks before the data in a CSV file is imported. Any errors found will be highlighted and specific row(s) in the CSV file will not be imported. During the first stage of the import process, the CCR will check for:

- Wrong spelling of the State names in the *"From"* and/or *"To"* columns; see Annex A for the official names used in the CCR;
- CO_2 emissions that are a non-numerical value (e.g., use of letters or symbols instead of numbers);
- The use of anything other than TRUE or FALSE in the *"Confidential Data"* column.

During the second stage of the import process, the CCR will check for:

- Missing information for any of the mandatory fields;
- CO_2 emissions that are zero or negative;
- Duplicate records (i.e., the same State pair appears more than once in the CSV file);
- State pairs that have already been imported in the year report;
- The use of the same State name in both the *"From"* and *"To"* columns (i.e., domestic pair).

6.4.2. Edit CO_2 Emissions for a State pair

After having added CO_2 emissions for State pairs, you can edit this information if changes need to be made. To edit the CO_2 emissions for a State pair:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO_2 Emissions (State Pairs)' tab to see the list of State pairs for the reporting year.

iv) You have two options to make change on CO2 Emissions per state pairs:

- You can click anywhere on the State pair row on the grid; the popup shown in Figure 6-13 will appear on your screen. Make the necessary changes and click on **'Save & Close'** to store the updated information and close the popup.
- Or you can click on the *'pencil icon'* next to the State pair (or click on the down arrow and then select 'Edit') to access the CO_2 emissions for State pairs web form (Figure 6-14). Make the necessary changes on the web form and then click on **'Save'** to store the updated information and close the web form.

After you have created a State pair, only the 'CO₂ Emissions (tonnes of CO₂)' and 'Confidential Data' fields can be edited. To change the fields 'From' or 'To', delete the State pair (see sub-section 6.4.3) and add again with the correct information.

The 'Subject to Offsetting Requirements' field is filled in automatically.

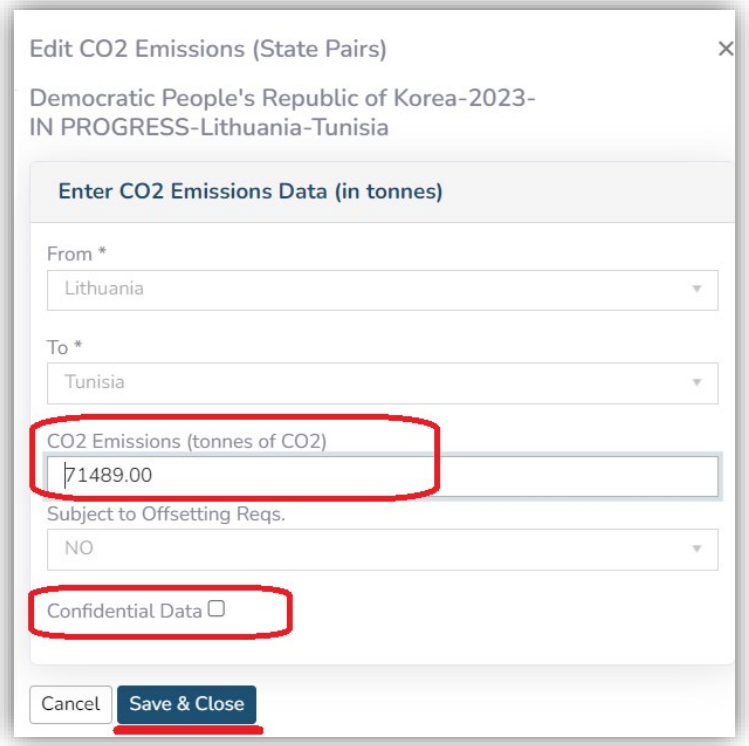


Figure 6-13: *Popup for CO₂ emissions on a State pair*

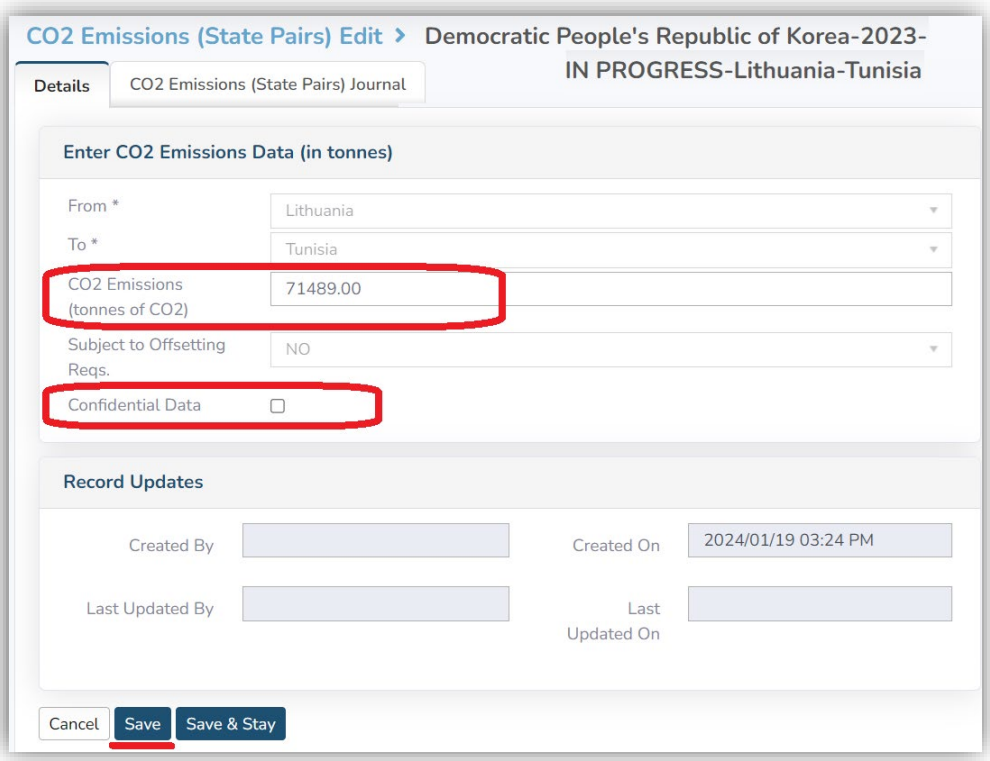


Figure 6-14: *Web form to edit the CO_2 emissions for a State pair*

6.4.3. Delete CO_2 Emissions for a State pair

To delete CO_2 Emissions for a State Pair:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO_2 Emissions (State Pairs)' tab to see the list of State pairs for the reporting year.

iv) Click on the down arrow next to the *'pencil icon'* for the State pair that you would like to remove and then select 'Delete' (Figure 6-15).

v) You will be asked to confirm this action. Click on the **'Delete'** button at the bottom of the page that will appear on your screen to complete the deletion (Figure 6-16). Otherwise, click on the '**Back**' button to cancel the deletion.

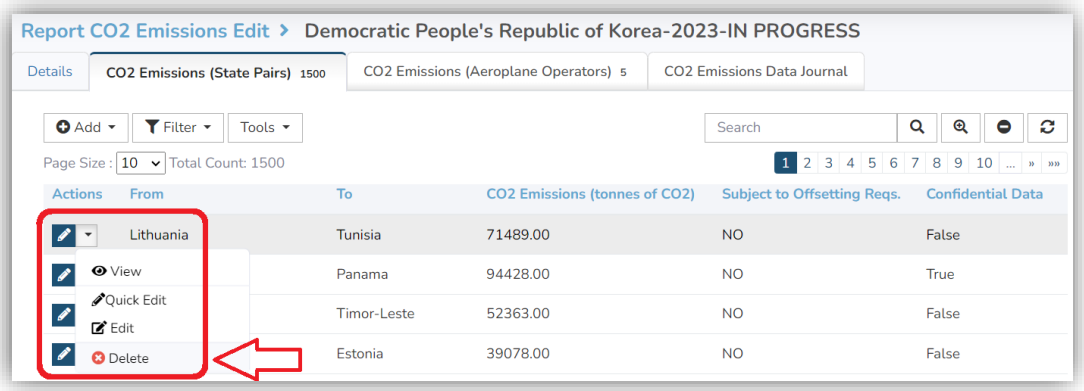


Figure 6-15: *Select 'Delete' to remove a State pair*

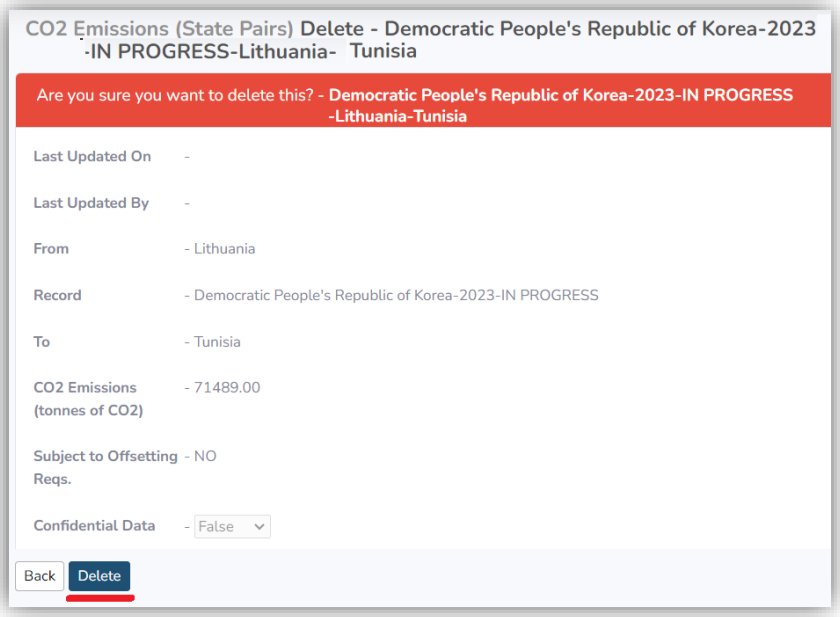


Figure 6-16: *CO_2 Emissions delete confirmation*

*The **'Delete'** action will permanently remove the CO2 emissions for the selected State pair from the year report. If you initiated this action by accident, click on **'Back'** at the bottom of the confirmation page to cancel the deletion.*

6.5. Add or Edit CO_2 Emissions and New Entrant Status for an Aeroplane Operator

You need to submit emissions data for all aeroplane operators attributed to your State that have emitted more than 10,000 tonnes of CO_2 in the reporting year. You will also need to inform if those operators are new entrants and if they were in their exemption period during the reporting year.



Before adding or editing the 'CO₂ Emissions (Aeroplane Operators)', make sure that you have submitted the list of aeroplane operators attributed to your State for the reporting year (see Chapter 3).

When the year report is created, the CCR automatically fills in the 'CO₂ Emissions (Aeroplane Operators)' tab with the names of the aeroplane operators (Figure 6.17) that you have submitted to ICAO for the reporting year (see Chapter 3 for instructions on how to submit information on the aeroplane operators attributed to your State).



You cannot import CO₂ emissions data for aeroplane operators using a CSV file. You must add values for each aeroplane operator manually.

To add or edit CO_2 emissions and new entrant status for an aeroplane operator:

i) Select *'Report CO₂ Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'CO₂ Emissions (Aeroplane Operators)' tab to see the list of aeroplane operators for the reporting year (Figure 6-17).

iv) You have two options to make changes on CO_2 emission per Aeroplane Operators:

- You can click on the *'pencil icon'* next to an aeroplane operator (or click on the down arrow and then select 'Quick Edit') (Figure 6-18A), and the popup shown will appear on your screen (Figure 6-18B). See Table 6-3 for a brief description of each field of the popup. Make the necessary changes and click on **'Save & Close'** to store the updated information and close the popup.
- Or you can click on the *'pencil icon'* next to an aeroplane operator to access the web form (Figure 6-19). See Table 6-3 for a description of each field of the web form. Make the necessary changes on the web form and then click on **'Save'** to store the updated information and close the web form.

Repeat, as needed, for other aeroplane operators.

If an aeroplane operator has emitted less than 10,000 of CO_2 in the reporting year, the submission of emissions data for that operator is non-mandatory.

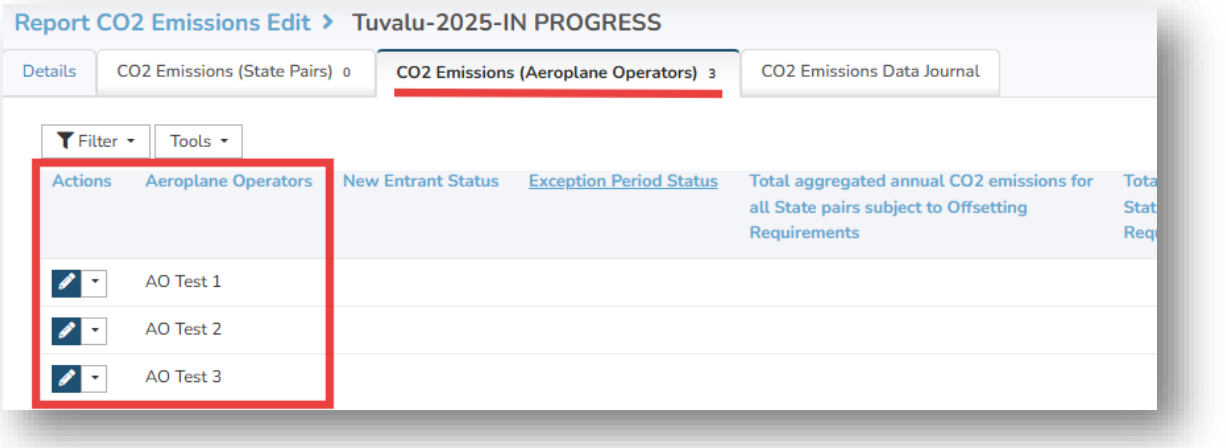
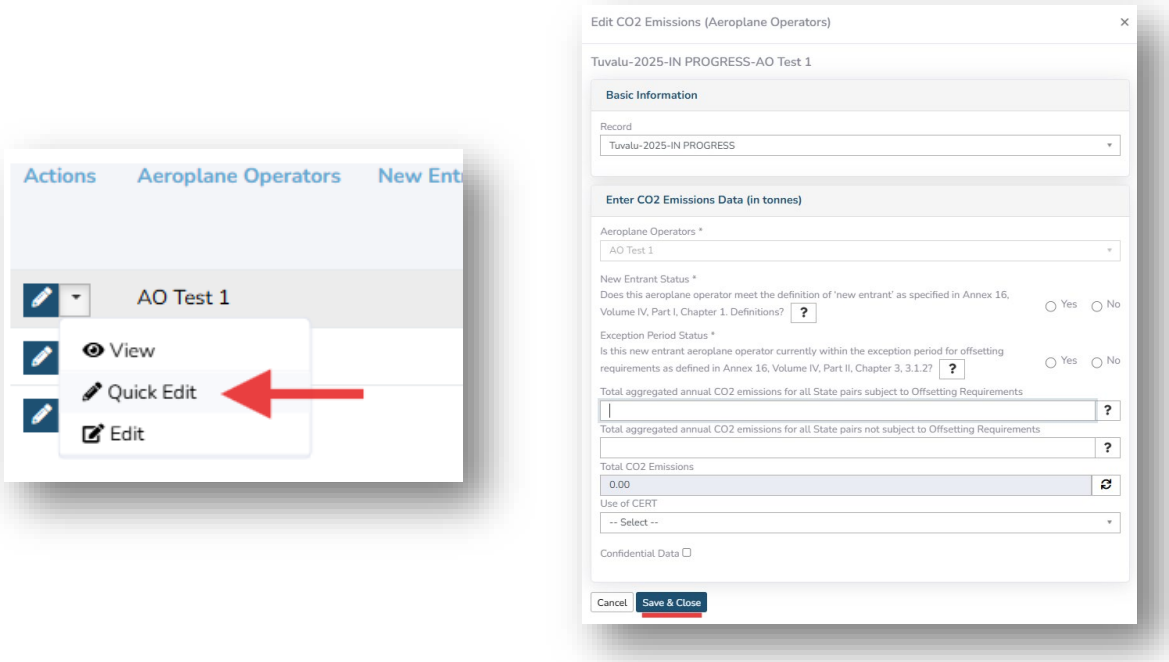


Figure 6-17: *The 'CO_2 Emissions (Aeroplane Operators)' tab*



Figures 6-18A and 6-18B: *Access to popup to edit CO_2 emissions and new entrant status for an aeroplane operator*

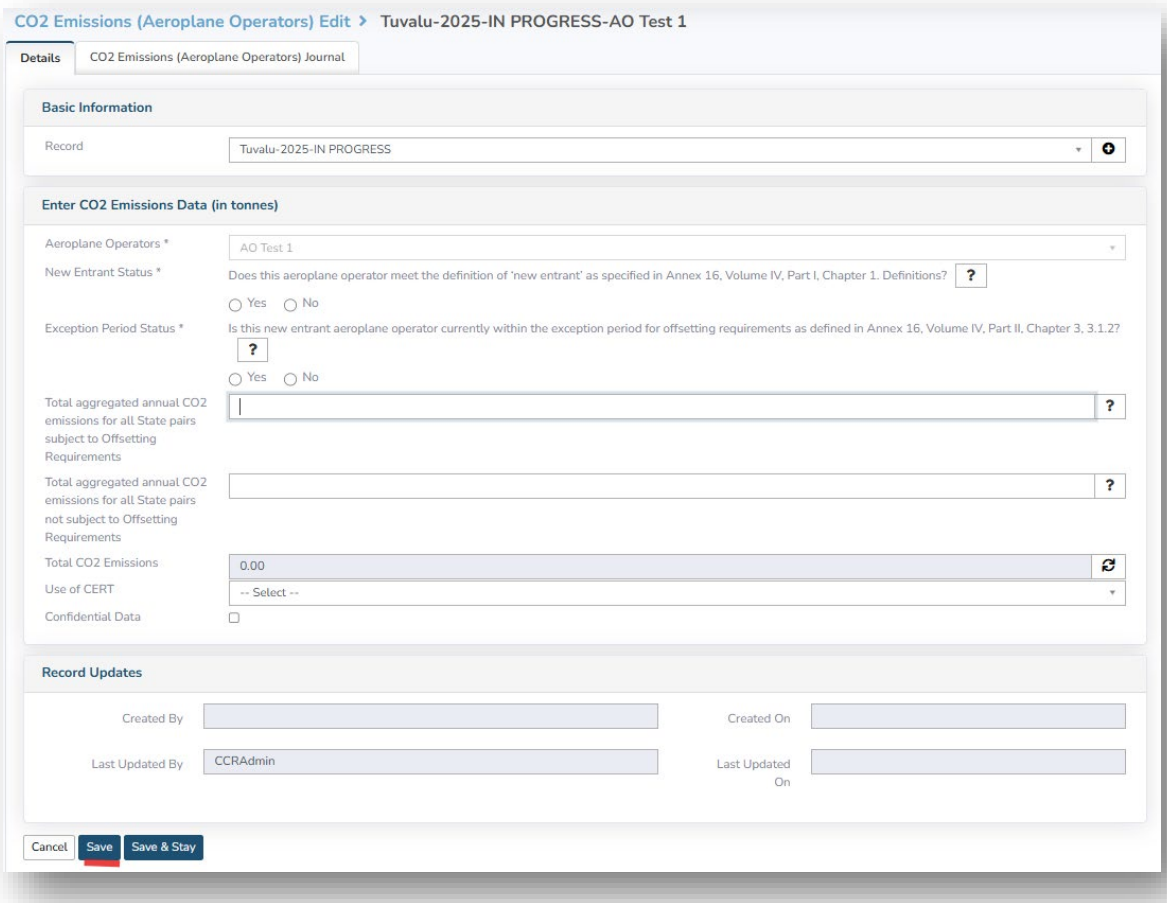


Figure 6-19: *Web form to add or edit CO_2 emissions and new entrant status for an aeroplane operator*

Table 6-3: *Brief description and notes for the fields of CO_2 emissions per aeroplane operator web form*

Field	Brief description	Notes
Aeroplane Operators*	Name of the aeroplane operator (alphanumeric)	The names of the aeroplane operators are automatically filled in based on the list of operators that you have submitted to ICAO for the reporting year. This field is '*read only*' and you cannot make any changes.
New Entrant Status*	Indicates if the aeroplane operator is a new entrant	New entrant: Any aeroplane operator that commences an aviation activity falling within the scope of Annex 16, Volume IV on or after its entry into force (i.e. 1st January 2019) and whose activity is not in whole or in part a continuation of an aviation activity previously performed by another aeroplane operator. For additional information on the definition of new entrants according to Annex 16, Volume IV please also

		consult the Environmental Technical Manual, Volume IV, Section 2.2.6.
*Exception Period Status**	Indicates if the new entrant is within the exception period for offsetting requirements	The exception period for offsetting requirements for a new entrant aeroplane operator is for three years starting in the year when it meets the requirements in Annex 16, Volume IV, Part II, Chapter 2, 2.1.1 and 2.1.3, or until its annual CO_2 emissions exceed 0.1 per cent of total CO_2 emissions from international flights, as defined in Annex 16, Volume IV, Part II, Chapter 1, 1.1.2 and Chapter 2, 2.1, in 2019, whichever occurs earlier. For additional information on the exception period for new entrants according to Annex 16, Volume IV and a practical example, please consult the Environmental Technical Manual, Volume IV, Section 2.3.2.
CO_2 Emissions Subject to Offsetting Requirements	Tonnes of CO_2 emissions subject to offsetting requirements (numeric)	The values must be positive, equal to, or larger than 0.01, and you can provide up to two decimal points; use a point (.) to separate decimal points; do not use a separator for thousands or a comma (,) to separate decimal points; example of correct format: 12345.67
CO_2 Emissions Exempt from Offsetting Requirements	Tonnes of CO_2 emissions not subject to offsetting requirements (numeric)	
Total CO_2 Emissions	Total tonnes of CO_2 emissions per aeroplane operator (numeric)	Automatically calculated by adding the values in the above two fields
Use of CERT	CERT selection (*"Yes/No"* dropdown list)	Select Yes if the emissions have been calculated using the ICAO CORSIA CERT
Confidential data	Confidential data selection (tick box)	If you click on the tick box, the data will be marked as confidential; in the 'grid view' this will be shown as FALSE (not confidential data) or TRUE (confidential data)

*mandatory fields

6.6. Submit to ICAO



*You can only submit the CO_2 emissions report after the new entrant status and exception period status of **all** aeroplane operators have been filled*

To submit a year report to ICAO, you need to change its status to SUBMITTED as follows:

i) Select *'Report CO_2 Emissions'* from the main navigation menu.

ii) On the 'Report CO_2 Emissions' page, select the year report you want to submit to ICAO by clicking on the *'pencil icon'* next to it.

iii) On the 'Details' tab, you have two options to submit the year report:

- You can click on **'Submit to ICAO'** button at the bottom of the page (Figure 6-20);
- Or you can locate the 'Data Status' area, click on the Data Status field (dropdown list), select SUBMITTED and then click on **'Save'**.

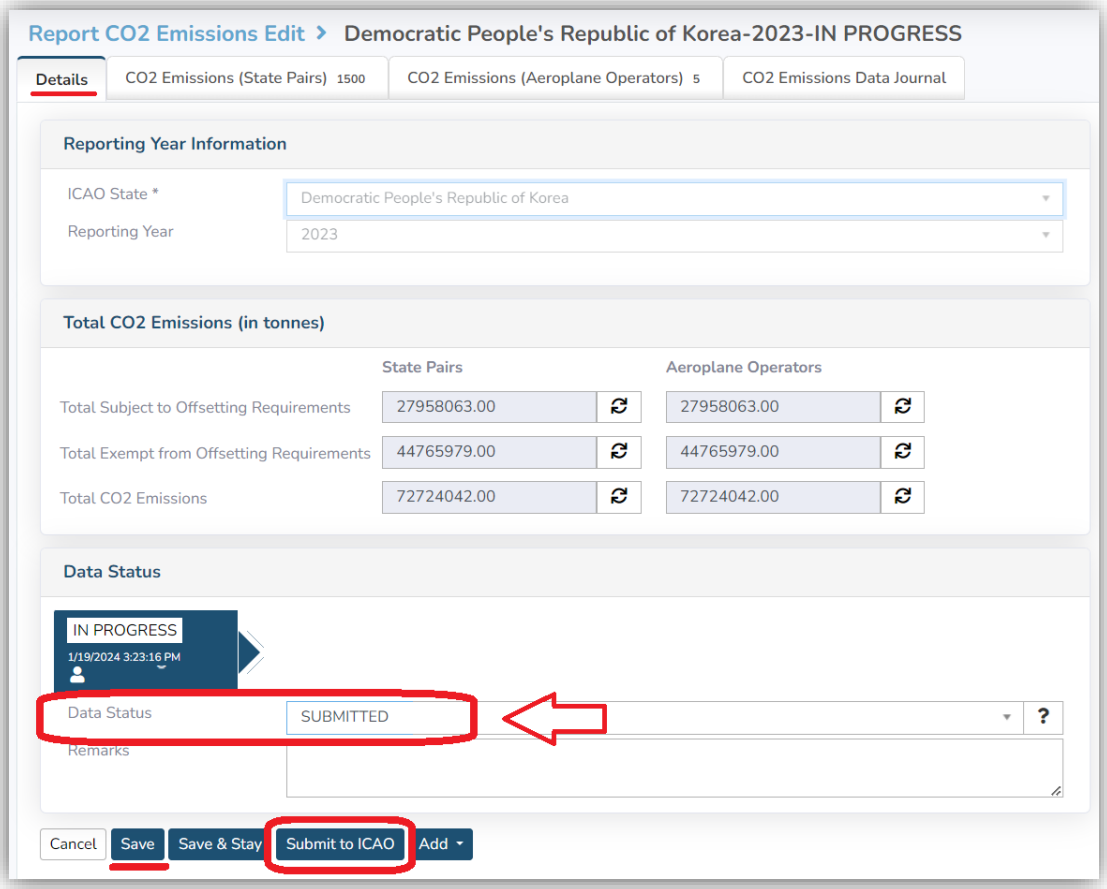


Figure 6-20: *Submit CO_2 emission report to ICAO*

For more information on the different status options for a year report, refer to section 1.4.

7. REPORTING ON CORSIA ELIGIBLE FUELS



In this chapter, you will find general information about reporting on CORSIA eligible fuels, an overview of the 'Report CORSIA Eligible Fuels' page (section 7.2), and instructions on how to:

- create a year report for CORSIA eligible fuels (section 7.3);
- add, edit, or delete batches of CORSIA eligible fuels (section 7.4); and
- submit to ICAO (section 7.5).

7.1 Introduction

From 2021 onwards, aeroplane operators attributed to your State can claim 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 supplementary information on CORSIA eligible fuels as defined in Appendix 5, Table A5-6, when applicable. According to this table, the CORSIA eligible fuels supplementary information to be reported by a State to ICAO includes the following:

- Production (Field 1)
  - ✓ Production year of CORSIA eligible fuel claimed (Field 1.a)
  - ✓ Producer of CORSIA eligible fuel (Field 1.b)
  - ✓ Production location of the neat CORSIA eligible fuel (Field 1.c)
- Batch of CORSIA eligible fuel (Field 2)
  - ✓ Batch number(s) of each CORSIA eligible fuel claimed (Field 2.a)
  - ✓ Total mass of each batch of CORSIA eligible fuel claimed (in tonnes) (Field 2.b)
- CORSIA eligible fuel claimed (Field 3)
  - ✓ Fuel types (i.e., type of fuel, feedstock and conversion process) (Field 3.a)
  - ✓ Total mass of the neat CORSIA eligible fuel (in tonnes) per fuel type being claimed by all the aeroplane operators attributed to the State (Field 3.b)
  - ✓ Default or actual life cycle emissions value (L_{CEF}) for given CORSIA eligible fuel (Field 3.c)
- Emissions information (per fuel type) (Field 4)
  - ✓ Total emissions reductions claimed from the use of a CORSIA eligible fuel (in tonnes)
- Emissions reductions (total) (Field 5)

- ✓ Total emissions reductions claimed by all aeroplane operators attributed to the State from the use of all CORSIA eligible fuel use (in tonnes)

According to the Note of Table A5-6 in Appendix 5 to Annex 16, Volume IV, the information on CORSIA eligible fuels will be published in the ICAO document *"CORSIA Central Registry (CCR): Information and Data for Transparency"* for each batch of CORSIA eligible fuel claimed. Therefore, for the purposes of the CCR, information on CORSIA eligible fuels must be provided for each individual batch in separate fields as shown in Table 7-1 (all fields are mandatory and are marked with *).

Table 7-1: *Information and data to be reported on CORSIA eligible fuels*

Information and data	**Other information on the Neat CORSIA Eligible Fuel**
✓ Batch Number* ✓ Production Year* ✓ Producer* **Production Location of the Neat CORSIA Eligible Fuel** ✓ Address* ✓ City* ✓ State/Province/Region* ✓ Post code/ZIP* ✓ Country*	✓ Total mass of Neat Fuel Produced (tonnes)*[A] ✓ Fuel Type* ✓ Feedstock* ✓ Conversion Process* ✓ Default or Actual Life Cycle Emissions Value (L_{CEF})* ✓ Total mass of Neat Fuel Claimed (tonnes)* ✓ Total Emissions Reductions Claimed (tonnes of CO_2)*



[A]The CCR field "Total mass of Neat Fuel Produced" is not mentioned in Table A5-6. Its inclusion in the CCR serves as a check of the Total mass of Neat Fuel Claimed, 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).

7.1.1. Deadline for Reporting

Depending on the frequency of reporting by the operator(s) attributed to your State (see Annex 16, Volume IV, Part II, Chapter 2, 2.3.3.4), you can submit aggregated information on CORSIA eligible fuels annually for each year of a three-year compliance cycle or once at the end of the three-year compliance cycle in accordance with the timeline in Annex 16, Volume IV, Appendix 1, as follows:

- For annual reporting: 31 July of each year for the previous year. For example, the deadline for the year 2023 is 31 July 2024.

- 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.

7.2 Overview of the 'Report CORSIA Eligible Fuels' page

To upload and submit to ICAO, information on CORSIA eligible fuels, follow the general dataflow process described in Chapter 1, section 1.4. To access the reporting area for CORSIA eligible fuels, select *'Report CORSIA Eligible Fuels'* from the main navigation menu. The 'Report CORSIA Eligible Fuels' page displays information using a grid and has four main parts (Figure 7-1). For more information on how to search the CCR (top right), refer to Annex B.

The main part of a 'Report CORSIA Eligible Fuels' page ([1] in Figure 7-1) contains the existing year reports for the area in a grid (table) format. See Annex B on how to sort and change the number of the displayed year reports. The page includes summary information on the total CO_2 emissions reductions claimed and an indication of whether the reports are (color coding of the status label): submitted or *"no action is needed"* (green), created with pending submission or *"submission approaching"* (orange), or created with *"information is overdue"* (red).

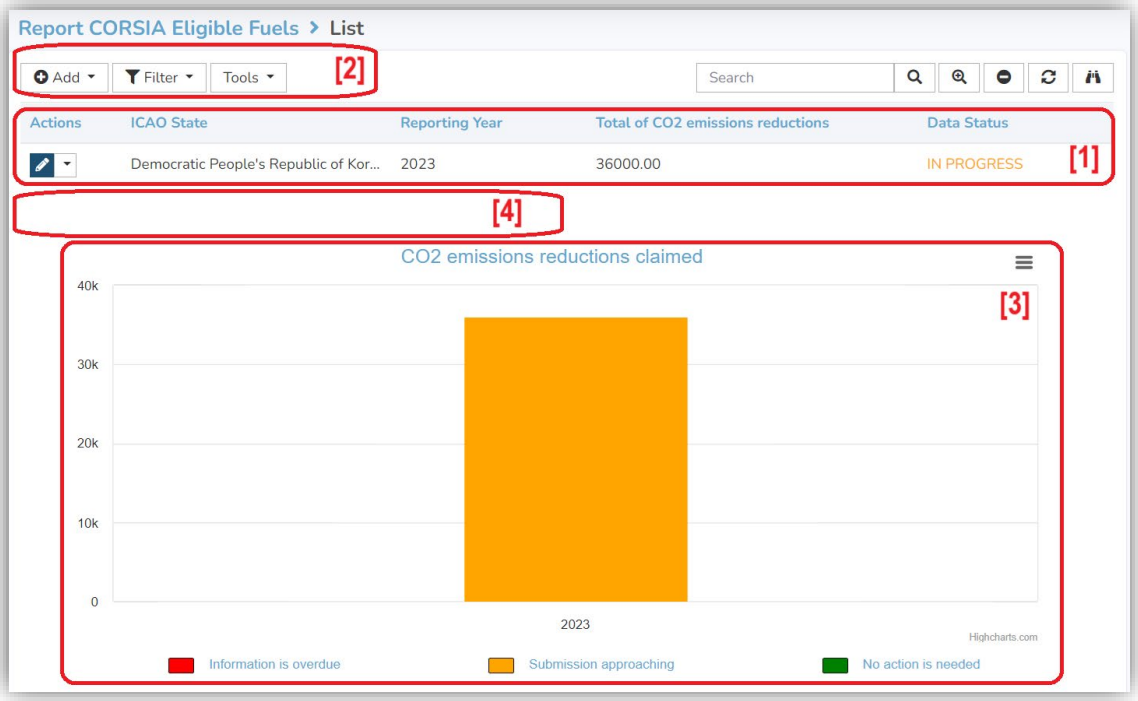


Figure 7-1: *The 'Report CORSIA Eligible Fuels' page*

If you click on the down arrow to the right of the *'pencil icon'* on a row of the page a dropdown menu will appear with the following options:

- 'View': view the information and data of a year report, but the permission to edit is restricted;
- 'Edit': edit the year report by making changes to specific entries of the year report;
- 'Add': shortcut to add a batch of CORSIA eligible fuels in the year report.



If a year report is read-only, the 'pencil icon' will change into an 'eye icon'.

In part **[2]** of the 'Report CORSIA Eligible Fuels' page, you have access to certain actions through the following three buttons:

- 'Add': to add a year report (**for CORSIA Focal Point only**);
- 'Filter': to sort the existing year reports in area **[1]** by filtering based on the report properties;
- 'Tools': to export the list of year reports in area **[1]** into an MS Excel or CSV file (see Annex B).

Below the list, you can also see a trend graph (**[3]** in Figure 7-1) of the total CO_2 emissions reductions claimed contained in each year report (same color coding applies). If any of the year reports are overdue, you will also see a *"Warning message"* on this area (**[4]** in Figure 7-1).

7.3 Create a Year Report for CORSIA Eligible Fuels

Only the CORSIA Focal Point of your State can create a year report for CORSIA eligible fuels. To create a year report:

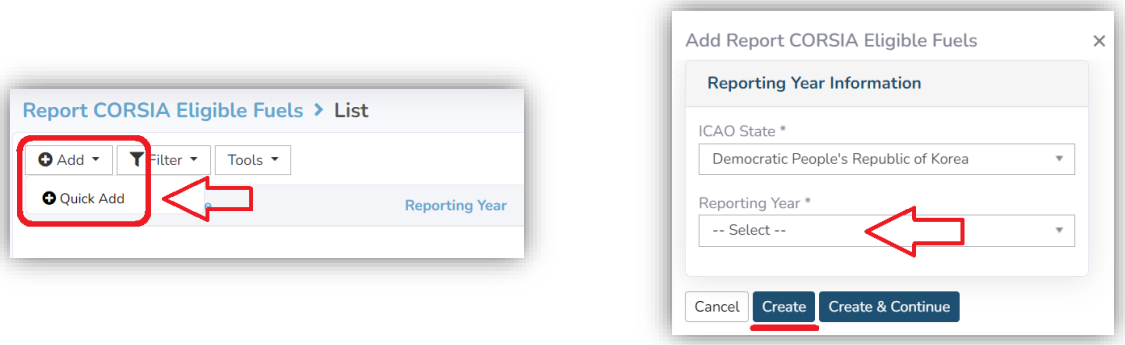
i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, click on 'Add' and then select 'Quick Add' (Figure 7-2A).

iii) In the popup that will appear on your screen (Figure 7-2B), use the dropdown list to select the 'Reporting Year' for the year report.

iv) Click on **'Create'** to save the year report and close the popup.

Once you have created a year report, you cannot delete it. If you want to delete a year report, please contact ICAO at ccr@icao.int.



Figures 7-2A (left) and 7-2B (right): *Create an empty year report*

In the pop-up (Figure 7-2B), the 'ICAO State' field is pre-filled with the name of your State and cannot be changed.

7.4 Add, Edit or Delete Batches of CORSIA Eligible Fuels

After you have created a year report, you can open it by clicking on the *'pencil icon'* next to it on the grid of the 'Report CORSIA Eligible Fuels' page (Figure 7-3).

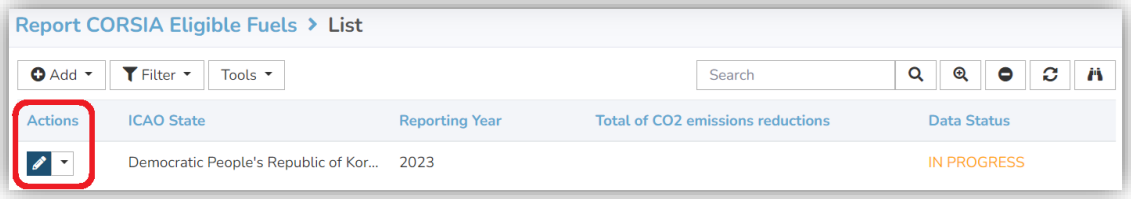


Figure 7-3: *Open an existing year report by clicking on the 'pencil icon'*

When you open a year report, you will see the 'Details' tab, as shown in Figure 7-4. This tab displays information in three areas:

- 'Reporting Year Information' contains the fields 'ICAO State' and 'Reporting Year' (both fields are read-only and cannot be changed);

- 'Total Emissions Reductions Claimed' is calculated automatically based on the emissions reduction of all batches reported in 'CORSIA Eligible Fuels' tab; and
- 'Data Status', which you will need to change as you move through the CCR dataflow process (for more details see section 1.4).

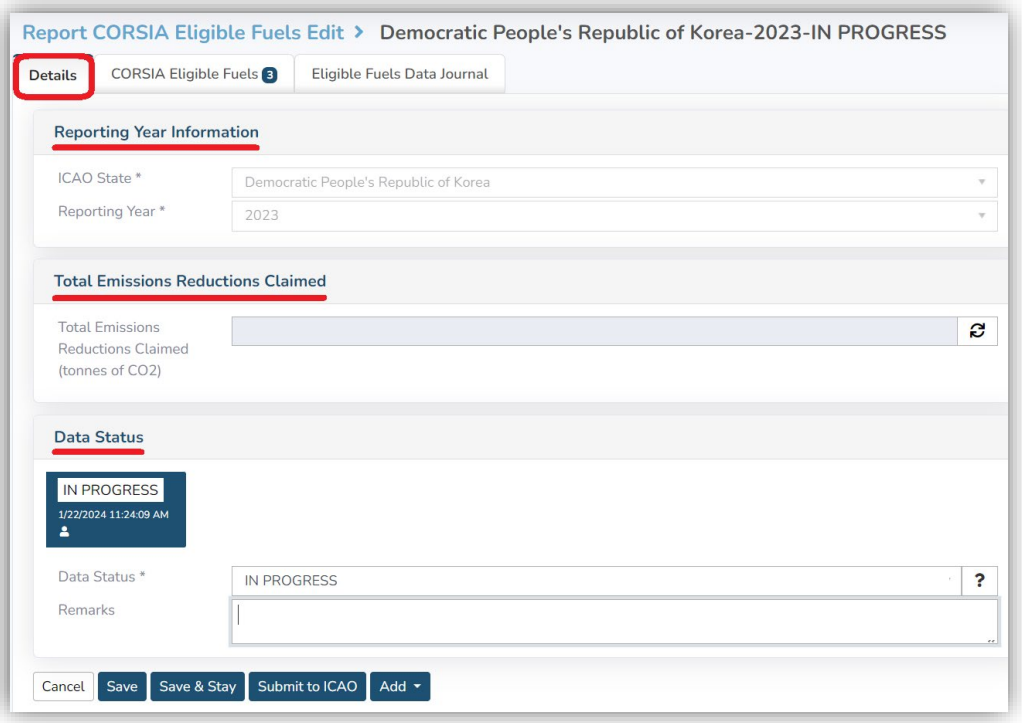


Figure 7-4: *The 'Details' tab for a CORSIA Eligible Fuels year report*

The year report has two more tabs:

- The 'CORSIA Eligible Fuels' tab contains information on the claimed CORSIA eligible fuels;
- The 'CORSIA Eligible Fuels Data Journal' tab provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year report over time (Figure 7-5).

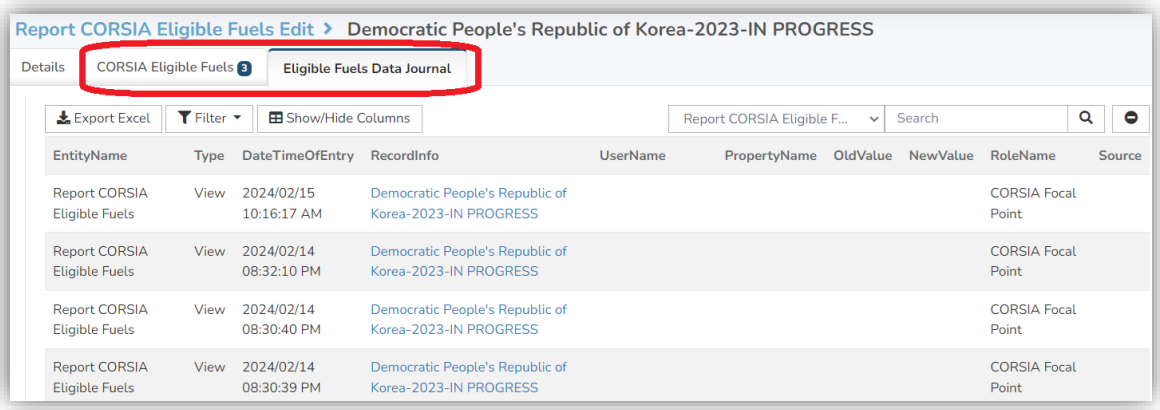


Figure 7-5: *The 'CORSIA Eligible Fuels Data Journal' tab*

7.4.1 Add a Batch of CORSIA Eligible Fuels

There are two options to add information and data on a batch of CORSIA eligible fuels:

- Manual entry of information and data for each batch of CORSIA eligible fuels, and
- Import information and data for one or more batches of CORSIA eligible fuels using a CSV file.

The two options are not mutually exclusive. You can use both of them as needed.



Refer to Table 7-2 for the correspondence between CCR fields, fields of Table A5-2, and ETM Excel template fields.

❖ ***Option 1: Manual entry***

To manually add information and data for a batch of CORSIA eligible fuels:

i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CORSIA Eligible Fuels' tab of the year report.

iv) Click on 'Add', and then select 'Full Add' (Figure 7-6).

v) In the web form that will appear on your screen (Figure 7-7), fill in the CORSIA eligible fuels details; Table 7-2 provides information on each field of the web form. All fields are mandatory (marked with *) and must be filled in.

vi) Click on **'Create'** to save the information and close the web form.

You can repeat the above process as many times as needed to add all batches of CORSIA eligible fuels in the year report.

It is important to note that the origin of the information on CORSIA eligible fuels will be the supplementary reports submitted by aeroplane operators attributed to your State. Annex 16, Volume IV, Appendix 5, Table A5-2, and the corresponding template in Appendix 1 of the *Environmental Technical Manual* (Doc 9501), Volume IV, contain the specific types of information that operators are required to provide. Note that all templates are available on the CORSIA templates website[10] for download. Table 7-2 of this manual shows the correspondence between the CCR fields (web form) and the fields of Table A5-2 and the *Environmental Technical Manual (ETM)* template.



If two or more operators report information for the same batch number, the values for the CCR fields associated with the total mass claimed and the associated emissions reductions (see Table 7-3) will be the sum of the individual values reported by each operator.



Figure 7-6: *Add a batch of CORSIA eligible fuels*

[10] *CORSIA templates website: https://www.icao.int/environmental-protection/CORSIA/Pages/Templates.aspx*

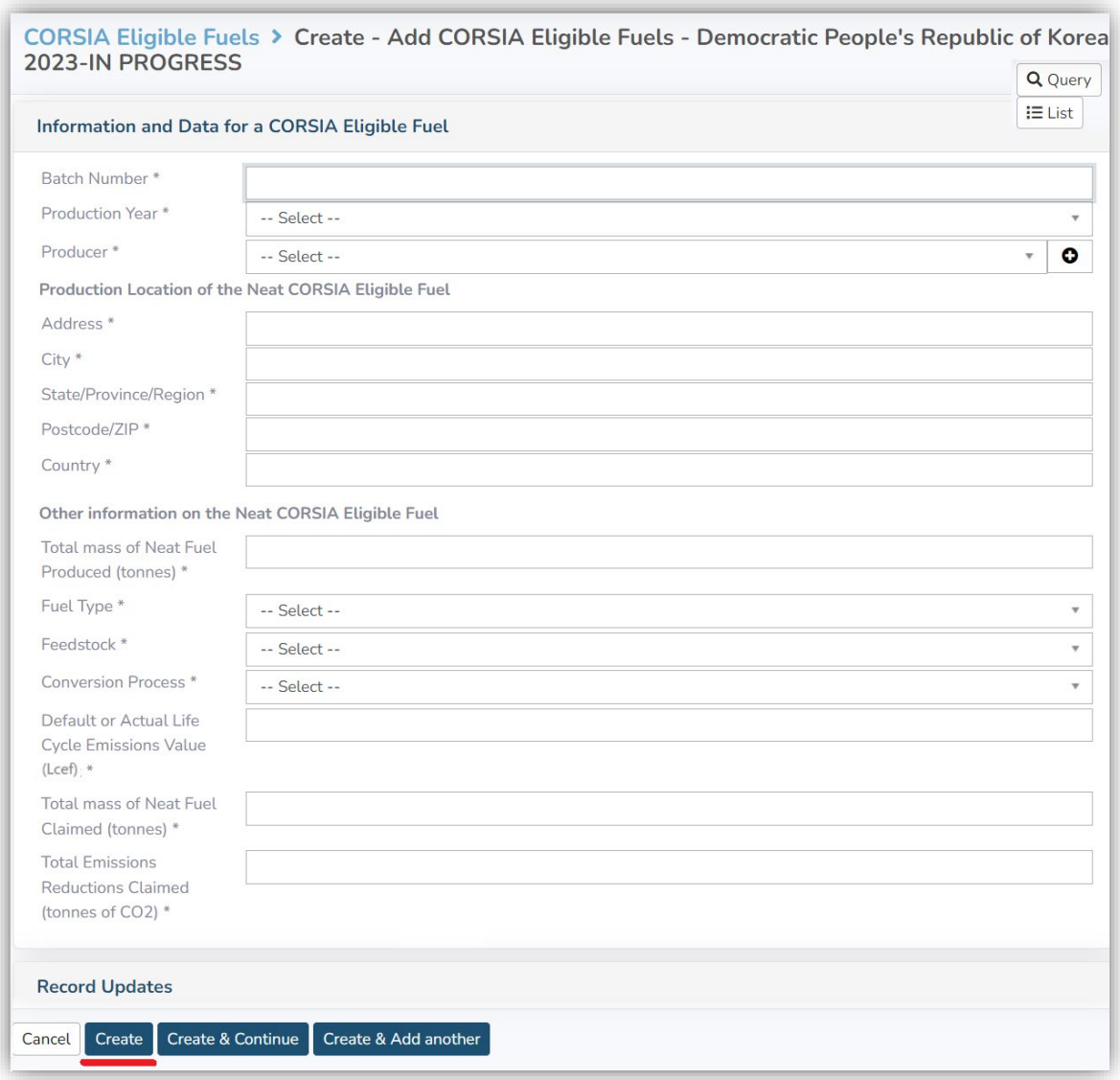


Figure 7-7: *Web form to enter information for a batch of CORSIA eligible fuels*

Table 7-2: *Brief description and notes for the fields of the CORSIA eligible fuels web form (all mandatory) and correspondence between CCR fields, fields of Table A5-2 and ETM Excel template fields*

CCR Field	Brief description	Field of Table A5-2 (Annex 16, Vol. IV)	ETM Template Field	Notes
Batch Number	Individual Batch number of the CEF (from the fuel producer) (alphanumeric)	Field 4.c.	Field c2) [A]	The Batch number can be used only once for the reporting year. Note: if two or more operators report information for the same batch number, the values of total mass claimed and the associated emissions reductions will be the sum of the individual values reported by each operator
Production Year	Production year of CEF (dropdown list)	Field 4.a (year only)	Field c1) [A] (year only)	Select the year that neat CORSIA eligible fuel was produced
Producer	Name of the CEF producer (dropdown list)	Field 3.a	Field b1) [B]	Select the name of the producer from a list. Note: if you do not see the name of the producer that you want to report on, see the instructions below on how to add it.
Production Location	Full address of CEF producer (5 alphanumeric fields)	Field 3.b (full address)	Field b3) [B]	Provide the full address of CORSIA eligible fuel producer (address, city, State/Province/Region, postcode/ZIP, and Country)
Total mass of Neat Fuel Produced (tonnes) [C]	Total amount of neat CEF produced for each batch number (numeric)	Field 4.d	Field c3) [A]	This field serves as a check of the *"Total mass of Neat Fuel Claimed"*, which cannot be higher than the amount of fuel produced. Note: if you do not wish to submit this information, you can report 0.01 (minimum possible value for this field).
Fuel Type	Type of fuel (dropdown list)	Field 5.a	Field c4) [A]	Select the fuel type from a list. Note: Table 7-3 provide a full list of fuel types available)
Feedstock	Feedstock used to produce the CEF (dropdown list)	Field 5.b	Field c5) [A]	Select the feedstock from a list. Note: Table 7-3 provides a full list of feedstocks available

Conversion Process	Conversion process used to produce the CEF (dropdown list)	Field 5.c	Field c6) [A]	Select the conversion process a list. Note: Table 7-3 provides a full list of conversion process available
Default or Actual Life Cycle Emissions Value (L_{CEF})	Life cycle emissions values for CEF (numeric)	Field 8.a	Field c10) [A]	Provide the value of the Life cycle emissions for a given CEF Note: this numeric value should be provided in gCO_2e/MJ rounded to the nearest whole number
Total mass of Neat Fuel Claimed (tonnes) [C]	Total amount of neat CEF claimed for each batch (numeric)	Field 17	Field d5) [A]	Provide the total neat fuel claimed for each batch number reported inside the CORSIA eligible fuel year report
Total Emissions Reductions Claimed (tonnes of CO2) [C]	Total amount of emissions reductions claimed for each batch number (numeric)	*N/A*	Collum L [C]	Provide the total reductions claimed considering all aeroplane operators attributed to the State for each batch number of CORSIA eligible fuel.

[A] *Worksheet titled: "CORSIA Eligible Fuel Claim Form"*

[B] *Worksheet titled: "CORSIA Eligible Fuel Chain of Custody"*

[C] *Worksheet titled: "Summary"*

[D] *These values must be positive, equal to, or larger than 0.01, and you can provide up to two decimal points; use a point (.) to separate decimal points; do not use a separator for thousands or a comma (,) to separate decimal points; an example of correct format: 12345.67*

❖ ***Add the name of a producer of CORSIA eligible fuels on the web form***

If the name of a producer of CORSIA eligible fuels that you want to report on does not appear on the dropdown list, you can add it by doing the following:

i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, select any year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CORSIA Eligible Fuels' tab of the year report.

iv) Click on 'Add', and then select 'Full Add'.

v) In the CEF web form that will appear on your screen click on the *'add icon'* (⊕) to the right of the 'Producer' field (Figure 7-8).

vi) On the popup that will appear on your screen, fill in the name of the producer, select the option 'Active' for the 'Producer Status' and click on **'Create'** to save the name of the producer (Figure 7-9).

vii) You will return to the previous page and can continue filling out the CEF web form with the new producer.



The CCR list of producers of CORSIA eligible fuels is comprised of unique entries and is available to all CCR users from all ICAO States.

If the name of the producer that you are trying to add already exists on the CCR, you will not be able to complete the process and an alert will appear on your screen. Please check the list of producers available before adding a new one.

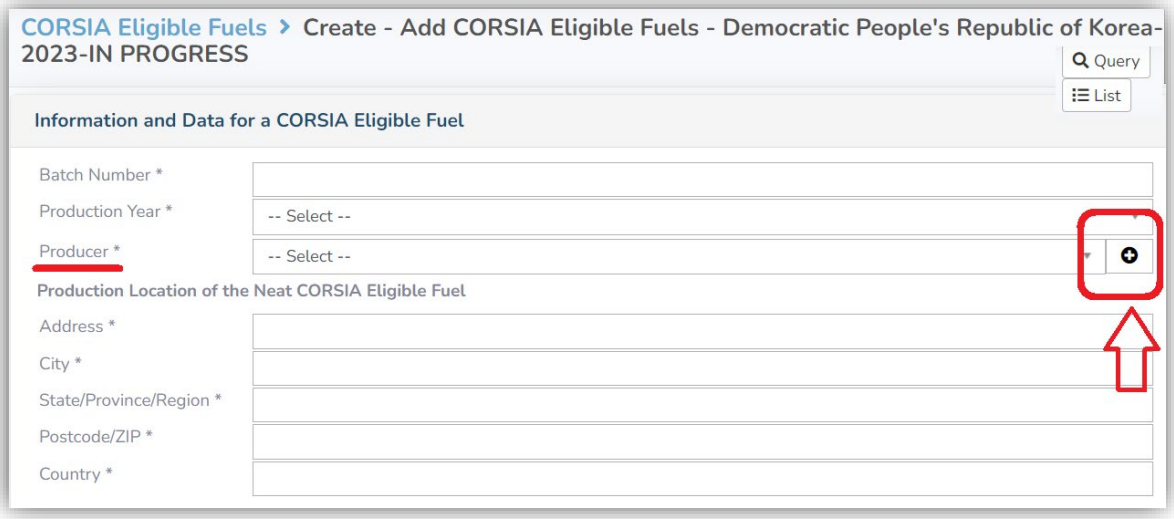


Figure 7-8: *Add the name of a producer of CORSIA eligible fuels*

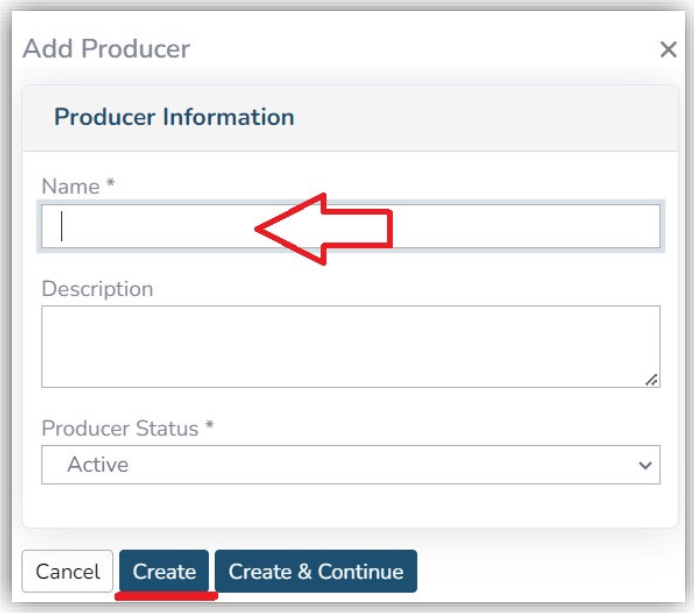


Figure 7-9: *Web form to add a new producer of CORSIA eligible fuels*

Table 7-3: *Dropdown list options for Fuel Type, Feedstock, and Conversion Process*

Fuel Type	Feedstock [A]	Conversion Process [A]
✓ Jet-A ✓ Jet-A1 ✓ Jet-B ✓ AvGas	✓ Bagasse ✓ Bark ✓ Beef Tallow ✓ Branches ✓ Brassica carinata oil ✓ Camelina oil ✓ Cobs ✓ Coconut testa ✓ Construction and demolition waste of biogenic origin ✓ Corn grain ✓ Crude glycerine ✓ Crude Tall Oil ✓ Cutter shavings ✓ Dry coconut pulp ✓ Empty palm fruit bunches ✓ Forestry processing residues ✓ Husks ✓ Industrial waste of biogenic origin ✓ Jatropha oil ✓ Lard Fat ✓ Leaves ✓ Manure ✓ Miscanthus ✓ Mixed Animal Fats ✓ Molasses ✓ Municipal solid waste (MSW) ✓ Needles ✓ Non-Standard Coconuts ✓ Nut shells ✓ Other (inform on 'Remark' area) ✓ Palm oil ✓ Palm oil mill effluent ✓ Palm fatty acid distillate ✓ Pangasius fish scrap ✓ Petroleum (Lower Carbon Aviation Fuels) ✓ Poplar ✓ Poultry Fat ✓ Pre- commercial thinnings ✓ Rapeseed oil ✓ Residue Gases ✓ Sewage sludge ✓ Slash ✓ Soybean oil ✓ Spent Bleaching Earth ✓ Stalks ✓ Stover	✓ Alcohol (ethanol) to jet (ETJ) ✓ Alcohol (isobutanol) to jet (ATJ) ✓ Fischer-Tropsch (FT) ✓ HEFA co-processed at petroleum refineries ✓ Hydroprocessed Esters and Fatty Acids (HEFA) ✓ Lower Carbon Aviation Fuels (LCAF) ✓ Synthesized iso-paraffins (SIP)

Fuel Type	Feedstock [A]	Conversion Process [A]
	✓ Straw ✓ Sugar beet ✓ Sugarcane ✓ Sugarcane filter cake ✓ Sugarcane vinasse ✓ Switchgrass ✓ Tall oil pitch ✓ Tallow ✓ Technical corn oil ✓ Tree tops ✓ Used cooking oil ✓ Waste gases ✓ Wheat Starch Slurry	

[A] *The lists are based on the 8th Edition (November 2025) of the ICAO document "CORSIA Default Life Cycle Emissions Values for CORSIA Eligible Fuels" and 7th Edition (November 2025) of ICAO document "CORSIA Methodology for Calculating Actual Life Cycle Emissions Values" available on CORSIA Eligible Fuels website[11] and will be reviewed regularly considering future decisions by the ICAO Council.*

❖ *Option 2: Import information from a CSV file*

If you have a large number of batches to upload on the CCR, the manual option may be too time consuming. In such a case, you can import the information for all batches together if you already have this information in a CSV file. The columns of your CSV file must correspond to the fields described in Table 7-3. Figure 7-10 shows the format that your CSV file must be in.

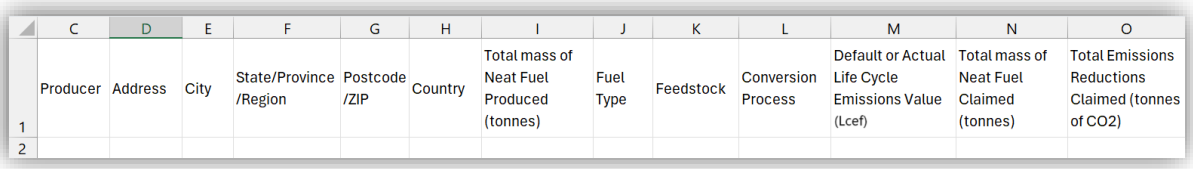


The CCR accepts a CSV file in which values are separated by a comma; however, in some regions, CSV data may be separated by a semi-colon. See Annex C if you need to make changes to your computer's settings.

The automated import process is based on a default mapping that ensures that information in the CSV file is matched with the specific fields in the CCR. If your CSV file does not have the expected format and structure, you must modify it accordingly to match the structure shown in Figure 7-10. A CSV template is available on the CCR materials website.[12]

[11] *CORSIA Eligible Fuels website: https://www.icao.int/environmental-protection/CORSIA/Pages/CORSIA-Eligible-Fuels.aspx*

[12] *CCR materials website: https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx*



	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Producer	Address	City	State/Province /Region	Postcode /ZIP	Country	Total mass of Neat Fuel Produced (tonnes)	Fuel Type	Feedstock	Conversion Process	Default or Actual Life Cycle Emissions Value (Lcef)	Total mass of Neat Fuel Claimed (tonnes)	Total Emissions Reductions Claimed (tonnes of CO2)
2													

Figure 7-10: *Standard columns for the CSV file for importing information on CORSIA Eligible Fuels*

To import batches of CORSIA eligible fuels using a CSV file:

i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CORSIA Eligible Fuels' tab of the year report.

iv) Click on 'Tools' and then select 'Import CSV' (Figure 7-11)

v) On the 'Upload File' page that will appear on your screen (Figure 7-12), click on the button under the '*Upload File*' heading on the left of the screen to search for the CSV file on your computer.

vi) Once you have located the CSV file, select it, and then click on **'Upload'**.

vii) The information will be imported in a two-stage process:

- During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 7-13):
  - ✓ If the information is correct, click on **'Confirm & Continue Import**' to proceed to the second stage of the import process;
  - ✓ If errors are identified (see troubleshooting sub-section below) the import process will be halted; click on **'Cancel'**, make the appropriate corrections in the CSV file, and then re-start the import process.
- During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
  - ✓ If no errors are found, the import process will be completed. After the information has been successfully imported, a confirmation will appear on your screen (Figure 7-14A). Click on **'Return to Report CORSIA Eligible Fuels'** or **'Return to Home'** to go back to the 'Report CORSIA Eligible Fuels' page or the home page, respectively;
  - ✓ If errors are found, they will be displayed on your screen (Figure 7-14B); you can download the list of errors for further processing by clicking on **'Download Error Sheet**'.

Your CSV file must have exactly the same format as the template in Figure 7-10; otherwise your information will not be imported correctly.



Figure 7-11: *Import data for CORSIA Eligible Fuels from a CSV file*

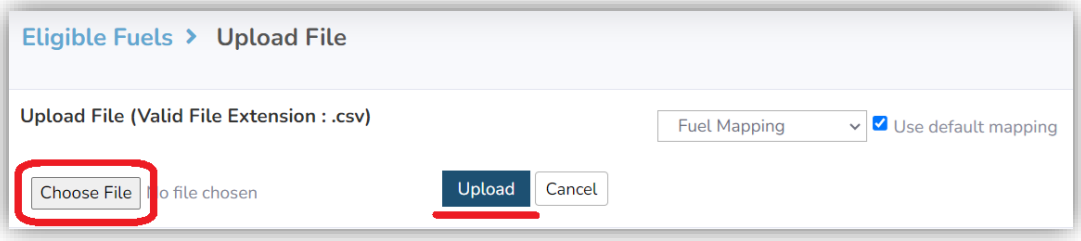


Figure 7-12: *Upload File screen*

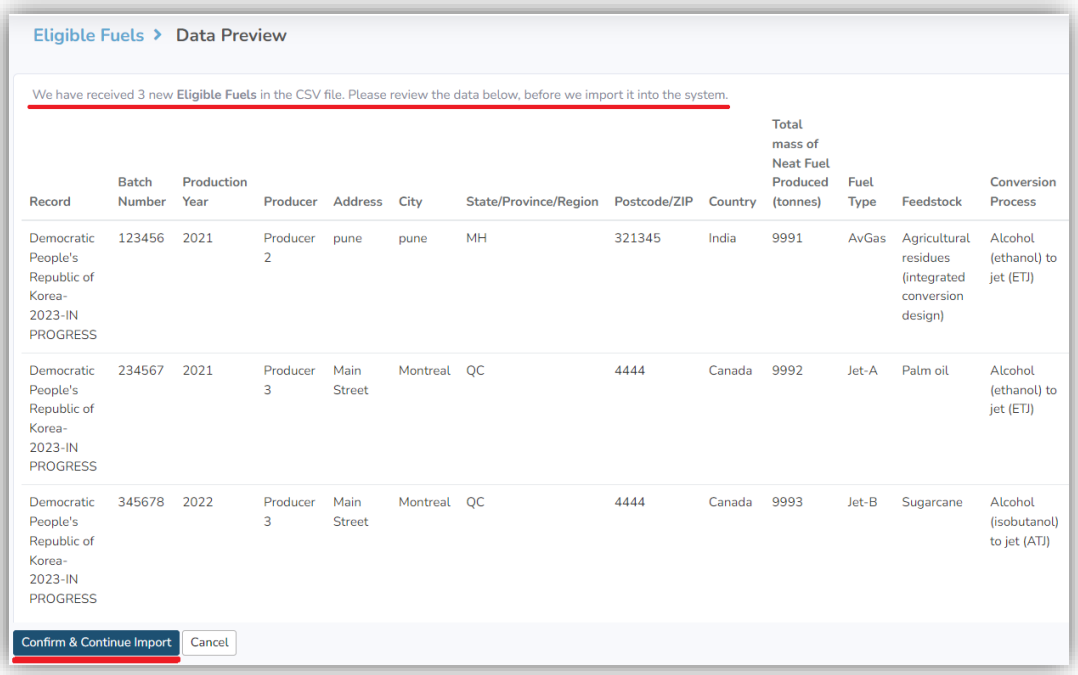
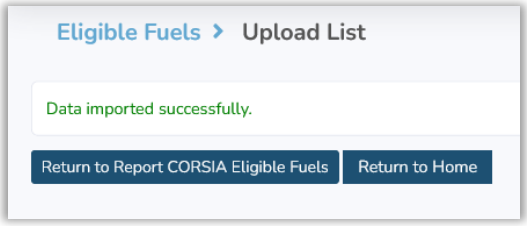
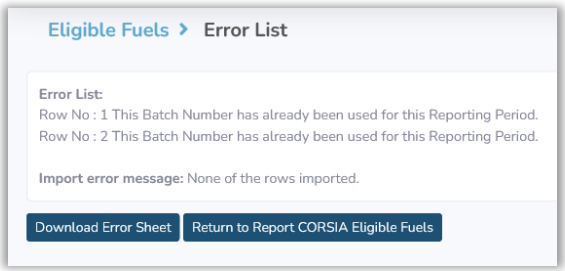


Figure 7-13: *Confirm the information to be imported*

*The first column in Figure 7-13 (**Record**) is automatically created and cannot be changed; it connects a batch of CORSIA eligible fuels to a specific State and reporting year.*





Figures 7-14A (left) and 7-14B (right): *Successful import (left) and errors found during import (right)*

❖ *Troubleshooting a CSV file*

The CCR will perform several checks before the data in a CSV file is imported. Any errors found will be highlighted, and specific row(s) in the CSV file will not be imported. During the import process, the CCR will check for:

- The name of the producer of CORSIA eligible fuels in the dropdown list; if it is not included in the dropdown list, you will not be able to complete the import process; follow the instructions above on how to add the name of a producer before starting the CSV import process;
- Missing information for any of the mandatory fields;
- Duplicate records (i.e., a batch number is used more than once);
- A batch of CORSIA eligible fuels that has already been imported in the year report.

7.4.2 Edit a Batch of CORSIA Eligible Fuels

After you have added information for a batch of CORSIA eligible fuels, you can edit this information as follows:

i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, select the year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'CORSIA Eligible Fuels' tab to see the list of batches of CORSIA eligible fuels for the reporting year.

iv) You have two main options to make changes to a batch of CORSIA eligible fuels:

- You can click directly on the grid on the specific field you would like to modify; the field will become editable and the *'pencil icon'* at the beginning of the row will be replaced by the **'Save'** and **'Cancel'** buttons (Figure 7-15);
- Or on the CORSIA Eligible Fuels web form; click on the *'pencil icon'* (or click on the down arrow and then select 'Edit') to access the web form (Figure 7-16). Make the necessary changes and click on **'Save'** to store the updated information.

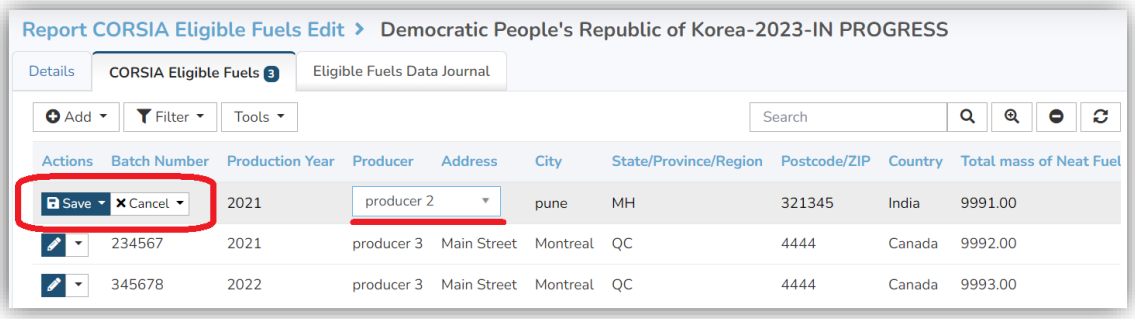


Figure 7-15: *Making changes on the grid view*

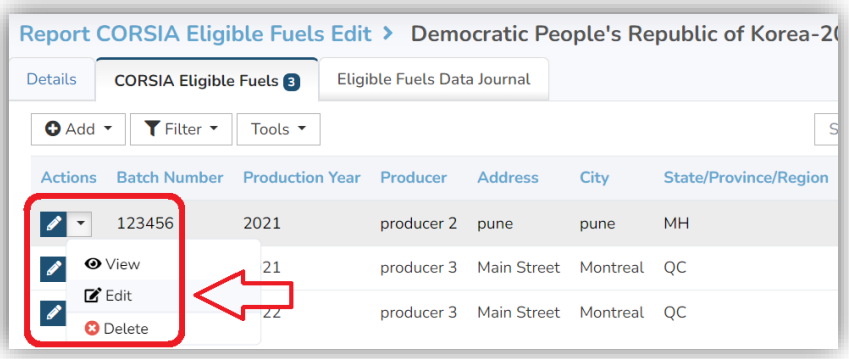


Figure 7-16: *Access the CORSIA Eligible Fuels Edit page*

7.4.3 Delete a Batch of CORSIA Eligible Fuels

To delete a batch of CORSIA eligible fuels:

i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, select the year report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'CORSIA Eligible Fuels' tab to see the list of batches of CORSIA eligible fuels for the reporting year.

iv) Click on the down arrow next to the *'pencil icon'* for the batch of CORSIA eligible fuels that you would like to delete and then select 'Delete' (Figure 7-17).

v) You will be asked to confirm this action. Click on the **'Delete'** button at the bottom of the page that will appear on your screen to complete the deletion (Figure 7-18).

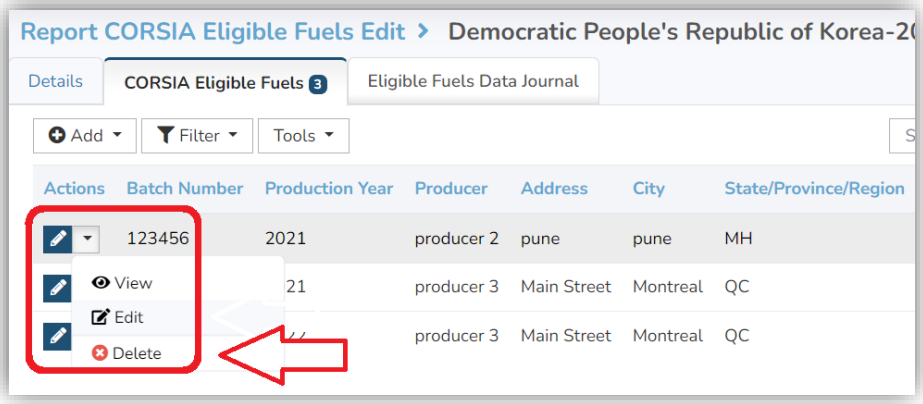


Figure 7-17: *CORSIA Eligible Fuels delete option*

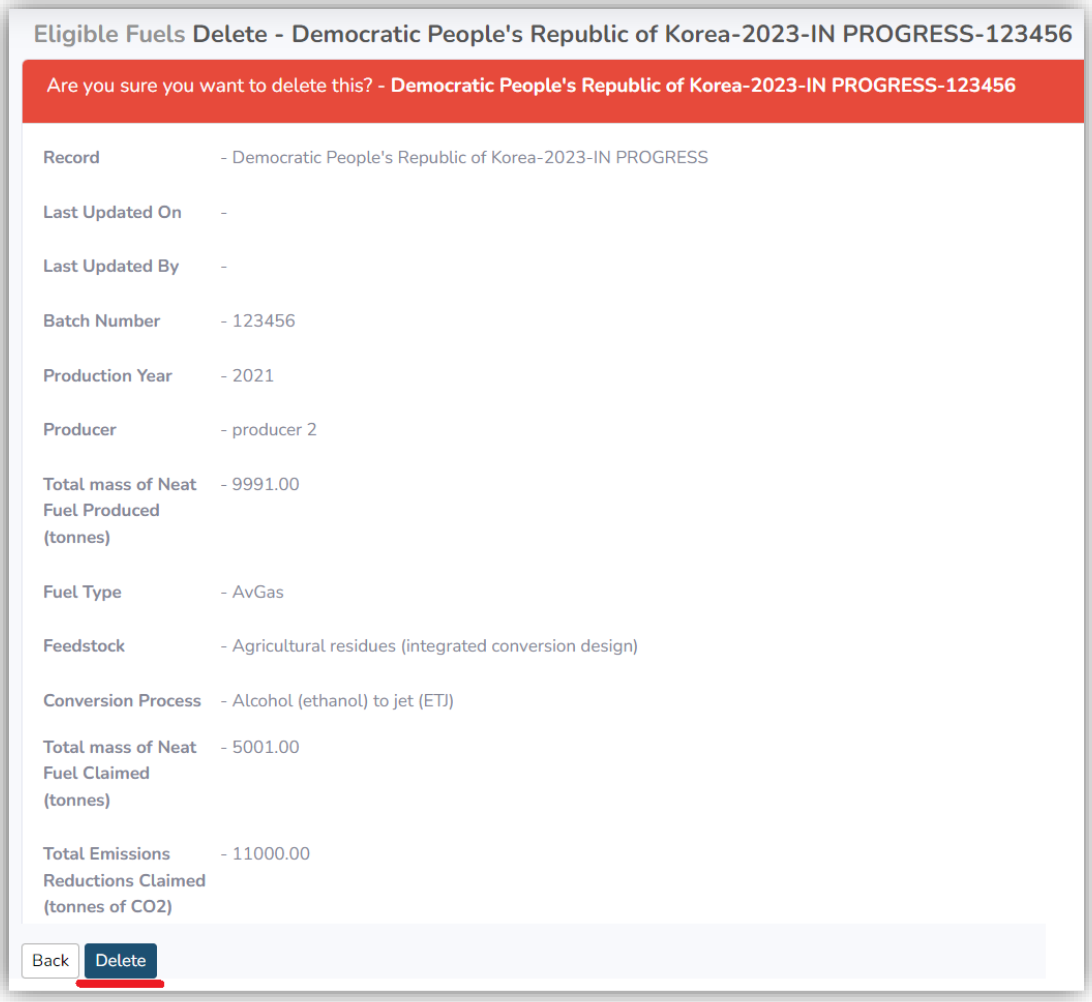


Figure 7-18: *CORSIA Eligible Fuels delete confirmation*



*The **'Delete'** action will permanently remove the batch of CORSIA eligible fuels from your year report. If you initiated this action by accident, click on **'Back'** at the bottom of the confirmation page to cancel the deletion of the batch of CORSIA eligible fuels.*

7.5 Submit to ICAO

To submit a year report to ICAO, you need to change its status to SUBMITTED as follows:

i) Select *'Report CORSIA Eligible Fuels'* from the main navigation menu.

ii) On the 'Report CORSIA Eligible Fuels' page, select the year report you want to submit to ICAO by clicking on the *'pencil icon'* next to it.

iii) On the 'Details' tab, you have two options to submit the year report:

- You can click on **'Submit to ICAO'** button at the bottom of the page (Figure 7-19);
- Or you can locate the 'Data Status' area (Figure 7-19), click on the Data Status field (dropdown list), select SUBMITTED and click on **'Save'**.

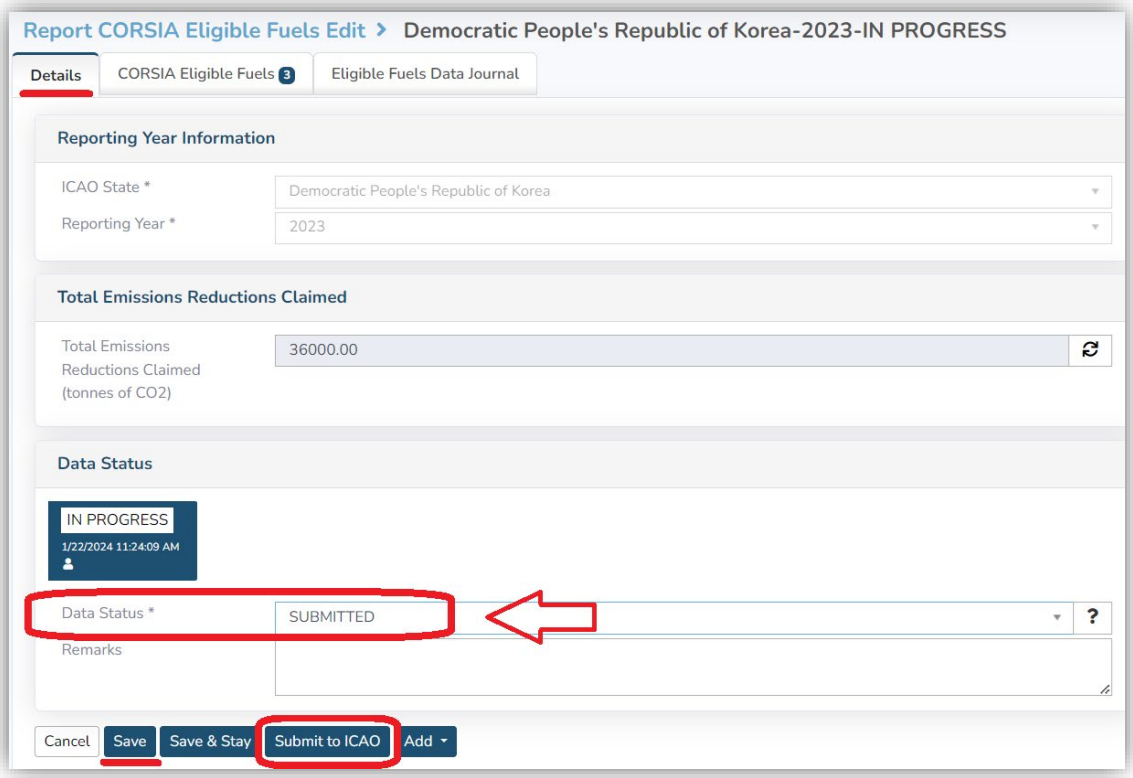


Figure 7-19: *Submit a CORSIA eligible fuels report to ICAO*

For more information on the different status options for a year report, refer to section 1.4.

8. REPORTING ON CANCELLED EMISSIONS UNITS



In this chapter, you will find general information about reporting on Cancelled Emissions Units[13] (section 8.1), an overview of the 'Report Cancelled Emissions Units' page (section 8.2), and instructions on how to:

- create a year report for CORSIA Eligible Emissions Units cancellation (section 8.3);
- add, edit, or delete batches of CORSIA Eligible Emissions Units (section 8.4); and
- submit to ICAO (section 8.5).

8.1.Introduction

Aeroplane operators can use 'CORSIA Eligible Emissions Units' to meet their final CO_2 offsetting requirements under CORSIA. In such cases, operators are required to submit to their State of attribution relevant information and data on the cancellation of such emissions units according to Annex 16, Volume IV, Part II, Chapter 4, 4.3.1. You must aggregate the information that you will receive from each operator attributed to your State and report it to ICAO in accordance with Annex 16, Volume IV, Part II, Chapter 4, 4.3.2. In particular, you are required to provide the information defined in Appendix 5, Table A5-8:

- Aeroplane operators attributed to the State (Field 1)
  - ✓ Aeroplane operators attributed to the State with offsetting requirements in the reported compliance period
- Compliance period years reported (Field 2)
  - ✓ Year(s) in the reported compliance period for which offsetting requirements are reconciled in the report
- Total final offsetting requirements (Field 3)
  - ✓ Total aggregated aeroplane operators' final offsetting requirements (in tonnes), as informed by the State
- Total quantity of emissions units cancelled (Field 4)
  - ✓ Total aggregated quantity of emissions units cancelled to reconcile the total final offsetting requirements in Field 3

[13] *The information and data on the cancellation of "CORSIA Eligible Emissions Units" should be reported in the CCR "Report Cancelled Emissions Unit, according to requirements in Annex 16, Volume IV, Part II, Chapter 4.*

- Consolidated identifying information for cancelled emissions units (Field 5). For each batch of cancelled emissions units (batch defined as a contiguous quantity of serialized emissions units), identify the following:
  - ✓ Quantity of emissions units cancelled (Field 5.a);
  - ✓ Start of serial numbers (Field 5.b);
  - ✓ End of serial numbers (Field 5.c);
  - ✓ Date of cancellation (Field 5.d);
  - ✓ Eligible Emissions unit Programme (Field 5.e);
  - ✓ Unit type (Field 5.f);
  - ✓ Host country (Field 5.g);
  - ✓ Methodology (Field 5.h);
  - ✓ Demonstration of unit date eligibility (Field 5.i); and
  - ✓ Programme-designated registry name (Field 5.j).

According to the Note of Table A5-8 in Appendix 5 to Annex 16, Volume IV, information at a State and global aggregate level for a specific compliance period will be published in the ICAO document *"CORSIA Central Registry (CCR): Information and Data for Transparency"*. For the purposes of the CCR, information on cancelled CORSIA eligible emissions units must be provided for each individual batch in separate fields as shown in Table 8-1 (all fields are mandatory and are marked with *).

Table 8-1: *Information to be reported on cancelled CORSIA eligible emissions units*

Information and Data	**Demonstration of CEU Date Eligibility**
✓ Quantity of cancelled emissions units *	✓ Project First Crediting Period Start Date*
✓ Start of serial numbers*	✓ Period of Time During Which Emissions Reductions Occurred *
✓ End of serial numbers*	
✓ Date of cancellation*	
✓ Eligible CEU programme*	
✓ CEU type*	
✓ Host country*	
✓ Methodology*	
✓ Program designated registry name*	

According to Appendix 1 to Annex 16, Volume IV, the deadline for the submission of aggregated information on cancelled CORSIA eligible emissions units for a compliance period is:

- 31 July, two years after the last year of the compliance period. For example, the deadline for the pilot phase (2021-2023) is 31 July 2025.

8.2.Overview of the 'Report Cancelled Emissions Units' page

To upload information on cancelled CORSIA eligible emissions units, and submit to ICAO, follow the general dataflow process described in Chapter 1, section 1.4. To access the reporting area for cancelled CORSIA eligible emissions units, select *'Report Cancelled Emissions Units'* from the main navigation menu. The 'Report Cancelled Emissions Units' page displays information using a grid and has four main parts (Figure 8-1). For more information on how to search the CCR (top right), refer to Annex B.

The main part of a 'Report Cancelled Emissions Units' page (**[1]** in Figure 8-1) contains the existing records for the reporting area in a grid (table) format. See Annex B on how to sort and change the number of displayed records. The page includes a summary of the total canceled CORSIA eligible emissions units and the total final offsetting requirements indicating whether the reports are (color coding of the status label): submitted or *"no action is needed"* (green), created with pending submission or *"submission approaching"* (orange), or created with *"information is overdue"* (red).

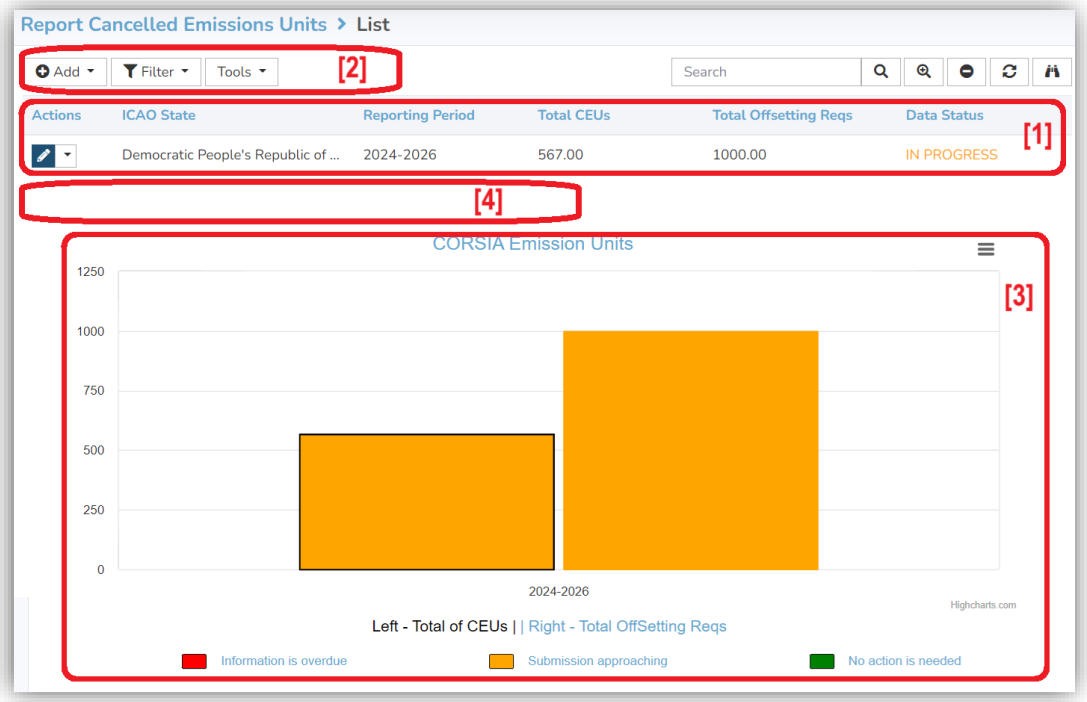


Figure 8-1: *The 'Report Cancelled Emissions Units' page*

If you click on the down arrow to the right of the *'pencil icon'* on a row of the page, a dropdown menu will appear with the following options:

- 'View': view the information and data of a record, but the permission to edit is restricted;
- 'Edit': edit the year report by making changes to specific entries of the record;
- 'Add': shortcut to add a batch of cancelled emission units in the record.



If a record is read-only, the 'pencil icon' will change into an 'eye icon'.

In part **[2]** of the 'Report Cancelled CORSIA Emissions Units' page, you have access to certain actions through the following three buttons:

- 'Add': to add a record (**for CORSIA Focal Point only**);
- 'Filter': to sort the existing records in area **[1]** by filtering based on the record properties;
- 'Tools': to export the list of records in area **[1]** into an MS Excel or CSV file (see Annex B).

Below the list you can also see a trend graph (**[3]** in Figure 8-1) of the two total values for each report (same color coding applies). If any of the report are overdue, you will also see a *"Warning message"* on this page (**[4]** in Figure 8-1).

8.3.Create a Report period for Cancelled CORSIA Emissions Units

Only the CORSIA Focal Point of your State can create a new report period for Cancelled Emissions Units.



Once you have created a report period, you cannot delete it. If you want to delete a report, please contact ICAO at ccr@icao.int.

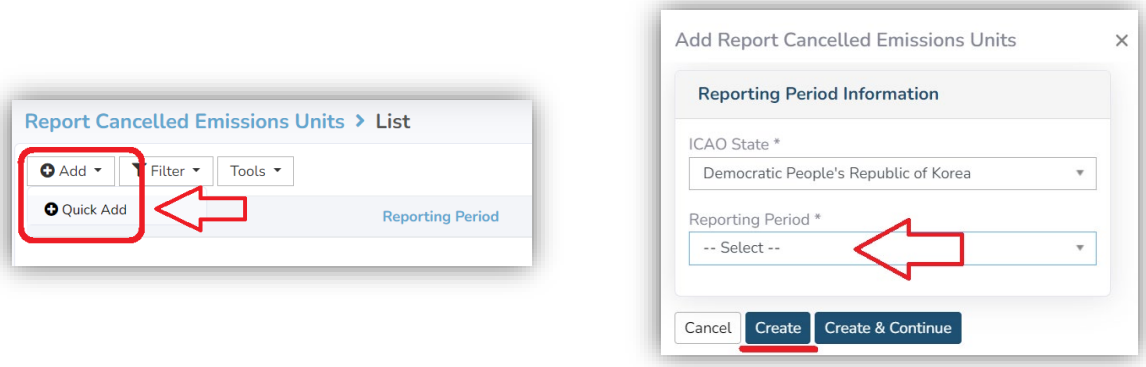
To create a report period:

i) Select 'Report Cancelled Emissions Units' from the main navigation menu.

ii) On the 'Report Cancelled Emissions Units' page, click on **'**Add' and then select 'Quick Add' (Figure 8-2A).

iii) In the popup that will appear on your screen (Figure 8-2B), use the dropdown list to select the 'Reporting Period' for the report.

iv) Click on **'Create'** to save the report period and close the popup.



Figures 8-2A (left) and 8-2B (right): *Create an empty report period*

In the pop-up (Figure 8-2B), the 'ICAO State' field is pre-filled with the name of your State and cannot be changed.

8.4.Add, Edit or Delete Batches of Cancelled Emissions Units

After you have created a report period, you can open it by clicking on the *'pencil icon'* next to it on the grid of the 'Report Cancelled Emissions Units' page (Figure 8-3).

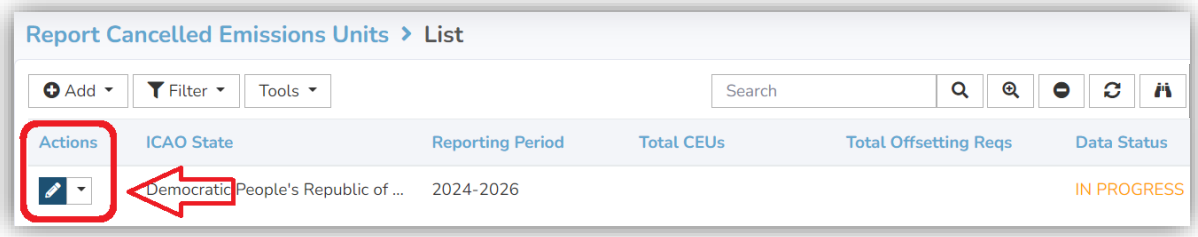


Figure 8-3: *Open an existing report period by clicking on the 'pencil icon'*

When you open a report period, you will see the 'Details' tab as shown in Figure 8-4. This tab displays information in three areas:

- 'Reporting Year Information' contains the fields 'ICAO State' and 'Reporting Period' (both fields are read-only and cannot be changed);
- 'Option for calculating aeroplane operators' CO2 emissions to be offset' is only applicable for the period 2021-2023;

- 'Total Cancelled Emissions Units and Offsetting Requirements'; the former total is calculated automatically based on the data on all batches reported in the 'Cancelled Emissions Units' tab, while the latter total must be entered manually; and
- 'Data Status', which you will need to change as you move through the CCR dataflow process (for more details see section 1.4).

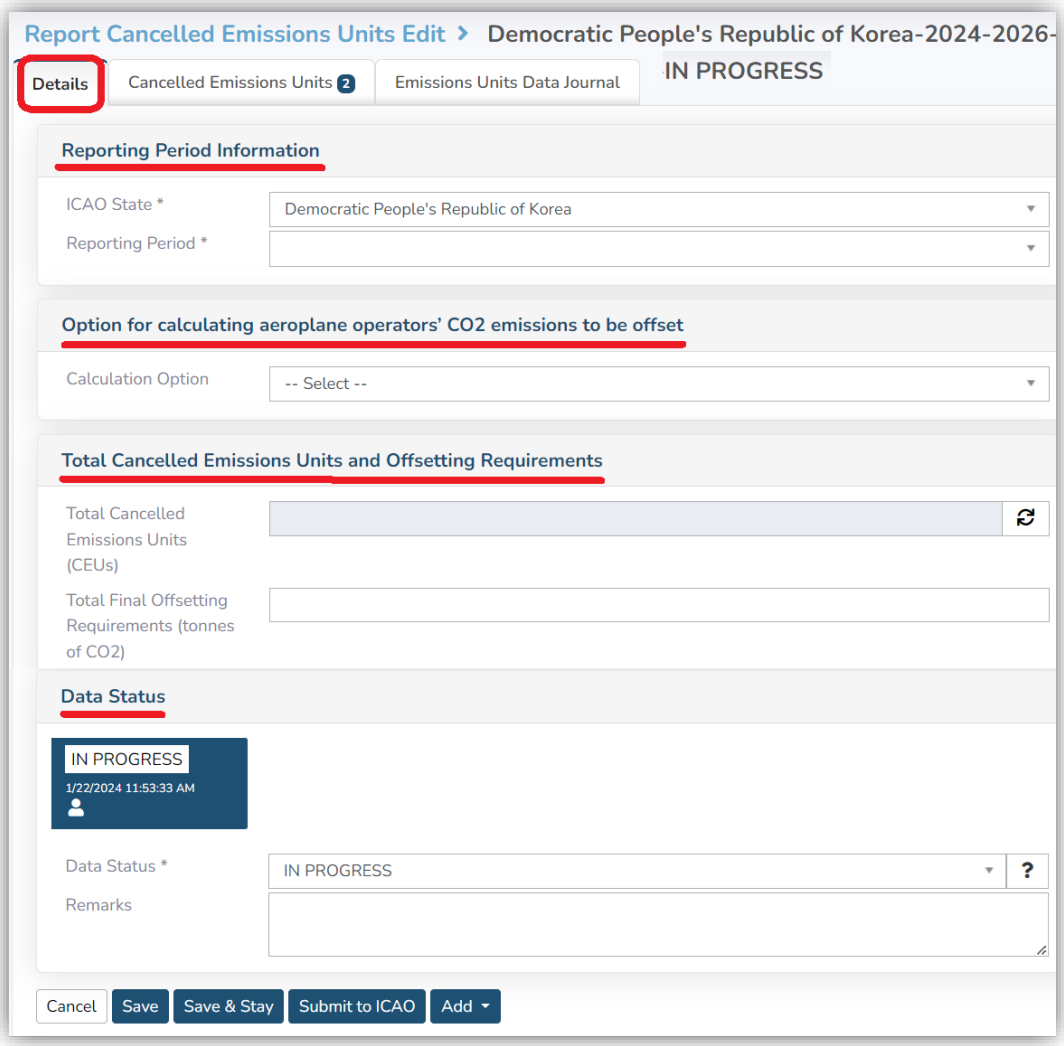


Figure 8-4: *The 'Details' tab for a Cancelled Emissions Units report period*

The year report has two more tabs:

- The 'Cancelled Emissions Units' tab contains information on the cancelled CORSIA eligible emissions units;

- The 'Emissions Units Data Journal' tab provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this report over time (Figure 8-5).



Figure 8-5: *The 'Emissions Units Data Journal' tab*

8.4.1. Add a Batch of Cancelled Emissions Units

There are two options to add information and data on a batch of Cancelled Emissions Units:

- Manual entry of information and data for each batch of Cancelled Emissions Units, and
- Import information and data for one or more batches of Cancelled Emissions Units using a CSV file.

The two options are not mutually exclusive. You can use both of them as needed.

❖ ***Option 1: Manual entry***

To manually add information and data for a batch of Cancelled Emissions Units:

i) Select *'Report Cancelled Emissions Units'* from the main navigation menu.
ii) On the 'Report Cancelled Emissions Units' page, select the report period by clicking on the *'pencil icon'* next to it.
iii) Select the 'Cancelled Emissions Units' tab of the report period.
iv) Click on 'Add', and then select 'Full Add' (Figure 8-6).
v) In the web form that will appear on your screen (Figure 8-7), fill in the Cancelled Emissions Units details; Table 8-3 provides information on each field of the web form. All fields are mandatory (marked with *) and must be filled in.
vi) Click on **'Create'** to save the information and close the web form.

You can repeat the above process as many times as needed to add all batches of Cancelled Emissions Units in the report period.



Figure 8-6: *Add a batch of Cancelled Emissions Units*

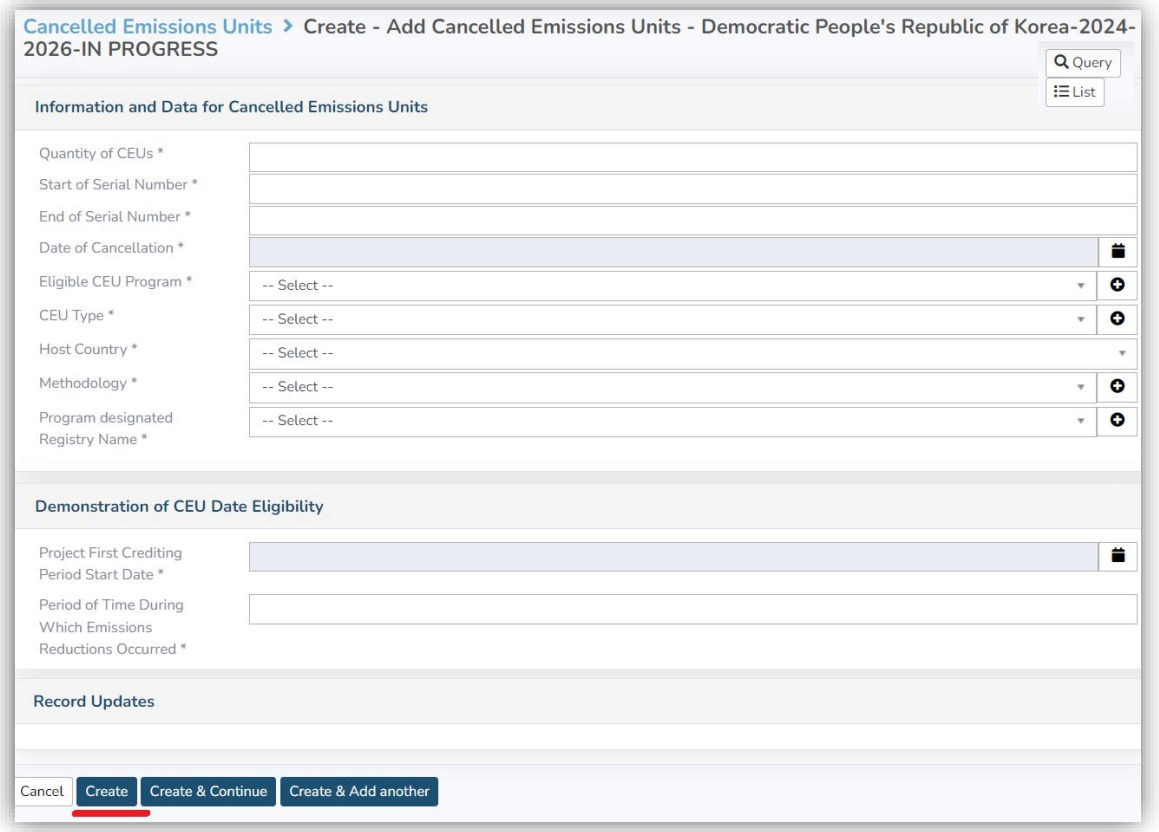


Figure 8-7: *Web form to enter information for a batch of Cancelled Emissions Units*

Table 8-2: *Brief description and notes for the fields of the Cancelled Emissions Units web form.*

CCR Field	Brief description	Notes
Quantity of CEUs*	Total number of sequential CEU for the batch (numeric)	The value must be positive, equal to, or larger than 1
Start of Serial Number*	Serial number of the first CEU in the batch (alphanumeric)	The serial number on cancelled emissions unit report can be used only once for the reporting period.
End of Serial Number*	Serial number of the last CEU in the batch (alphanumeric)	
Date of Cancellation*	Date when the cancelation of the emissions units took place (calendar: YYYY-MM-DD)	Select the date of CEU using the calendar icon ( )
Eligible CEU Program*	Name of the program that supplied the cancelled emissions units (dropdown list/alphanumeric)	Select the name of the *"Eligible CEU Program"* from the list. Note: if you do not see the name of the program that you want to report on, see the instructions below on how to add it.
CEU Type*	Type of the cancelled emissions units (dropdown list/alphanumeric)	Select the name of the *"CEU type"* from the list. Note: if you do not see the name of the type that you want to report on, see the instructions below on how to add it.
Host Country*	Name of the country where the cancelled emissions units originated (dropdown list)	Select the name of the *"country"* from the list.
Methodology*	Name of the methodology used for the creation of the cancelled emissions units (dropdown list/alphanumeric)	Select the name of the *"Methodology"* from the list. Note: if you do not see the methodology that you want to report on, see the instructions below on how to add it.
Programme Designated Registry Name*	Official name of the registry that was designated by the programme to record the cancelled emissions units	Select the name of the *"Registry name"* from the list. Note: if you do not see the name of the programme that you want to report on, see instructions below on how to add it.
Project First Crediting Period Start Date*	Start date of the project that generated CEU (calendar: YYYY-MM-DD)	Select the date of period start using the calendar icon ( )

Period of Time During Which Emissions Reductions Occurred*	Period of time (vintage) during which CEUs were generated (numeric format only: YYYY-YYYY or YYYY)	Provide the Period of time during which emissions reductions occurred (in Years only)

The batch number ("Batch of CEUs" column) is automatically assigned by the CCR, and it starts with the number '1' for each reporting period.

❖ ***Add new entries on CORSIA cancelled emission unit web form***

There are 4 fields that you can add new entries (items) on the CEU web form:

- Eligible CEU Programme
- CEU Type
- Methodology
- Programme designated registry name

If you want to report any of the above fields and the option you want to select does not appear on the dropdown list, you can add new entries by doing the following:

i) Select *'Report Cancelled Emissions Units'* from the main navigation menu.

ii) On the 'Report Cancelled Emissions Units' page, select any report period by clicking on the *'pencil icon'* next to it.

iii) Select the 'Cancelled Emissions Units' tab of the report period.

iv) Click on 'Add', and then select 'Full Add'.

v) In the CEU web form that will appear on your screen click on the *'add icon'* (⊕) to the right of the field that you want to add a new entry (Figure 8-8).

vi) On the popup that will appear on your screen, fill in the name of the new item, select the option 'Active' for the 'Status' and click on **'Create'** to save the name of the new item on *"Program, Type, Methodology or Registry name"* (Figures 8-9A and 8-9B, as examples).

vii) You will return to the previous page and can continue filling out the CEU web form with the new entry available.

The CCR list of "Producer, Type, Methodology or Registry name" of Cancelled Emissions Units are comprised of unique entries and are available to all CCR users from all ICAO States.

If the name of the new entry that you are trying to add already exists on the CCR, you will not be able to complete the process, and an alert will appear on your screen. Please check the available lists of each field before adding a new item.

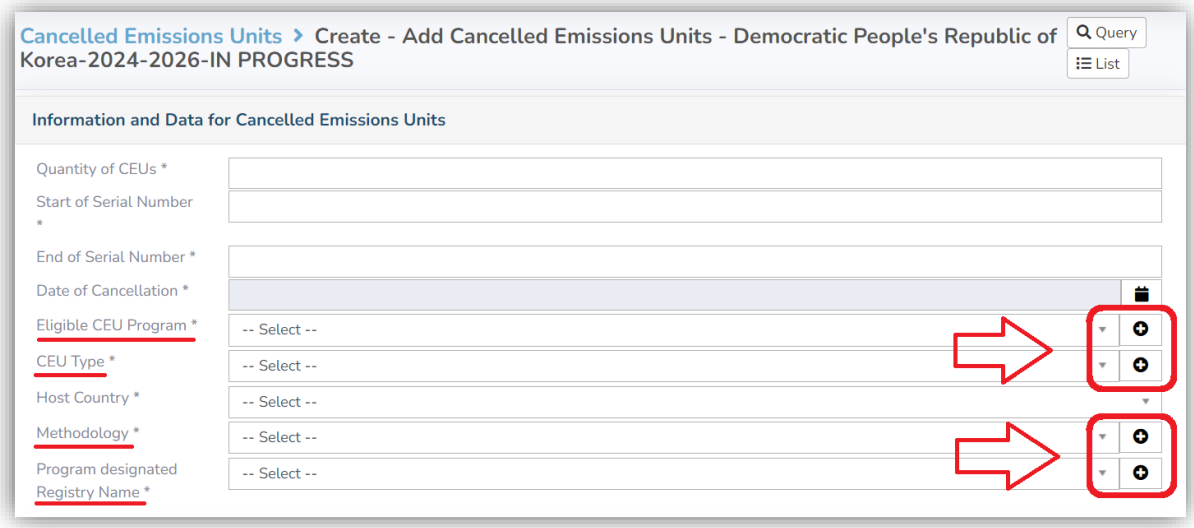
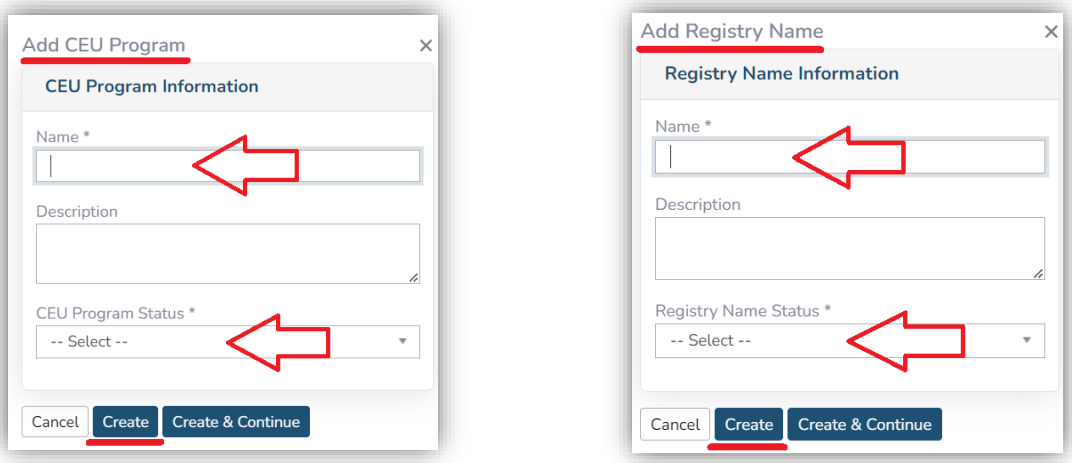


Figure 8-8: *Add a new entry on the of Cancelled Emissions Units fields web form*



Figures 8-9A and 8-9B: *Web form to add a new program (left) and new registry name (right) of Cancelled Emissions Units report*

Table 8-3: *Dropdown list options for Eligible CEU Program, CEU type, Methodology, and Registry name on Cancelled Emission Units report*

Eligible CEU Program [A]	**CEU type** [A]
✓ American Carbon Registry (ACR) ✓ Architecture for REDD+ Transactions (ART) ✓ Biocarbon Fund for Sustainable Forest Landscape (ISFL) ✓ China GHG Voluntary Emission Reduction Programme ✓ Clean Development Mechanism (CDM) ✓ Climate Action Reserve ✓ Forest Carbon Partnership Facility (FCPF) ✓ Global Carbon Council (GCC) ✓ Gold Standard ✓ Social Carbon ✓ Verified Carbon Standard	✓ ACR Emission Reduction Tonnes (ERTs) ✓ Approved Carbon Credits (ACCs) ✓ ART credits ✓ Certified Emissions Reductions (CERs) ✓ China Certified Emissions Reductions (CCERs) ✓ Climate Reserve Tonnes (CRTs) ✓ Emission Reductions (ER) associated with FCPF ✓ Emissions Reductions (ER) generated under ISFL ✓ Gold Standard verified emissions reductions (VERs) ✓ Social Carbon Units (SCUs) ✓ Verified Carbon Units (VCUs)
Methodology	**Program designated Registry Name** [A]
✓ TBD	✓ American Carbon Registry ✓ Architecture for REDD+ Transactions (ART) Registry ✓ Carbon Assets Tracking System (CATS) ✓ CDM Registry ✓ Climate Action Reserve Voluntary Offset Project Registry ✓ Global Carbon Council Registry ✓ GSF Impact Registry ✓ Registry of the GHG Voluntary Emissions Reduction Programme ✓ Social Carbon Registry ✓ Verra Registry

[A] *The lists are based on the 10th Edition (November 2023) of the ICAO document "CORSIA Eligible Emissions Units" available on CORSIA Eligible Emissions Units website[14] and will be reviewed regularly considering future decisions by the ICAO Council.*

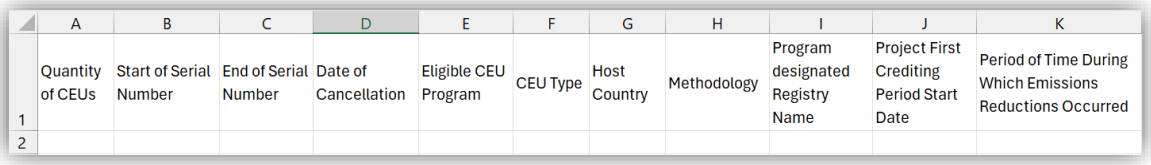
❖ ***Option 2: Import information from a CSV file***

If you have a large number of batches of cancelled emissions units to upload on the CCR, the manual option may be too time-consuming. In such a case, you can import the information for all batches together if you already have this information in a CSV file. The columns of your CSV file must correspond to the fields described in Table 8-3. Figure 8-10 shows the format that your CSV file must be in.

[14] *CORSIA Eligible Emissions Units website:* https://www.icao.int/environmental-protection/CORSIA/Pages/CORSIA-Emissions-Units.aspx

The CCR accepts a CSV file in which values are separated by a comma; however, in some regions, CSV data may be separated by a semi-colon. See Annex C if you need to make changes to your computer's settings.

The automated import process is based on a default mapping that ensures that information in the CSV file is matched with the specific fields in the CCR. If your CSV file does not have the expected format and structure, you must modify it accordingly to match the structure shown in Figure 8-10. A CSV template is available on the CCR materials website[15].



	A	B	C	D	E	F	G	H	I	J	K
1	Quantity of CEUs	Start of Serial Number	End of Serial Number	Date of Cancellation	Eligible CEU Program	CEU Type	Host Country	Methodology	Program designated Registry Name	Project First Crediting Period Start Date	Period of Time During Which Emissions Reductions Occurred
2											

Figure 8-10: *Standard columns for the CSV file for importing information on Cancelled Emissions Units*

To import batches of Cancelled Emissions Units using a CSV file:

i) Select *'Report Cancelled Emissions Units'* from the main navigation menu.

ii) On the 'Report Cancelled Emissions Units' page, select the report period by clicking on the *'pencil icon'* next to it.

iii) Select the 'Cancelled Emissions Units' tab of the report period.

iv) Click on 'Tools' and then select 'Import CSV' (Figure 8-11)

v) On the Upload File page that will appear on your screen (Figure 8-12), click on the button under the '*Upload File*' heading on the left of the screen to search for the CSV file on your computer.

vi) Once you have located the CSV file, select it, and then click on **'Upload'**.

vii) The information will be imported in a two-stage process:

- During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 8-13):
  - ✓ If the information is correct, click on **'Confirm & Continue Import'** to proceed to the second stage of the import process;

[15] *CCR materials website:* https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx

- ✓ If errors are identified (see troubleshooting sub-section below) the import process will be halted; click on **'Cancel'**, make the appropriate corrections in the CSV file, and then re-start the import process.

➢ During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):

- ✓ If no errors are found, the import process will be completed. After the information has been successfully imported, a confirmation will appear on your screen (Figure 8-14A). Click on **'Return to Report Cancelled Emissions Units'** or **'Return to Home'** to go back to the 'Report Cancelled Emissions Units' page or the home page, respectively;
- ✓ If errors are found, they will be displayed on your screen (Figure 8-14B); you can download the list of errors for further processing by clicking on **'Download Error Sheet'**.



Your CSV file must have exactly the same format as the template in Figure 8-10; otherwise your information will not be imported correctly.



Figure 8-11: *Import data for Cancelled Emissions Units from a CSV file*

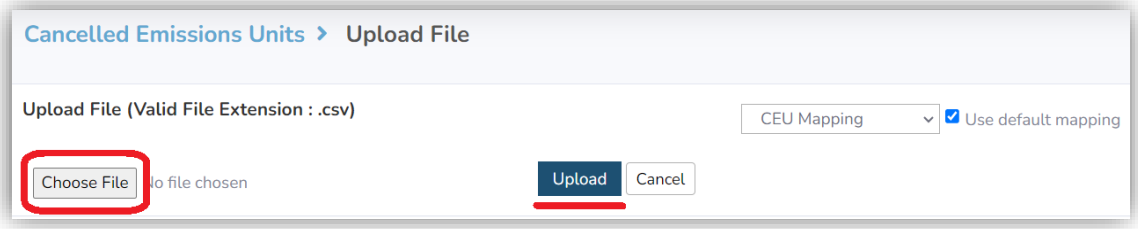


Figure 8-12: *Upload File screen*

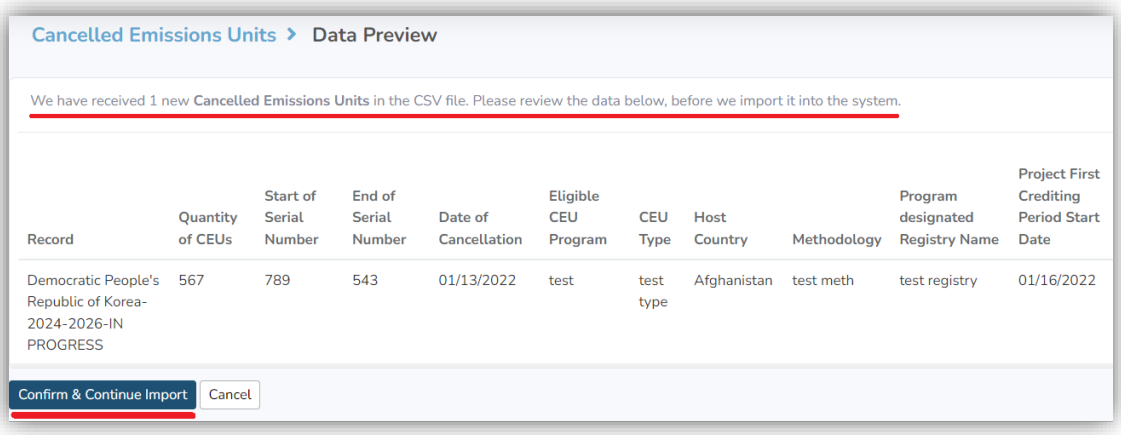
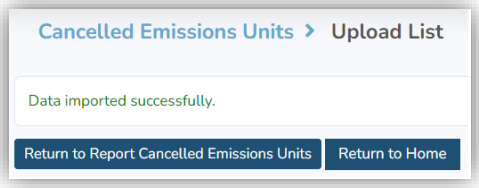
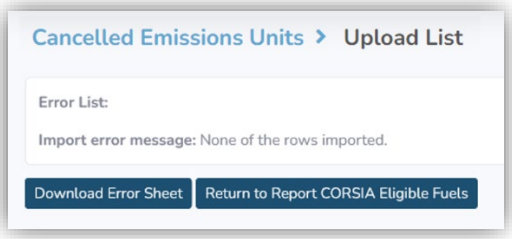


Figure 8-13: *Confirm the information to be imported*

*The first column in Figure 8-13 (**Record**) is automatically created and cannot be changed; it connects a batch of Cancelled Emissions Units to a specific State and reporting period.*





Figures 8-14A (left) and 8-14B (right): *Successful import (left) and errors found during import (right)*

❖ *Troubleshooting a CSV file*

The CCR will perform several checks before the data in a CSV file is imported. Any errors found will be highlighted and specific row(s) in the CSV file will not be imported. During the import process, the CCR will check for:

- Missing information for any of the mandatory fields;
- Duplicate records (i.e., a serial number is used more than once);
- A batch of Cancelled Emissions Units that has already been imported in the year report.

8.4.2. Edit a Batch of Cancelled Emissions Units

After you have added information for a batch of Cancelled Emissions Units, you can edit this information as follows:

i) Select *'Report Cancelled Emissions Units'* from the main navigation menu.

ii) On the 'Report Cancelled Emissions Units' page, select the report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Cancelled Emissions Units' tab to see the list of batches of Cancelled Emissions Units for the reporting period.

iv) You have two main options to make changes to a batch of Cancelled Emissions Units:

- ✓ You can click directly on the grid by clicking on the specific field you would like to modify; the field will become editable and the *'pencil icon'* at the beginning of the row will be replaced by the **'Save'** and **'Cancel'** buttons (Figure 8-15);
- ✓ Or you can click on the *'pencil icon'* (or click on the down arrow and then select 'Edit') to access the web form (Figure 8-16).

v) Make the necessary changes and click on **'Save'** to store the updated information.

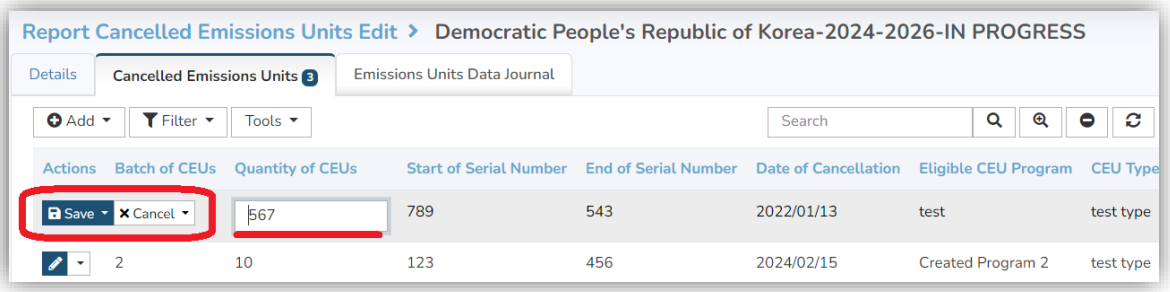


Figure 8-15: *Making changes on the grid view*

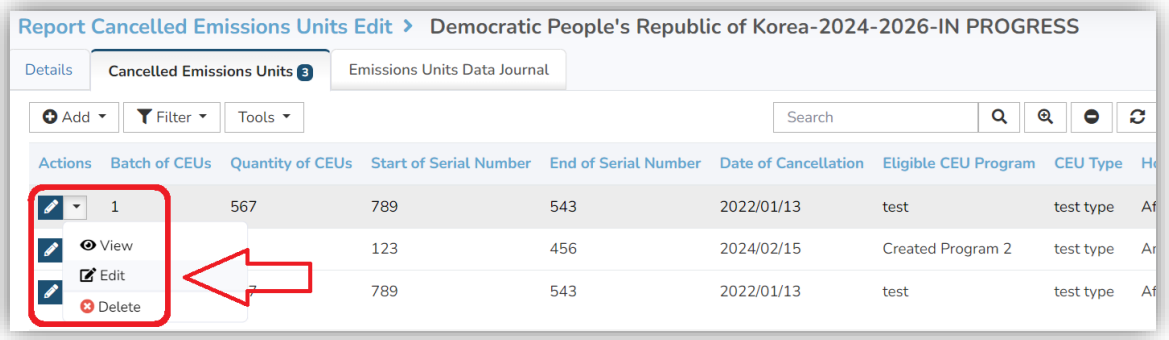


Figure 8-16: *Access the Cancelled Emissions Units Edit page*

8.4.3. Delete a Batch of Cancelled Emissions Units

To delete a batch of Cancelled Emissions Units:

i) Select *'Report Cancelled Emissions Units'* from the main navigation menu.

ii) On the 'Report Cancelled Emissions Units' page, select the report you want to access by clicking on the *'pencil icon'* next to it.

iii) Select the 'Cancelled Emissions Units' tab to see the list of batches of Cancelled Emissions Units for the reporting period.

iv) Click on the down arrow next to the *'pencil icon'* for the batch of Cancelled Emissions Units that you would like to delete and then select 'Delete' (Figure 8-17).

v) You will be asked to confirm this action. Click on the **'Delete'** button at the bottom of the page that will appear on your screen to complete the deletion (Figure 8-18).

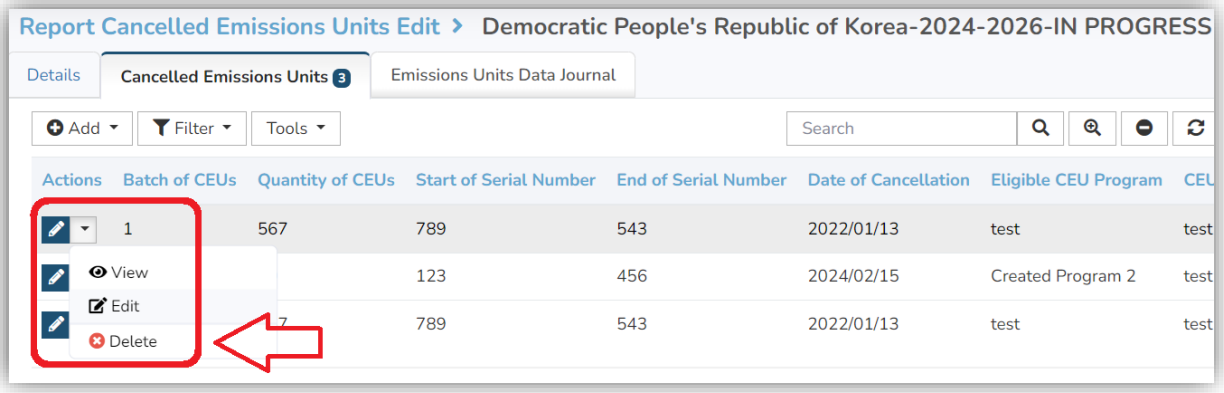


Figure 8-17: *Cancelled Emissions Units delete option*



Figure 8-18: *Cancelled Emissions Units delete confirmation*

*The **'Delete'** action will permanently remove the batch of Cancelled Emissions Units from your report. If you initiated this action by accident, click on **'Back'** at the bottom of the confirmation page to cancel the deletion of the batch of Cancelled Emissions Units.*

8.5. Submit to ICAO

To submit a reporting period to ICAO, you need to change its status to SUBMITTED as follows:

i) Select *'Report Cancelled Emissions Units'* from the main navigation menu.

ii) On the 'Report Cancelled Emissions Units' page, select the report you want to submit to ICAO by clicking on the *'pencil icon'* next to it.

iii) On the 'Details' tab, you have two options to submit the year report:

- You can click on **'Submit to ICAO'** button at the bottom of the page (Figure 8-19);
- Or you can locate the 'Data Status' area (Figure 8-19), click on the Data Status field (dropdown list), select SUBMITTED and click on **'Save'**.

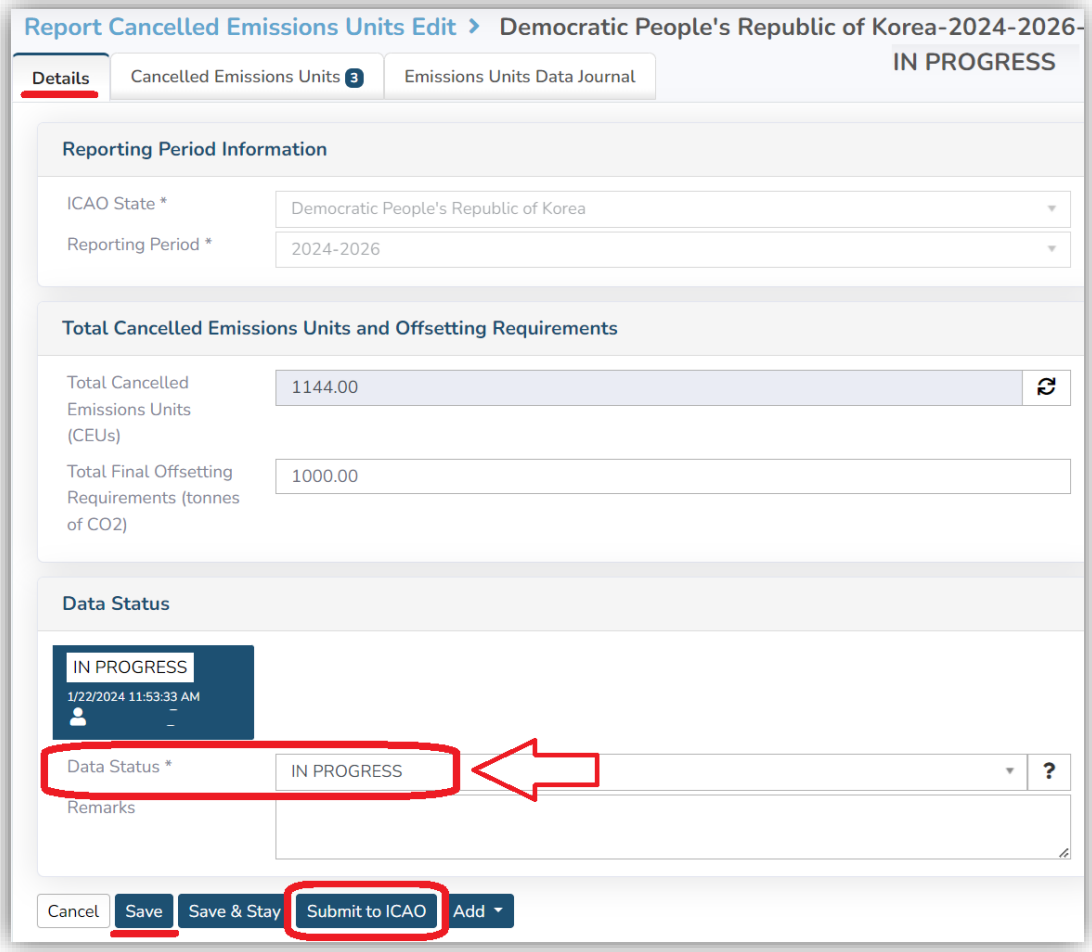


Figure 8-19: *Submit a Cancelled Emissions Units report to ICAO*

For more information on the different status options for a report, refer to section 1.4.

9. SERVICE REQUEST

This Chapter is only relevant for CORSIA Focal Points

In this chapter, you will find general information about CCR service requests (section 9.1), an overview of the 'Service Request' page (section 9.2), and instructions on how to:

- create a service request (section 9.3);
- add information to a service request (section 9.4); and
- cancel a service request (section 9.5).

9.1. Introduction

The CCR facilitates the communication between a CORSIA Focal Point (CFP) and the ICAO Super User (ISU), through service requests, when the CFP needs assistance on specific issues or wishes to provide information according to CFP requests or demands. There are 6 types of Service Request, as described on Table 9-1 and the accompanying notes.

Table 9-1: *Brief description of service request types*

Service Request Type	Description
Release Report with Status 'Submitted'	Request the ISU to *"release"* a year report that was submitted to ICAO (the status of such a record would be SUBMITTED) for further editing
Unlock 'Archived' Data	Request the ISU to *"unlock"* a year report that was submitted to ICAO and has been processed by the ISU (the status of such a report would be ARCHIVED) for further editing
Data Upload Request [A]	Request assistance from the ISU to upload information and data on the CCR for a specific reporting area; this service request should be used only in case the CFP faces technical difficulties while trying to create a year report or to upload a CSV file
Create State User (STU)	Request the ISU to create a new 'State User' (STU) on the CCR State account. CFP can nominate more than one STU on the same State account (see details in section 1.3)
Remove State User (STU)	Request the ISU to delete/remove the previously nominated 'State User' (STU) on the CCR State account.
Other	Any other request to the ISU (not specified)

[A] *Using the 'Data Upload Request' does not imply an official submission to ICAO. After uploading the information and data, the ISU will set the status of the year report to* ***IN PROGRESS****. The CFP must check the uploaded information and data and follow the steps in section 1.4 to submit to ICAO through the CCR.*

9.1.1. Service Request dataflow

The general CCR process for a service request (Figure 9-1) involves the following steps:

i) The CFP creates a service request.
   - The status of the service request is automatically set to 'NEW' and it is submitted to the ISU.

ii) The ISU checks the service request:
   - If additional information is needed, the ISU changes the status from 'NEW' to 'MORE INFORMATION NEEDED'; the CFP will receive an automated email notification,
   - If no additional information is needed, the ISU changes the status from 'NEW' to 'ONGOING'.

iii) If the ISU has requested additional information, the CFP can edit the service request, and change its status back to 'NEW' to re-submit to the ISU.

iv) If no additional information is needed, the ISU changes the status of the service request to 'ONGOING' and proceeds with its resolution.
   - After the service request has been resolved, the ISU changes the status from 'ONGOING' to 'CLOSED' and the CFP receives an automated email notification; the service request is archived for future reference.

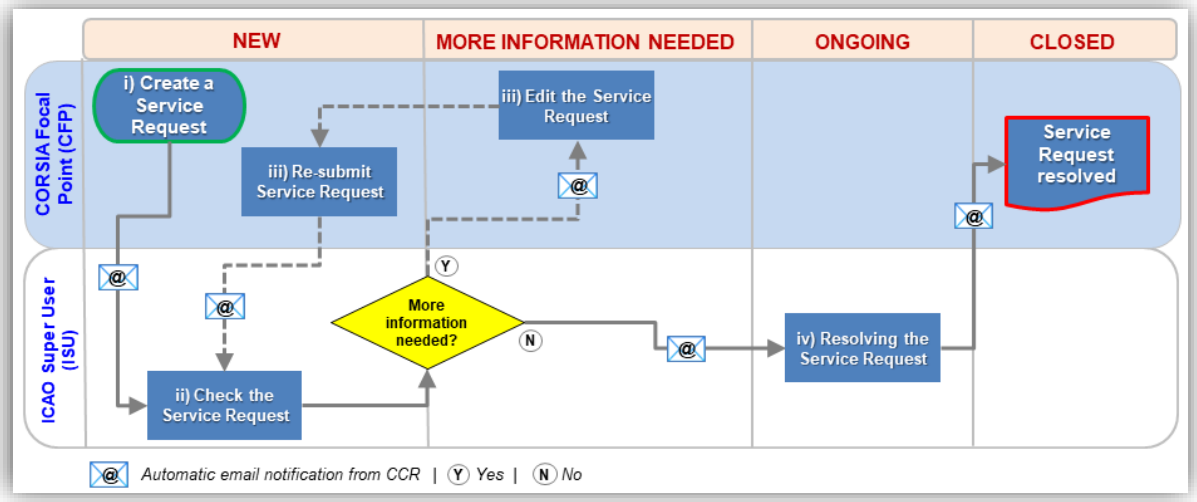


Figure 9-1: *General dataflow process for a service request (the numbers "i-iv" correspond to the steps explained above)*

9.2. Overview of the 'Service Request' page

To access the service request area of the CCR, select *'Service Request'* from the main navigation menu. The 'Service Request' page (Figure 9-2) has two main areas (**[1]** and **[2]** in Figure 9-2). For more information on how to search the CCR (top right), refer to Annex B.

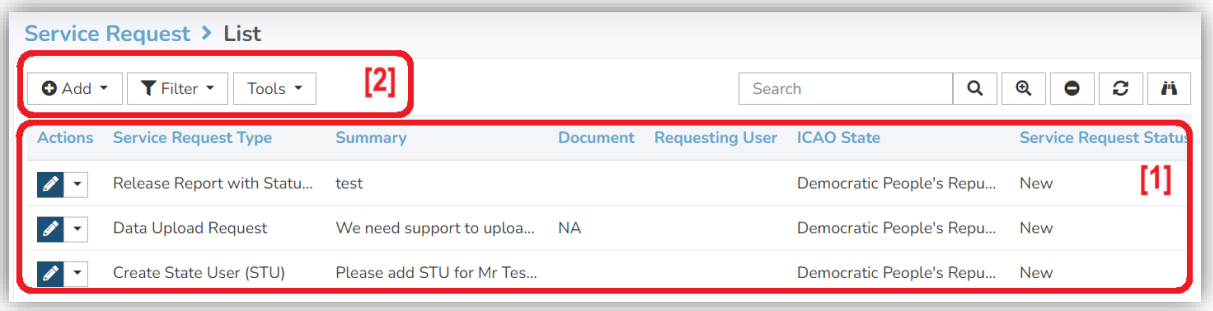


Figure 9-2: *The 'Service Request' page*

The main part of a 'Service Request' page (**[1]** in Figure 9-2) contains the services requests that were previously created in a grid (table) format. See Annex B on how to sort, and change the number of, the displayed service requests.

If you click on the down arrow to the right of the *'pencil icon'* on a row of the page a dropdown menu will appear with the following options:

- 'View': view the service request, but the permission to edit is restricted;
- 'Edit': edit the service request;
- 'Add': shortcut to add a note to the service request.

In part **[2]** of the 'Service Request' page, there are three buttons that allow you:

- 'Add': to add a new service request;
- 'Filter': to sort the service requests in area **[1]** by filtering based on the service request properties;
- 'Tools': to export the list of service requests in area **[1]** in an MS Excel or CSV file (see Annex B).

9.3. Create a Service Request

To create a service request:

i) Select *'Service Request'* from the main navigation menu.

ii) On the 'Service Request' page, click on 'Add' and then select 'Full Add' (Figure 9-3).

iii) On the web form that will appear on your screen:

- Use the dropdown list to select the type of the service request (Figure 9-4);
- If the type of the service request selected is 'Data Upload Request', a data file can be provided; to do this click on **'Upload File'** (Figure 9-5), locate the file on your computer and then upload the file on the web form;
- If needed, provide a brief description of your request in the 'Summary' field and/or a longer explanation or additional comments in the 'Description' field of the web form (Figure 9-6).

iv) Click on **'Create'** to save the service request and submit it to the ISU.

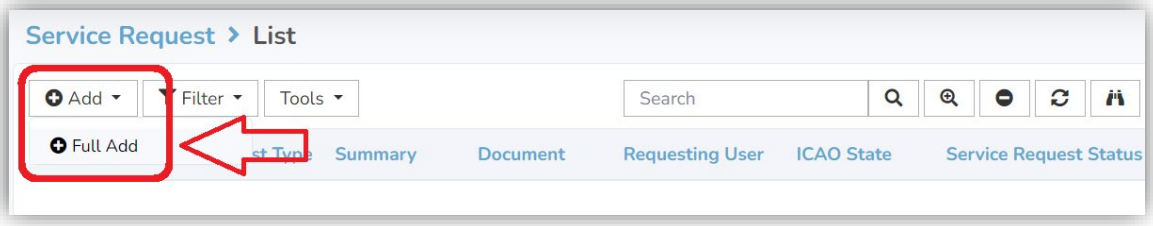


Figure 9-3: *Click on 'Add' and select 'Full Add' to create a service request*

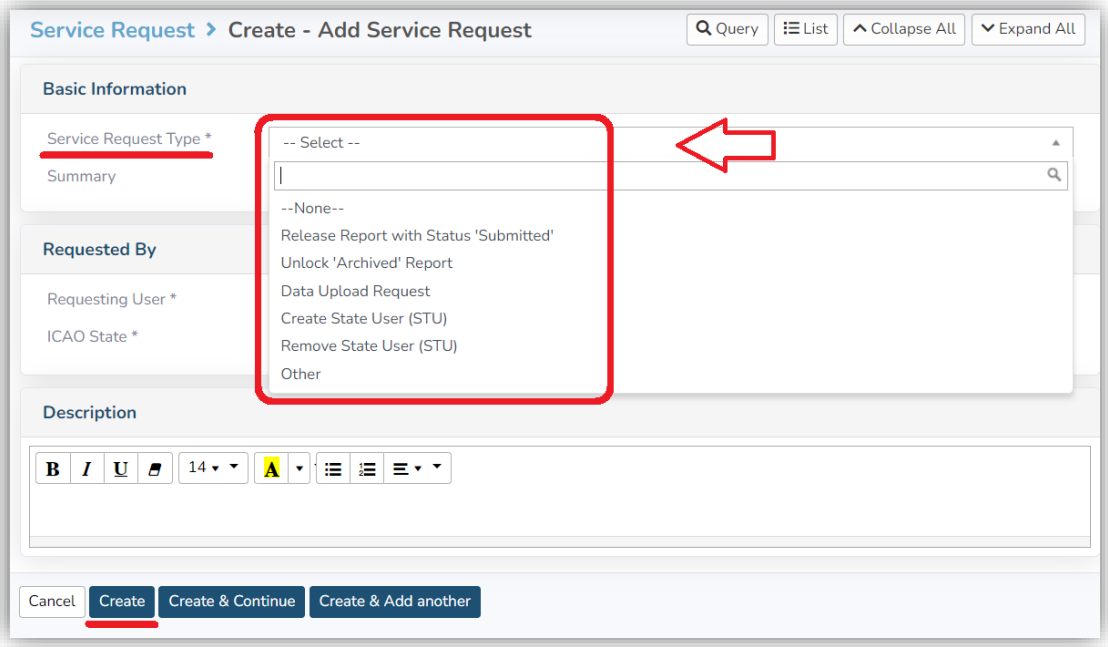


Figure 9-4: *Select the type of the service request from the dropdown list*

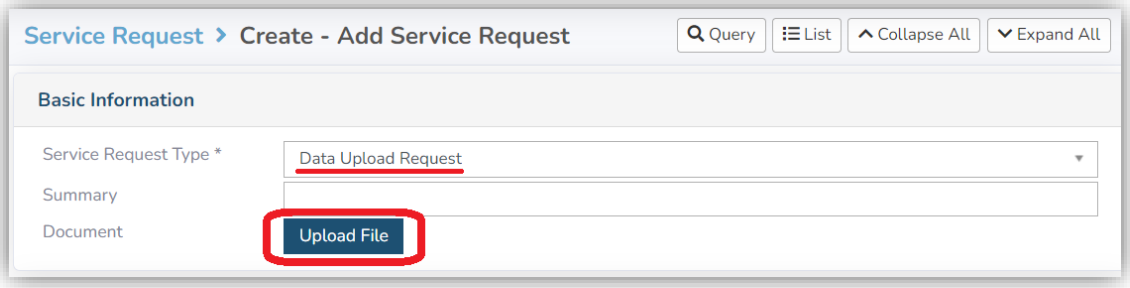


Figure 9-5: *For a 'Data Upload Request', you can provide a file by clicking on 'Upload File'*

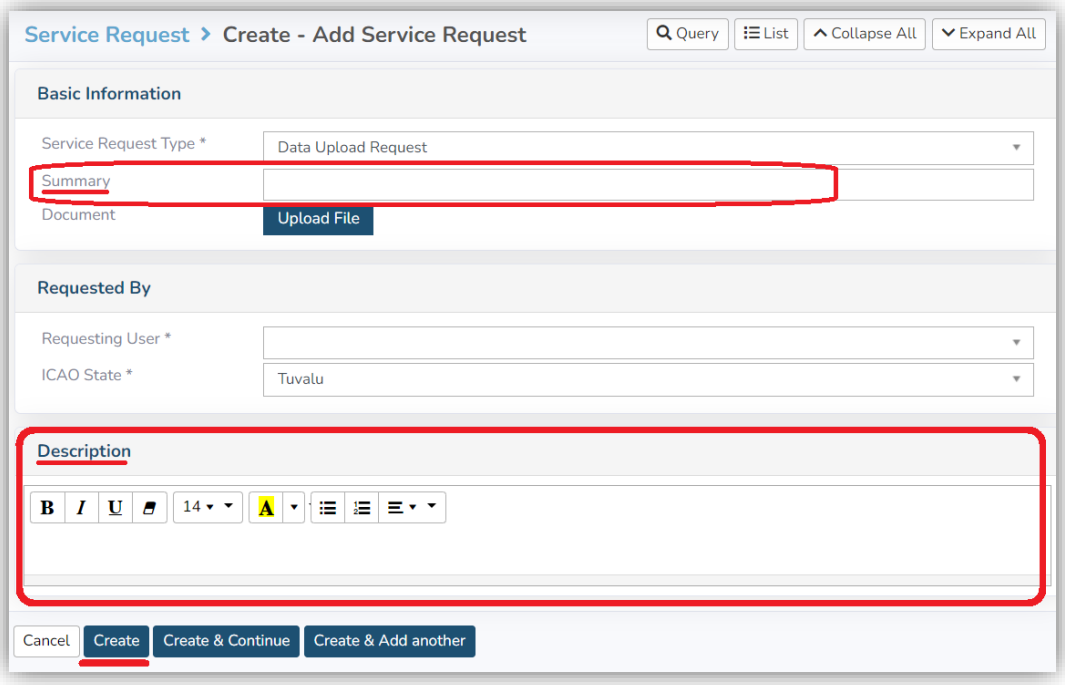


Figure 9-6: *Add additional comments for a service request in the 'Description' field*

9.4. Add Information and resubmit a Service Request

After having created a service request, and prior to its resolution (status CLOSED), you can edit it as follows:

i) Select the service request from the 'Service Request' page by clicking on the *'pencil icon'* next to it.

- If the ISU has requested more information, select the 'Edit' to access 'Service Request edit page (Figure 9-7) and add comments on the 'Description' field (Figure 9-6).

ii) Add the missing information or make any other necessary modifications.

iii) Ensure that the status of the service request is set to 'NEW'.

- If the ISU had changed to status of the service request to 'MORE INFORMATION NEEDED', then set it back to 'NEW' on the dropdown list of 'Service Request status' area (Figure 9-8)

iv) Click on **'Save'** to re-submit the service request to the ISU.

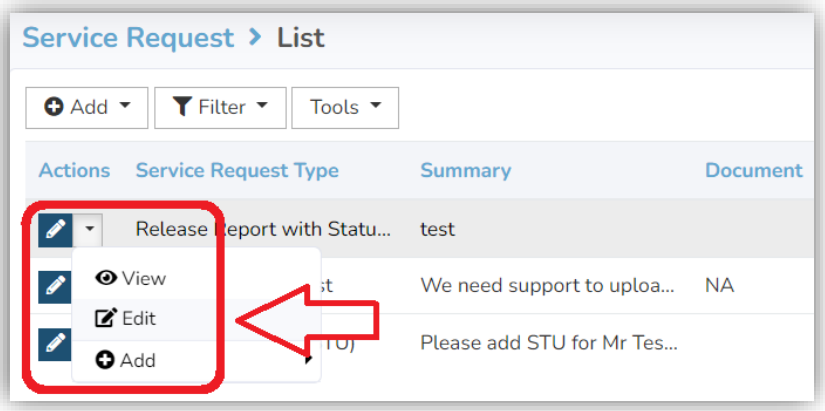


Figure 9-7: *Access to Service Request edit page*

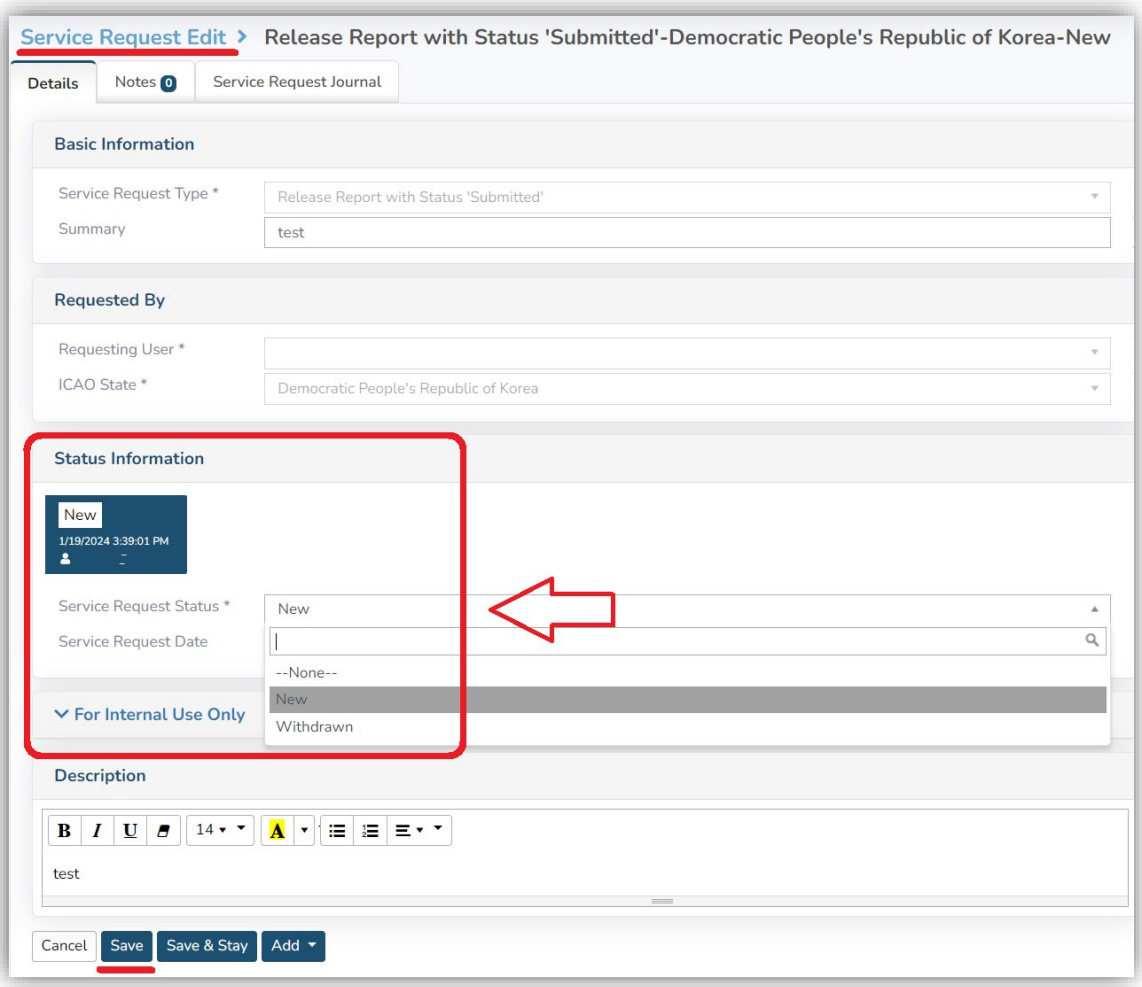


Figure 9-8: *Service request edit page where you can add information and resubmit to ICAO*

After the service request has been resolved, the ISU will change its status to 'CLOSED', as described on section 9.1.1. This status change will make the service request read-only and the CCR will archive it for future reference.

9.5. Cancel a Service Request

If you decide that you no longer require the assistance of the ISU, you can cancel a service request, prior to its resolution (status CLOSED), as follows:

i) Select the service request from the 'Service Request' page by clicking on the *'pencil icon'* next to it.

ii) Change the status of the service request to 'WITHDRAWN' on 'Service Request Status' area (Figure 9-9).

iii) Click on **'Save'**.

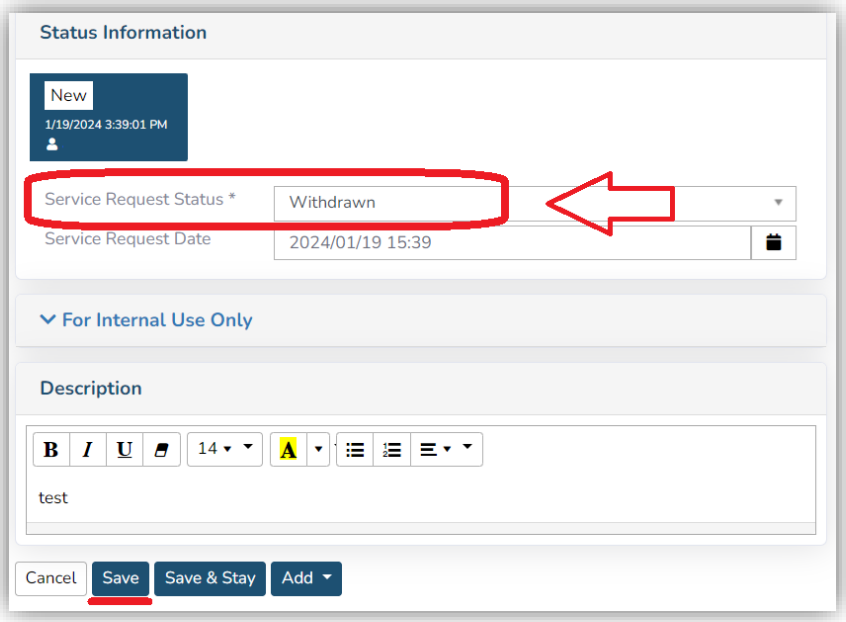


Figure 9-9: *Cancel a service request by changing its status to 'Withdrawn'*

You can 'WITHDRAW' the Service Request any time, except when the status is 'CLOSED'. When you 'WITHDRAW' a service request, it is not deleted from your account, but it is archived (read-only) for future reference.

ANNEX A: Official List of ICAO Member States

Total: 193 – Last update: 1/February/2024

Reference: https://www.icao.int/about-icao/Pages/member-states.aspx

Afghanistan
Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bhutan
Bolivia (Plurinational State of)
Bosnia and Herzegovina
Botswana
Brazil
Brunei Darussalam
Bulgaria
Burkina Faso
Burundi
Cabo Verde
Cambodia
Cameroon
Canada
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Cyprus
Czechia
Democratic People's Republic of Korea
Democratic Republic of the Congo
Denmark
Djibouti
Dominica
Dominican Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Eswatini
Ethiopia
Fiji
Finland
France
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Germany
Ghana
Greece
Grenada

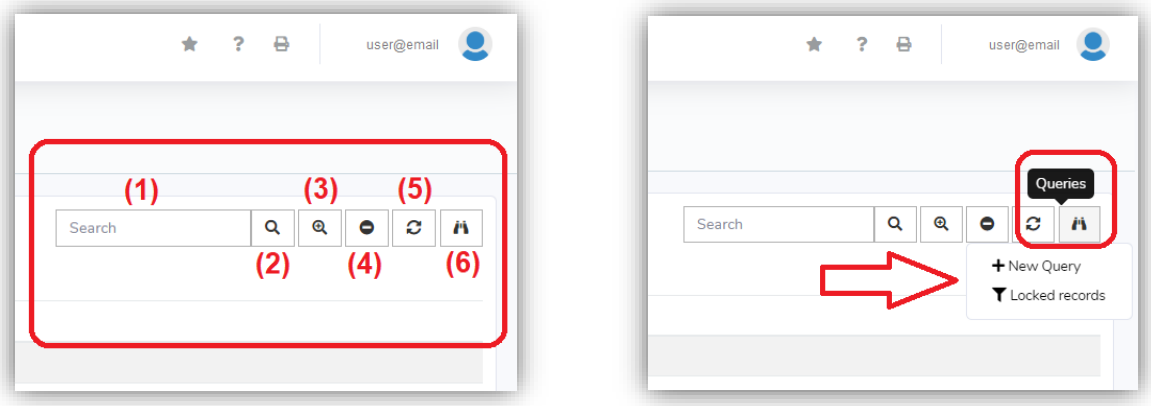
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras
Hungary
Iceland
India
Indonesia
Iran (Islamic Republic of)
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Libya
Lithuania
Luxembourg
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia (Federated States of)
Monaco
Mongolia
Montenegro
Morocco
Mozambique
Myanmar
Namibia
Naoero
Nepal
Netherlands
New Zealand
Nicaragua
Niger
Nigeria
North Macedonia
Norway
Oman
Pakistan
Palau
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal
Qatar
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal

Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
South Sudan
Spain
Sri Lanka
Sudan
Suriname
Sweden
Switzerland
Syrian Arab Republic
Tajikistan
Thailand
Timor-Leste
Togo
Tonga
Trinidad and Tobago
Tunisia
Türkiye
Turkmenistan
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United Republic of Tanzania
United States
Uruguay
Uzbekistan
Vanuatu
Venezuela (Bolivarian Republic of)
Viet Nam
Yemen
Zambia
Zimbabwe

ANNEX B: Additional Features

Search options and queries

The CCR offers a variety of search and queries options (Figures B-1A, B-1B and Table B-1).



Figures B-1A (left) and B-1B (right): *'Search options' and 'Queries' search on the List page*

Table B-1: *Descriptions of search and queries options*

N. item (Fig. B-1A)	Options' name	Description
[1]	Search Box	Enter your search details here; the CCR will match the query in the search box and will display the matching results
[2]	Search on Grid	'Search on Grid' matches the query only to those fields present in the grid
[3]	Search Deep	'Search Deep' search matches the query to all fields of the properties irrespective of whether they are listed on the grid page
[4]	Clear Search	Clear your search and display default grid view
[5]	Refresh Grid	Refresh the Grid menu
[6]	Queries search	The 'Queries' search can be used to create a customized view type for an entity (see details below)

The following options are also available in 'Queries' search (Figure B-2):

- Sort or group the results (Association Property);
- Select the columns you want to hide;
- Select the view type: Gallery, Table or List;

- Specific field search criteria.

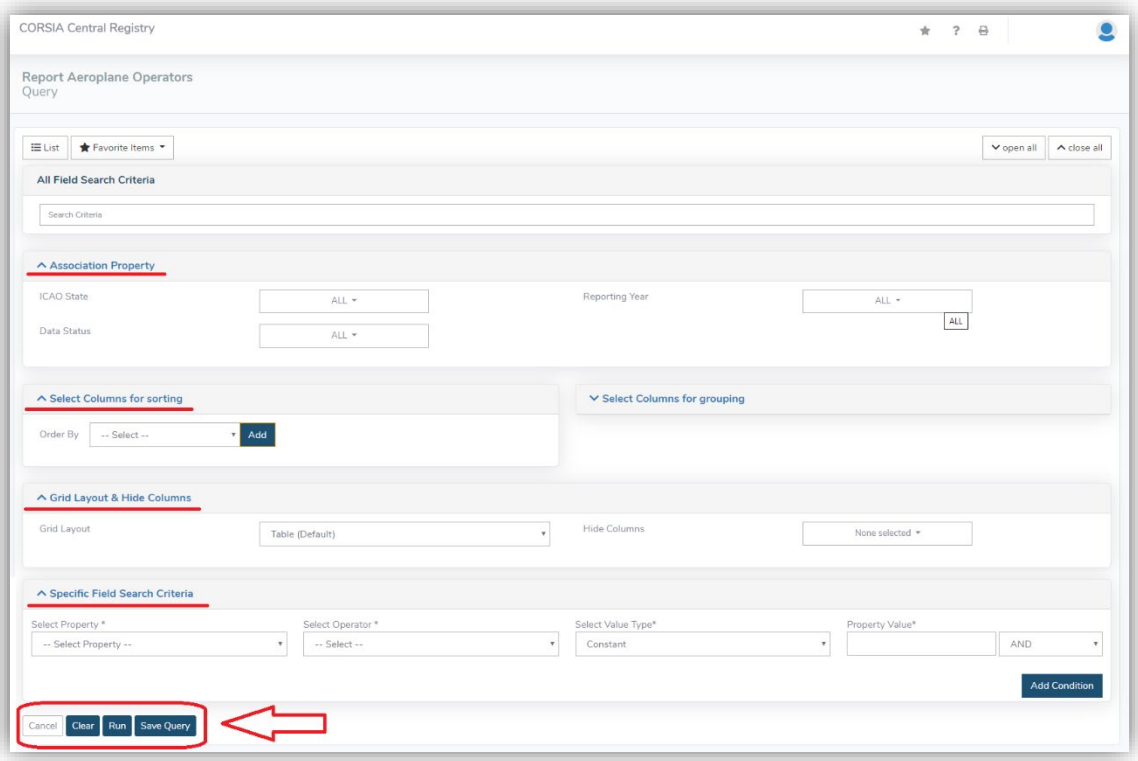


Figure B-2: *Queries search options (example for Report Aeroplane Operators)*

A 'Queries' search can be saved so it can be re-run in the future. When saving the query, add a name and select which role is allowed to see it (Figure B-3). Next time, in addition to the 'Queries' Search 'New Query', the saved search will show as a search option.

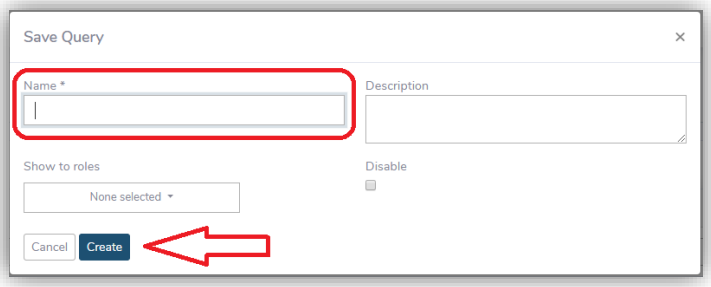


Figure B-3: *Save a query by giving it a name and selecting the roles that are allowed to see it*

Export data from the CCR

The CCR allows you to export data and information that you have added in the CCR, in MS Excel format (*.xlsx) or in a CSV file format (*.CSV). This can be done from the 'Tools' menu option where available. For example, to export the list of aeroplane operators for a specific year report (the same process applies to all reporting areas):

i) Select *'Report Aeroplane Operators'* from main navigation menu.

ii) On the 'Report Aeroplane Operators' page, select a year report by clicking on the *'pencil icon'* next to it.

iii) Select the 'Aeroplane Operators' tab.

iv) On the 'Tools' menu, select either 'Export Excel' or 'Export CSV' (Figure B-4).

v) In the popup that will appear on your screen, select where the file will be saved on your computer.

vi) Click on **'Save'**.

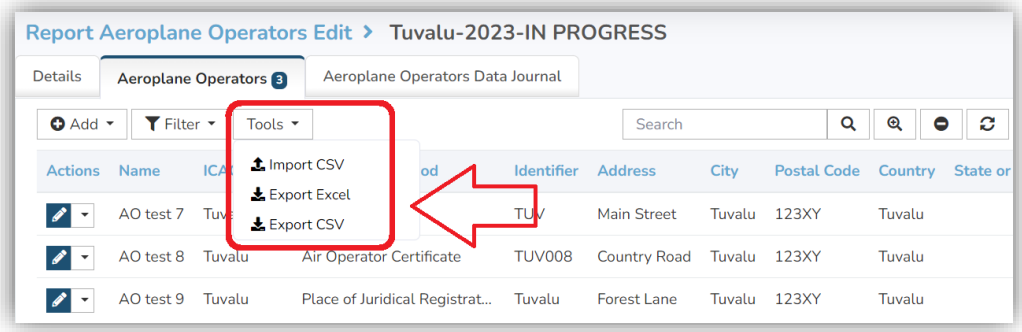


Figure B-4: *Export data and information in a specific year report in Excel or CSV format*

You can only export CCR data from a year report when the data status is IN PROGRESS or UNDER REVIEW. Other status is 'read-only' for STU and CFP.

Sort and Change the Number of Rows on a CCR Page

You can sort the entries on a CCR page by clicking on the heading of the columns to change from ascending to descending order and vice versa ([1] in Figure B-5).

By default, a CCR page will display 10 rows on your screen ([2] in Figure B-5). However, you can change this by selecting a different number from the 'Page Size' dropdown menu (options available: 10, 20, 50 and 100). 'Total count' displays the total number of existing rows. If the 'Total count' is larger than the selected

number of rows to be displayed in 'Page size', the rows will be split in multiple pages, which will appear as numbers in a box at the bottom right part of this area of the CCR page ([3] in Figure B-5).

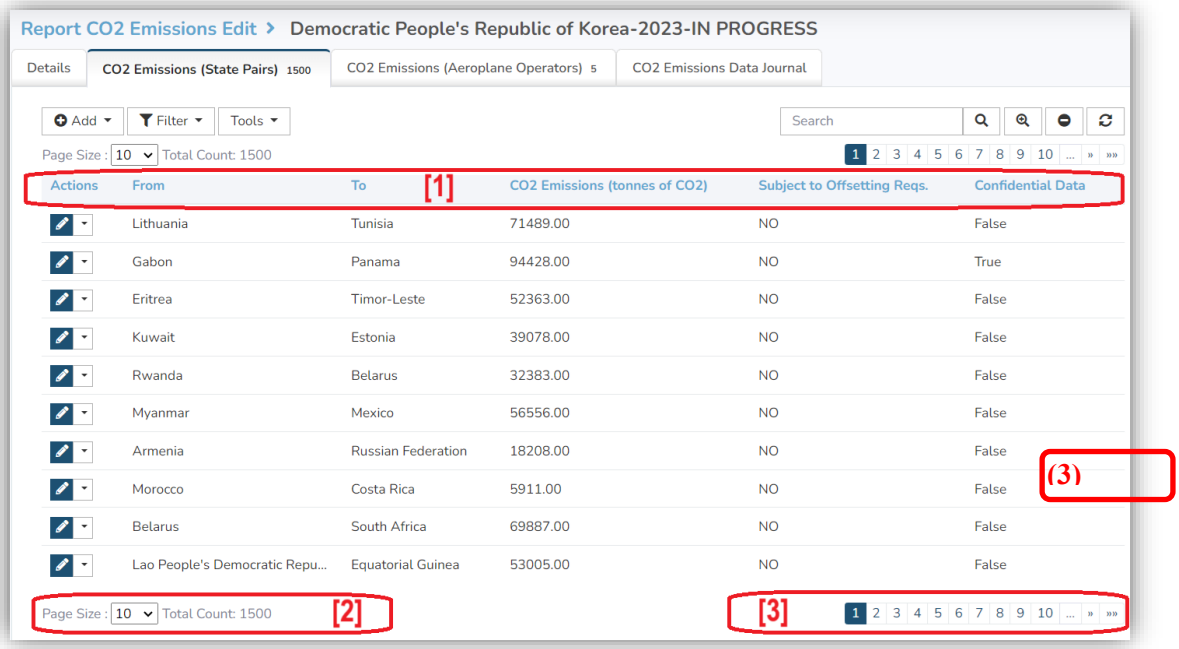


Figure B-5: *How to change the visualization on the records page*

ANNEX C: Formatting a CSV file for Importing in the CCR

Before starting the import process, make sure that the CSV file that contains your data is formatted appropriately (see Figures 3-9, 4-9 and 5-8). The CCR data import process accepts a CSV file in which the values are separated by a comma (,). However, in some regions (mainly in Europe), CSV data is separated by a semi-colon (;). If needed, formatting in MS Windows 10 can be changed in the Control Panel (Figures C-1, C-2A, and C-2B).

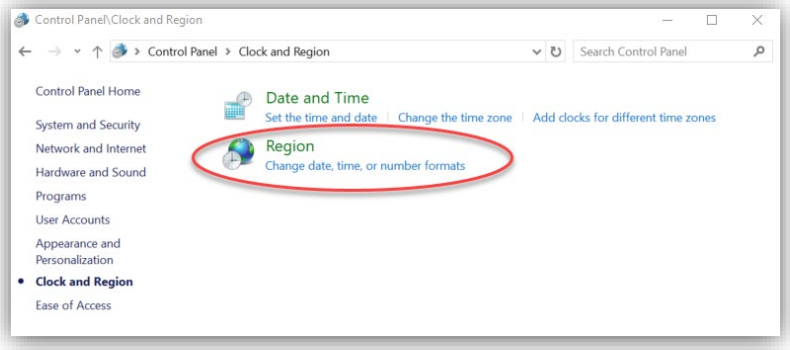
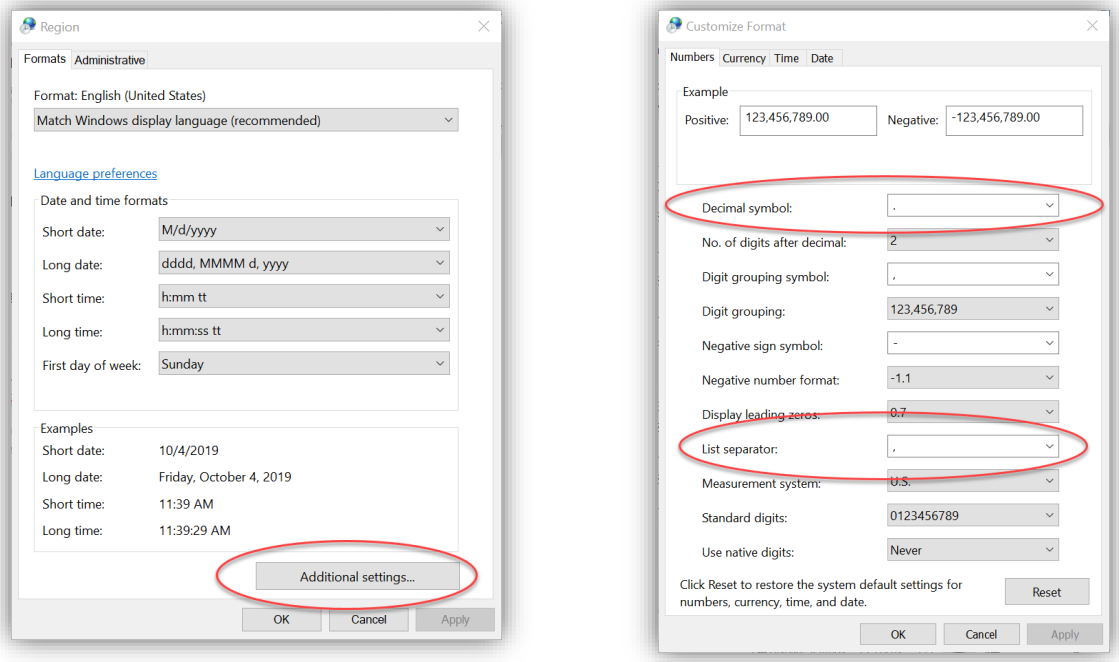


Figure C-1: *Panel Control access of MS Windows 10*



Figures C-2A (left) and C-2B (right): *Sequence of panel (left to right) where the numbers format can be changed by users on the Windows 10*

Make sure that:

- the first row of your CSV file contains the column names;
- all mandatory fields contain a value; and
- the formatting is correct.

In the CSV file, add a single quote (’) symbol at the beginning of a number if it needs to be read as a string. This allows you to import special symbols in e.g. telephone numbers:

- '123(123)123 in the CSV will become 123(123)123 inside the application
- '+123526246 in the CSV will become +123526246 inside the application

ANNEX D: References

ICAO, International Civil Aviation Organization. (2023). **Annex 16 — Environmental Protection, Volume IV — Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)**, Second Edition. Available at *https://store.icao.int/* and as freemium here: *https://www.icao.int/environmental-protection/CORSIA/Pages/SARPs-Annex-16-Volume-IV.aspx*

ICAO, International Civil Aviation Organization. (2023). **Doc 9501, Environmental Technical Manual, Volume IV, Procedures for demonstrating compliance with the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)**, Third Edition. Available at *https://store.icao.int/* and as freemium here: *https://www.icao.int/environmental-protection/CORSIA/Pages/ETM-V-IV.aspx*