



ICAO

CORSIA Central Registry User Manual

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INTERNATIONAL CIVIL AVIATION ORGANIZATION

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ACRONYMS AND ABBREVIATIONS

AOC	Air Operator Certificate
CCR	CORSIA Central Registry
CFP	CORSIA Focal Point
CO ₂	Carbon Dioxide
CORSIA	Carbon Offsetting and Reduction Scheme for International Aviation
CSV	Comma Separate Values (text file)
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

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
	'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)*, First Edition, October 2018.

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. It provides detailed instructions on how to use the CCR to upload CORSIA-specific information and data, and how to submit to ICAO.

Icons Used in This User Manual

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



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



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



The note icon 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 CO₂ emissions from international aviation above the 2020 levels (Assembly Resolution A39-3). At the 40th ICAO Assembly, ICAO States reiterated their commitment to the implementation of CORSIA with the adoption of Assembly Resolution A40-19. In paragraph 19 d) of A40-19, the ICAO Assembly requested the Council to “*establish, by early 2020, and maintain the CORSIA Central Registry under the auspices of ICAO to enable the reporting of relevant information from Member States to ICAO*”.

The ICAO Council, at its 214th Session in June 2018, adopted the First Edition of Annex 16, Volume IV, *Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)*, which contains Standards and Recommended Practices (SARPs) that address the implementation of CORSIA, including the monitoring, reporting and verification (MRV) of CO₂ emissions from international aviation. These SARPs became applicable on 1 January 2019 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 role of the CCR is to assist States to report CORSIA-related information and data to ICAO, in particular on:

1. Aeroplane operators attributed to an ICAO State;
2. Verification bodies accredited in an ICAO State;
3. CO₂ emissions per State pair, and (starting with reporting year 2021) per aeroplane operator;
4. CORSIA eligible fuels;
5. Cancelled emissions units.

Information and data for these five reporting areas relating to a specific reporting year will not be submitted at the same time as shown in Table 1-1. For example, for reporting year 2021, data on CO₂ emissions and CORSIA eligible fuels will be submitted in 2022, and information on cancelled emissions units for the pilot phase (including 2021) will be reported in 2025.

Table 1-1: CORSIA-relevant information and data to be reported by States to ICAO (2019-2026); different shading indicates data for a different phase of CORSIA

Reporting area	Baseline		Pilot Phase			First Phase		
	2019	2020	2021	2022	2023	2024	2025	2026
Aeroplane operators	✓	✓	✓	✓	✓	✓	✓	✓
Verification bodies	✓	✓	✓	✓	✓	✓	✓	✓
CO ₂ emissions		✓ <i>2019 data</i>	✓ <i>2020 data</i>	✓ <i>2021 data</i>	✓ <i>2022 data</i>	✓ <i>2023 data</i>	✓ <i>2024 data</i>	✓ <i>2025 data</i>
CORSIA eligible fuels*		<i>Optional</i> <i>2019 data</i>	<i>Optional</i> <i>2020 data</i>	✓ <i>2021 data</i>	✓ <i>2022 data</i>	✓ <i>2023 data</i>	✓ <i>2024 data</i>	✓ <i>2025 data</i>
Cancelled emissions units							✓ <i>2021-2023 data</i>	

* Information can be reported annually or once at the end of each three-year 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 2020 CO₂ emissions 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 CO₂ emissions submitted by ICAO States; States will use the SGF to determine the CO₂ offsetting requirements for each of their aeroplane operators;
- ICAO Document “*CORSIA Central Registry (CCR): Information and Data for Transparency*” that contains:
 - List of verification bodies accredited in each State;
 - Total average CO₂ emissions for 2019 and 2020 aggregated for all aeroplane operators on each State pair;
 - Total annual CO₂ emissions aggregated for all aeroplane operators on each State pair (with identification of State pairs subject to offsetting requirements);
 - CO₂ emissions information and data for each aeroplane operator;

- Information and data on CORSIA eligible fuels claimed;
- Information and data on offsetting requirements and emissions units cancelled (at State and global aggregate level for a specific compliance period).

All ICAO documents will be published on the ICAO CORSIA website, following their approval by the ICAO Council.

1.2. Key Features of the CCR

The CCR has been implemented as an online web application 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 details (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, CO₂ emissions cannot be negative numbers etc.

All actions by all 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 a 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 records**. A year record is associated with a specific State, reporting area, and reporting year (for example, year record “CANADA-CO₂ Emissions-2021” contains the CO₂ emissions for Canada for reporting year 2021).

Within each year record, the information and data are organized in **entries**, with each entry comprising all information and data for a specific reporting area. For example, one entry of the year record “SOUTH AFRICA-Aeroplane Operators-2020” comprises all information and data that relate to an aeroplane operator

attributed to South Africa for the reporting year 2020, while one entry of the year record “CANADA-CO2 Emissions-2021” comprises all information and data that relate to the CO₂ emissions for a specific State pair (e.g., Canada to France) for the reporting year 2021.

The screenshot shows a web form titled "Aeroplane Operator". It is organized into four main sections. The first section, "Aeroplane Operator", contains four input fields: "Name *", "ICAO State *" (with a dropdown menu showing "Algeria"), "Attribution Method *" (with a dropdown menu showing "-- Select --"), and "Identifier *". The second section, "Contact Information", contains seven input fields: "Address *", "City *", "Postal Code *", "Country *" (with a dropdown menu showing "Algeria"), "State or Province" (with a dropdown menu showing "--Select--"), "Name of Contact Person", "Tel.", and "E-mail". The third section, "Record Status", contains two input fields: "Aeroplane Operator Status *" (with a dropdown menu showing "Active") and "Remarks". The fourth section, "Record Updates", is currently empty. At the bottom of the form, there are four buttons: "Cancel", "Create", "Create & Continue", and "Create & Add another".

Figure 1-1: Example of a CCR web form (Aeroplane Operator)

1.3. CCR User Groups/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.



The CCR allows for the nomination of one CFP, but more than one STU, per State.

Table 1-3 provides examples of permissions to selected functions of the CCR for each user group.

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

User Group (Role)	Brief 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 Record	Add, Edit, Delete Information and Data	Submit Data to ICAO	Prepare ICAO CORSIA Documents
CORSIA Focal Point (CFP)	✓	✓	✓	✗
State User (STU)	✗	✓	✗	✗
ICAO Super User (ISU)	✓	✓	N/A	✓

1.4. The General CCR Dataflow

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

1. The CFP creates a new year record¹:
 - By default, the status of a new year record is set to **IN PROGRESS**.
2. After a year record has been created, the CFP and/or the STU can add or edit information and data:

¹ The same applies to compliance year records, but for simplicity the process is illustrated for year records.

- Once the data entry/edit is completed, the CFP or STU can change the status of the year record from **IN PROGRESS** to **COMPLETE** (this action will make the year record read-only for the STU).
3. The CFP reviews the information and data in the **COMPLETE** year record, and:
 - if no revisions are needed and the year record is ready for submission to ICAO, the CFP changes the status of the year record from **COMPLETE** to **READY** (this action will make the year record read-only for the CFP), or
 - if revisions are necessary, the CFP can either make these revisions or enable further work by the STU by returning the status of the year record from **COMPLETE** back to **IN PROGRESS**.
 4. When the **READY** year record is submitted to ICAO, the ISU checks for format correctness and:
 - if no errors are found, the ISU can change the status of the year record from **READY** to **LOCKED** and no further editing can be done, or
 - if errors are found, the ISU can return the status of the year record from **READY** to **IN PROGRESS** and the CFP will be notified that corrections need to be made.

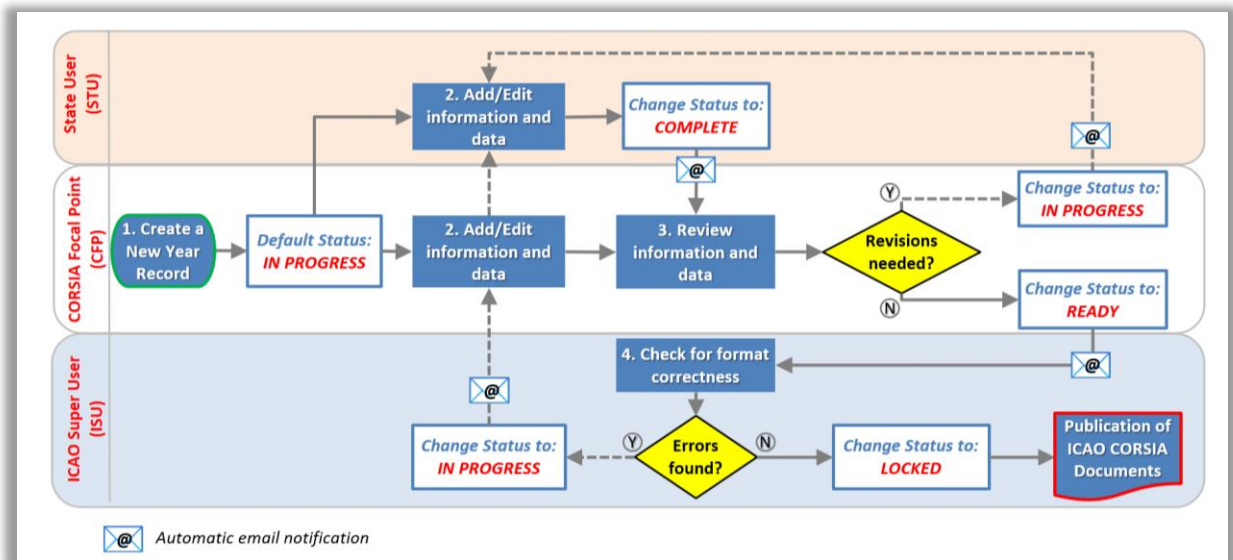


Figure 1-2: General dataflow process (CFP and STU); the numbers 1-4 in this figure correspond to the four steps described above

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 record to **COMPLETE**, but can go directly from **IN PROGRESS** to **READY**.

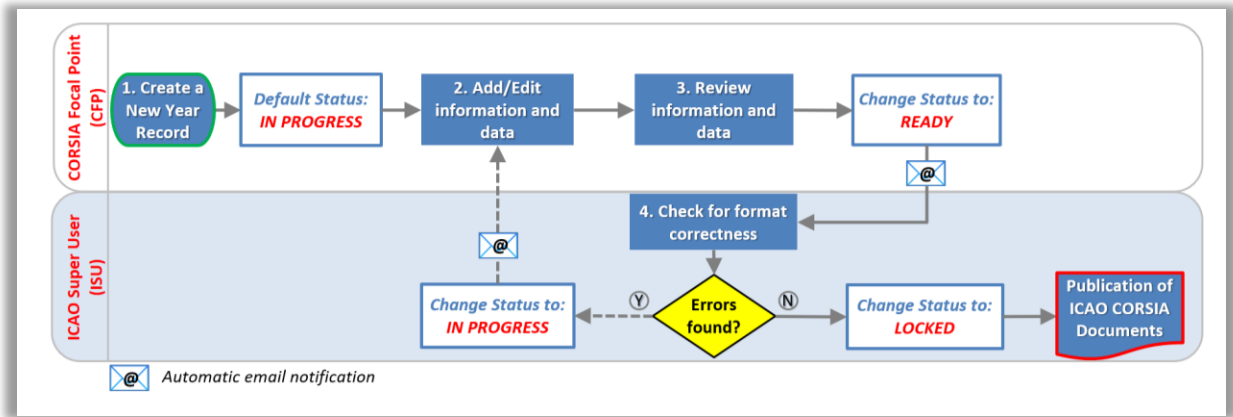


Figure 1-3: General dataflow process (CFP only); the numbers 1-4 in this figure correspond to the four steps described above

A brief description for each record status is provided in Table 1-4.

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

Data Status	Brief Description	Editing allowed?
IN PROGRESS	A year record that can be populated by adding and/or editing information and data. This is the default status when a new year record is created	Yes (CFP and STU)
COMPLETE	A year record previously marked as IN PROGRESS, which is under review by the CFP	Yes (CFP only)
READY	A year record previously marked as COMPLETE, which has been reviewed by the CFP, and has been submitted to ICAO	No*
LOCKED	A year record previously marked as READY, which has been processed by ICAO. This year record can be used to produce reports and make calculations	No*

* When the status of a year record is set to **READY** or **LOCKED**, the year record becomes read-only for the CFP and STU and no further edits can be made. Only the ISU can release or unlock such a year record for further editing at the request of a CFP submitted through a Service Request (see Chapter 9 for details). The ISU will release or unlock the year record by changing its status to **IN PROGRESS**. Changes to the released or unlocked year record must follow the Steps 2 and 3 above.



*If a CFP requests that a **LOCKED** year record is unlocked for further editing, the CCR will create a copy of this year record and archive it for future reference. An archived year record cannot be changed and is not accessible by a CFP and STU.*

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 provide data to fill the gaps and calculate the total sectoral CO₂ emissions and the SGF in a given year. In such an event, the information and data will be uploaded onto the CCR by the ISU, and the status of the year record will be set to READY (ICAO DATA).



Reports and calculations will be prepared using information and data from year records the status of which is set to LOCKED or READY (ICAO DATA).



2. START USING THE CCR

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

Prior to creating your CCR account, ICAO provided the terms of the **CCR Use Agreement**. You can download a copy of the document by clicking on the link at the footer of your screen.



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 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 and a password. Your username will be set by the ICAO Super User (STU) 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. If the web link in the e-mail message has expired, follow 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 by visiting the website: <https://ccr.icao.int>. On the login screen (Figure 2-1), enter your username (or email) and your password in the two fields and click on **‘Sign-in’**.



Figure 2-1: CCR 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.

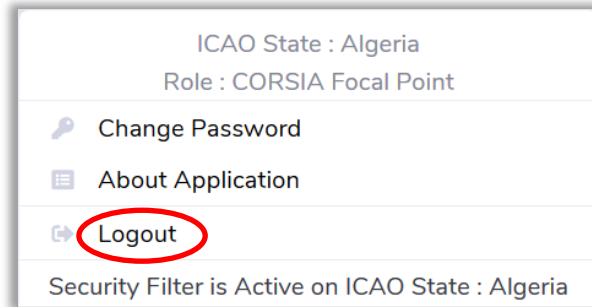


Figure 2-2: Logout from the CCR

2.3. Forgot or Change Password

If you forget your password or if you want to change it, 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. You can also change your password after you have logged into your CCR account as described in section 2.4.1.



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

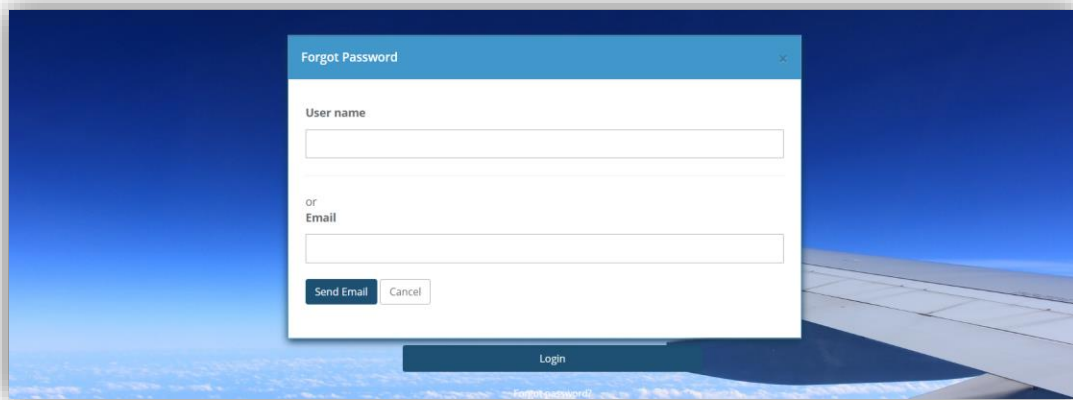


Figure 2-3: Forgot Password popup window

2.4. Overview of Home Page

After successfully logging into the CCR, you will see your Home page, which has the following five main areas **(1)** to **(5)** in Figure 2-4):

- (1)** User information;
- (2)** ICAO State information;
- (3)** Main navigation menu;
- (4)** Search dashboard;
- (5)** My Favorites.

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.

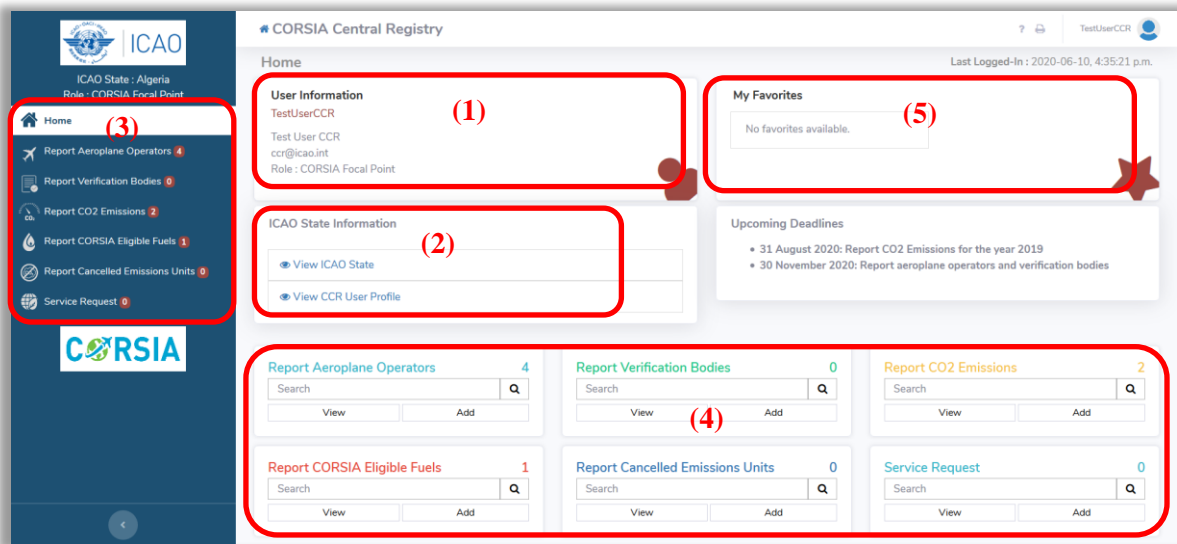


Figure 2-4: Overview of Home page

2.4.1. User Information

The Home page contains your information (area **(1)** in Figure 2-4), 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 your user information by clicking on the ‘*User icon*’ at the top-right corner of your screen. The pop-up that will appear (Figure 2-5) will give you the option to change your password and to logout of the CCR. The ‘**About Application**’ button will display some basic information about the CCR.

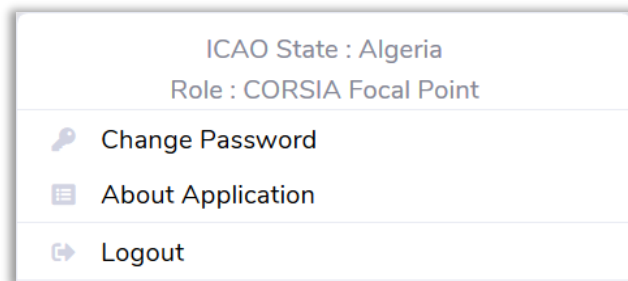


Figure 2-5: *Popup with user information and other options*

2.4.2. ICAO State Information

From the Home page (area (2) in Figure 2-4), 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 2-6. 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.

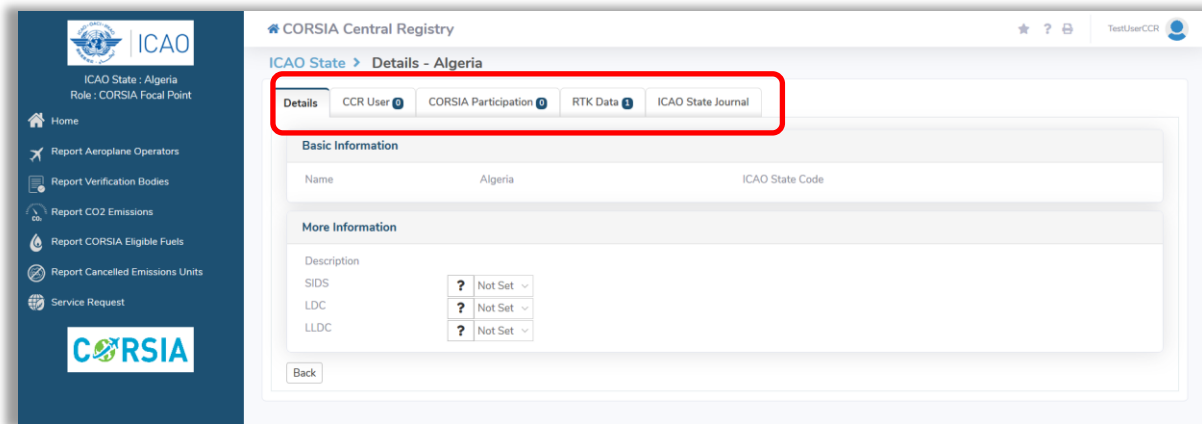


Figure 2-6: Information about your ICAO State

Your user profile is created at the same time as your CCR account. When you click on '**View CCR User Profile**', the page shown in Figure 2-7 will appear on your screen displaying 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 2-8), 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.

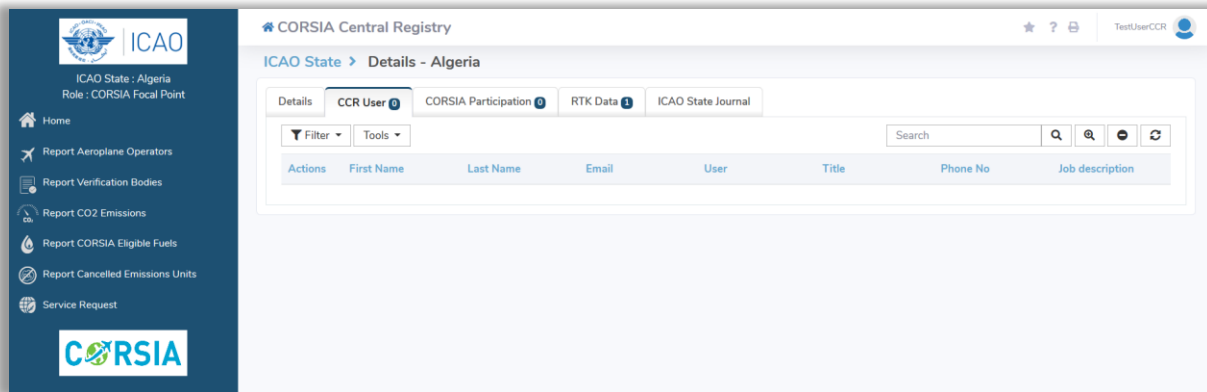


Figure 2-7: CCR page with the list of users who have access to your State’s CCR account

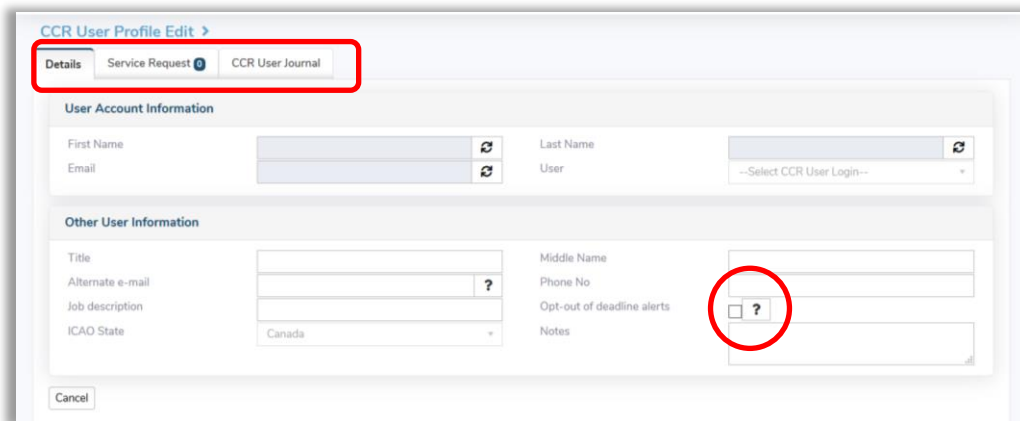


Figure 2-8: Web form with information on your CCR user account



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 2-8. Maintenance or other critical system alerts issued by the CCR cannot be disabled.


2.4.3. Main Navigation Menu

The main navigation menu of the Home page (area (3) in Figure 2-4) 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 CO₂ 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 records are available for each of the reporting areas. This number will automatically increase as you add year records 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.*
-

2.4.4. Search Dashboard

The search dashboard of the Home page (area (4) in Figure 2-4) contains 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 record 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.

2.4.5. My Favorites

The My Favorites of the Home page (area (5) in Figure 2-4) 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 2-9). 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.

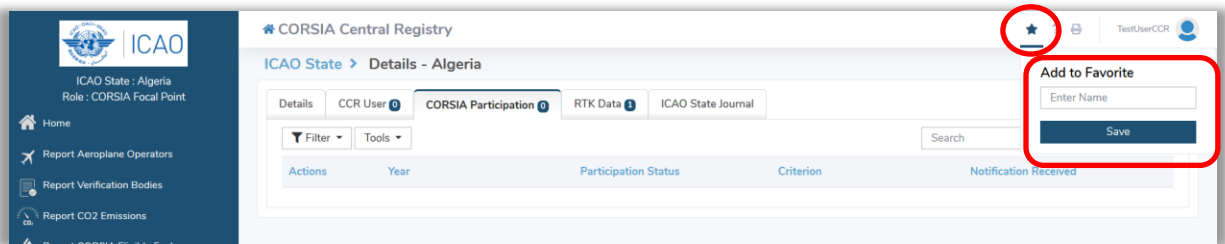


Figure 2-9: Click on the ‘star icon’ to mark a page as a ‘Favorite’

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 Home Page (Figure 2-10), the help popup will list the main help items as shown in Figures 2-11. Click on any item in the list to access the help information on a specific topic.

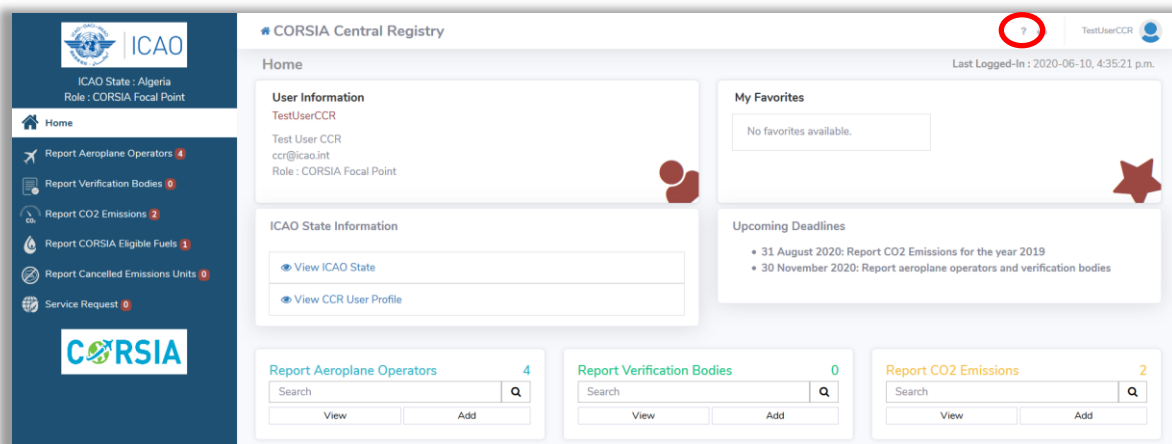


Figure 2-10: Access the Help menu from the Home page

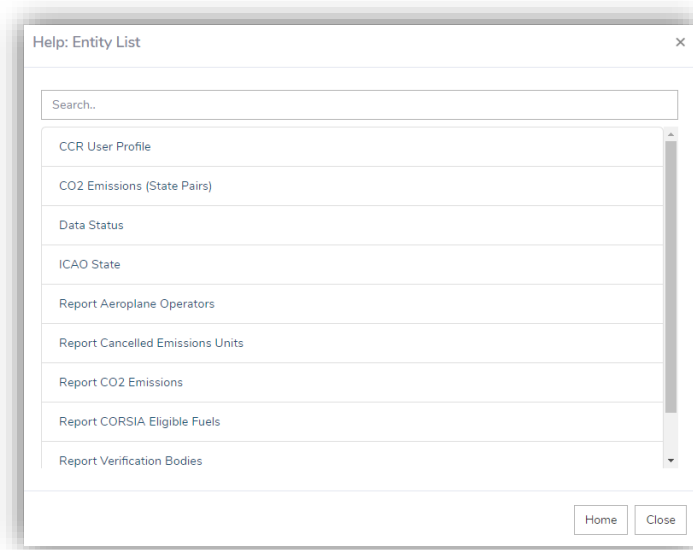


Figure 2-11: Main Help popup

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'* List page, the popup will automatically display the help for this specific topic (Figure 2-12). 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 2-13);
- **'Actions'**, if available, displays specific actions associated with the particular area of the CCR (e.g., how to create a new year record).

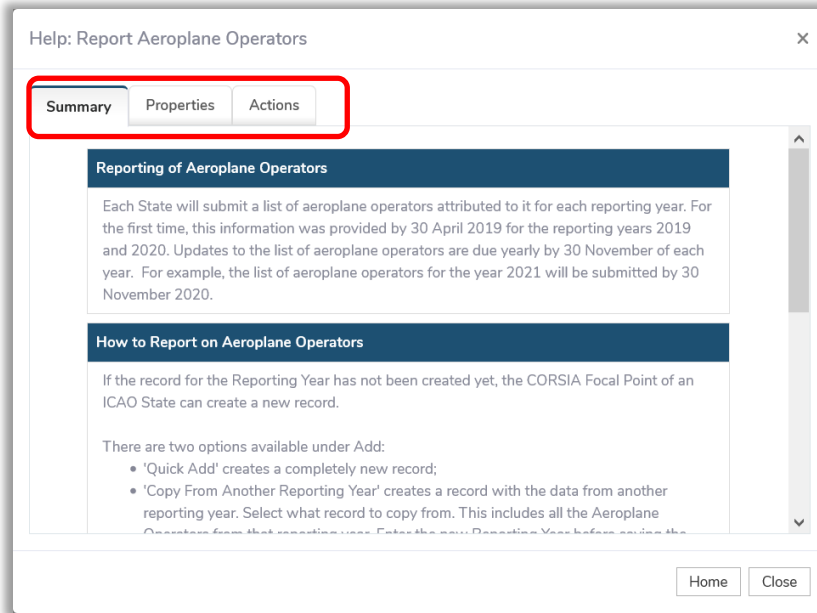


Figure 2-12: Tab help options for 'Report Aeroplane Operators'

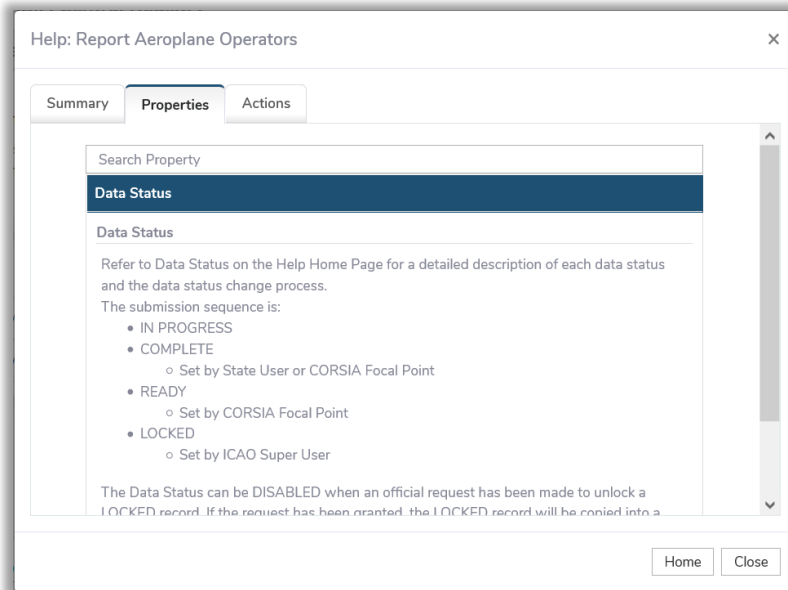


Figure 2-13: Properties tab for 'Report Aeroplane Operators' help

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3. REPORTING ON AEROPLANE OPERATORS

In this chapter, you will find general information about reporting on aeroplane operators (section 3.1), an overview of the ‘*Report Aeroplane Operators*’ List page (section 3.2), and instructions on how to:

- create a new year record for aeroplane operators (section 3.3);
- add, edit, or delete an aeroplane operator (section 3.4); and
- submit to ICAO by changing the status of a year record (section 3.5).

3.1. Introduction

Annex 16, Volume IV, Part II, Chapter 1, 1.2.7, specifies that each “*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, 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 specifies the following information to be reported by States to ICAO:

- 1.a. Name and contact information of aeroplane operator;
- 1.b. Aeroplane operator Code;
- 1.c. Method and identifier used to attribute aeroplane operator to a State in accordance with Part II, Chapter 1, 1.2.4.

Every year, you must submit to ICAO (through the CCR) a complete list of aeroplane operators attributed to your State. This list will be applicable for the following year.



*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 to be reported on each aeroplane operator

Aeroplane operator information:	Contact information for an aeroplane operator:
<ul style="list-style-type: none"> • Name* • ICAO State* • Attribution Method* • Identifier* 	<ul style="list-style-type: none"> • Address* • City* • 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’ List 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. To access the reporting area for aeroplane operators, select ‘Report Aeroplane Operators’ from the main navigation menu. The ‘Report Aeroplane Operators’ List page displays information in a grid and has two main areas ((1) and (2) in Figure 3-1). For more information on how to search the CCR, refer to Annex B.

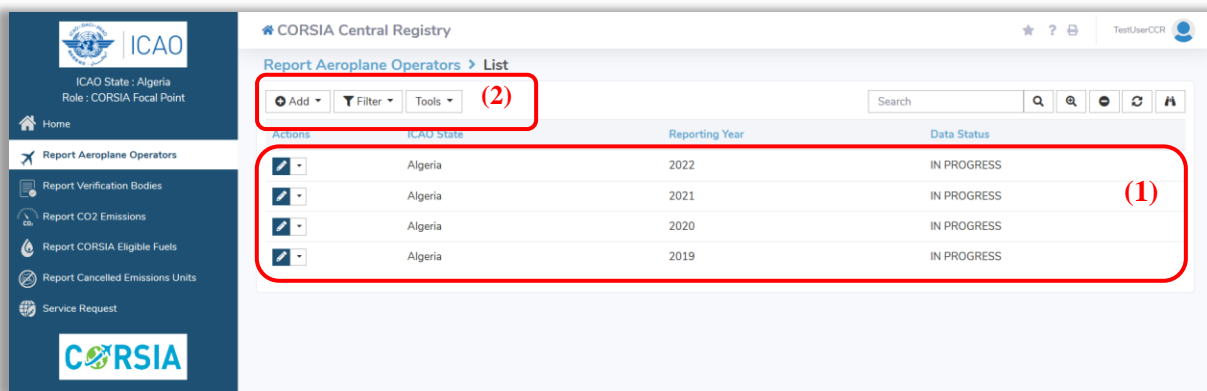


Figure 3-1: The ‘Report Aeroplane Operators’ List page

The main part of a ‘Report Aeroplane Operators’ List page (area **(1)** in Figure 3-1) contains the existing year records for the reporting area in a grid (table) format. See Annex B on how to sort, and change the number of, the displayed year records.

If your State used the CORSIA online spreadsheet to submit information on aeroplane operators attributed to your State, then the submitted information has already been uploaded into the CCR and a year record (for reporting year 2019) has been created in your State’s CCR account. The status of the year record for 2019 has been set to IN PROGRESS. Check the information in the year record, make any necessary changes (see sections 3.3 and 3.4), and submit to ICAO by changing its status to READY (see section 3.5).



If your State provided information using the online spreadsheet, but you do not see a year record on the ‘Report Aeroplane Operators’ List page, contact ICAO immediately.

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 record, but the permission to edit is restricted;
- **‘Edit’**: edit the year record by making changes to specific entries of the year record;
- **‘Add’**: shortcut to add a new aeroplane operator in the year record.



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

In area **(2)** (Figure 3-1) of the ‘Report Aeroplane Operators’ List page, you have access to certain actions through the following three buttons:

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

3.3. Create a New Year Record for Aeroplane Operators

Only the **CORSIA Focal Point of your State** can create a new year record for aeroplane operators. This can be done either by creating an empty new year record, or by copying an existing one.



Once you have created a year record, you cannot delete it.

Option 1: Create an empty new year record:

1. Select **'Report Aeroplane Operators'** from the main navigation menu.
2. On the *'Report Aeroplane Operators'* List page, click on **'Add'** and then select **'Quick Add'** (Figure 3-2A).
3. In the popup that will appear on your screen (Figure 3-2B), use the dropdown list to select the **'Reporting Year'** for the new year record.
4. Click on **'Create'** to save the new year record 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.*

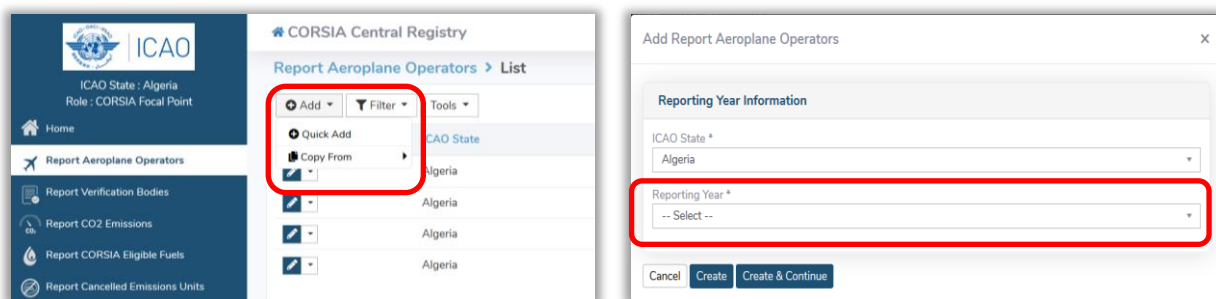


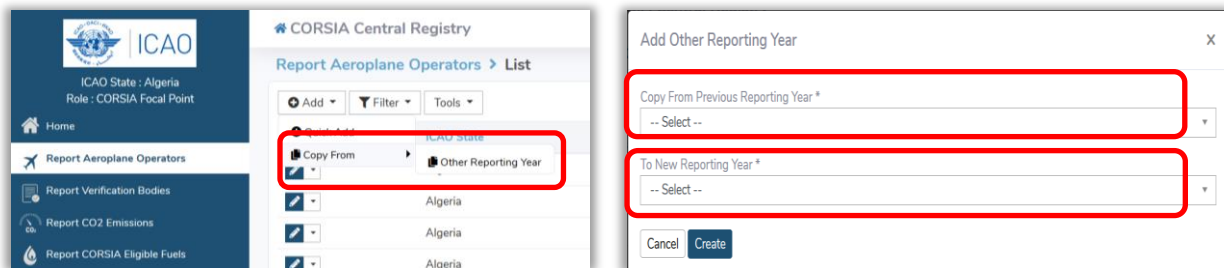
Figure 3-2A (left) and 3-2B (right): Option 1 – Create an empty year record

Option 2: Create a new year record by copying an existing one:

1. Select **‘Report Aeroplane Operators’** from the main navigation menu.
2. On the **‘Report Aeroplane Operators’** List page, click on **‘Add’** and then select **‘Copy From’** and then **‘Other Reporting Year’** (Figure 3-3A).
3. 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 year record that you would like to copy from.
4. Select the reporting year from the dropdown list under **‘To New Reporting Year’**.
5. Click on **‘Create’** to save the new year record and close the popup.



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



Figures 3-3A (left) and 3-3B (right): Option 2 – Create a new year record by copying an existing one

3.4. Add, Edit or Delete Aeroplane Operators

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



Figure 3-4: Open an existing year record by clicking on the ‘pencil icon’

When you open a year record, you will see the page shown in Figure 3-5, which has three tabs:

- ‘**Details**’ groups information in two main areas: ‘**Reporting Year Information**’, which contains the fields ‘ICAO State’ and ‘Reporting Year’; and ‘**Data Status**’. The ‘ICAO State’ and ‘Reporting Year’ fields are read-only and cannot be changed. You will need to change the ‘**Data Status**’ of the year record as you move through the CCR dataflow process (see section 3.5);
- ‘**Aeroplane Operators**’ contains the list of aeroplane operators attributed to your State for the reporting year;
- ‘**Aeroplane Operators Data Journal**’ provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year record over time (Figure 3-6).

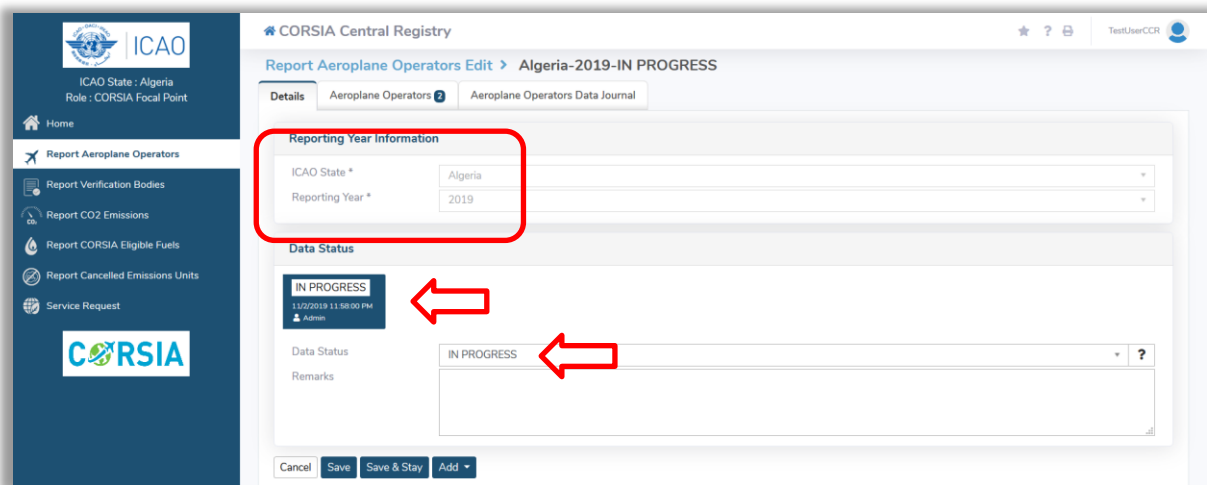


Figure 3-5: The ‘Details’ tab for an aeroplane operator year record

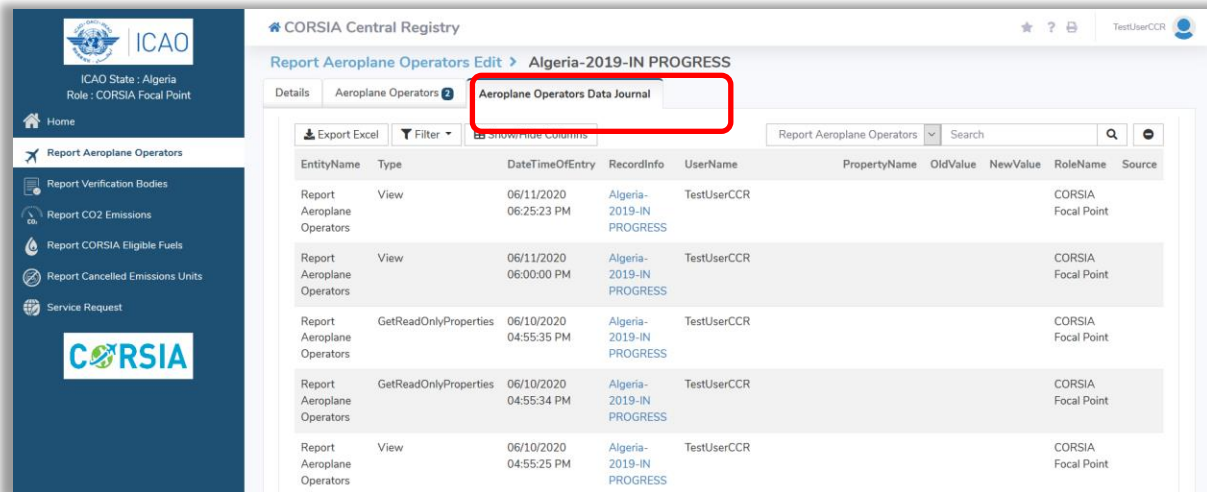


Figure 3-6: The ‘Aeroplane Operators Data Journal’ tab

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, and
- Import information for one or more aeroplane operators using a CSV file.

Please note that these 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 record is IN PROGRESS. When the status of the year record is set to COMPLETE only the CFP can add new, or edit existing, information.

Option 1: Manual entry

To manually add information and data for an aeroplane operator:

1. Select ‘**Report Aeroplane Operators**’ from the main navigation menu.
2. On the ‘*Report Aeroplane Operators*’ List page, select the year record by clicking on the ‘*pencil icon*’ next to it.
3. Select the ‘**Aeroplane Operators**’ tab of the year record.

4. Click on ‘Add’, and then select ‘Full Add’ (Figure 3-7).
5. 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 must be filled in; not mandatory fields can be left empty.
6. 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 record.



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

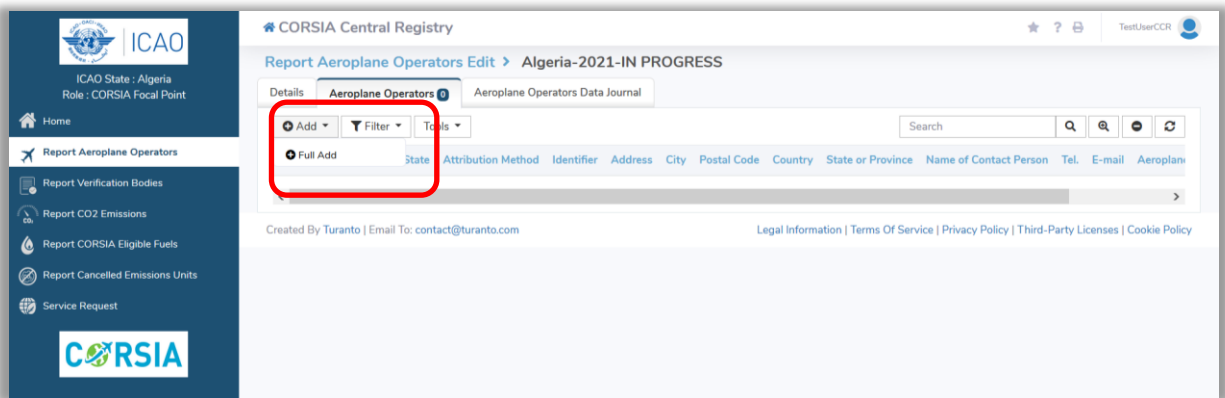


Figure 3-7: Add an aeroplane operator

Aeroplane Operator	
Name *	<input type="text"/>
ICAO State *	Algeria
Attribution Method *	-- Select --
Identifier *	<input type="text"/>
Contact Information	
Address *	<input type="text"/>
City *	<input type="text"/>
Postal Code *	<input type="text"/>
Country *	Algeria
State or Province	--Select--
Name of Contact Person	<input type="text"/>
Tel.	<input type="text"/>
E-mail	<input type="text"/>
Record Status	
Aeroplane Operator Status *	Active
Remarks	<input type="text"/>
Record Updates	
<input type="button" value="Cancel"/> <input type="button" value="Create"/> <input type="button" value="Create & Continue"/> <input type="button" value="Create & Add another"/>	

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 aeroplane operator	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 ICAO State	Pre-filled with the name of the ICAO State; this field cannot be changed
Attribution Method*	Method used to attribute the aeroplane operator to the ICAO State	Dropdown list with three options: <ul style="list-style-type: none"> • ICAO Designator • Air Operator Certificate • Place of Juridical Registration
Identifier*	Identifier associated with the selected attribution method above	<p>If the selected attribution method is ‘ICAO Designator’:</p> <ul style="list-style-type: none"> • 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 <p>If the selected attribution method is ‘Air Operator Certificate’:</p> <ul style="list-style-type: none"> • 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 <p>If the selected attribution method is ‘Place of Juridical Registration’:</p> <ul style="list-style-type: none"> • The field is automatically filled in with the name of your ICAO State and cannot be changed
Address*	Address of aeroplane operator	Street name and number
City*	City of aeroplane operator (headquarters)	Name of the city
Postal code*	ZIP/Postal code of aeroplane operator	Zip/postal code
Country*	Name of Country	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	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 responsible for CORSIA-related issues	Enter name of CORSIA contact person
Telephone	Telephone of CORSIA contact person	Recommended format: ‘<country code>’ ‘(<area or city code>)’ ‘<phone number>’ e.g., +1(555)333-4444
E-mail	E-mail of CORSIA contact person	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 CO₂ emissions together, you could briefly explain this situation in this field.

Import Information from a CSV file

To avoid entering information on each aeroplane operator separately, you can import the information for aeroplane operators all at once if you already have this information in a “Comma Separate 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.

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	Telephone	E-mail	Aeroplane Operator Status	Remarks
2														

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



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.

To import aeroplane operators from a CSV file:

1. Select '**Report Aeroplane Operators**' from the main navigation menu.
2. On the '*Report Aeroplane Operators*' List page, select the year record by clicking on the '*pencil icon*' next to it.
3. Select the '**Aeroplane Operators**' tab of the year record.
4. Click on '**Tools**' and then select '**Import CSV**' (Figure 3-10).
5. 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.
6. Once you have located the CSV file, select it, and then click on '**Upload**'.
7. The information will be imported in a two-stage process:
 - A. During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 3-12):
 - i. if the information is correct, click on '**Confirm & Continue Import**' to proceed to the second stage of the import process;
 - ii. 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.
 - B. During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
 - i. 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*' List page or the Home page, respectively;
 - ii. 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.

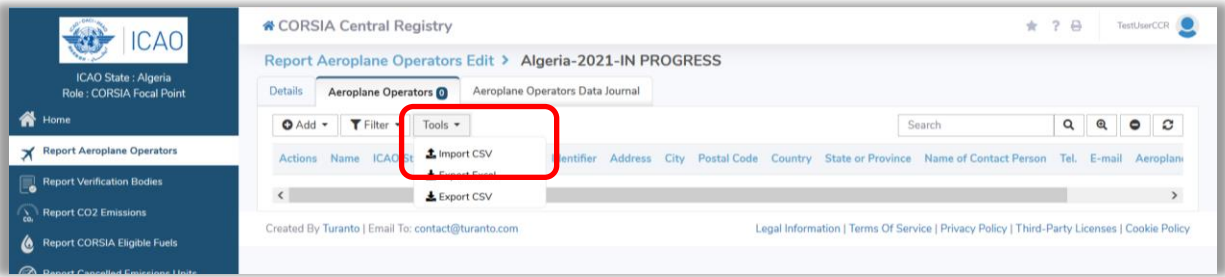


Figure 3-10: Import aeroplane operators from a CSV file

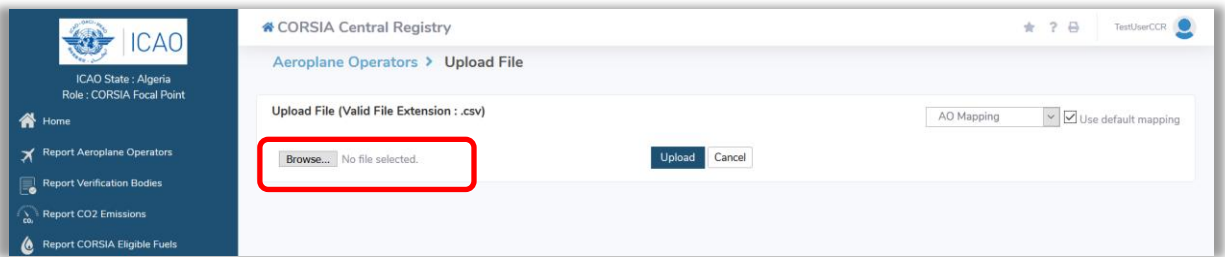


Figure 3-11: Upload File screen

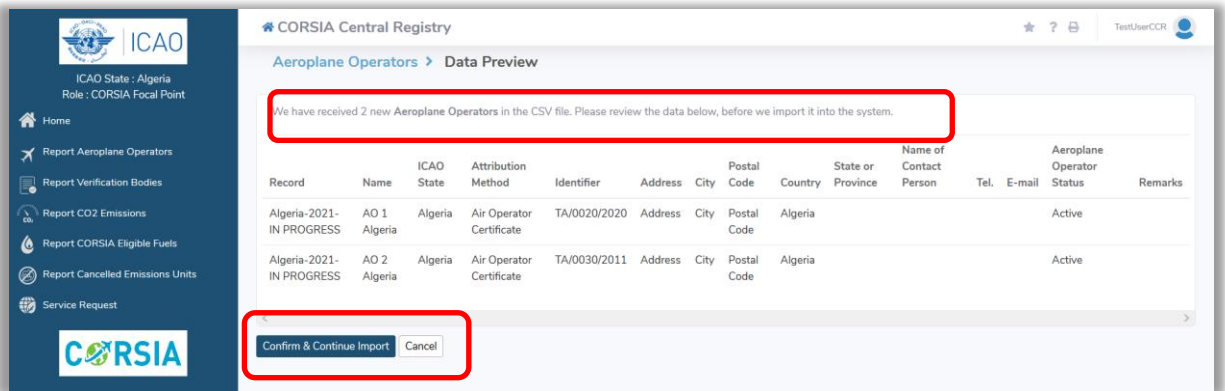
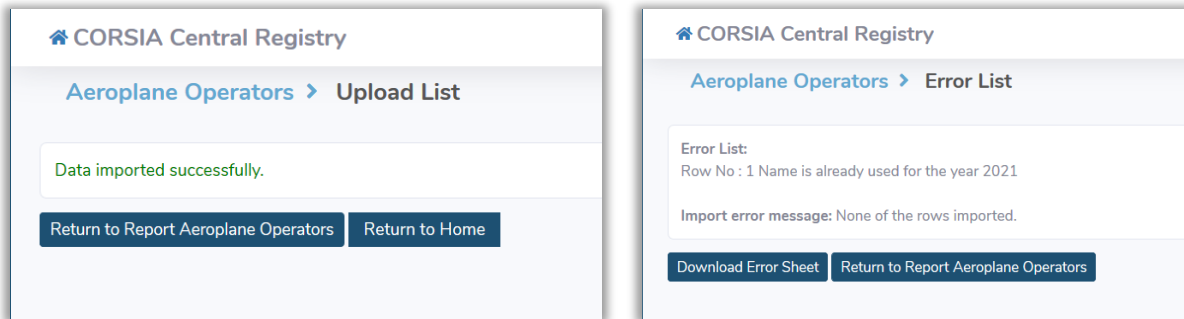


Figure 3-12: Confirm the information to be imported



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 record;
- 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:

1. Select '**Report Aeroplane Operators**' from the main navigation menu.
2. On the '*Report Aeroplane Operators*' List page, select the year record by clicking on the '*pencil icon*' next to it.
3. Select the '**Aeroplane Operators**' tab to see the list of aeroplane operators in the year record.
4. Make changes to an aeroplane operator:
 - a. either 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 3-14);
 - b. or on the aeroplane operator web form; click on the '*pencil icon*', or click on the down arrow and then select '**Edit**' (Figure 3-15) to access the web form (Figure 3-16).
5. 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 again with the correct name.

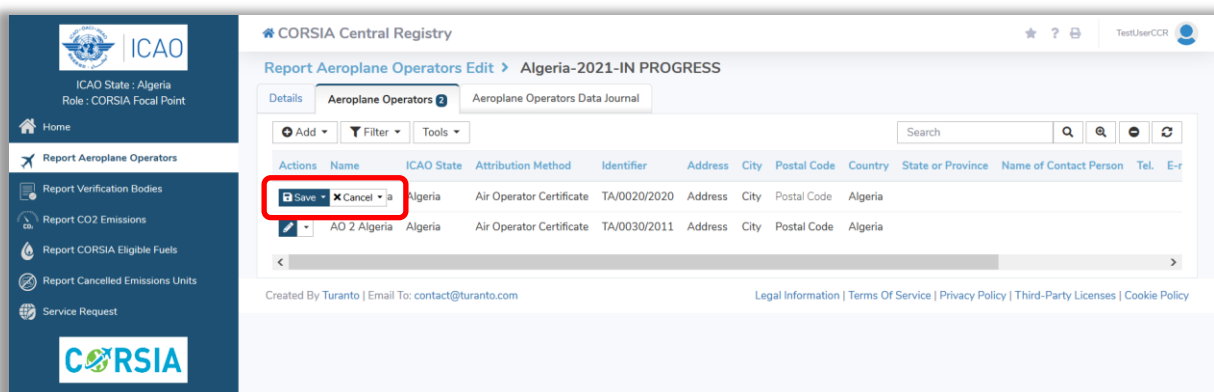


Figure 3-14: Making changes on the grid view

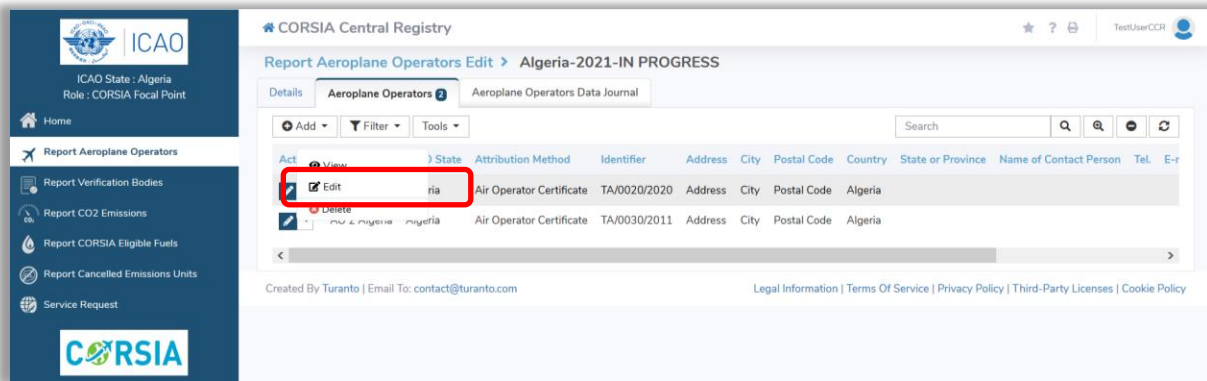


Figure 3-15: Access the Aeroplane Operator Edit page

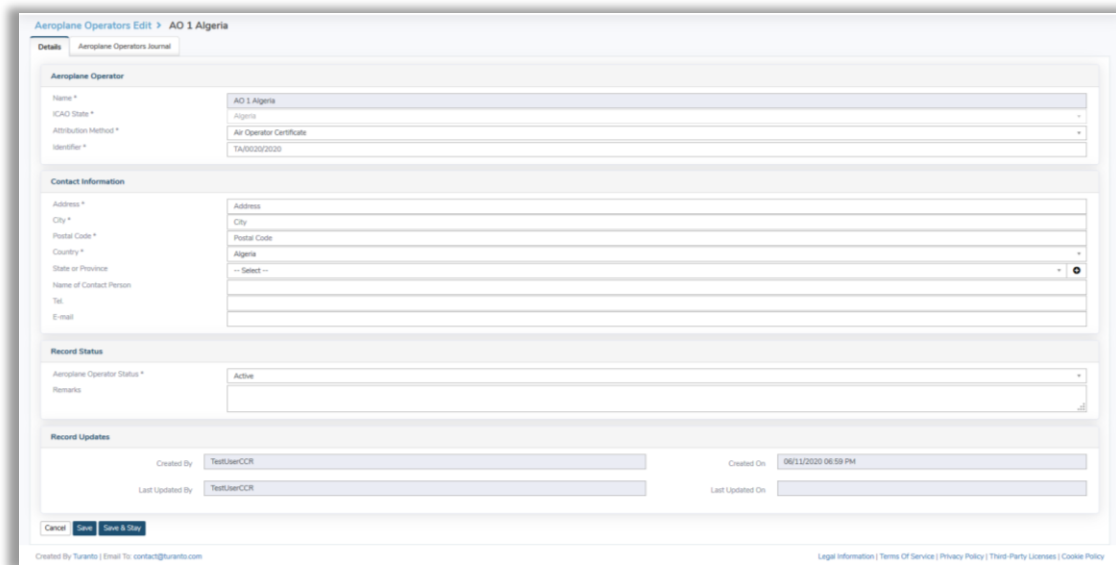


Figure 3-16: Web form of an aeroplane operator

3.4.3. Delete an Aeroplane Operator

To delete an aeroplane operator:

1. Select '**Report Aeroplane Operators**' from the main navigation menu.
2. On the '*Report Aeroplane Operators*' List page, select the year record you want to access by clicking on the '*pencil icon*' next to it.
3. Select the '**Aeroplane Operators**' tab to see the list of aeroplane operators for the reporting year.

4. Click on the down arrow next to the *'pencil icon'* for the aeroplane operator that you would like to delete and then select **'Delete'** (Figure 3-17).
5. 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 3-18).

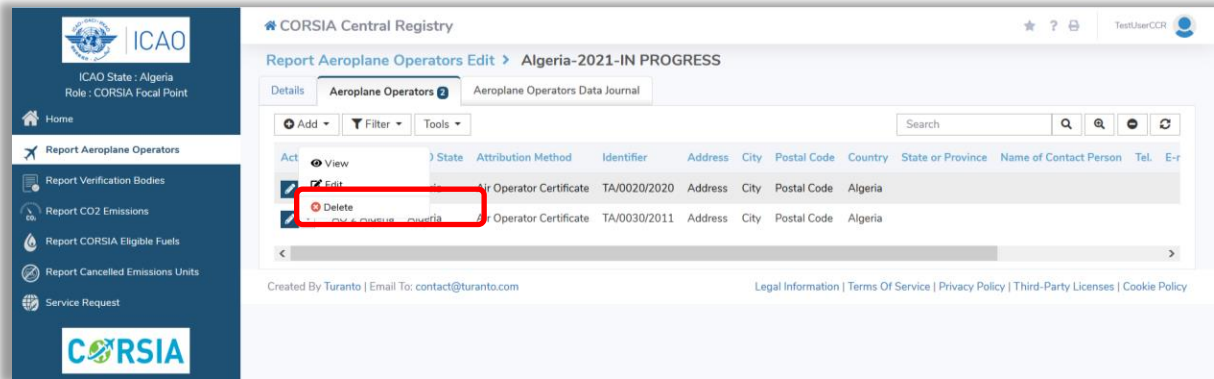


Figure 3-17: Access the Aeroplane Operator delete page

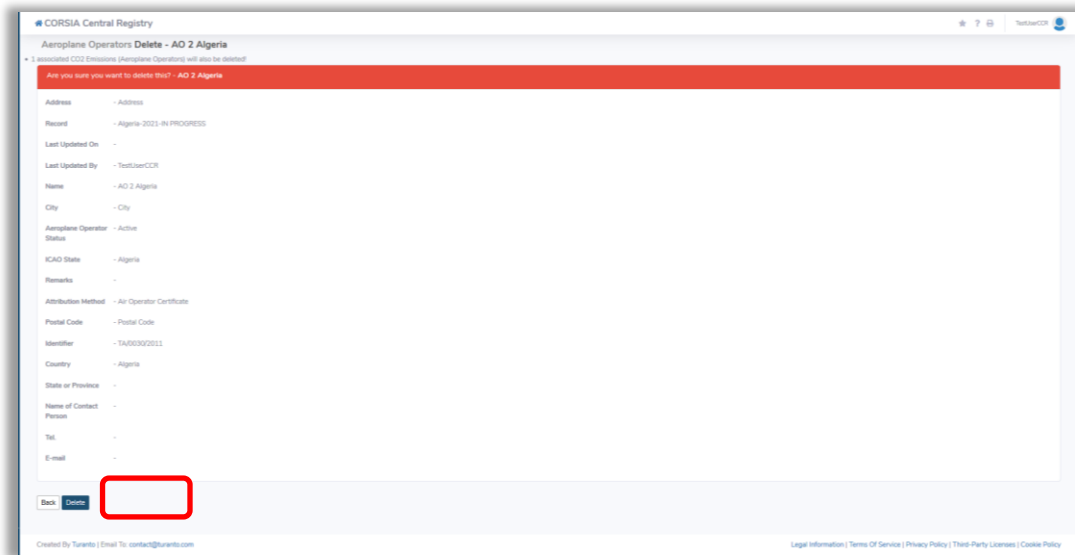


Figure 3-18: Aeroplane Operator delete confirmation



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

3.5. Change the Status of a Year Record

To change the status of a year record for aeroplane operators:

1. Select '**Report Aeroplane Operators**' from the main navigation menu.
2. On the '*Report Aeroplane Operators*' List page, select the year record you want to access by clicking on the '*pencil icon*' next to it.
3. Select the '**Details**' tab.
4. In the 'Data Status' area at the bottom of the tab (Figure 3-19), click on the Data Status field to see the available options.
5. Select the desired data status option.
6. Click on '**Save**'.

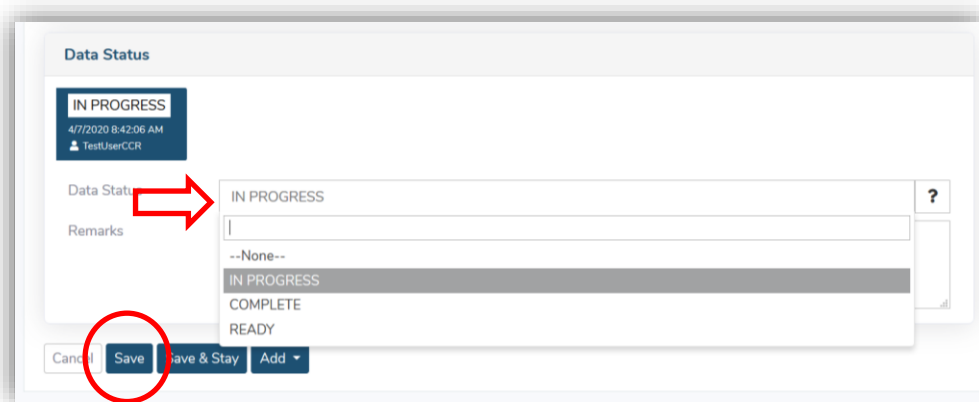


Figure 3-19: Changing the status of a year record

The status of a year record for aeroplane operators can be changed by different users. In summary (also see Table 3-3):

- The status of a new year record is automatically set to IN PROGRESS.
 - Both a CFP and a STU can add and edit information and data in such a year record.
- When adding or editing information and data has been completed, the CFP or the STU changes the status of a year record from IN PROGRESS to COMPLETE.
 - This status change will make the year record 'read-only' for the STU (no changes can be made); the CFP can continue to make changes.

- The CFP can change the status of the year record from COMPLETE to IN PROGRESS if the STU has to make further changes.
- To submit a year record to ICAO, the CFP changes the status from COMPLETE to READY.
 - This status change will make the year record ‘read-only’ for the CFP.
- The ISU changes the status of the year record from READY to LOCKED if no further edits are needed.
 - A LOCKED year record can be used for the preparation of ICAO CORSIA documents.
 - The ISU can change the status of a year record from READY to IN PROGRESS if the CFP and the STU have to correct format errors or at the request of the CFP (see Chapter 9).
 - The ISU can change the status of a year record from LOCKED to IN PROGRESS at the request of the CFP (see Chapter 9).

Table 3-3: Changing the Status of a Year Record

Change Status		By CCR User	Notes
From:	To:		
IN PROGRESS	COMPLETE	STU or CFP	Adding and editing of information has been completed
COMPLETE	IN PROGRESS	CFP	The STU needs to make changes to the year record
COMPLETE	READY	CFP	Submit year record to ICAO
READY	IN PROGRESS	ISU	The CFP needs to make changes to the year record (<i>because of format errors or at the request of the CFP</i>)
READY	LOCKED	ISU	Year record to be used for the preparation of ICAO CORSIA documents
LOCKED	IN PROGRESS	ISU	The CFP/STU need to make changes to the year record (<i>only at the request of the CFP</i>)

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4. REPORTING ON VERIFICATION BODIES

In this chapter, you will find general information about reporting on verification bodies (section 4.1), an overview of the ‘*Report Verification Bodies*’ List page (section 4.2), and instructions on how to:

- create a new year record for verification bodies (section 4.3);
- add, edit or delete a verification body (section 4.4); and
- submit to ICAO by changing the status of a year record (section 4.5).

4.1. Introduction

Annex 16, Volume IV, Part II, Chapter 1, 1.3.7, specifies that each “*State shall submit to ICAO a list of verification bodies accredited in the State*” in accordance with Appendix 5 Table A5-3, that requires the following information to be reported by States to ICAO:

- 2.a. State;
- 2.b. Name of verification body.

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 2021 will verify the 2021 emissions reports during the first four months of 2022.



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 to be reported on each verification body

Verification body information:	Contact information for a verification body:
<ul style="list-style-type: none"> • Name* • ICAO State* 	<ul style="list-style-type: none"> • Address (<i>street name and number</i>) • City • Postal Code • Country • State or Province (<i>linked to the Country</i>) • Name of Contact Person • Telephone • Email

4.2. Overview of the ‘Report Verification Bodies’ List 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’ List page displays information using a grid and has two main areas ((1) and (2) in Figure 4-1). For more information on how to search the CCR, refer to Annex B.

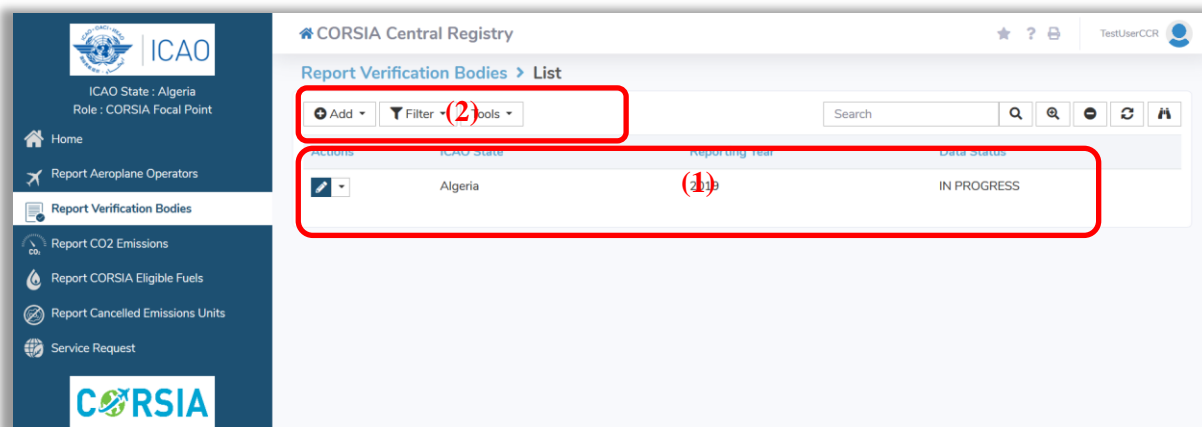


Figure 4-1: The ‘Report Verification Bodies’ List page

If your State used the CORSIA online spreadsheet to submit information on verification bodies accredited in your State, then the submitted information has already been uploaded into the CCR and a year record (for reporting year 2019) has been created in your State’s CCR account. The status of the year record for 2019

has been set to IN PROGRESS. Check the information in the year record, make any necessary changes (see sections 4.3 and 4.4), and submit to ICAO by changing its status to READY (see section 4.5).



If your State provided information using the online spreadsheet, but you do not see a year record on the ‘Report Verification Bodies’ List page, contact ICAO immediately.

The main part of a ‘Report Verification Bodies’ List page (area **(1)** in Figure 4-1) contains the existing year records for the reporting area in a grid (table) format. See Annex B on how to sort, and change the number of, the displayed year records.

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 of a year record, but the permission to edit is restricted;
- **‘Edit’**: edit the year record by making changes to specific entries of the year record;
- **‘Add’**: shortcut to add a new verification body in the year record.



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

In area **(2)** of the ‘Report Verification Bodies’ List page, you have access to certain actions through the following three buttons:

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

4.3. Create a New Year Record for Verification Bodies

Only the **CORSIA Focal Point of your State** can create a new year record for verification bodies. This can be done either by creating an empty one, or by copying an existing one.



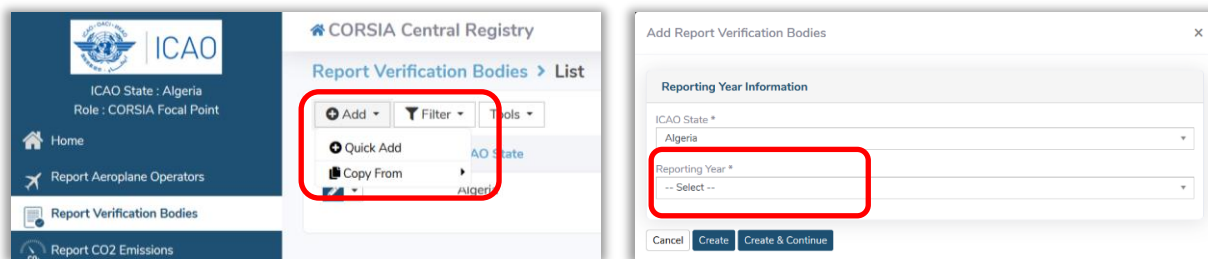
Once you have created a year record, you cannot delete it.

Option 1: Create an empty new year record:

1. Select **'Report Verification Bodies'** from the main navigation menu.
2. On the *'Report Verification Bodies'* List page, click on **'Add'** and then select **'Quick Add'** (Figure 4-2A).
3. In the popup that will appear on your screen (Figure 4-2B), use the dropdown list to select the *'Reporting Year'* for the new year record.
4. Click on **'Create'** to save the new year record 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): Option 1 – Create an empty year record

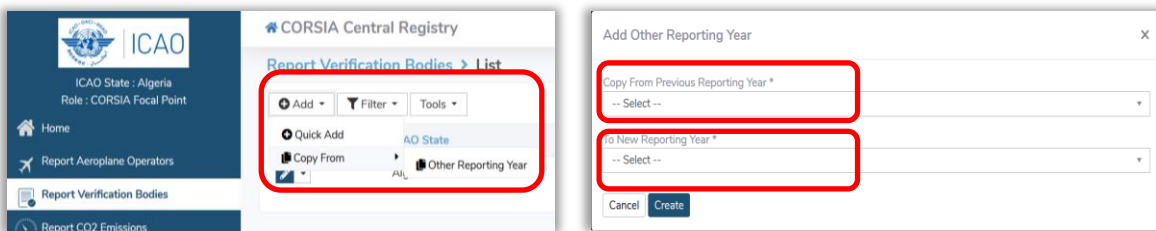
Option 2: Create a year record by copying an existing one:

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

2. On the 'Report Verification Bodies' List page, click on 'Add' and then select 'Copy From' and then 'Other Reporting Year' (Figure 4-3A).
3. 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 record that you would like to copy from.
4. Select the reporting year from the dropdown list under 'To New Reporting Year'.
5. Click on 'Create' to save the new year record and close the popup.



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



Figures 4-3A (left) and 4-3B (right): Option 2 – Create a new year record by copying an existing one

4.4. Add, Edit or Delete Verification Bodies

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

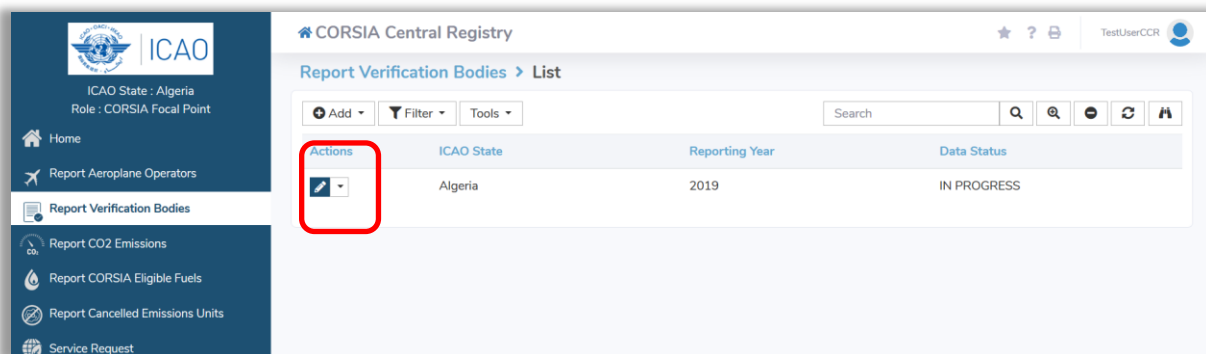


Figure 4-4: Open an existing record by clicking on the 'pencil icon'

When you open a year record, you will see the page shown in Figure 4-5, which has three tabs:

- **‘Details’** groups information in two main areas: **‘Reporting Year Information’**, which contains the fields **‘ICAO State’** and **‘Reporting Year’**; and **‘Data Status’**. The **‘ICAO State’** and **‘Reporting Year’** fields are read-only and cannot be changed. You will need to change the **‘Data Status’** of the year record as you move through the CCR dataflow process;
- **‘Verification Bodies’** contains the list of verification bodies accredited in your State for the reporting year;
- **‘Verification Bodies Data Journal’** provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year record over time (Figure 4-6).

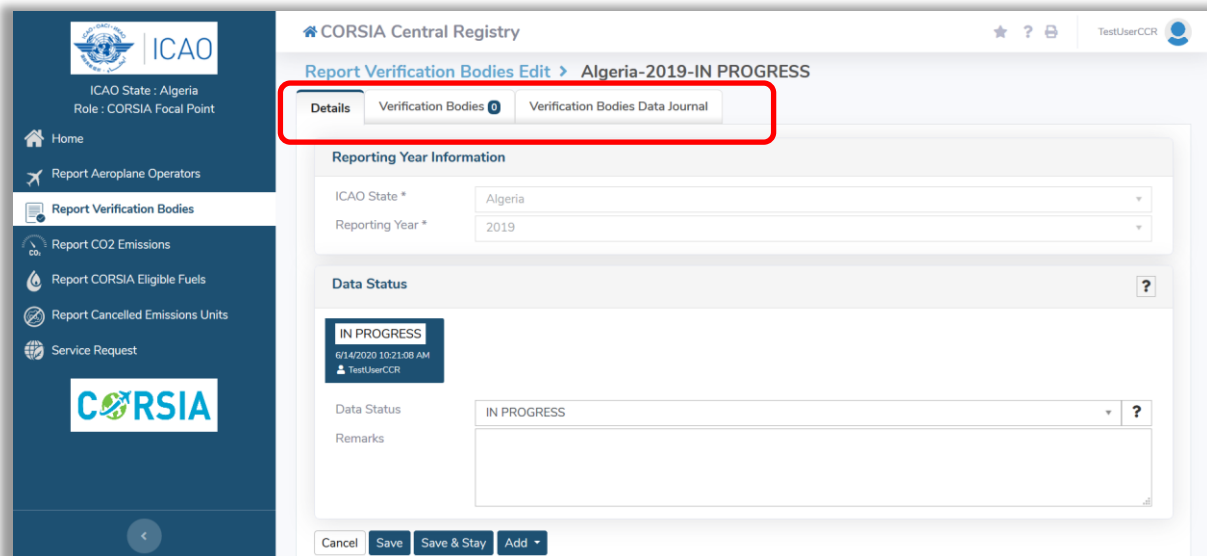


Figure 4-5: The ‘Details’ tab for a verification bodies year record

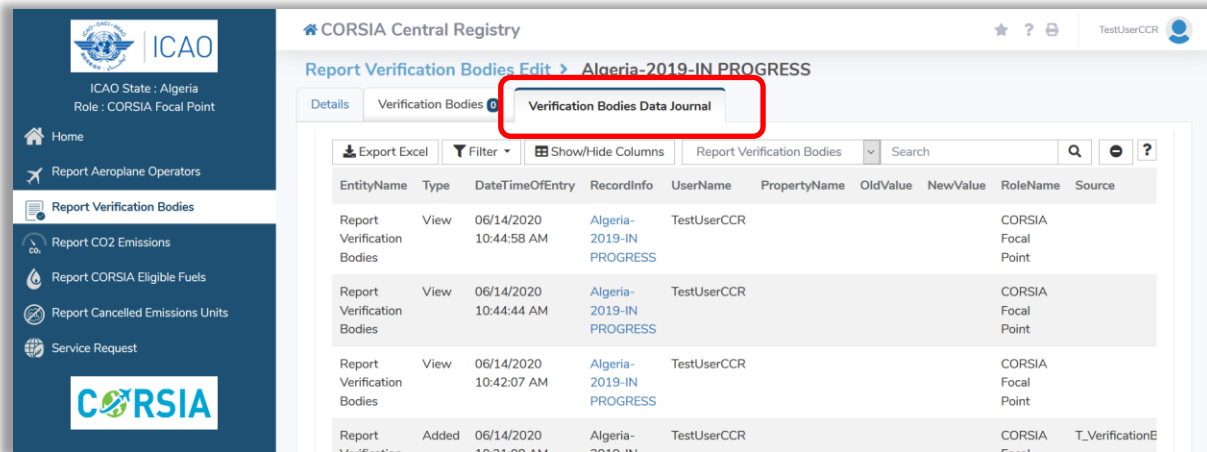


Figure 4-6: The 'Verification Bodies Data Journal' tab

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.

Please note that these 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:

1. Select '**Report Verification Bodies**' from the main navigation menu.
2. On the '*Report Verification Bodies*' List page, select the year record by clicking on the '*pencil icon*' next to it.
3. Select the '**Verification Bodies**' tab of the year record.
4. Click on '**Add**', and then select '**Full Add**' (Figure 4-7).
5. 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 must be filled in; not mandatory fields can be left empty.
6. 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 record.

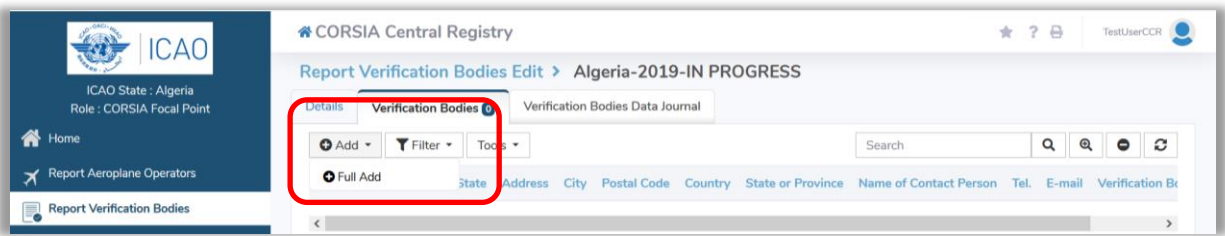


Figure 4-7: Add a verification body

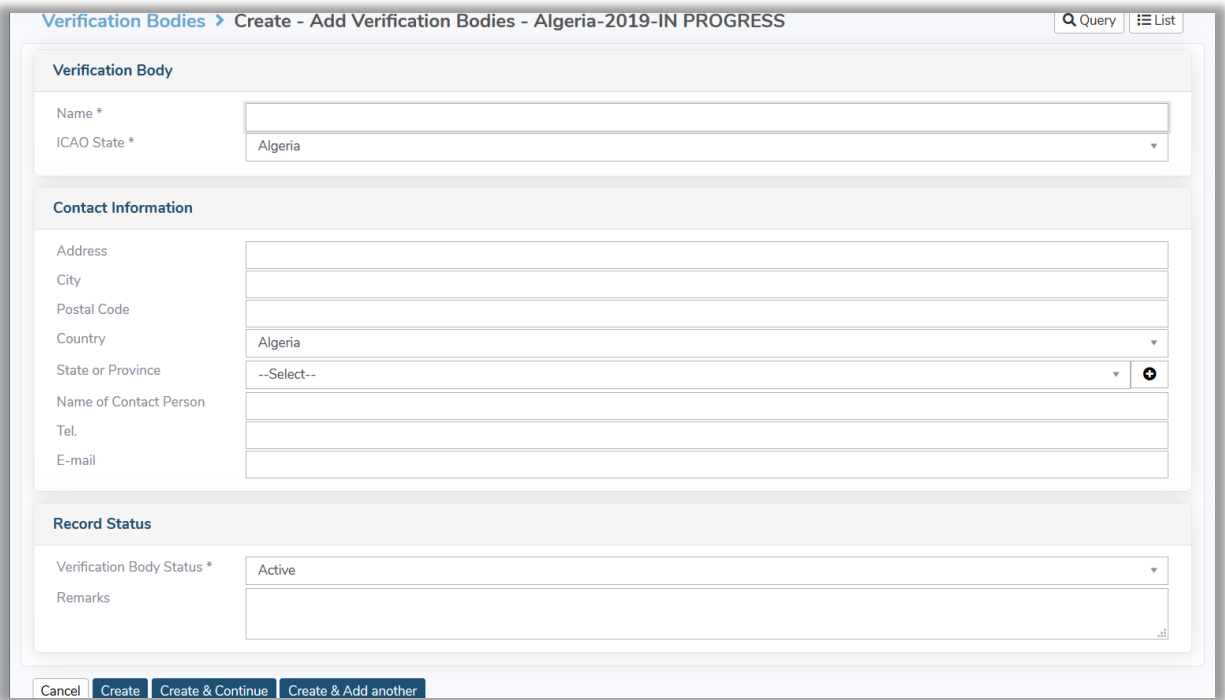


Figure 4-8: Web form to enter information for a verification body

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

Field	Brief description	Notes
Name*	Full name of verification body	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 ICAO State	Pre-filled with the name of the ICAO State; this field cannot be changed
Address	Address of verification body	Street name and number
City	City of verification body (headquarters or local office)	Name of the city
Postal code	Postal code of verification body	Zip/postal code
Country	Name of Country	The field is automatically filled-in with the name of the reporting State, but you can change it if the address of the verification body is in another State
State or Province	State or Province associated with the Country field above	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 ‘ <i>add icon</i> ’
Name of Contact Person	Name of contact person responsible for CORSIA-related issues	Enter name of CORSIA contact person
Tel#	Telephone of CORSIA contact person	Recommended format: ‘<country code>’ ‘(<area or city code>)’ ‘<phone number>’ e.g., +1(555)333-4444
E-mail	E-mail of CORSIA contact person	Enter the e-mail address of the CORSIA contact person

Note: the optional information above (address etc.) are placeholders and may change in the future depending on decisions by the ICAO Council.

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.

Import Information from a CSV file

To avoid entering information on each verification body separately, 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 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	B	C	D	E	F	G	H	I	J	K	L
1	Name	ICAO State	Address	City	Postal Code	Country	State or Province	Name of Contact Person	Tel#	E-mail	Verification Body Status	Remarks

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



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.

To import verification bodies using a CSV file:

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

2. On the 'Report Verification Bodies' List page, select the year record by clicking on the 'pencil icon' next to it.
3. Select the '**Verifications Bodies**' tab of the year record.
4. Click on '**Tools**' and then select '**Import CSV**' (Figure 4-10)
5. 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.
6. Once you have located the CSV file, select it, and then click on '**Upload**'.
7. The information will be imported in a two-stage process:
 - A. During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 4-12):
 - i. if the information is correct, click on '**Confirm & Continue Import**' to proceed to the second stage of the import process;
 - ii. 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.
 - B. During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
 - i. 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' List page or the Home page, respectively;
 - ii. 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.

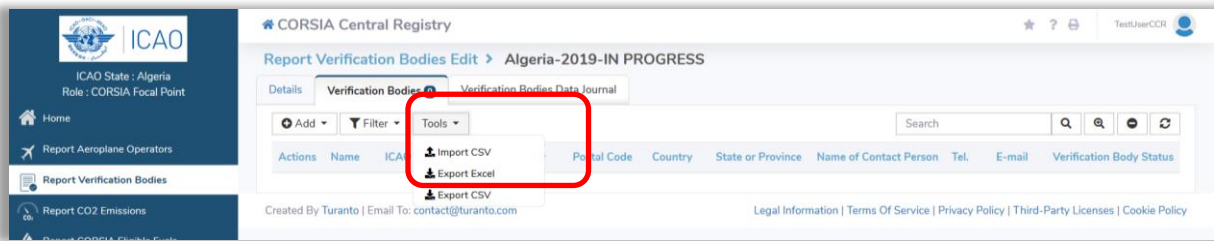


Figure 4-10: Import data for verification bodies from a CSV file

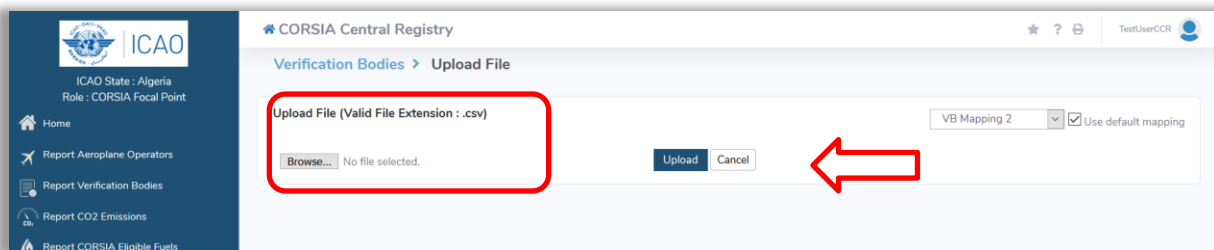


Figure 4-11: Upload File screen

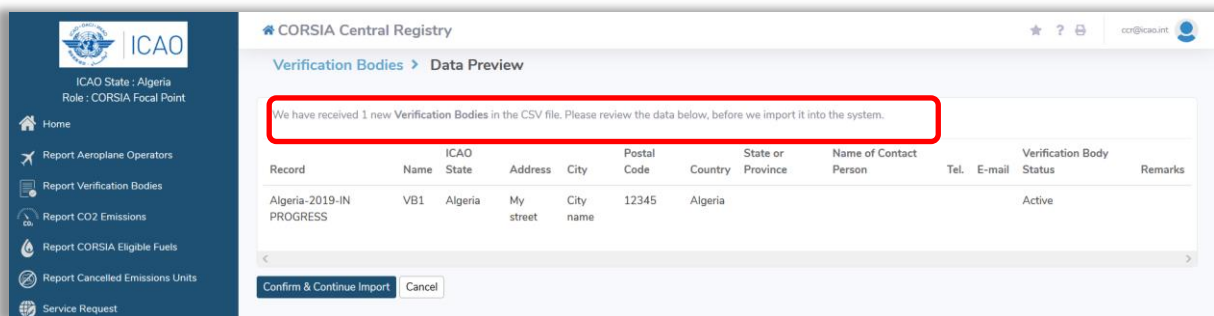
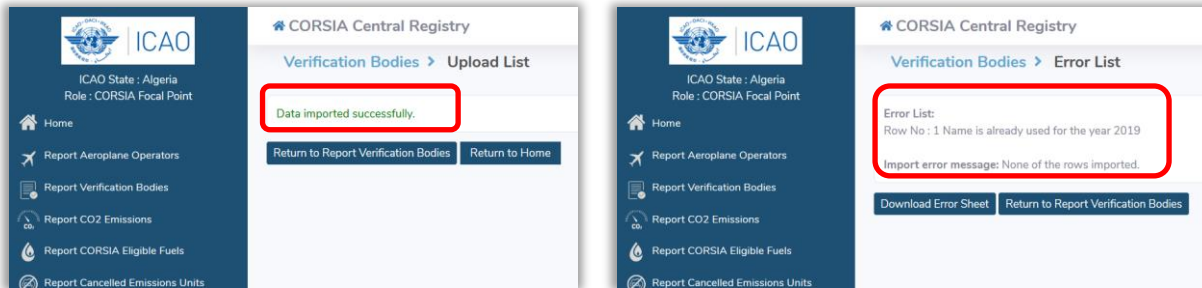


Figure 4-12: Confirm the information to be imported



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 first stage of the import process, the CCR will check for:

- Wrong spelling of the entries in the ‘ICAO State’ and ‘Country’ fields; check the 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 verification is used more than once);
- Verification bodies that have already been imported in the year record.

4.4.2. Edit a Verification Body

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

1. Select ‘**Report Verification Bodies**’ from the main navigation menu.
2. On the ‘*Report Verification Bodies*’ List page, select the year record by clicking on the ‘*pencil icon*’ next to it.
3. Select the ‘**Verification Bodies**’ tab to see the list of verification bodies for the reporting year.
4. Make changes to a verification body:

- a. either 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 4-14);
 - b. or on the verification body web form; click on the *'pencil icon'*, or click on the down arrow and then select **'Edit'** (Figure 4-15) to access the web form (Figure 4-16).
5. Make the necessary changes and click on **'Save'** to store the updated information.

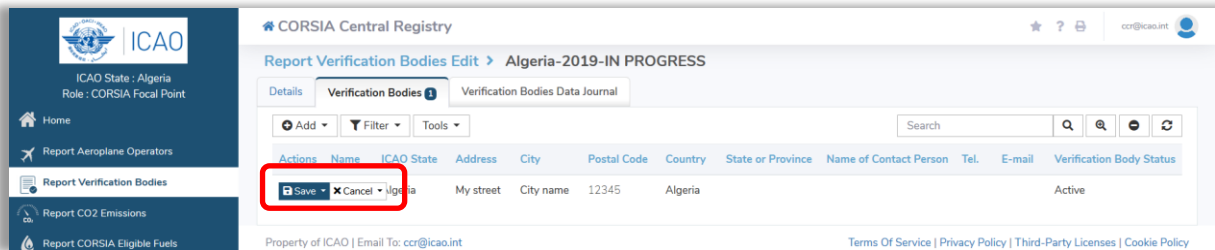


Figure 4-14: Making changes on the grid view

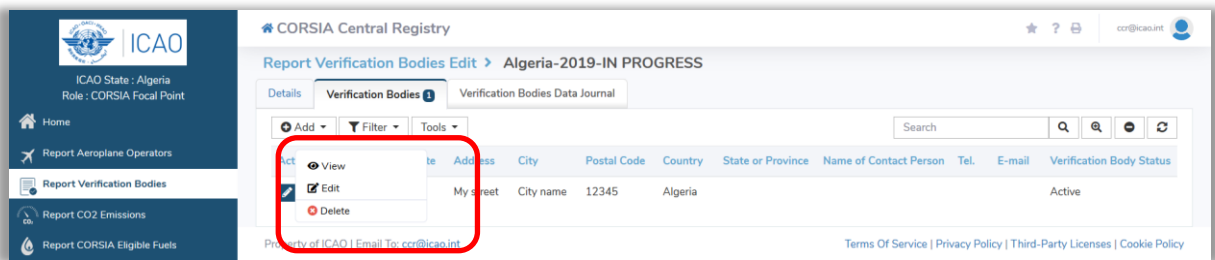


Figure 4-15: Access the Verification Bodies Edit page

Figure 4-16: Web form for a verification body

4.4.3. Delete a Verification Body

To delete a verification body:

1. Select **'Report Verification Bodies'** from the main navigation menu.
2. On the *'Report Verification Bodies'* List page, select the year record you want to access by clicking on the *'pencil icon'* next to it.
3. Select the **'Verification Bodies'** tab to see the list of verification bodies for the reporting year.
4. 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 4-15).
5. 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).

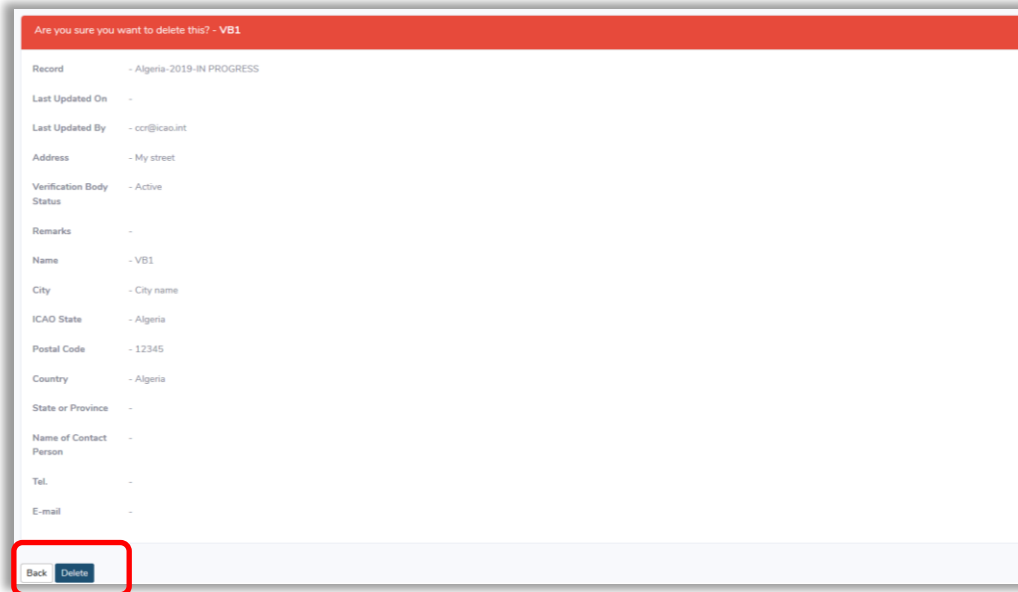


Figure 4-17: Verification Body delete confirmation



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

4.5. Change the Status of a Year Record

To change the status of a year record for verification bodies:

1. Select **'Report Verification Bodies'** from the main navigation menu.
2. On the *'Report Verification Bodies'* List page, select the year record you want to access by clicking on the *'pencil icon'* next to it.
3. Select the **'Details'** tab.
4. In the *'Data Status'* area at the bottom of the tab (Figure 4-18), click on the Data Status field to see the available options.
5. Select the desired data status option.
6. Click on **'Save'**.

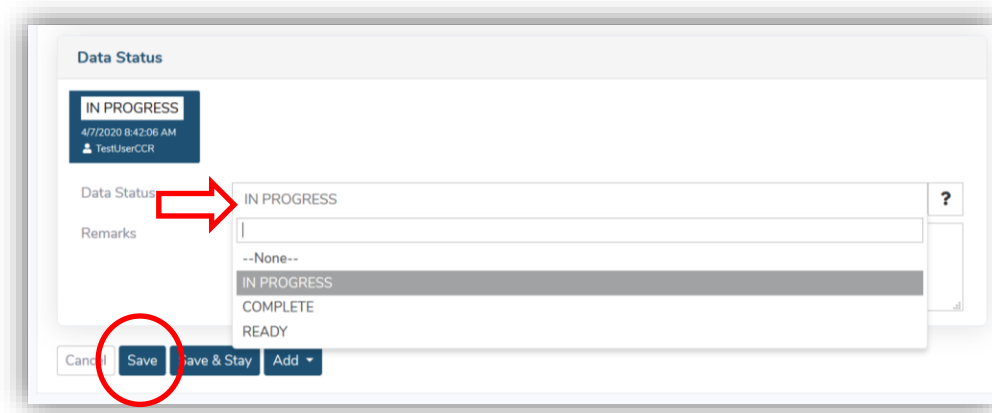


Figure 4-18: Changing the status of a year record

The status of a year record for verification bodies can be changed by different users. In summary (also see Table 4-3):

- The status of a new year record is automatically set to IN PROGRESS.
 - Both a CFP and a STU can add and edit information and data in such a year record.
- When adding or editing information and data has been completed, the CFP or the STU changes the status of a year record from IN PROGRESS to COMPLETE.
 - This status change will make the year record *'read-only'* for the STU (no changes can be made); the CFP can continue to make changes.
 - The CFP changes the status of the year record from COMPLETE to IN PROGRESS if the STU has to make further changes.
- To submit a year record to ICAO, the CFP changes the status from COMPLETE to READY.
 - This status change will make the year record *'read-only'* for the CFP (no changes can be made).
- The ISU changes the status of the year record from READY to LOCKED if no further edits are needed.
 - A LOCKED year record can be used for the preparation of ICAO CORSIA documents.
 - The ISU can change the status of a year record from READY to IN PROGRESS if the CFP and the STU have to correct format errors or at the request of the CFP (see Chapter 9).
 - The ISU can change the status of a year record from LOCKED to IN PROGRESS at the request of the CFP (see Chapter 9).

Table 4-3: Changing the status of a year record

Change Status		By CCR User	Notes
From	To		
IN PROGRESS	COMPLETE	STU or CFP	Adding/Editing information has been completed
COMPLETE	IN PROGRESS	CFP	The STU needs to make changes to the year record
COMPLETE	READY	CFP	Submit year record to ICAO
READY	IN PROGRESS	ISU	The CFP/STU need to make changes to the year record <i>(because of format errors or at the request of the CFP)</i>
READY	LOCKED	ISU	Year record to be used for the preparation of ICAO CORSIA documents
LOCKED	IN PROGRESS	ISU	The CFP/STU need to make changes to the year record <i>(only at the request of the CFP)</i>



5. REPORTING ON CO₂ EMISSIONS FOR 2019 AND 2020

In this chapter, you will find general information about reporting on CO₂ emissions per State pair for the years 2019 and 2020 (section 5.1), an overview of the ‘*Report CO₂ Emissions*’ List page (section 5.2), and instructions on how to:

- create a new year record for CO₂ emissions (section 5.3);
- add, edit or delete CO₂ emissions (section 5.4); and
- submit to ICAO by changing the status of a year record (section 5.5).



The chapter focuses on CO₂ emission for the baseline period of CORSIA (years 2019 and 2020). Instructions on how to report CO₂ emissions for the years 2021 onwards will be 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 CO₂ 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 CO₂ emissions per State pair aggregated for all aeroplane operators attributed to the State (in tonnes)*”.

Each year, you must submit to ICAO (through the CCR) CO₂ emissions for all State pairs for the previous year.

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 CO₂ 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*)*
 - CO₂ 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 CO₂ emissions are considered confidential.



When reporting CO₂ emissions from flights between two States (e.g., State A and State B), you must report CO₂ emissions on each direction (A-B and B-A) as a separate State pair.

5.2. Overview of the ‘Report CO₂ Emissions’ List Page

To upload, and submit to ICAO, CO₂ 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 CO₂ emissions for your State, select ‘**Report CO₂ Emissions**’ from the main navigation menu. The ‘*Report CO₂ Emissions*’ List page displays information in a grid and has two main areas ((1) and (2) in Figure 5-1). For more information on how to search the CCR, refer to Annex B.

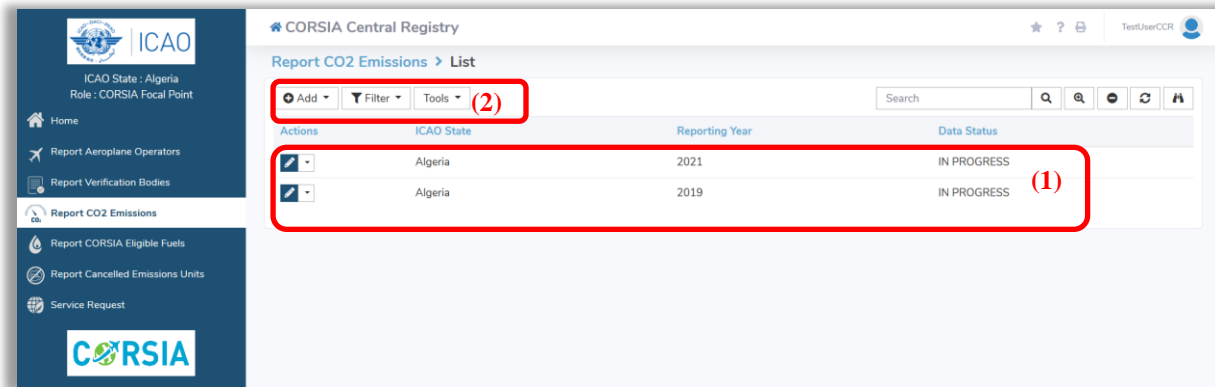


Figure 5-1: The ‘Report CO₂ Emissions’ List page

The main part of a ‘Report CO₂ Emissions’ List page (area (1) in Figure 5-1) contains the existing year records for the reporting area in a grid (table) format. See Annex B on how to sort, and change the number of, the displayed year records.

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 of a year record, but the permission to edit is restricted;
- ‘Edit’: edit the year record by making changes to specific entries of the year record;
- ‘Add’: shortcut to add CO₂ emissions for a State pair in the year record.



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

In area (2) of the ‘Report CO₂ Emissions’ List page, you have access to certain actions through the following three buttons:

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

5.3. Create a Year Record for CO₂ Emissions

Only the **CORSIA Focal Point of your State** can create a new year record for CO₂ emissions. This can be done by creating an empty one.



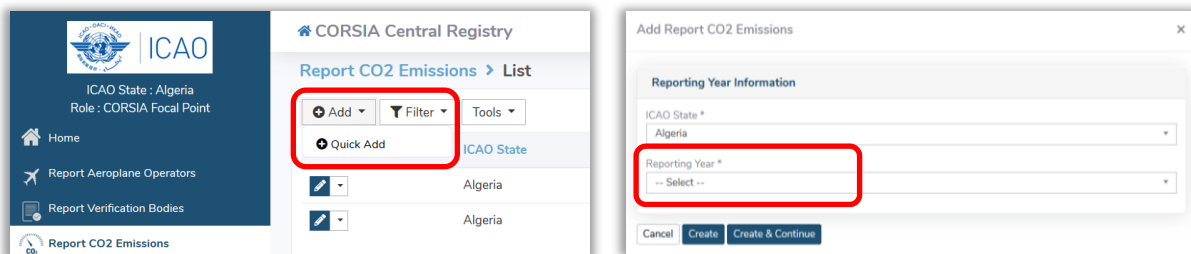
Once you have created a year record, you cannot delete it.

Create an empty new year record:

1. Select **'Report CO₂ Emissions'** from the main navigation menu.
2. On the *'Report CO₂ Emissions'* List page, click on **'Add'** and then select **'Quick Add'** (Figure 5-2A).
3. In the popup that will appear on your screen (Figure 5-2B), use the dropdown list to select the **'Reporting Year'** for the new year record.
4. Click on **'Create'** to save the new year record 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 record

5.4. Add, Edit or Delete CO₂ Emissions

After having created a year record, you can open it by clicking on the ‘pencil icon’ next to it on the grid of the ‘Report CO₂ Emissions’ List page (Figure 5-3).

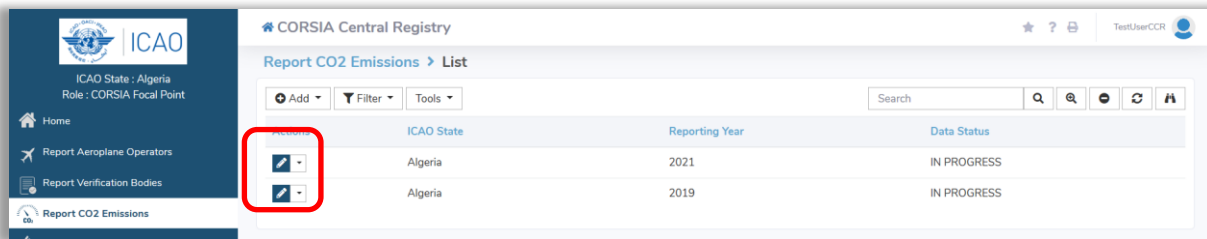


Figure 5-3: Open a year record by clicking on the ‘pencil icon’

When you open a year record, you will see the page shown in Figure 5-4, which has four tabs:

- ‘Details’ displays the ‘Reporting Year Information’, ‘Total CO₂ Emissions (in tonnes)’, and ‘Data Status’; note that the fields ‘ICAO State’ and ‘Reporting Year’ are read-only and cannot be changed; the field ‘Total CO₂ Emissions’ is automatically calculated based on data inserted in the ‘CO₂ Emissions (State Pairs)’ tab; you will need to change the ‘Data Status’ of the year record as you move through the CCR dataflow process (Figure 5-4);
- ‘CO₂ Emissions (State Pairs)’ contains the CO₂ emissions for all State pairs for the reporting year;
- ‘CO₂ Emissions (Aeroplane Operators)’ for 2019 and 2020 this tab is not active given that States do not have to provide this information;
- ‘CO₂ Emissions Data Journal’ provides a complete record of all actions (add, edit, view, delete) by all users who have accessed this year record over time (Figure 5-5).



For 2019 and 2020, the ‘Details’ tab provides only one total for the CO₂ 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 CO₂ emissions for individual aeroplane operators.

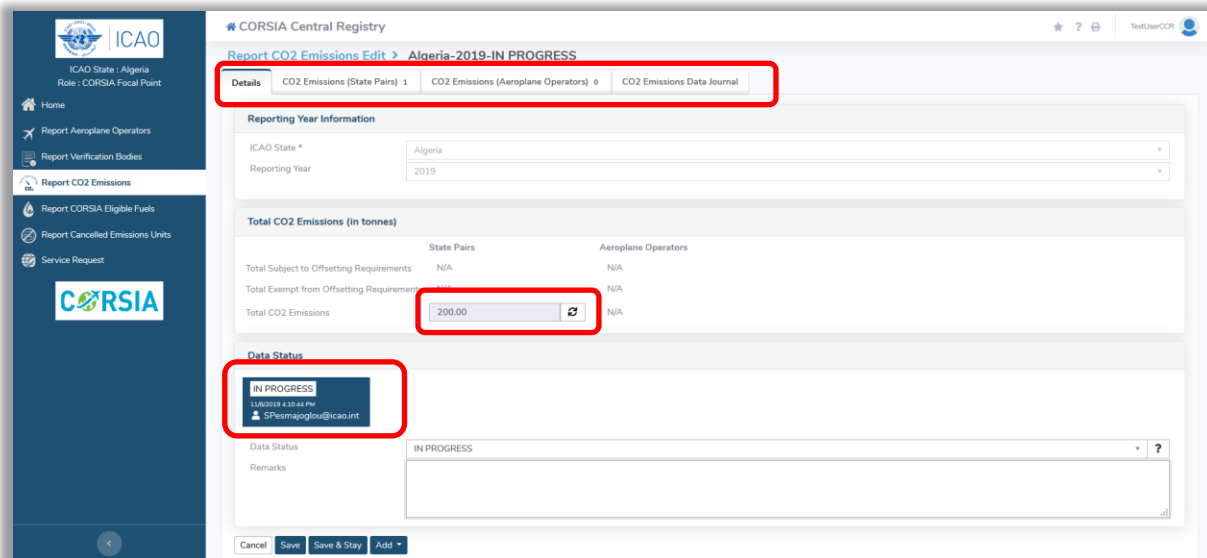


Figure 5-4: The 'Details' tab for a CO₂ emissions year record

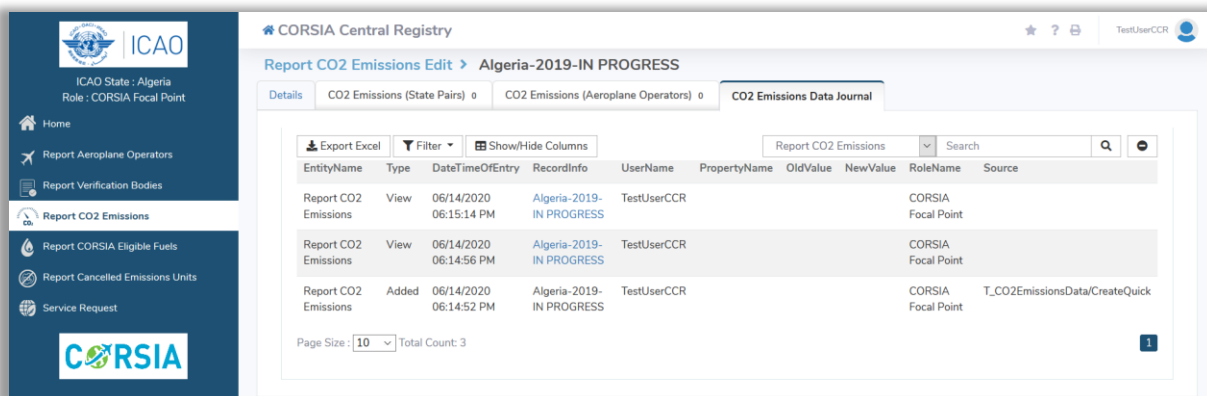


Figure 5-5: The 'CO₂ Emissions Data Journal' tab

5.4.1. Add CO₂ Emissions for a State Pair

There are two options to add CO₂ 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.

Please note that these 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 CO₂ emissions reported by all aeroplane operators on each State pair.

Option 1: Manual entry

To manually add CO₂ emissions for a State pair:

1. Select '**Report CO₂ Emissions**' from the main navigation menu.
2. On the '*Report CO₂ Emissions*' List page, select the year record by clicking on the '*pencil icon*' next to it.
3. Select the '**CO₂ Emissions (State Pairs)**' tab of the year record.
4. Click on '**Add**' and then select '**Full Add**' (see Figure 5-6).
5. In the web form that will appear on your screen (Figure 5-7), fill in the CO₂ emissions details; Table 5-2 provides information on each field of the web form. All mandatory fields must be filled in; not mandatory fields can be left empty.
6. 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 CO₂ emissions for all State pairs in the year record.

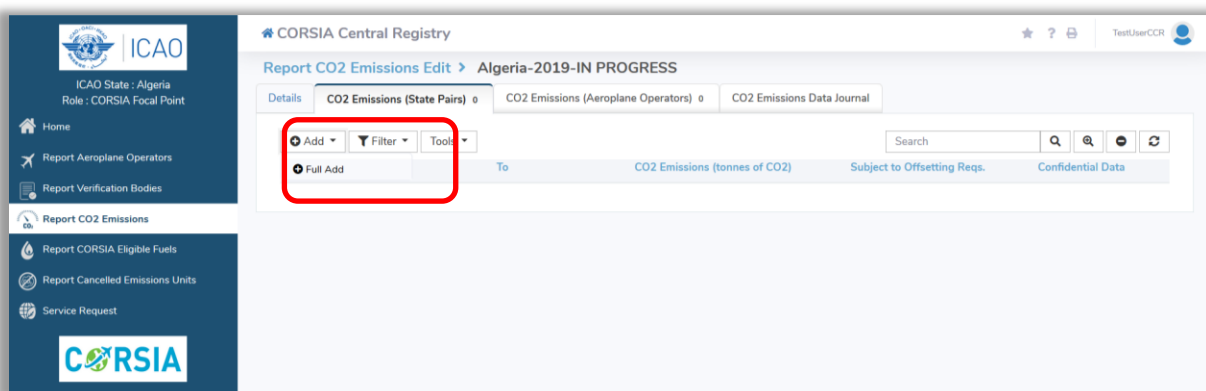


Figure 5-6: Add CO₂ emissions for a State pair

Figure 5-7: Web form to enter CO₂ emissions for a State Pair

Table 5-2: Brief description and notes for the fields of CO₂ emissions per State pair web form

Field	Brief description	Notes
From*	Name of departing State	Select the State name from the dropdown list; it cannot be the same as the arrival State
To*	Name of arrival State	Select the State name from the dropdown list; it cannot be the same as the departing State
CO ₂ Emissions (tonnes of CO ₂)*	Numeric value in tonnes of CO ₂	The value must be positive, equal to, or larger than 0.01, and you can provide up to two decimal points; <u>use a point (.) to separate decimal points</u> ; do not use a separator for thousands or a comma (,) to separate decimal points; example of correct format: 12345.67
Confidential data	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 CO₂ emissions from domestic flights. Therefore, the name of the States in the 'From' (Departing State) and 'To' (Arrival State) fields cannot be the same.

Import Information from a CSV file

To avoid entering CO₂ emissions for each State pair separately, you can import the information for all State pairs 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	B	C	D
1	From	To	CO ₂ Emissions (tonnes of CO ₂)	Confidential Data
2				

Figure 5-8: Standard columns for the CSV file for importing CO₂ 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:

1. Select **'Report CO₂ Emissions'** from the main navigation menu.
2. On the *'Report CO₂ Emissions'* List page, select the year record by clicking on the *'pencil icon'* next to it.
3. Select the **'CO₂ Emissions (State Pairs)'** tab of the year record.
4. Click on **'Tools'** and then select **'Import CSV'** (Figure 5-9)
5. 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.
6. Once you have located the CSV file, select it, and click on **'Upload'**.

7. The information will be imported in a two-stage process:
 - A. During the first stage, the CCR will read the CSV file and will display the entries on your screen (Figure 5-11):
 - i. if the information is correct, click on '**Confirm & Continue Import**' to proceed to the second stage of the import process;
 - ii. 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.
 - B. During the second stage of the import process, the CCR will perform further data checks (see troubleshooting sub-section below):
 - i. 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 CO₂ Emissions**' or '**Return to Home**' to go back to the '*Report CO₂ Emissions*' List page or the Home page, respectively;
 - ii. 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 CO₂ Emissions per State pair from a CSV file

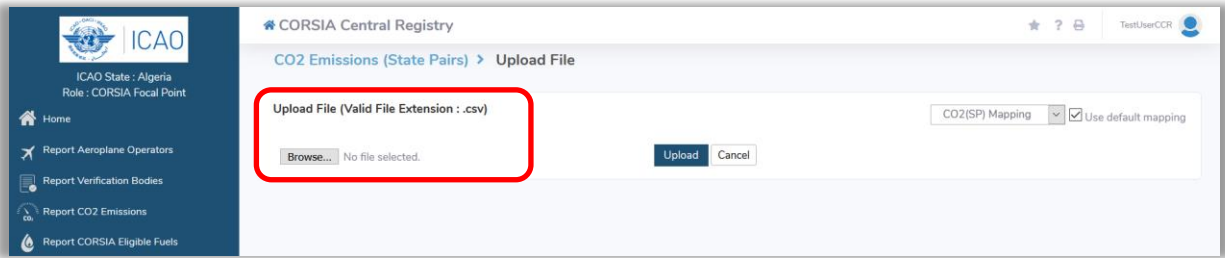


Figure 5-10: Upload file screen

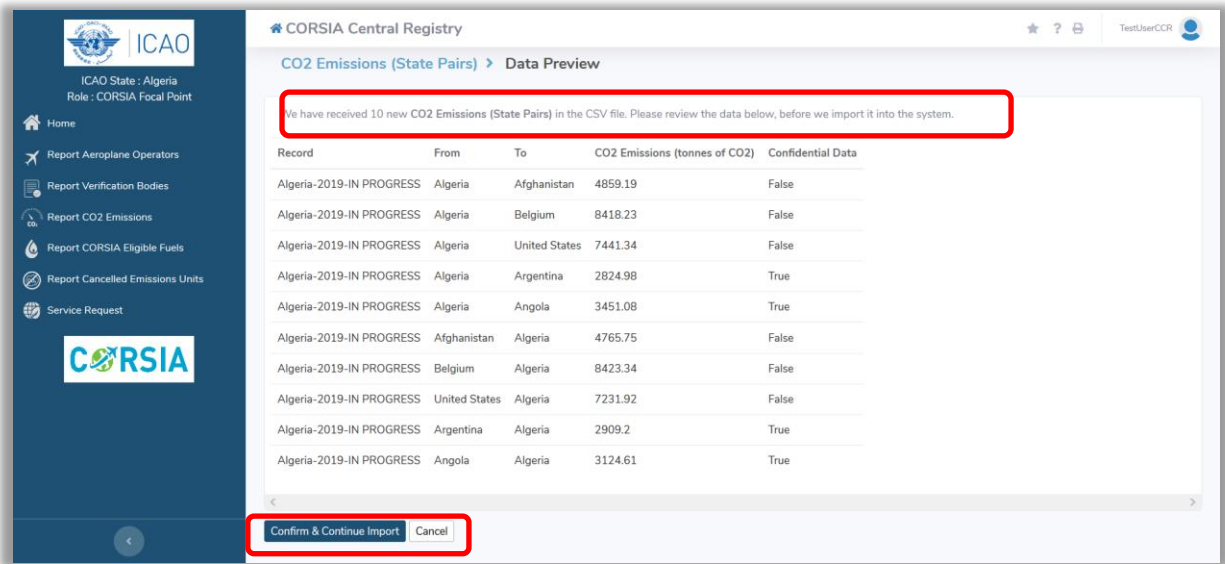
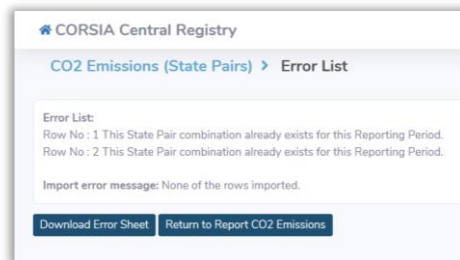
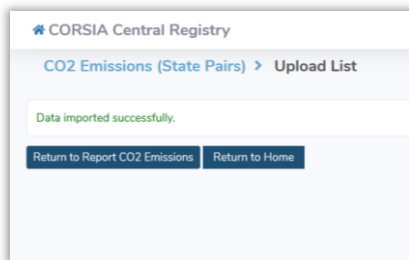


Figure 5-11: Confirm the information to be imported



The first column in Figure 5-11 (**Record**) is automatically created and cannot be changed; it connects the CO₂ 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;
- CO₂ 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;
- CO₂ 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 record;
- The use of the same State name in both the 'From' and 'To' columns (i.e., domestic pair).

5.4.2. Edit CO₂ Emissions for a State Pair

After having added CO₂ emissions for State pairs, you can edit this information if changes need to be made. If the year record was created by copying an existing one, you will see the list of State pairs, but the CO₂ emissions field will be empty. To edit the CO₂ emissions for a State pair:

1. Select '**Report CO₂ Emissions**' from the main navigation menu.
2. On the '*Report CO₂ Emissions*' List page, select the year record by clicking on the '*pencil icon*' next to it.
3. Select the '**CO₂ Emissions (State Pairs)**' tab to see the list of State pairs for the reporting year.
4. Option 1:
 - a. Click anywhere on the State pair row on the grid; the popup shown in Figure 5-13 will appear on your screen.
 - b. Make the necessary changes and click on '**Save & Close**' to store the updated information and close the popup.

Option 2:

- a. Click on the ‘pencil icon’ next to the State pair or click on the down arrow and then select ‘Edit’ to access the CO₂ emissions for State pairs web form (Figure 5-14).
- b. 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 5.4.3) and add again with the correct information.



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 5-13: Popup for CO₂ emissions on a State pair

The screenshot shows the 'CORSIA Central Registry' interface. The main heading is 'CO2 Emissions (State Pairs) Edit > Algeria-2019-IN PROGRESS-Angola-Algeria'. Below this, there are two tabs: 'Details' and 'CO2 Emissions (State Pairs) Journal'. The 'Details' tab is active. The form is divided into two main sections: 'Enter CO2 Emissions Data (in tonnes)' and 'Record Updates'. In the 'Enter CO2 Emissions Data' section, there are fields for 'From *' (Angola), 'To *' (Algeria), 'CO2 Emissions (tonnes of CO2)' (3124.61), 'Subject to Offsetting Reqs.' (N/A), and a 'Confidential Data' checkbox which is checked. The 'Record Updates' section shows 'Created By' (TestUserCCR), 'Created On' (06/14/2020 06:47 PM), 'Last Updated By' (TestUserCCR), and 'Last Updated On'. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save & Stay'.

Figure 5-14: Web form to edit the CO₂ emissions for a State pair

5.4.3. Delete CO₂ Emissions for a State Pair

To delete CO₂ Emissions for a State Pair:

1. Select '**Report CO₂ Emissions**' from the main navigation menu.
2. On the '*Report CO₂ Emissions*' List page, select the year record you want to access by clicking on the '*pencil icon*' next to it.
3. Select the '**CO₂ Emissions (State Pairs)**' tab to see the list of State pairs for the reporting year.
4. 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).
5. 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).

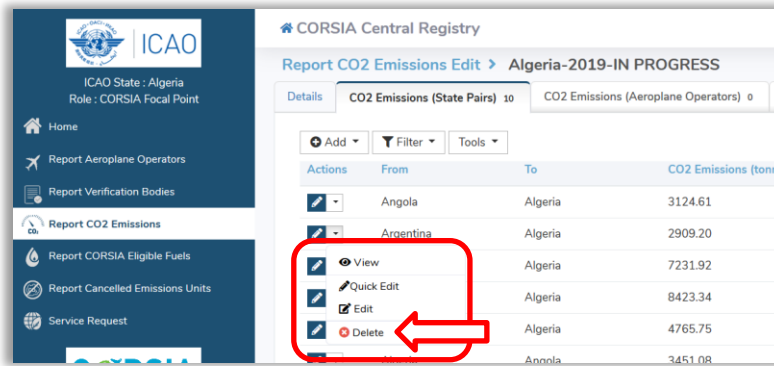


Figure 5-15: Web form to edit

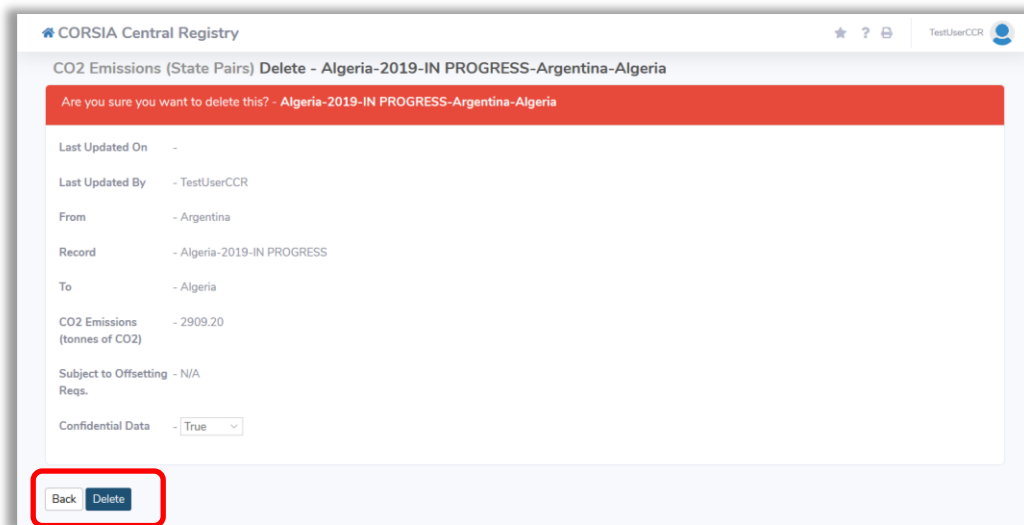


Figure 5-16: CO₂ Emissions delete confirmation



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

5.5. Change the Status of a Year Record

To change the status of a CO₂ emissions year record:

1. Select **'Report CO₂ Emissions'** from the main navigation menu.
2. On the **'Report CO₂ Emissions'** List page, select the year record you want to access by clicking on the **'pencil icon'** next to it.

3. Select the **'Details'** tab.
4. In the 'Data Status' area at the bottom of the tab (Figure 5-17), click on the Data Status field to see the available options.
5. Select the desired data status option.
6. Click on **'Save'**.

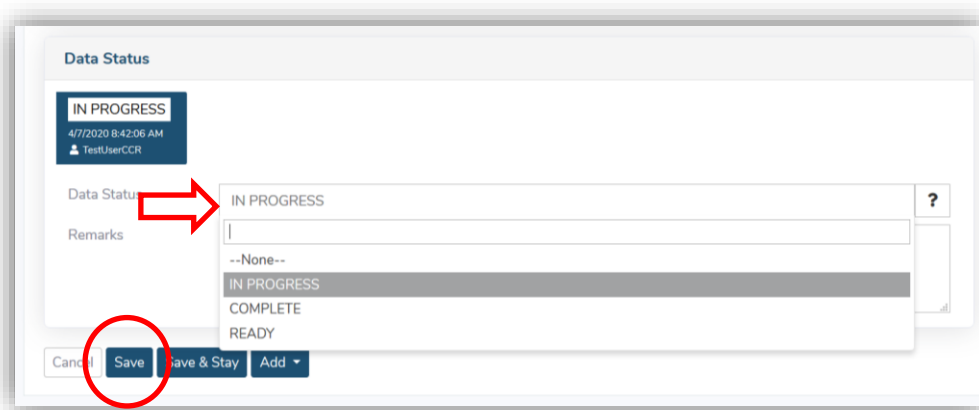


Figure 5-17: Changing the status of a year record

The status of a year record for CO₂ emissions can be changed by different users. In summary (also see Table 5-3):

- The status of a new year record is automatically set to **IN PROGRESS**.
 - Both a CFP and a STU can add and edit information and data in an **IN PROGRESS** year record.
- When adding or editing information and data has been completed, the CFP or the STU changes the status of a year record from **IN PROGRESS** to **COMPLETE**.
 - This status change will make the year record 'read-only' for the STU (no changes can be made); the CFP can continue to make changes.
 - The CFP can change the status of the year record from **COMPLETE** to **IN PROGRESS** if the STU has to make further changes.
- To submit a year record to ICAO, the CFP changes the status from **COMPLETE** to **READY**.
 - This status change will make the year record 'read-only' for the CFP (no changes can be made).

- The ISU changes the status of the year record from READY to LOCKED if no further edits are needed.
 - A LOCKED year record can be used for the preparation of ICAO CORSIA documents.
 - The ISU can change the status of a year record from READY to IN PROGRESS if the CFP and the STU have to correct format errors or at the request of the CFP (see Chapter 9).
 - The ISU can change the status of a year record from LOCKED to IN PROGRESS at the request of the CFP (see Chapter 9).

Table 5-3: Changing the Status of a Year Record

Change Status		By CCR User	Notes
From	To		
IN PROGRESS	COMPLETE	STU or CFP	Adding/Editing information has been completed
COMPLETE	IN PROGRESS	CFP	The STU needs to make changes to the year record
COMPLETE	READY	CFP	Submit year record to ICAO
READY	IN PROGRESS	ISU	The CFP/STU need to make changes to the year record <i>(because of format errors or at the request of the CFP)</i>
READY	LOCKED	ISU	Year record to be used for the preparation of ICAO CORSIA documents
LOCKED	IN PROGRESS	ISU	The CFP/STU need to make changes to the year record <i>(only at the request of the CFP)</i>

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6. REPORTING ON CO₂ EMISSIONS FOR 2021 AND BEYOND



Instructions on how to report on CO₂ Emissions for the year 2021 and beyond will be provided in a future edition of this manual.

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7. REPORTING ON CORSIA ELIGIBLE FUELS



Instructions on how to report on CORSIA Eligible Fuels will be provided in a future edition of this manual.

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8. REPORTING ON CANCELLED EMISSIONS UNITS



Instructions on how to report on Cancelled Emissions Units will be provided in a future edition of this manual.

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9. SERVICE REQUEST

This Chapter is only relevant for CORSIA Focal Points

In this chapter, you will find general information about service requests (section 9.1), an overview of the ‘Service Request’ List 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 (see Table 9-1 and its accompanying notes). The general CCR process for a service request (Figure 9-1) involves the following steps:

1. The CFP creates a service request.
 - The status of the service request is automatically set to ‘**New**’ and it is submitted to the ISU.
2. 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**’.
3. 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.
4. 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.

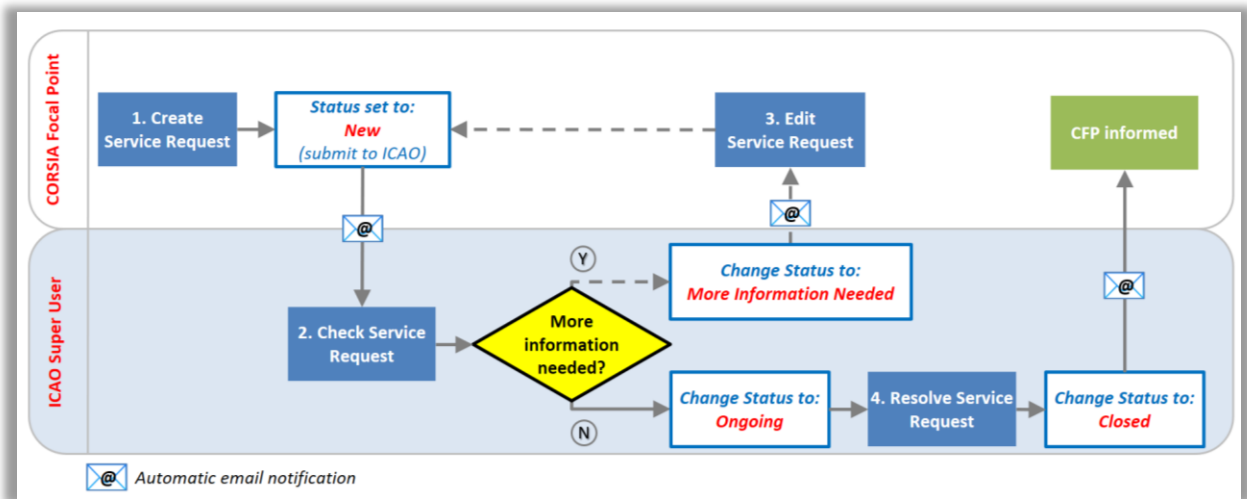


Figure 9-1: General dataflow process for a service request (the numbers 1-4 correspond to the steps explained above)

Table 9-1: Brief description of service request types

Service Request Type	Description
Data Upload Request	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 record or to upload a CSV file
Release Data with Status READY	Request the ISU to “release” a year record that was submitted to ICAO (the status of such a record would be ‘READY’) for further editing
Unlock Submitted Data	Request the ISU to “unlock” a year record that was submitted to ICAO and has been processed by the ISU (the status of such a record would be ‘LOCKED’) for further editing
Change CORSIA Focal Point	Inform the ISU that there will be a change in the CORSIA Focal Point of the ICAO State – For information purposes only
Change Participation Status	Inform the ISU that the ICAO State has decided to voluntarily participate in CORSIA – For information purposes only
Other	Any other request to the ISU (not specified)

Regarding Table 9-1, please note the following:

1. 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 record 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.
2. For the service requests ‘Change CORSIA Focal Point’ and ‘Change Participation Status’, ICAO will not take any action until an official notification from the ICAO State has been submitted through official channels (e.g., response to a State letter).

9.2. Overview of the ‘Service Request’ List Page

To access the service request area of the CCR, select ‘**Service Request**’ from the main navigation menu. The ‘*Service Request*’ List page (Figure 9-2) has two main areas ((1) and (2) in Figure 9-2). For more information on how to search the CCR, refer to Annex B.

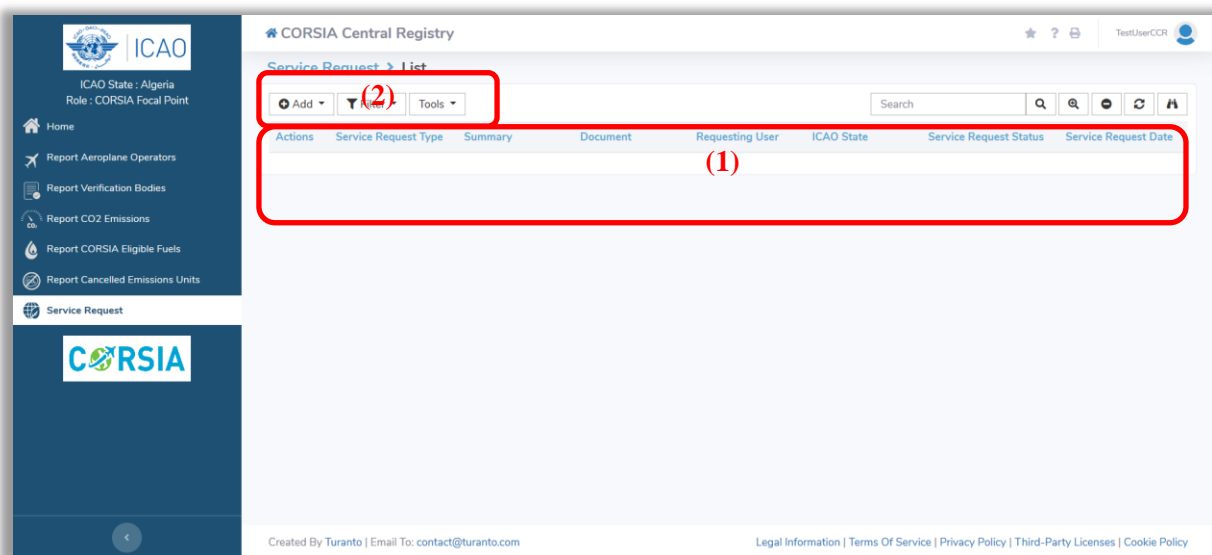


Figure 9-2: The ‘Service Request’ List page

The main part of a ‘*Service Request*’ List page (area (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 List 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 area **(2)** of the *'Service Request'* List page, there are three buttons (**'Add'**, **'Filter'**, **'Tools'**) 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:

1. Select **'Service Request'** from the main navigation menu.
2. On the *'Service Request'* List page, click on **'Add'** and then select **'Full Add'** (Figure 9-3).
3. On the web form that will appear on your screen:
 - a) use the dropdown list to select the type of the service request (Figure 9-4);
 - b) 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;
 - c) 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).
4. Click on **'Create'** to save the service request and submit it to the ISU.



You can also create a service request if you click on 'Add' and then select 'Quick Add'. In this case a popup will appear on your screen in which you can select the type of the service request, and, if needed, provide a brief description.

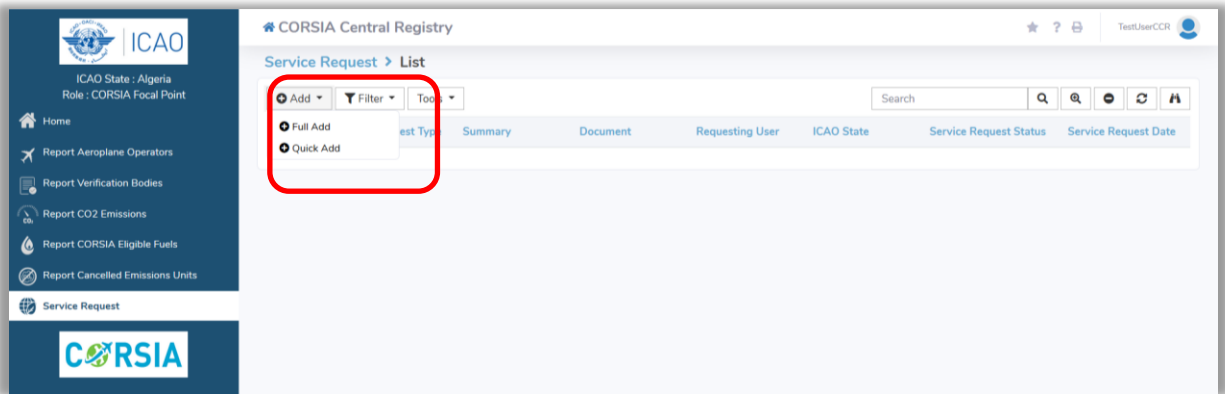


Figure 9-3: Click on 'Add' and select 'Full Add' to create a service request

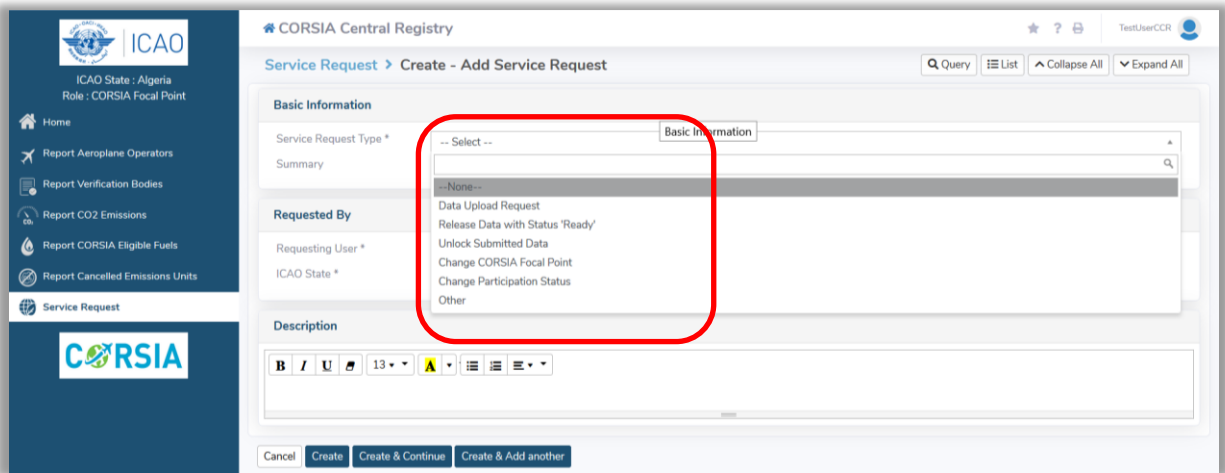


Figure 9-4: Select the type of the service request from the dropdown list

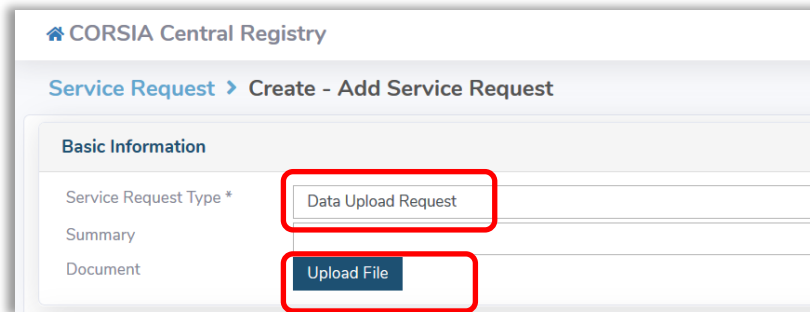


Figure 9-5: For a 'Data Upload Request', you can provide a file by clicking on 'Upload File'

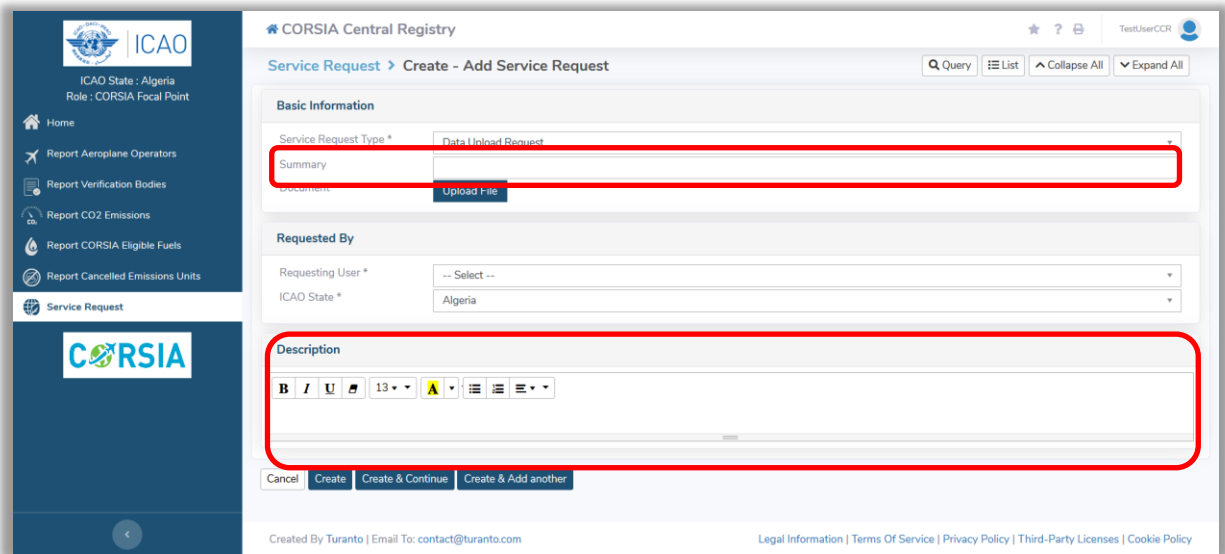


Figure 9-6: Add additional comments for a service request in the 'Description' field

9.4. Add Information to a Service Request

After having created a service request, and **prior to its resolution**, you can edit it as follows:

1. Select the service request from the 'Service Request' List page by clicking on the 'pencil icon' next to it.
 - If the ISU has requested more information, select the 'Notes' tab to access any comments from the ISU (Figure 9-7).
2. Add the missing information or make any other necessary modifications; you can also provide further explanations by adding a note (Figure 9-8).
3. 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'.
4. Click on 'Save' to re-submit the service request to the ISU.

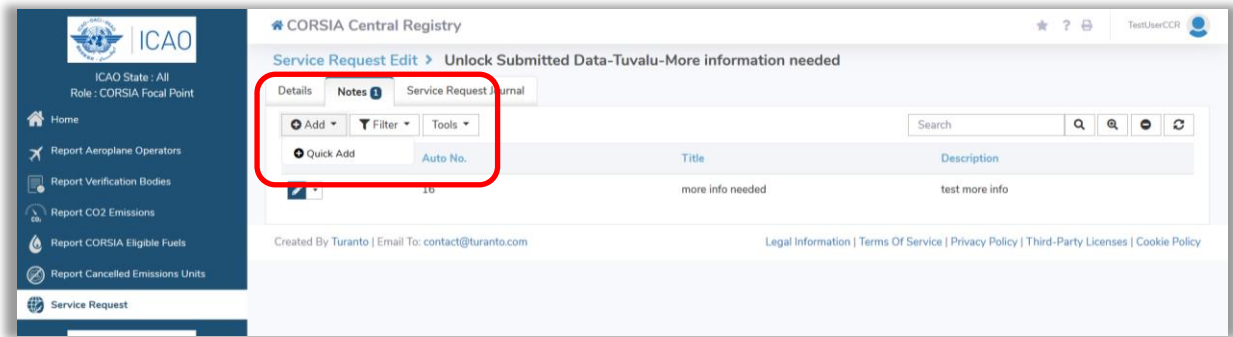


Figure 9-7: The 'Notes' tab of the service request

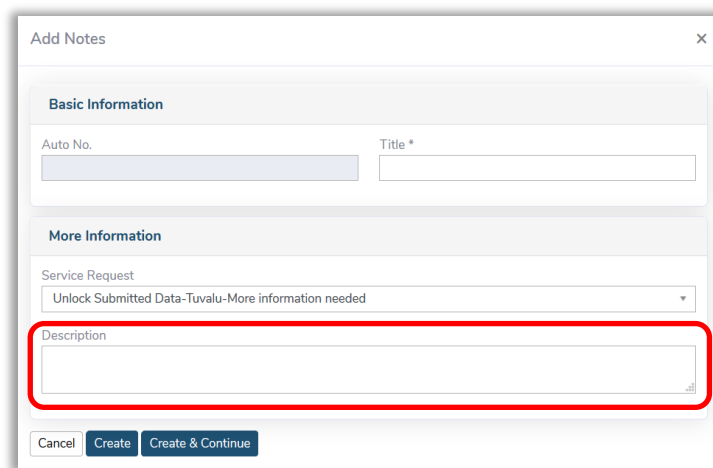


Figure 9-8: Popup window to add a note on the service request

After the service request has been resolved, the ISU will change its status to **'Closed'**. 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**, as follows:

1. Select the service request from the *'Service Request'* List page by clicking on the *'pencil icon'* next to it.
2. Change the status of the service request to **'Withdrawn'** (Figure 9-9).
3. Click on **'Save'**.

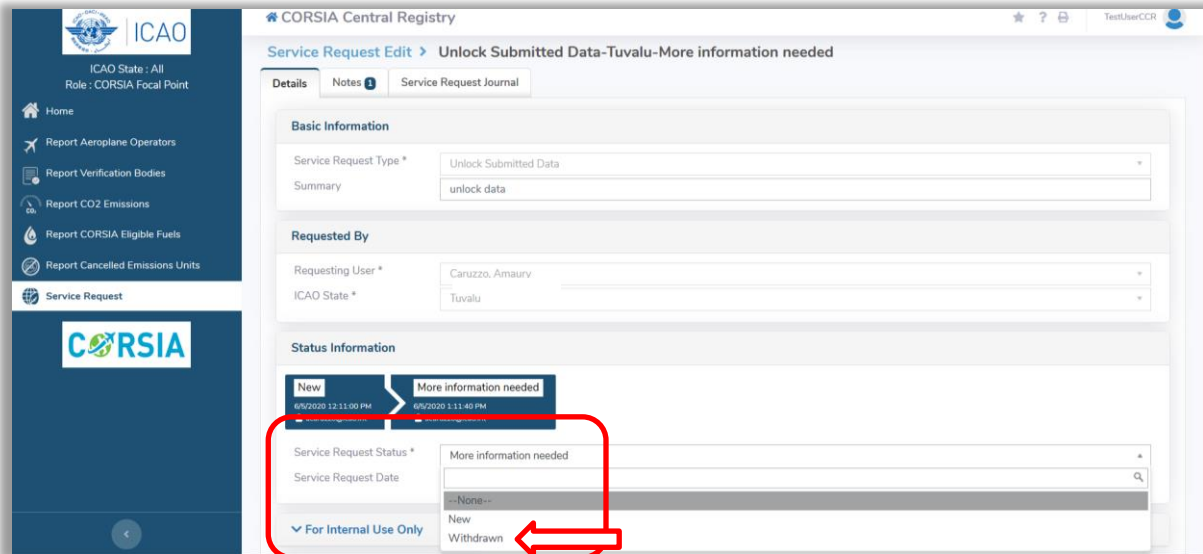


Figure 9-9: Cancel a service request by changing its status to ‘Withdrawn’



When you withdraw a service request, it is not deleted from your account, but it is archived for future reference.

ANNEX A: Official List of ICAO Member States

Reference: <https://www.icao.int/MemberStates/Member%20States.English.pdf>

Total: 193 – Last update: April/2019

Afghanistan	Brunei Darussalam
Albania	Bulgaria
Algeria	Burkina Faso
Andorra	Burundi
Angola	Cabo Verde
Antigua and Barbuda	Cambodia
Argentina	Cameroon
Armenia	Canada
Australia	Central African Republic
Austria	Chad
Azerbaijan	Chile
Bahamas	China
Bahrain	Colombia
Bangladesh	Comoros
Barbados	Congo
Belarus	Cook Islands
Belgium	Costa Rica
Belize	Côte d'Ivoire
Benin	Croatia
Bhutan	Cuba
Bolivia (Plurinational State of)	Cyprus
Bosnia and Herzegovina	Czechia
Botswana	Democratic People's Republic of Korea
Brazil	Democratic Republic of the Congo

Denmark	Iceland
Djibouti	India
Dominica	Indonesia
Dominican Republic	Iran (Islamic Republic of)
Ecuador	Iraq
Egypt	Ireland
El Salvador	Israel
Equatorial Guinea	Italy
Eritrea	Jamaica
Estonia	Japan
Eswatini	Jordan
Ethiopia	Kazakhstan
Fiji	Kenya
Finland	Kiribati
France	Kuwait
Gabon	Kyrgyzstan
Gambia	Lao People's Democratic Republic
Georgia	Latvia
Germany	Lebanon
Ghana	Lesotho
Greece	Liberia
Grenada	Libya
Guatemala	Lithuania
Guinea	Luxembourg
Guinea-Bissau	Madagascar
Guyana	Malawi
Haiti	Malaysia
Honduras	Maldives
Hungary	Mali

Malta	Philippines
Marshall Islands	Poland
Mauritania	Portugal
Mauritius	Qatar
Mexico	Republic of Korea
Micronesia (Federated States of)	Republic of Moldova
Monaco	Romania
Mongolia	Russian Federation
Montenegro	Rwanda
Morocco	Saint Kitts and Nevis
Mozambique	Saint Lucia
Myanmar	Saint Vincent and the Grenadines
Namibia	Samoa
Nauru	San Marino
Nepal	Sao Tome and Principe
Netherlands	Saudi Arabia
New Zealand	Senegal
Nicaragua	Serbia
Niger	Seychelles
Nigeria	Sierra Leone
North Macedonia	Singapore
Norway	Slovakia
Oman	Slovenia
Pakistan	Solomon Islands
Palau	Somalia
Panama	South Africa
Papua New Guinea	South Sudan
Paraguay	Spain
Peru	Sri Lanka

Sudan

Suriname

Sweden

Switzerland

Syrian Arab Republic

Tajikistan

Thailand

Timor-Leste

Togo

Tonga

Trinidad and Tobago

Tunisia

Turkey

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

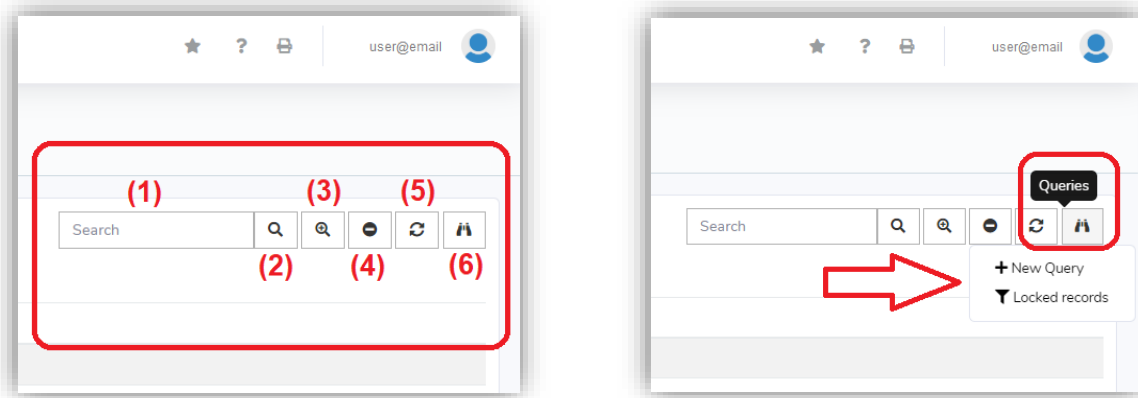
Zambia

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.

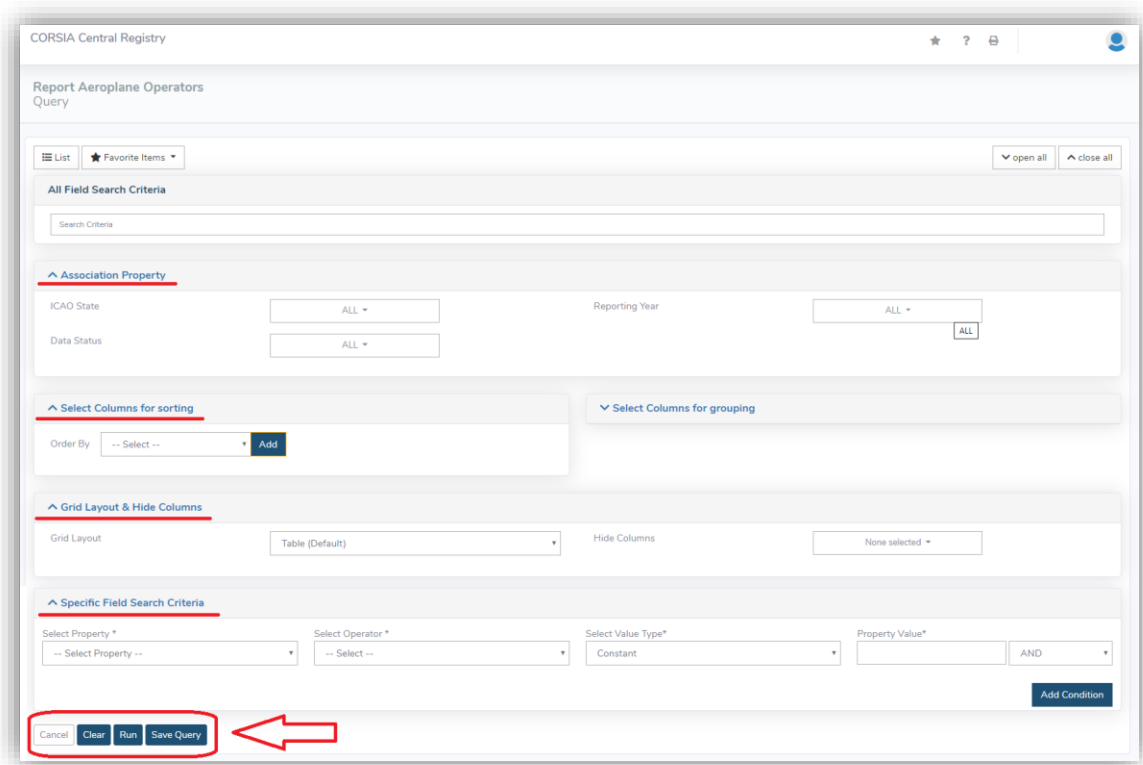


Figure B-2: Queries search options (example for Report Aeroplane Operators)

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.

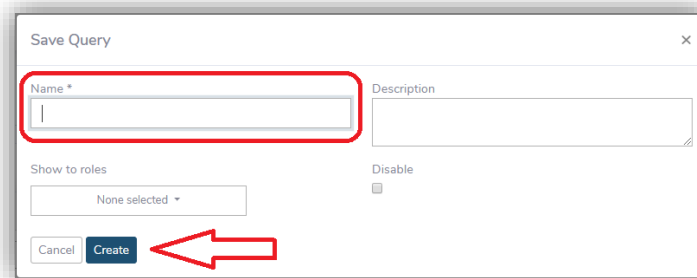


Figure B-3: Save a query by giving it a name and selecting the roles that are allowed to see it

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 (the same process applies to all reporting areas):

1. Select '**Report Aeroplane Operators**' from main navigation menu.
2. On the '*Report Aeroplane Operators*' List page, select a year record by clicking on the '*pencil icon*' next to it.
3. Select the '**Aeroplane Operators**' tab.
4. On the '*Tools*' menu, select either '*Export Excel*' or '*Export CSV*' (Figure B-4).
5. In the popup that will appear on your screen, select where the file will be saved on your computer.
6. Click on '**Save**'.

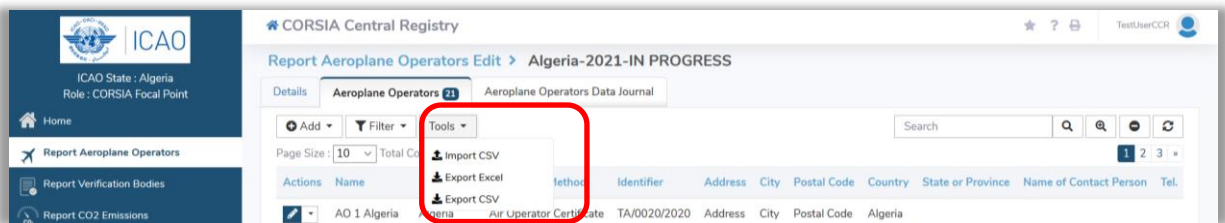


Figure B-4: Export data and information in a specific year record in Excel or CSV format

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).

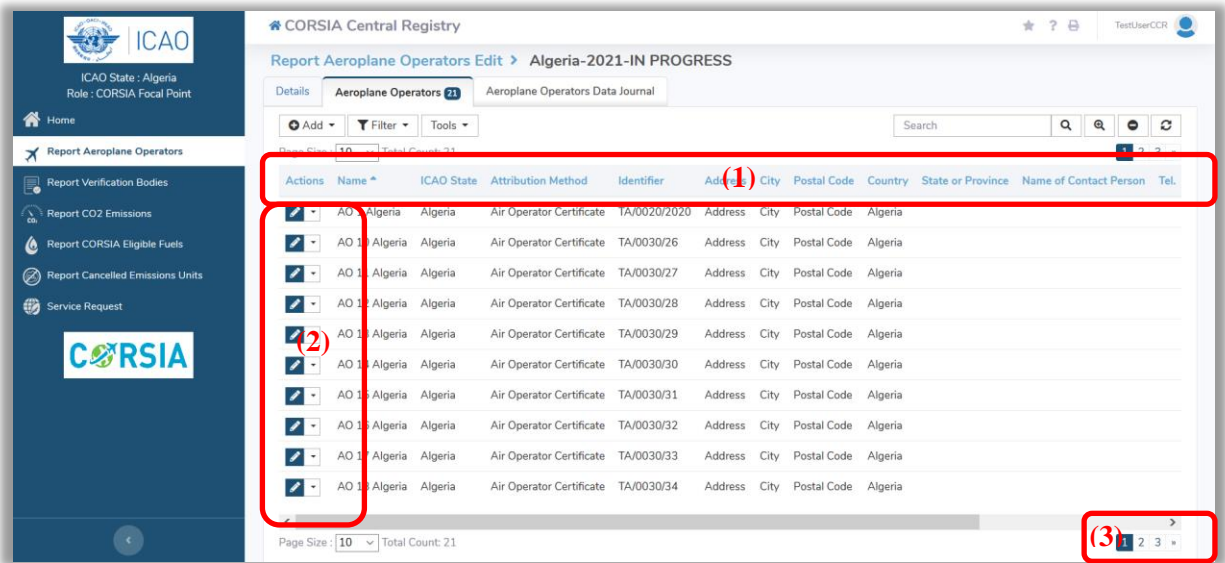


Figure B-5: How to change the visualization on the main dashboard

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).

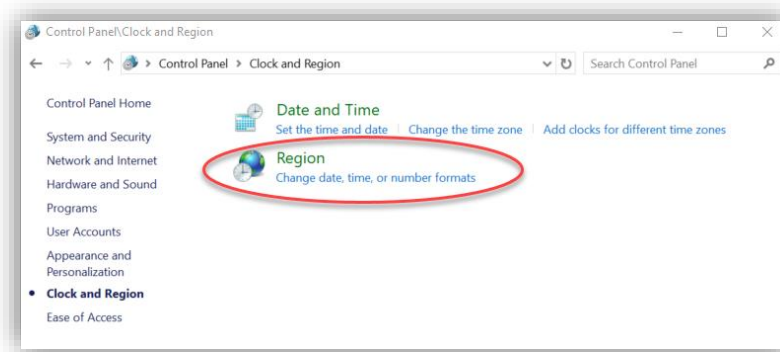
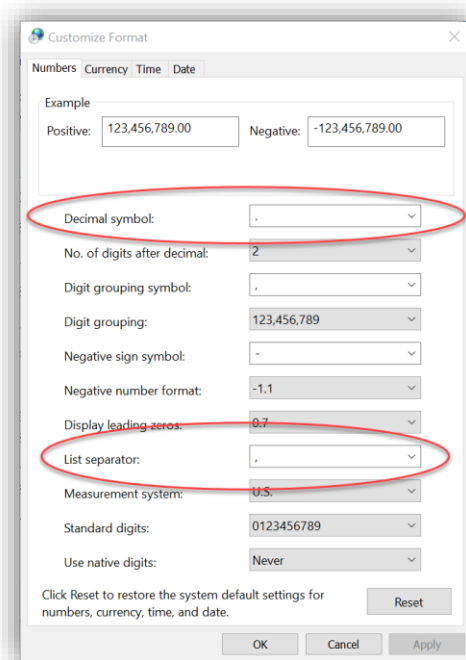
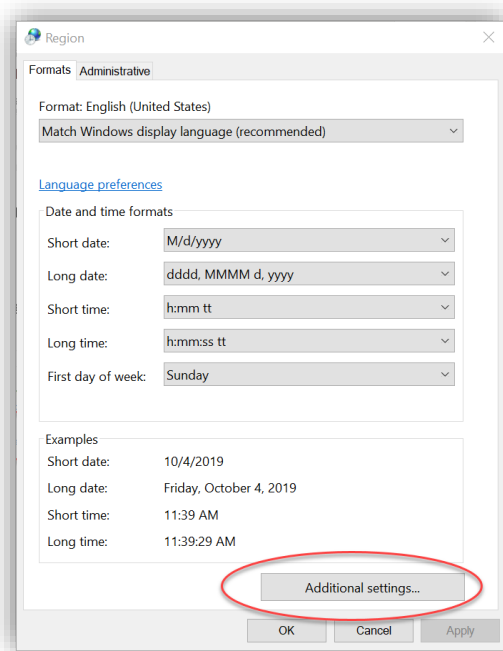


Figure C-1: Panel Control access of MS Windows 10



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. (2018). **Annex 16 — Environmental Protection, Volume IV — Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)**, First Edition, October 2018. Available at <https://store.icao.int/> and as freemium here: <https://www.icao.int/environmental-protection/CORSIA/Pages/ETM-V-IV.aspx>

ICAO, International Civil Aviation Organization. (2019). **Doc 9501, Environmental Technical Manual, Volume IV, Procedures for demonstrating compliance with the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)**, Second Edition, 2019. Available at <https://store.icao.int/> and as freemium here: <https://www.icao.int/environmental-protection/CORSIA/Pages/SARPs-Annex-16-Volume-IV.aspx>