



## GENERAL GUIDANCE PRIOR TO USING THE CCR

### Before you start using the CORSIA Central Registry (CCR), make sure that:

- You have an account on the CCR, and you remember your username and password:
  - If you have forgotten your password, follow the instructions in the CCR Troubleshooting Guide\* to create a new one
  - If you have forgotten your username, contact ICAO at [ccr@icao.int](mailto:ccr@icao.int)
- You have copies of the template (CSV format) for each reporting area of the CCR\*
- You have the list with the official names of all ICAO Member States (see Annex A to CCR User Manual\*)

\* CCR Materials website (supporting documents for CCR users):

<https://www.icao.int/environmental-protection/CORSIA/Pages/ccr-materials.aspx>

### Before you start uploading data on the CCR, make sure that:

- The year record for the reporting year has been created
  - Only the CORSIA Focal Point of your State can create a new year record
- You have all the mandatory information and data for a reporting area (see flipside)
- *For bulk upload:* You have correctly filled in the CSV file with all mandatory information for the reporting area
  - Instructions on how to fill-in the CSV files correctly are provided in the CCR User Manual

### Deadlines to Submit Information and Data to ICAO for a Specific Year (year Y)

#### Aeroplane Operators and Verification Bodies:

- 30 November (year Y); for example, submit the 2022 list of aeroplane operators by 30 November 2022

#### CO<sub>2</sub> Emissions:

- 31 July (year Y+1); for example, submit the 2022 CO<sub>2</sub> emissions by 31 July 2023
- **You must submit the list of aeroplane operators before you upload information on CO<sub>2</sub> emissions**

#### CORSIA Eligible Fuels (CEF):

- For annual reporting: 31 July (year Y+1); for example, submit the 2022 CEF data by 31 July 2023
- For triennial reporting: 31 July of the year following the last year of the three-year compliance cycle; for example, submit the CEF data for the pilot phase (2021-2023) by 31 July 2024

### REPORTING SEQUENCE

#### 30 November (year Y)

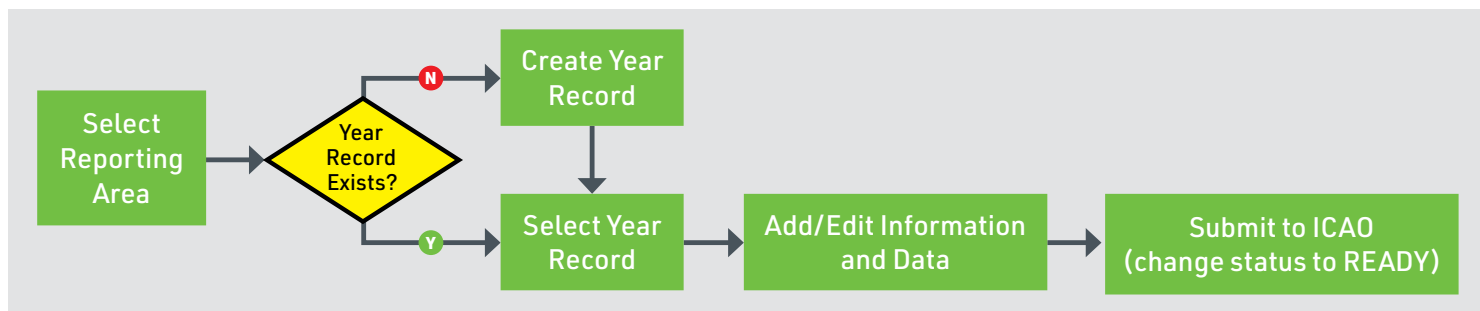
- Report Aeroplane Operators (year Y)
- Report Verification Bodies, if applicable (year Y)



#### 31 July (year Y+1)

- Report CO<sub>2</sub> Emissions (year Y)
- Report CORSIA Eligible Fuels, if applicable (year Y)

# CCR REPORTING PROCESS AND MANDATORY INFORMATION



## Mandatory Information for Aeroplane Operators Attributed to your State

### For each aeroplane operator:

- Name of aeroplane operator
- Attribution method
- Identifier (*depends on attribution method*)
- Address (street name and number)
- City
- Postal code
- Country

## Mandatory Information for Verification Bodies Accredited in your State

### For each verification body:

- Name of verification body

## Mandatory Information for CO<sub>2</sub> Emissions

### For each State pair:

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

### For each aeroplane operator (from 2021 onwards):

- Total CO<sub>2</sub> emissions subject to offsetting requirements
- Total CO<sub>2</sub> emissions not subject to offsetting requirements

\* The CCR automatically determines if emissions on a specific State pair are subject to offsetting requirements based on the CORSIA participation for each State and a specific year

## Mandatory Information for CORSIA Eligible Fuels

### For each batch of CEF claimed:

- Batch number
- Production year\*
- Producer\*\*
- Total mass of neat fuel produced
- Fuel type\*
- Feedstock\*
- Conversion process\*
- Total mass of neat fuel claimed
- Total emissions reductions claimed

\* Options available in a drop-down list

\*\* Unique name; available in a drop-down list, but can be created if it does not exist