



## REPORTING ON CO<sub>2</sub> EMISSIONS (2019 and 2020)

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

### Information on CO<sub>2</sub> Emissions (mandatory fields are shown with a \*)

#### For each State pair:

- From (Departing State)\*
- To (Arrival State)\*
- CO<sub>2</sub> Emissions\*
- Confidential Data

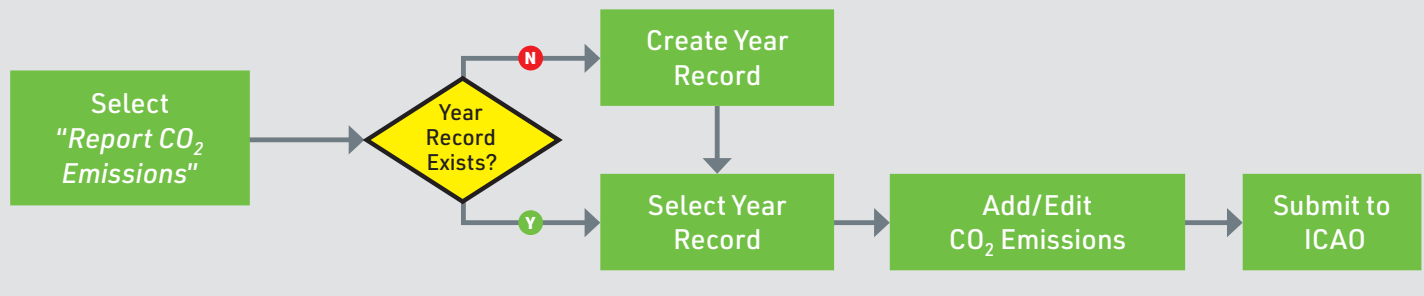
### Reporting Deadline

By 31 August of each year

### Reporting Tips

- Starting in 2020, each year, submit to ICAO (through the CCR) CO<sub>2</sub> emissions for the previous year
- "CO<sub>2</sub> Emissions" are the total aggregated emissions on a State pair for all aeroplane operators attributed to your State; the value (in tonnes of CO<sub>2</sub>) must be positive and you can provide up to two decimal points
- Annex 16, Volume IV defines a State pair as a "group of two States composed of a departing State or its territories and an arrival State or its territories"
  - For two States (e.g., State A and State B) emissions for the State pair A-B must be provided separately from the emissions for the State pair B-A
- When CO<sub>2</sub> emissions are considered as confidential, you can indicate this by clicking on the tick box or by selecting TRUE in a dropdown menu
- In addition to the information above, you can use the Remarks field to provide additional information about the CO<sub>2</sub> emissions for a specific year record

# REPORTING PROCESS



## Create Year Record – **FOR CORSIA FOCAL POINT ONLY**



- On the "Report CO<sub>2</sub> Emissions" List page, click on "Add", then:

### OPTION 1: Create an Empty Year Record

- Select "Quick Add"
- Select the reporting year
- Click on "Create"

### OPTION 2: Copy from an Existing Year Record

- Select "Copy From", then "Other Reporting Year"
- Select the existing year record
- Select the new reporting year
- Click on "Create"

## Add or Edit CO<sub>2</sub> Emissions



- On the "Report CO<sub>2</sub> Emissions" List page, select the year record by clicking on the pencil icon next to it

### To add CO<sub>2</sub> emissions for State pairs:

- Select the "CO<sub>2</sub> Emissions (State Pairs)" tab of the year record, then:

### OPTION 1: Add Manually

- Click on "Add", then "Full Add"
- Complete information on web form
- Click on "Create"
- Repeat as needed

### OPTION 2: Import CSV file

- Click on "Tools", then "Import CSV"
- Locate the CSV file on your computer
- Click on "Upload"
- Click on "Confirm and Continue Import"

### To edit CO<sub>2</sub> emissions for State pairs :

- Select the "CO<sub>2</sub> Emissions (State Pairs)" tab of the year record
- Select the State pair you want to edit by clicking on the pencil icon next to it
- Make changes on the web form that will appear on your screen
- Click on "Save"

### After having finished adding and editing CO<sub>2</sub> emissions:

- Select the "Details" tab of the year record
- Under "Data Status", select "COMPLETE"
- Click on "Save"

## Submit to ICAO – **FOR CORSIA FOCAL POINT ONLY**



- On the "Report CO<sub>2</sub> Emissions" List page, select the year record by clicking on the pencil icon next to it
- Select the "Details" tab of the year record
- Under "Data Status", select "READY"
- Click on "Save"