USER MANUAL

How to deliver data on the implementation of the Emissions Trading Directive through Reportnet

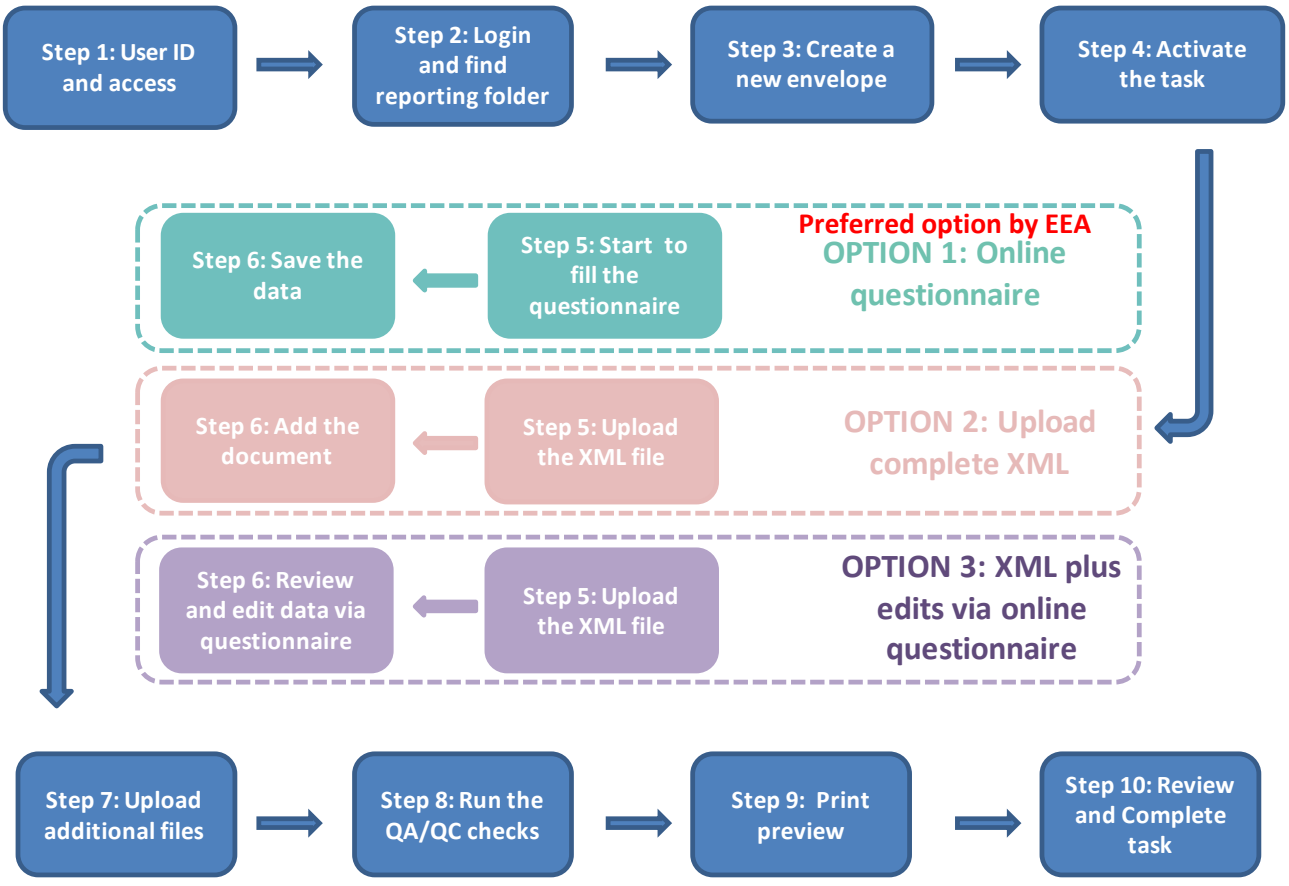
(Information relating to Emission Trading Directive 2003/87/EC Article 21)

These guidelines explain how to use the electronic infrastructure for reporting information to the European Commission in pursuance of Article 21 of the Emissions Trading Directive (2003/87/EC).

How to deliver

All deliveries are provided via the Reportnet Central Data Repository (CDR), which is maintained by the European Environment Agency (EEA).

Summary of the delivery process



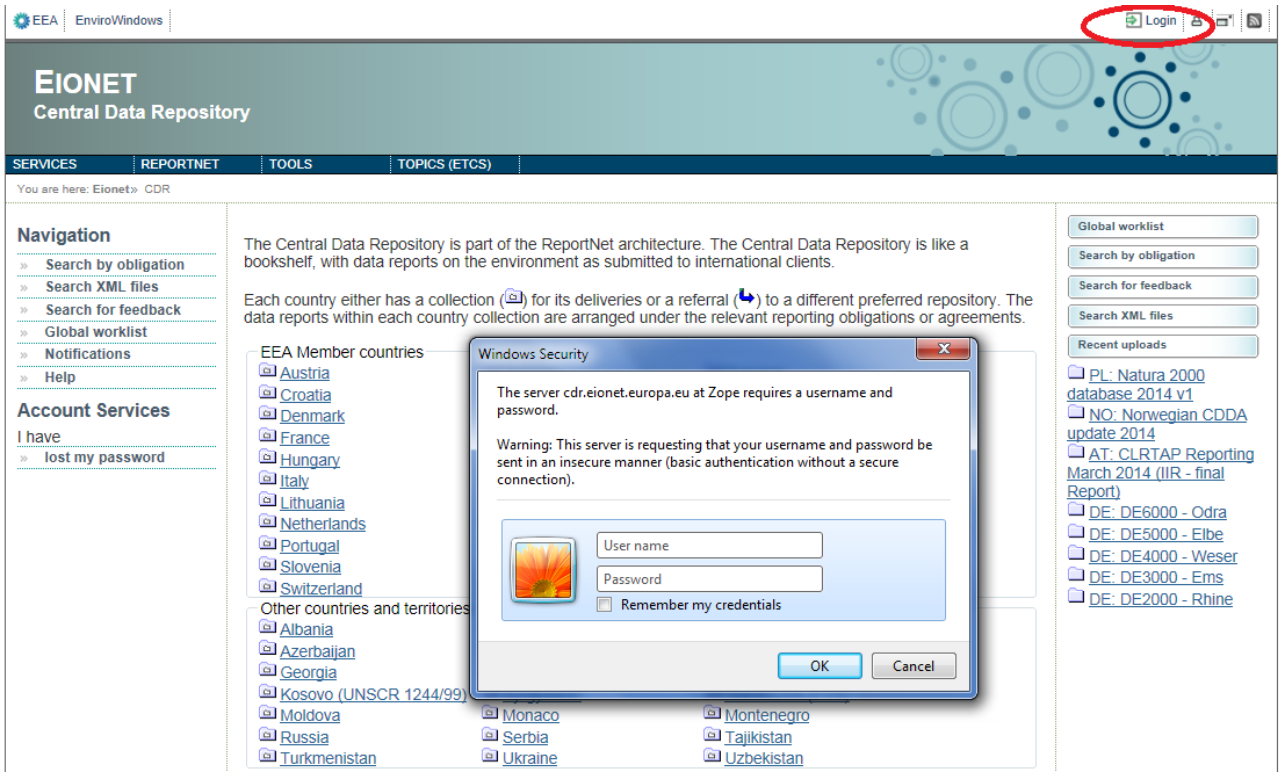
➢ Step 1: User accounts and access permissions

In order to report, an Eionet account with user name and password is required as well as permission to upload the national delivery. Please inform DG CLIMA and EEA about who will be the person(s) responsible for the reporting, so that the necessary arrangements can be made. The person(s) who do not yet have an EIONET account will receive an e-mail with their EOINET login and password. All persons nominated as reporter will receive upload rights to the CDR. Only new reporters will receive a notification on this from the Eionet Helpdesk (helpdesk@eionet.europa.eu).

➢ Step 2: Login to the Central Data Repository and open your folder

You can access EEA's Central Data Repository (CDR) at http://cdr.eionet.europa.eu

When preparing for the EU ETS Article 21 questionnaire delivery, you first have to log in by using your Eionet user name and password and then navigate to the respective folder of your country (see the links below).



Member State URL to EU ETS Article 21 reporting folder

Country		EU ETS Article 21 reporting deliveries to CDR
Name	**ISO**	**Hyperlink to national folder**
Austria	AT	http://cdr.eionet.europa.eu/at/eu/emt
Belgium	BE	http://cdr.eionet.europa.eu/be/eu/emt
Bulgaria	BG	http://cdr.eionet.europa.eu/bg/eu/emt
Cyprus	CY	http://cdr.eionet.europa.eu/cy/eu/emt
Croatia	HR	http://cdr.eionet.europa.eu/hr/eu/emt
Czech Republic	CZ	http://cdr.eionet.europa.eu/cz/eu/emt
Denmark	DK	http://cdr.eionet.europa.eu/dk/eu/emt
Estonia	EE	http://cdr.eionet.europa.eu/ee/eu/emt
Finland	FI	http://cdr.eionet.europa.eu/fi/eu/emt

France	FR	http://cdr.eionet.europa.eu/fr/eu/emt
Germany	DE	http://cdr.eionet.europa.eu/de/eu/emt
Greece	GR	http://cdr.eionet.europa.eu/gr/eu/emt
Hungary	HU	http://cdr.eionet.europa.eu/hu/eu/emt
Ireland	IE	http://cdr.eionet.europa.eu/ie/eu/emt
Italy	IT	http://cdr.eionet.europa.eu/it/eu/emt
Latvia	LV	http://cdr.eionet.europa.eu/lv/eu/emt
Lithuania	LT	http://cdr.eionet.europa.eu/lt/eu/emt
Luxembourg	LU	http://cdr.eionet.europa.eu/lu/eu/emt
Malta	MT	http://cdr.eionet.europa.eu/mt/eu/emt
Netherlands	NL	http://cdr.eionet.europa.eu/nl/eu/emt
Poland	PL	http://cdr.eionet.europa.eu/pl/eu/emt
Portugal	PT	http://cdr.eionet.europa.eu/pt/eu/emt
Romania	RO	http://cdr.eionet.europa.eu/ro/eu/emt
Slovakia	SK	http://cdr.eionet.europa.eu/sk/eu/emt
Slovenia	SI	http://cdr.eionet.europa.eu/si/eu/emt
Spain	ES	http://cdr.eionet.europa.eu/es/eu/emt
Sweden	SE	http://cdr.eionet.europa.eu/se/eu/emt
United Kingdom	UK	http://cdr.eionet.europa.eu/gb/eu/emt
EEA countries		
Iceland	IS	http://cdr.eionet.europa.eu/is/eu/emt
Liechtenstein	LI	http://cdr.eionet.europa.eu/li/eu/emt
Norway	NO	http://cdr.eionet.europa.eu/no/eu/colp0r8w/colsjs89w/

➢ Step 3: Create a new envelope

Now **create a new envelope** which will contain your data delivery by clicking on the button 'New envelope' at the upper right corner of the screen:

Provide meaningful metadata about your delivery on the "Add Envelope" page. At least "Title" and "Relating to which year" fields have to be filled in.

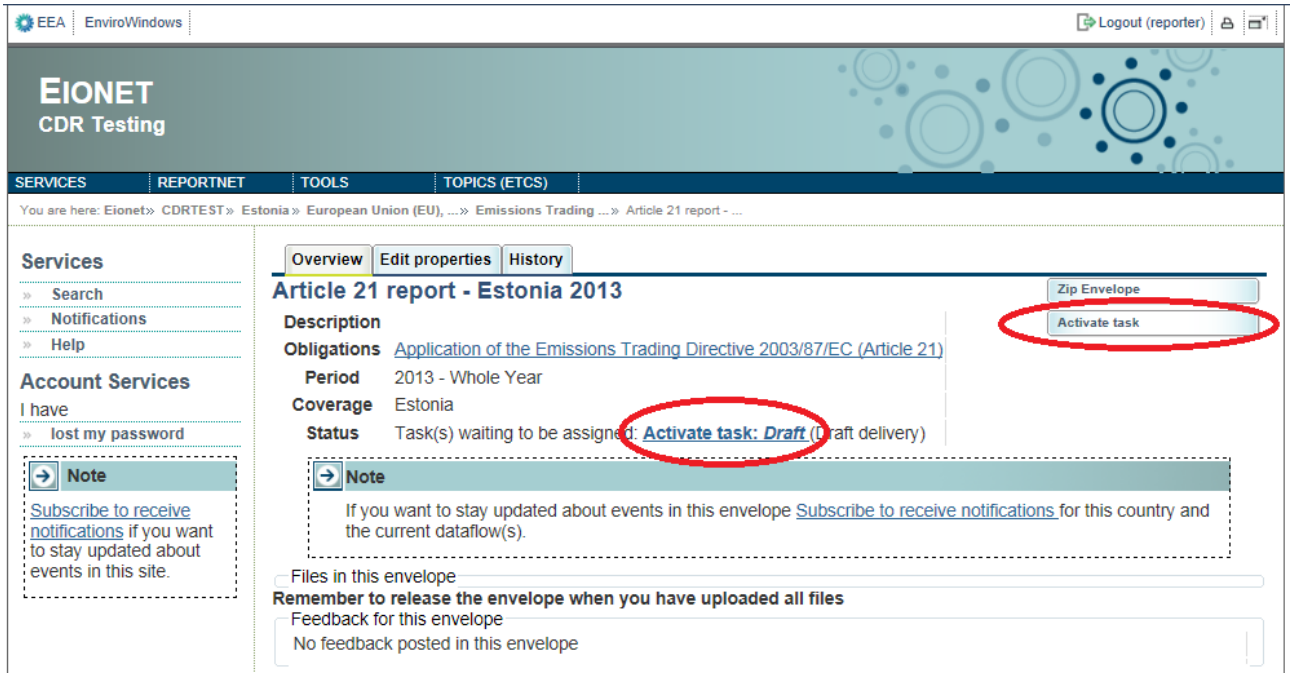
The Envelope title should briefly summarise the delivery by providing the information about the reporting country, obligation and year. Then it will be easier for the reporter and other stakeholders to find the delivery. "Relating to which year" indicates the period the report will cover. The report to be delivered in June 2016 is for the year 2015.

For reporting of 2015 data, a **pre-filled questionnaire** will appear in your envelope. This has been created by the EEA and ETC/ACM by pre-filling those questions in the envelopes on CDR that are not required to be answered every year if there have been no changes since the last reporting period. The input for this exercise were the most recent country responses from the previous reporting round. These responses of course need to be carefully checked. If the data has changed since the last reporting period, these must be updated. If there have been no changes, the data can be left the same. Empty questions must be completed as normal.

➢ Step 4: Activate the task

The way to start the work in the envelope is to enter the envelope and activate the **Draft** task by clicking on the <*Activate task: Draft*> link or by pressing the <*Activate task*> button.

Activating means that you have reserved the envelope for yourself to work on. Other users will not be able to modify it until the envelope is deactivated or released. Your new envelope is now in Draft status and files can be added.



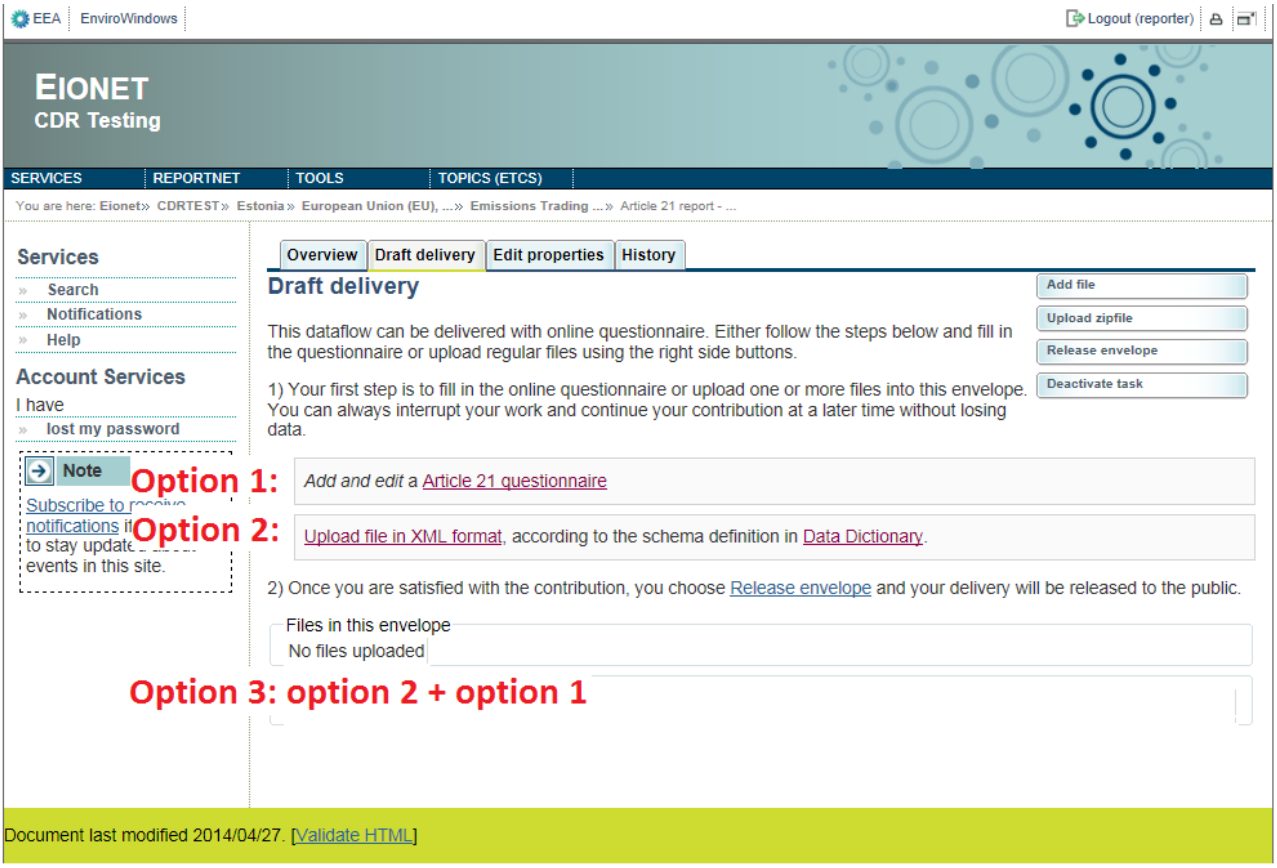
➢ Step 5: Report data

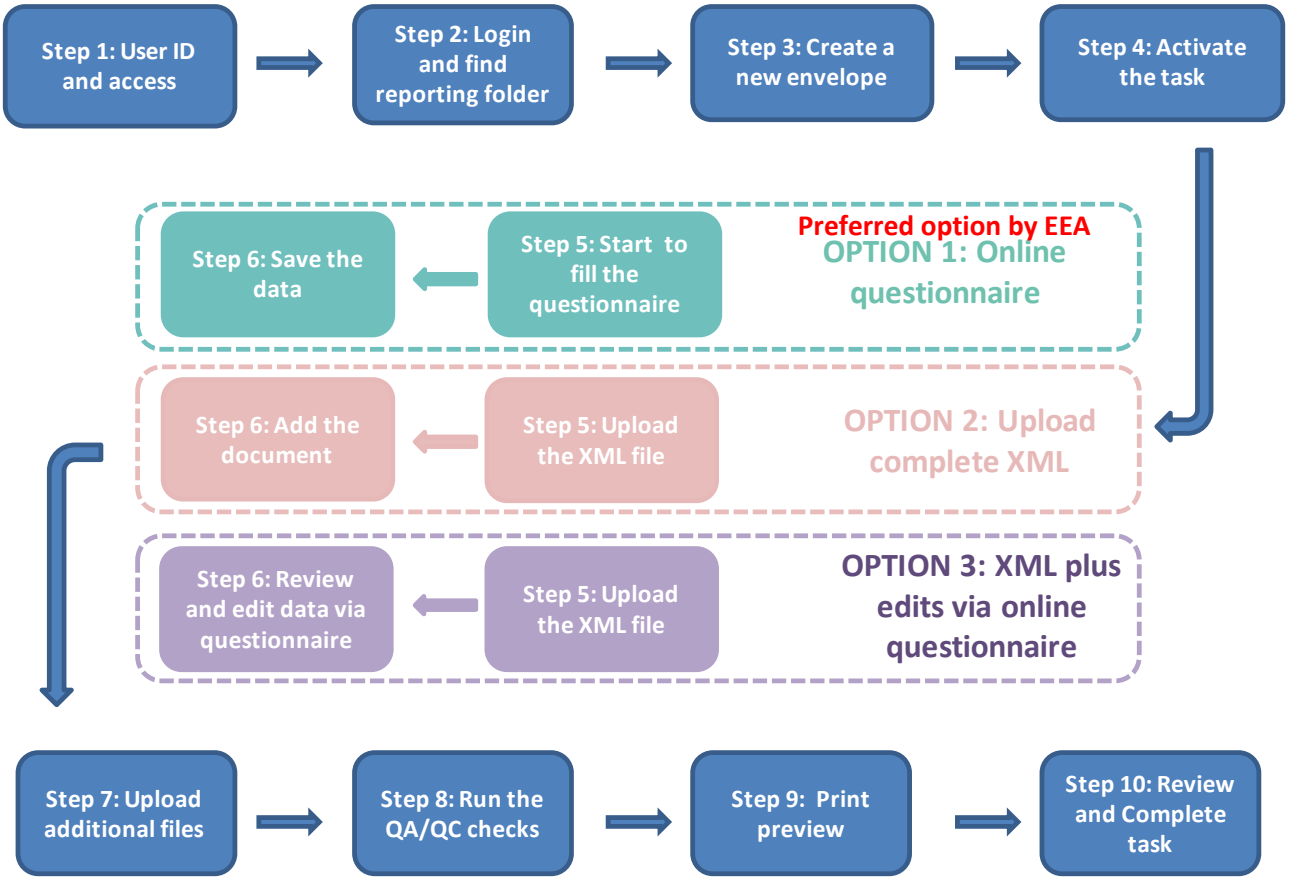
You have three options to enter data and submit your delivery in the CDR envelope:

- Option 1: fill out the online questionnaire;
- Option 2: upload a completed XML file;
- Option 3: upload a partially completed XML file and continue to edit the file using the online questionnaire.

Option 1 is the preferred option by the EEA.

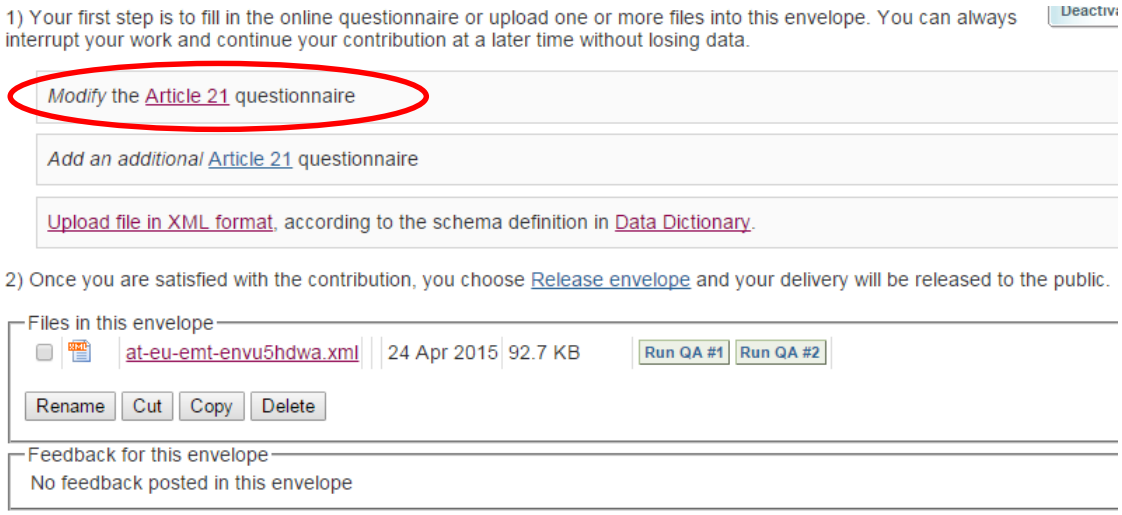
These options apply to Steps 5 and 6 and are explained in turn in the next few pages.


EEA
EnviroWindows
Logout (reporter)
EIONET
CDR Testing
SERVICES
REPORTNET
TOOLS
TOPICS (ETCS)
You are here: Eionet» CDRTEST» Estonia» European Union (EU), ...» Emissions Trading ...» Article 21 report - ...
Services
Search
Notifications
Help
Account Services
I have
lost my password
Note
Subscribe to receive notifications if to stay update events in this site.
Overview
Draft delivery
Edit properties
History
Draft delivery
Add file
Upload zipfile
Release envelope
Deactivate task
This dataflow can be delivered with online questionnaire. Either follow the steps below and fill in the questionnaire or upload regular files using the right side buttons.
1) Your first step is to fill in the online questionnaire or upload one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.
Option 1:
Add and edit a Article 21 questionnaire
Option 2:
Upload file in XML format, according to the schema definition in Data Dictionary.
2) Once you are satisfied with the contribution, you choose Release envelope and your delivery will be released to the public.
Files in this envelope
No files uploaded
Option 3: option 2 + option 1
Document last modified 2014/04/27. [Validate HTML]

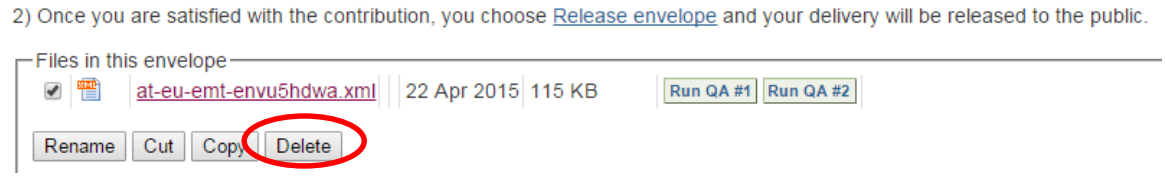

Step 1: User ID and access
Step 2: Login and find reporting folder
Step 3: Create a new envelope
Step 4: Activate the task
Step 6: Save the data
Step 5: Start to fill the questionnaire
Preferred option by EEA
OPTION 1: Online questionnaire
Step 6: Add the document
Step 5: Upload the XML file
OPTION 2: Upload complete XML
Step 6: Review and edit data via questionnaire
Step 5: Upload the XML file
OPTION 3: XML plus edits via online questionnaire
Step 7: Upload additional files
Step 8: Run the QA/QC checks
Step 9: Print preview
Step 10: Review and Complete task

➢ Step 5 (Option 1) Start to fill out the online questionnaire

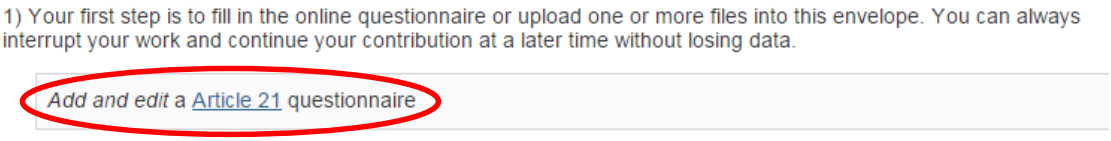
The next step is to fill in your report by using the online questionnaire. If using the **pre-filled questionnaire**, this can be achieved by clicking on the link on top of the envelope.



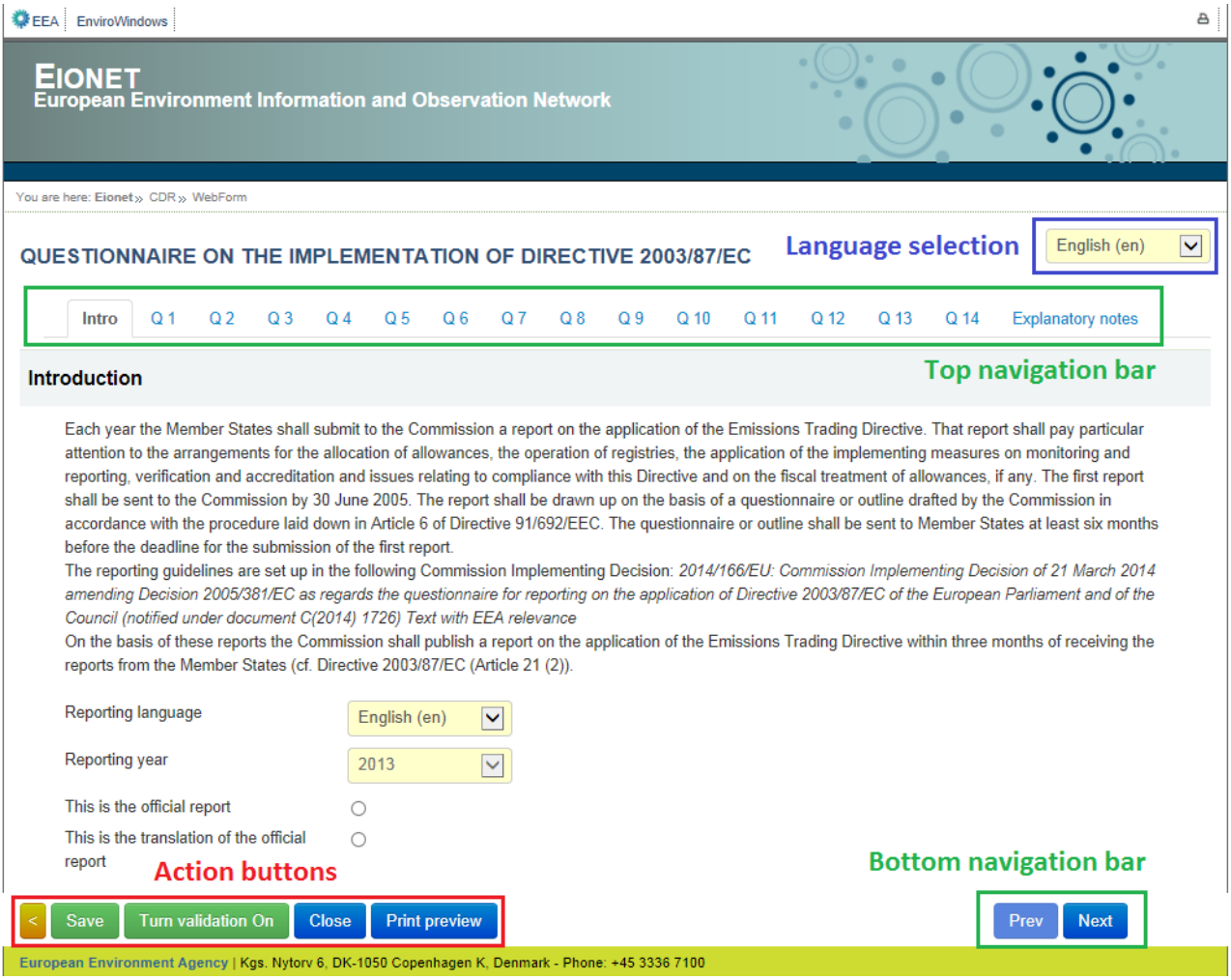
OR, if using the questionnaire, but **not** the pre-filled questionnaire, delete the file by ticking the square box, then clicking **delete.**



Then click the *<Add and edit a Article 21 questionnaire>* link.



It takes some seconds to load up the questionnaire. After opening the questionnaire you will see the following screen:


EEA
EnviroWindows
EIONET
European Environment Information and Observation Network
You are here: Eionet » CDR » WebForm
QUESTIONNAIRE ON THE IMPLEMENTATION OF DIRECTIVE 2003/87/EC
Language selection
English (en)
Intro
Q 1
Q 2
Q 3
Q 4
Q 5
Q 6
Q 7
Q 8
Q 9
Q 10
Q 11
Q 12
Q 13
Q 14
Explanatory notes
Top navigation bar
Introduction
Each year the Member States shall submit to the Commission a report on the application of the Emissions Trading Directive. That report shall pay particular attention to the arrangements for the allocation of allowances, the operation of registries, the application of the implementing measures on monitoring and reporting, verification and accreditation and issues relating to compliance with this Directive and on the fiscal treatment of allowances, if any. The first report shall be sent to the Commission by 30 June 2005. The report shall be drawn up on the basis of a questionnaire or outline drafted by the Commission in accordance with the procedure laid down in Article 6 of Directive 91/692/EEC. The questionnaire or outline shall be sent to Member States at least six months before the deadline for the submission of the first report.
The reporting guidelines are set up in the following Commission Implementing Decision: 2014/166/EU: Commission Implementing Decision of 21 March 2014 amending Decision 2005/381/EC as regards the questionnaire for reporting on the application of Directive 2003/87/EC of the European Parliament and of the Council (notified under document C(2014) 1726) Text with EEA relevance
On the basis of these reports the Commission shall publish a report on the application of the Emissions Trading Directive within three months of receiving the reports from the Member States (cf. Directive 2003/87/EC (Article 21 (2)).
Reporting language
English (en)
Reporting year
2013
This is the official report
This is the translation of the official report
Action buttons
Bottom navigation bar
Save
Turn validation On
Close
Print preview
Prev
Next
European Environment Agency | Kgs. Nytorv 6, DK-1050 Copenhagen K, Denmark - Phone: +45 3336 7100

General principles of using the online questionnaire

The questionnaire is divided into multiple forms (Intro, Q1 – Q14, Explanatory notes) and it has some common areas which are always visible.

Navigation

- All the forms are accessible from the **top navigation bar** (tabs) below the questionnaire title. The active form tab is displayed in bold font.

- The **bottom navigation bar** under the reporting form contains links to the **next** and **previous** forms. After filling in one form you don't have to scroll on top of the page, but you can continue by clicking on the **Next** button.

- The **bottom navigation bar** with **action buttons** can be turned invisible by clicking on the left most orange "<" button. This feature is useful in case you have a small screen and you want to make more space for questions. The bottom navigation bar and action buttons can be restored by clicking green ">" button in the same location.

Reporting forms

- **Intro** – the opening form with introduction texts asking for generic information about the questionnaire.

- **Q1 … Q14** – questions 1 to 14 in the questionnaire on the implementation of Directive 2003/87/EC

- **Explanatory notes** – detailed guidance of how to answer the specific questions

Language selections

- **Questions language** - if you prefer to read the questions in any official language then use the language selection in top right corner

- **Reporting language** – Please state the language that is used for reporting using the field on the *Intro* page accordingly. If the report is a translation of the official report, then indicate it on *Intro* page by selecting *"This is a translation of the official report"*, otherwise please select *"This is the official report"*. There is no obligation to provide a translation. If two reports are submitted in this way they should both be submitted in the same envelope (see Step 7).

Action buttons

- **Save –** saves the data in the CDR envelope in an XML file. All the input fields are validated before saving the file. The form warns you when you try to save invalid data. All errors are displayed in red.

- **Turn validation On/Off –** you can turn the validation on and off at any time to see if inserted data follow the rules. Validation is turned on automatically every time you save the form.

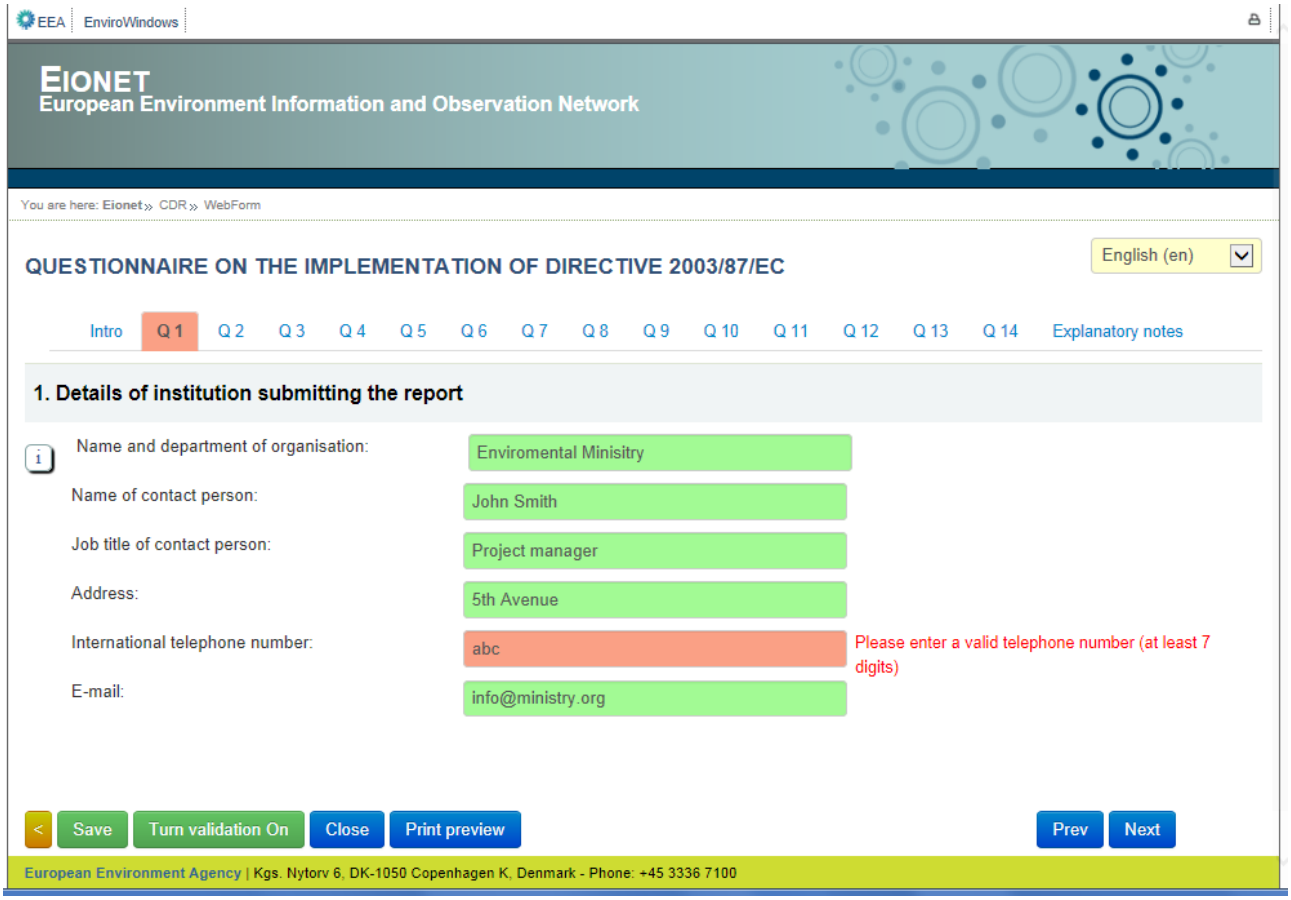
- **Close** – closes the online questionnaire and goes back to CDR envelope, after prompting you to save if necessary.

- **Print preview –** opens the questionnaire in printable format in a new window. NB You need to disable the pop-up blocker for this site if it is turned on.

Data validation

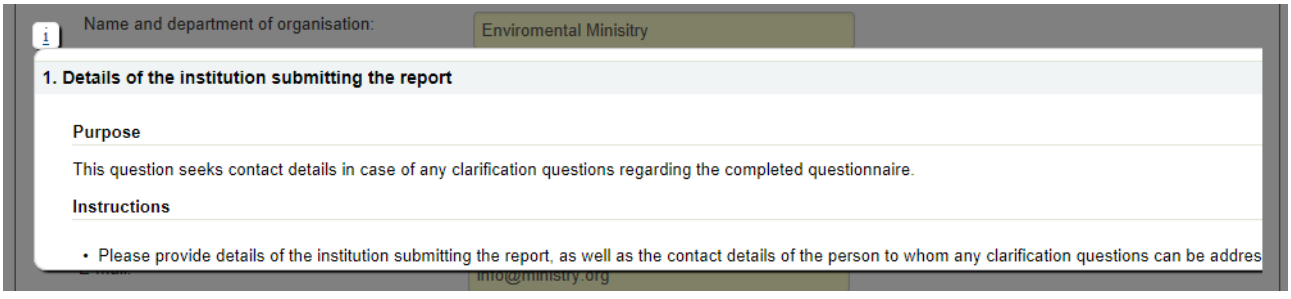
The form validates inserted data instantly. The input field is coloured red and respective error messages appear next to the field, if the inserted value does not follow the validation rule. The input field turns green if the value is inserted correctly. The tab on the top navigation bar is coloured red if the respective form contains invalid data.

Further QA/QC checks are implemented when data are saved (see above regarding action buttons) and when the envelope is released (see Step 8).



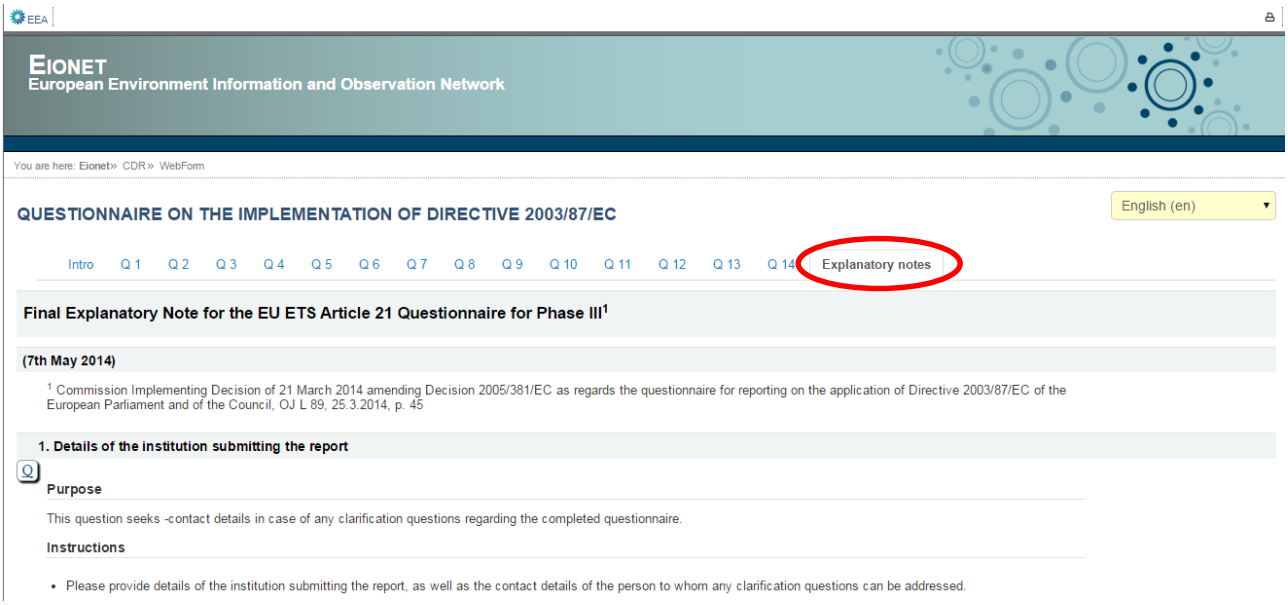
Instructions

Instructions on how to answer the questions are available when you hover your mouse on the “i” icon next to the question, or click the icon to go to relevant part of the Explanatory notes tab.



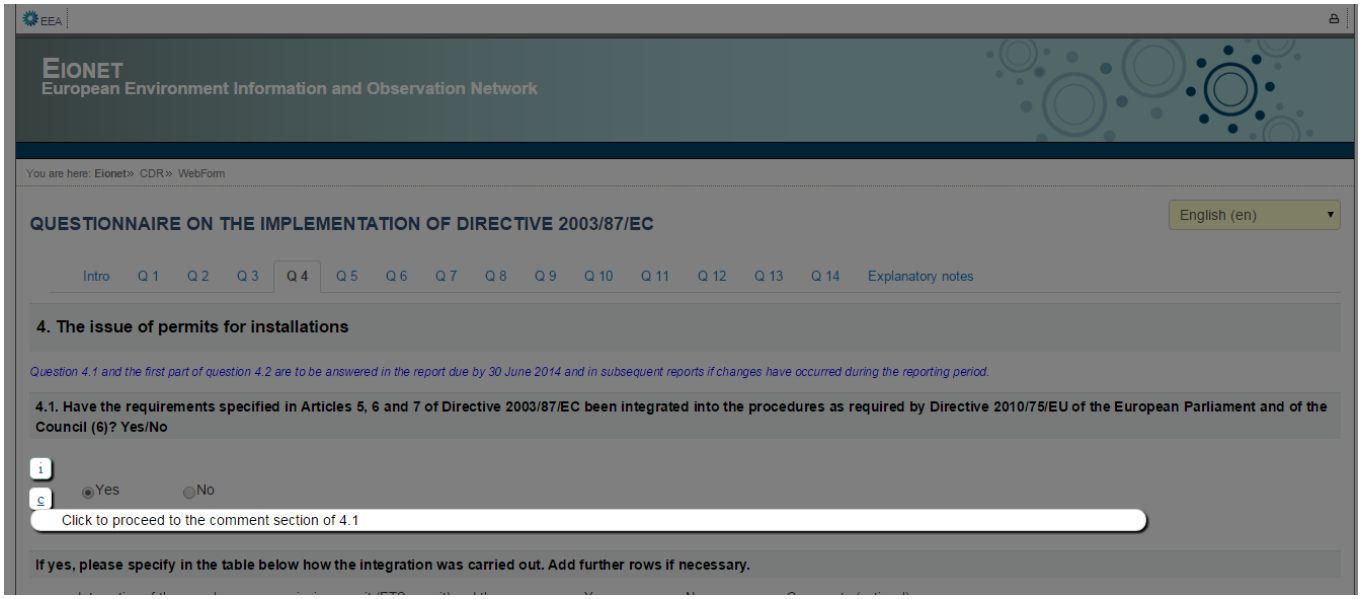
All the guidance texts are available on the “Explanatory notes” tab. To print out the guidance texts on paper select “File ->Print …” from browser menu or click *Ctrl+P*. The full Explanatory Note is also available at http://ec.europa.eu/clima/policies/ets/monitoring/docs/explanatory_note_art_21_en.pdf

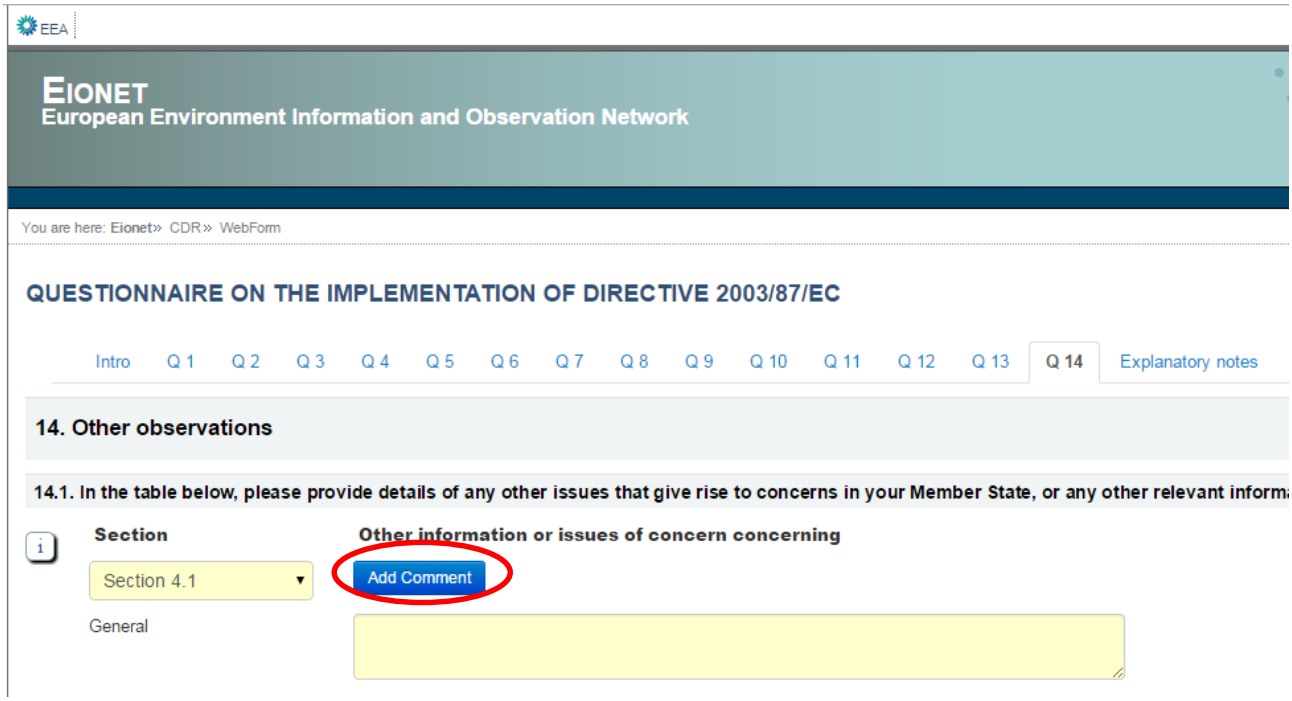
Each explanatory note also links back to the relevant question in the questionnaire, using the ‘Q’ icon.



Comments

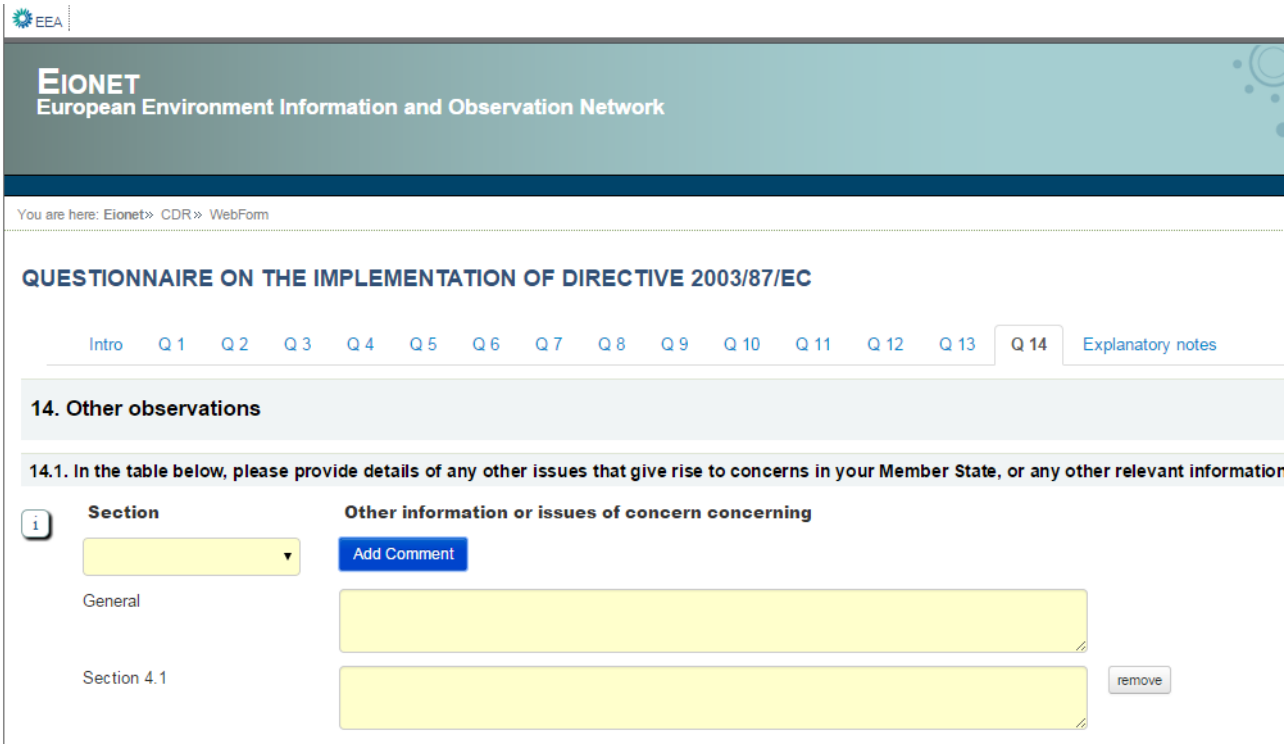
It is possible to leave comments on each subsection of each question when using the ‘C’ icon beside each question. This links to the Q14 section with the respective section being pre-selected in the drop-down list.





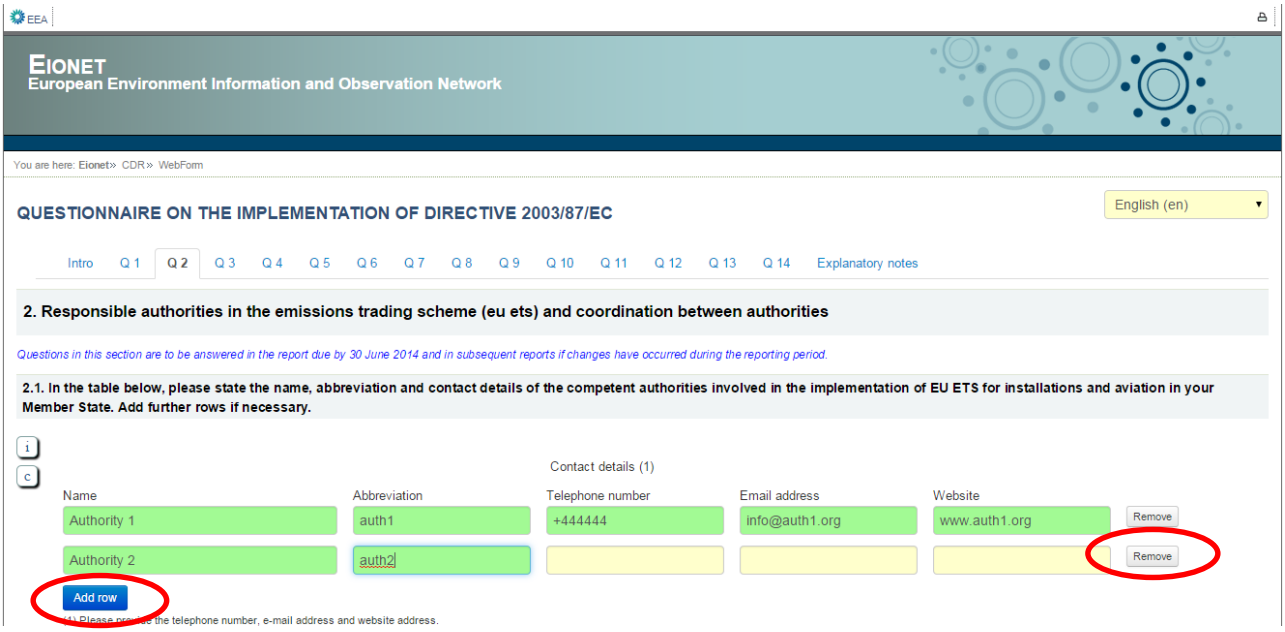
After clicking the **"Add Comment"**, the selected section will be added below with a text field, where the comments about this section can be added.

Note: The General Comments are always visible in Section Q14.



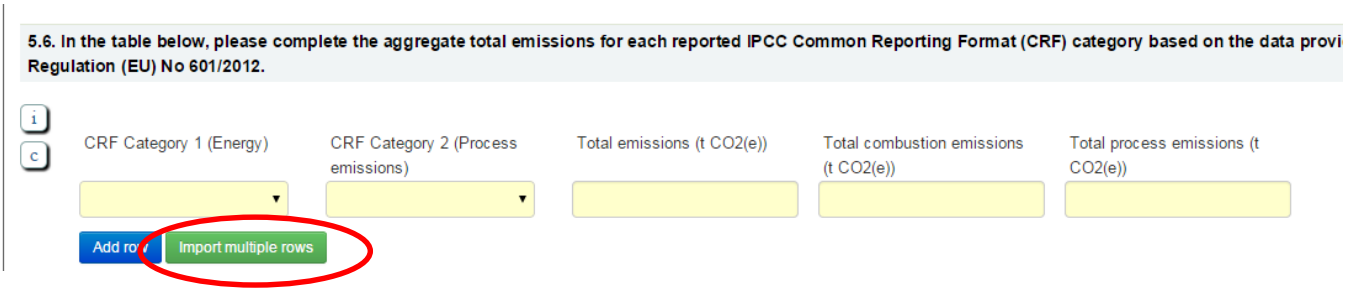
Add further rows

There are several questions that request further rows to be added if necessary in the questionnaire. This can be achieved by clicking the "**Add new**" button on the bottom of the question table. A new empty row will be added to the table. If you have entered any row accidentally and you want to remove it, then press the "**Remove**" button. All the data will be removed in the selected row after confirmation.



Excel copy-paste functionality

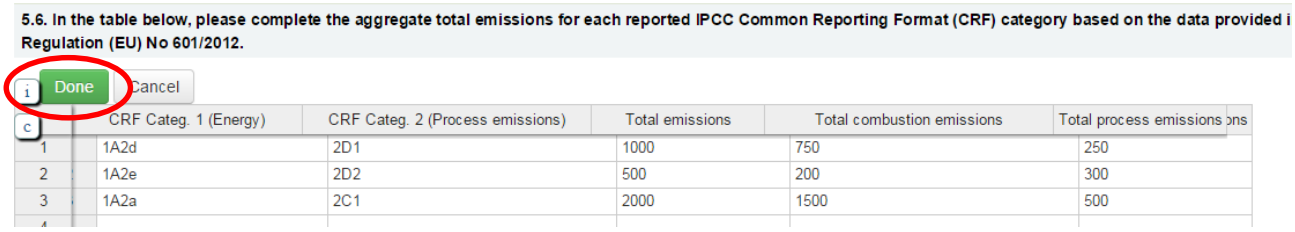
For some of the questions involving potentially large tables of data it is now possible to copy and paste in data from excel by clicking the **"Import multiple rows"** button next to the **"Add rows"** button. This is possible for questions 5.6, 5.7, 5.10, 5.13, 5.14, 5.18, 6.3, 6.4, 6.7, and 7.3.



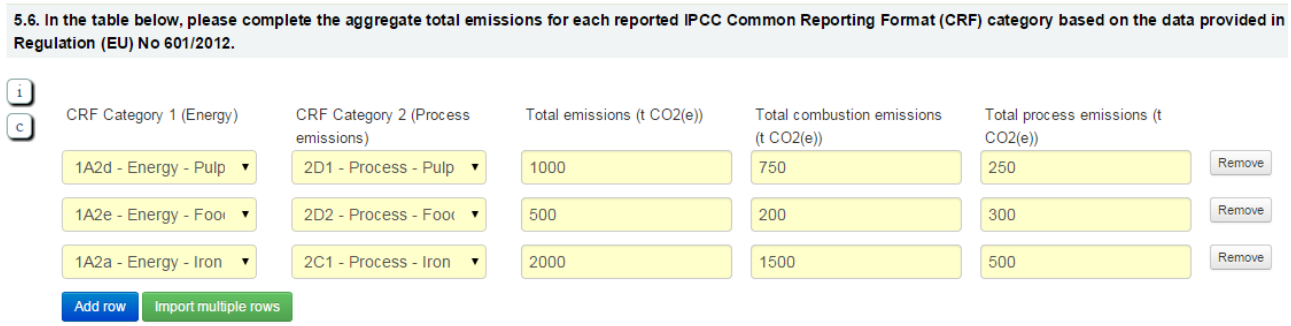
An entry table will appear, and data can be copied from excel and pasted into the table.

To match with the xml schema, some fields need to be entered in the same codes as the schema. For example, instead of choosing the CRF category for each row from the drop-down box in question 5.6, the code for the CRF category can be copied into the data table. A lookup of codes and names is available in the appendix to this document.

Data entered in these tables are subject to the same data validations as the web form. If you enter text into a number only field in the table, it will be left empty once you click **"Done".** After the data are pasted in the Excel Grid, the button "Done" saves them and returns to the normal view, while the button "Cancel" returns to the normal view without saving the pasted data.

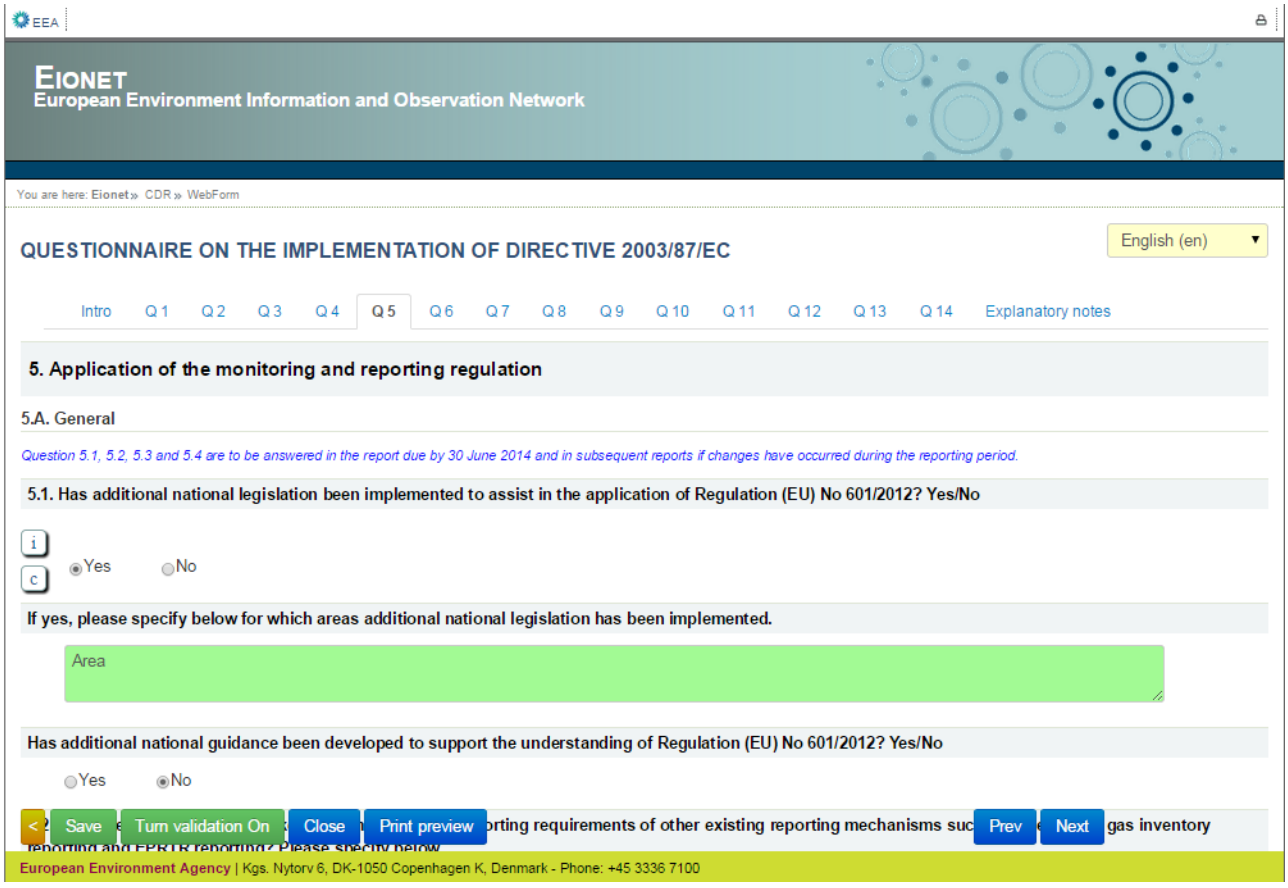


Once the data has been entered, click **"Done"** to return to the questionnaire and confirm your data.



Answering "*If yes, …*" and "If no, …" questions

There are several questions that vary depending on the answer to the previous question in the questionnaire. These questions are hidden by default and only be visible if they are relevant. For example, if you answer Yes to question 5.1, then the next question *"If yes, please specify below for which areas additional national legislation has been implemented"* will appear automatically and it is mandatory to answer it. If you change your previous answer to No, then the *"If yes, …"* field will be removed after confirmation.



Additional comments on some questions

Installation codes presented for certain questions can be made anonymous if necessary, using fake Installation IDs. A lookup file (in simple text or Excel) can be added to the envelope with no public access (see Step 7) to explain the meaning of the fake IDs.

Changes to the questionnaire layout

There have been slight modifications of the web form in 2016:

- All questions: any numbers entered with a thousand separator (e.g. “,” or “.”) will not be accepted by the webform. Any numbers with a “,” used for a decimal place, will be replaced with a “.” For example, “1234,56” will be replaced with “1234.56”, but “1,234.56” and “1.234,56” will not be accepted.
- Question 5.6, on emissions by CRF category, now uses IPCC 2006 Guidelines CRF categories, for data reported for 2015 and later (i.e. 2016 submissions and later). If a user is resubmitting an old year e.g. 2014 data, the previous CRF categories will be used.
- Question 5.10, on method tiers applied, now has the option of ‘no tier’
- Question 6.8, on issues with aircraft verification reports, has had the validation fixed so it no longer requests answers to both emission reports and tonne-kilometre reports
- Questions 5.13, 6.3, 6.4, 6.7 now have the option to import multiple rows.

Clarifications:

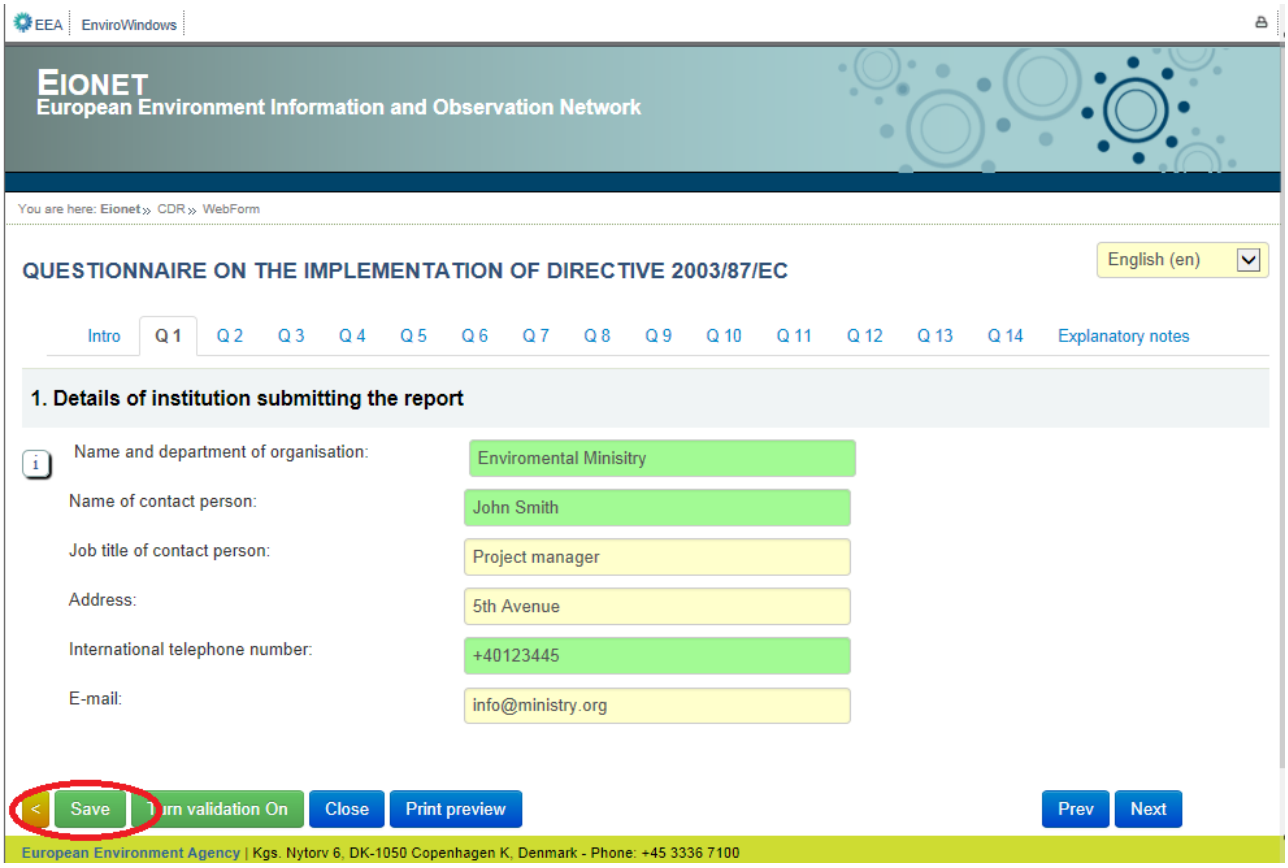
- Question 3.1, on number of installations – please give the maximum number of active installations throughout the year (excluding installations closed before reporting year, excluded through Article 27, but inclusive of new entrants)
- Question 8.1, on number of allocation changes – please report on the number of changes actually occurring (i.e. not on the number of changes planned, or the deviation from planned changes). "In the reporting period" refers to the year of data reporting (in this instance, 2015) and the year in which the corresponding change of allocation is made in the Registry, "since the start of the third trading period" refers to all changes since the start in 2013.

Relevant supplementary information within question 14:

- Question 4.2, on number of permit changes – please also give the number of monitoring plan changes occurring without a change in permit in the corresponding comment box in question 14
- Question 5.7, on default values for calculation factors – if not under "justification", please give a short overview of how the number of values given relate to the total number of calculation factors and source streams in your Member State. Please also give an estimation to what extent major/minor/de-minims source streams are affected
- Questions 5.10 and 5.11, on the highest tiers - please give the total number of major source streams
- Questions 6.5 and 6.9, on rejected AERs – please clarify how many AERs have been rejected in total after first submission to the Competent Authority, and how many remained for conservative estimation by the Competent Authority

➢ Step 6 (Option 1): Save data

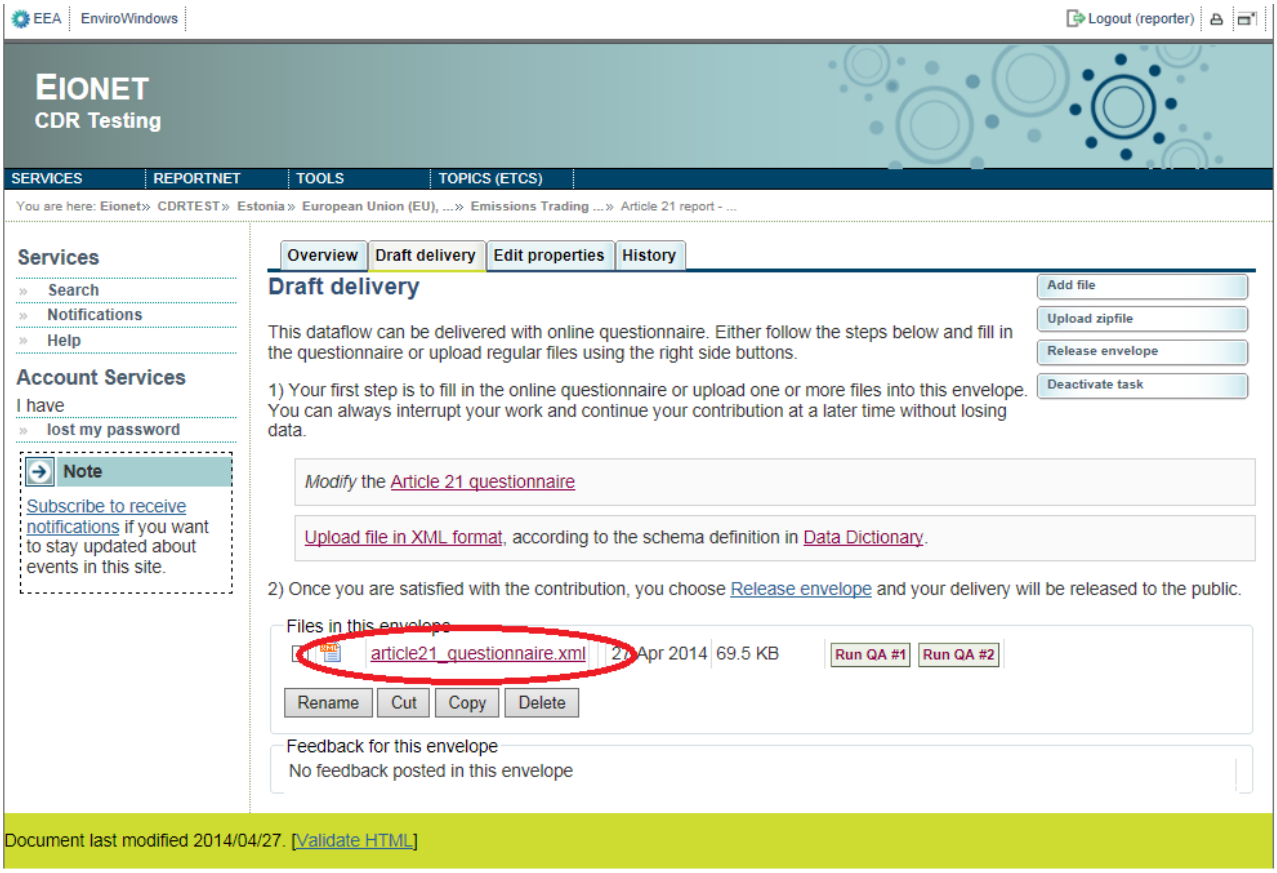
NB! The online questionnaire does NOT save your changes automatically. Inserted answers can be saved at any time by clicking on the "**Save**" button in the bottom of the page. The data is saved in the XML file (e.g. at-eu-emt-envu5hdwa.xml) in CDR envelope. The questionnaire warns you if there are missing mandatory fields or some fields are entered incorrectly. All valid data are still saved in the envelope but invalid data will not be saved.



You don't have to fill in all the questions at one time. You can go back and modify the online questionnaire for completions or amendments later at any time in CDR:

- either by clicking on the "*Modify the Article 21 questionnaire*" link on envelope page
- or by clicking on the corresponding XML file name in the list of files and then clicking on the "*Edit with Web form*" link on document details page

If you have many rows of data to add for some questions, save your input at stages throughout data entry.

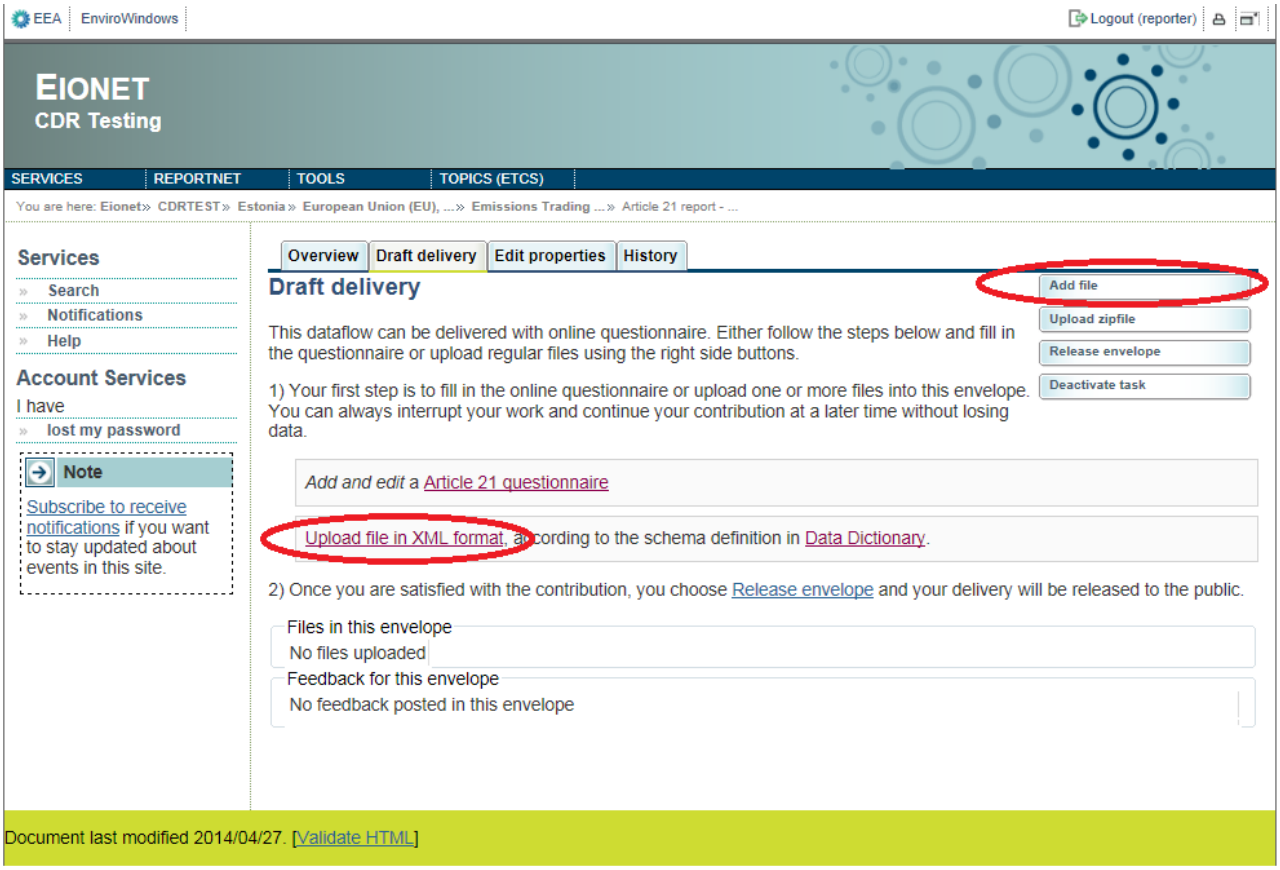

EEA
EnviroWindows
Logout (reporter)
EIONET
CDR Testing
SERVICES
REPORTNET
TOOLS
TOPICS (ETCS)
You are here: Eionet» CDRTEST» Estonia» European Union (EU), ...» Emissions Trading ...» Article 21 report - ...
Services
Search
Notifications
Help
Account Services
I have
lost my password
Note
Subscribe to receive notifications if you want to stay updated about events in this site.
Overview
Draft delivery
Edit properties
History
Draft delivery
Add file
Upload zipfile
Release envelope
Deactivate task
This dataflow can be delivered with online questionnaire. Either follow the steps below and fill in the questionnaire or upload regular files using the right side buttons.
1) Your first step is to fill in the online questionnaire or upload one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.
Modify the Article 21 questionnaire
Upload file in XML format, according to the schema definition in Data Dictionary.
2) Once you are satisfied with the contribution, you choose Release envelope and your delivery will be released to the public.
Files in this envelope
article21_questionnaire.xml
27 Apr 2014
69.5 KB
Run QA #1
Run QA #2
Rename
Cut
Copy
Delete
Feedback for this envelope
No feedback posted in this envelope
Document last modified 2014/04/27. [Validate HTML]

➢ Step 5 (Option 2) Upload XML file

If you have chosen to generate the complete submission to this questionnaire in XML format from your national systems, the uploaded XML file has to conform on the XML Schema definition in Data Dictionary: http://dd.eionet.europa.eu/schema/eu-ets-article21-1.1/Article21Questionnaire.xsd/view

An empty XML file is provided at http://dd.eionet.europa.eu/schemas/eu-ets-article21-1.1/article21-instance-empty.xml

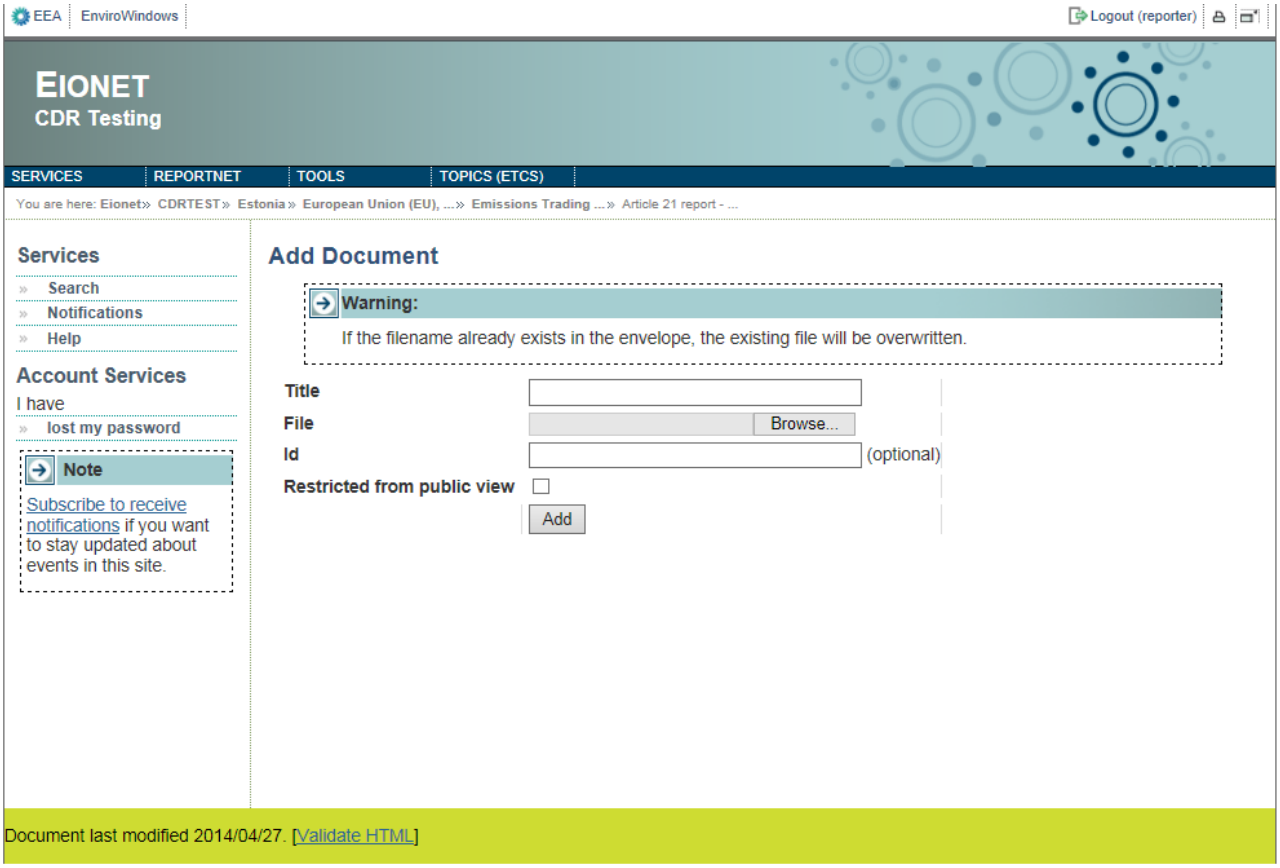
You can make your delivery by uploading the generated XML file directly into CDR. Use “Upload XML file” or “Add file” links on envelope page for this option.



➢ Step 6 (Option 2): Add the document

Fill in the document title and select the XML file from your local computer. Click **Add** button to upload the file. The uploaded file will be displayed in the list of files on envelope page.

QA/QC checks can be run on the uploaded XML file – see Step 8.



➢ Steps 5 & 6 (Option 3): Upload XML file, review and make further edits via online questionnaire

Option 3 is the mixture of options 1 and 2. If you have generated the complete submission in XML format from your national systems, then follow the steps 5 and 6 in Option 2 above.

If the uploaded XML file follows exactly the same format as defined in XML Schema (http://dd.eionet.europa.eu/schema/eu-ets-article21-1.1/Article21Questionnaire.xsd/view), then you can review and edit the uploaded XML file with online questionnaire as described earlier.

If the XML is not in the correct format then you will not be able to load it into the web form for validation or additional editing and you should use the QA checks to get feedback (see Step 8 for details).

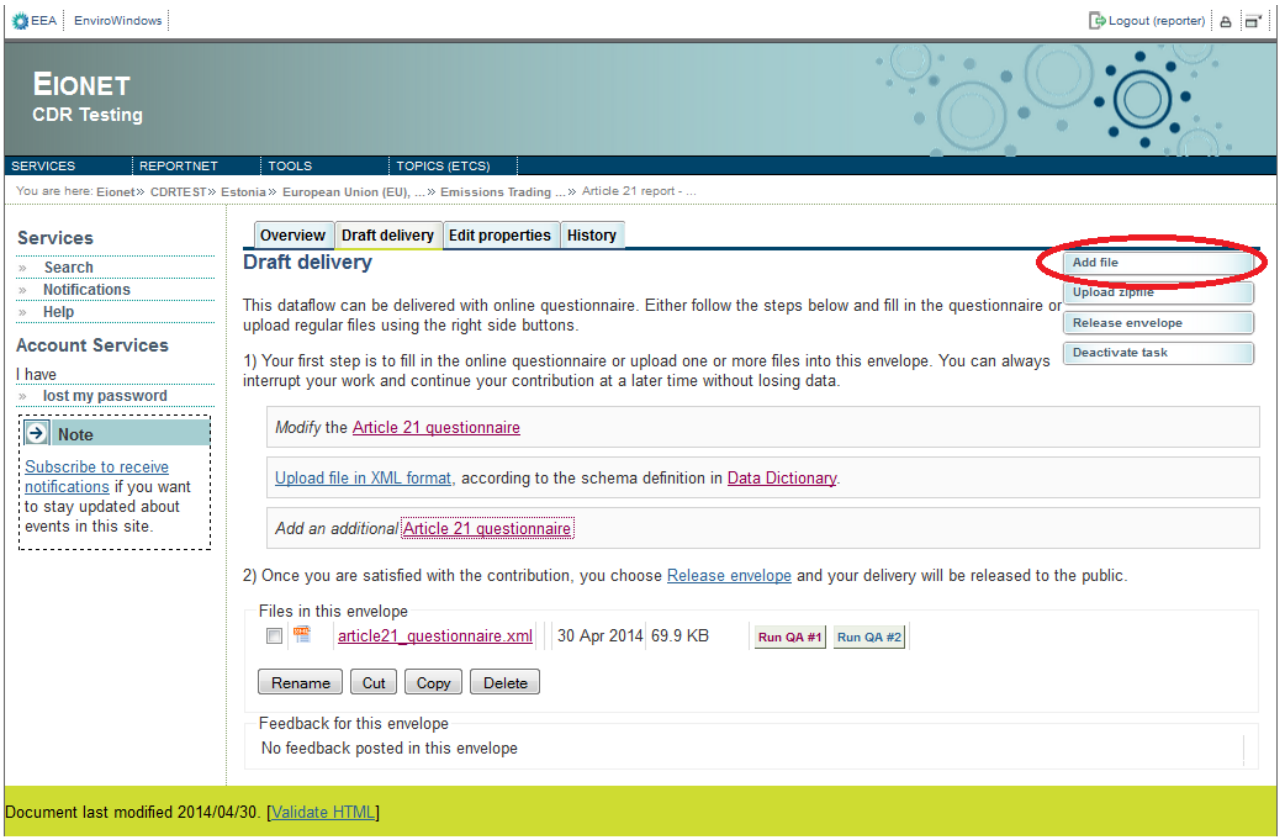
NB! The browser could be slow to respond if the XML file is very large.

Step 7: Upload additional files

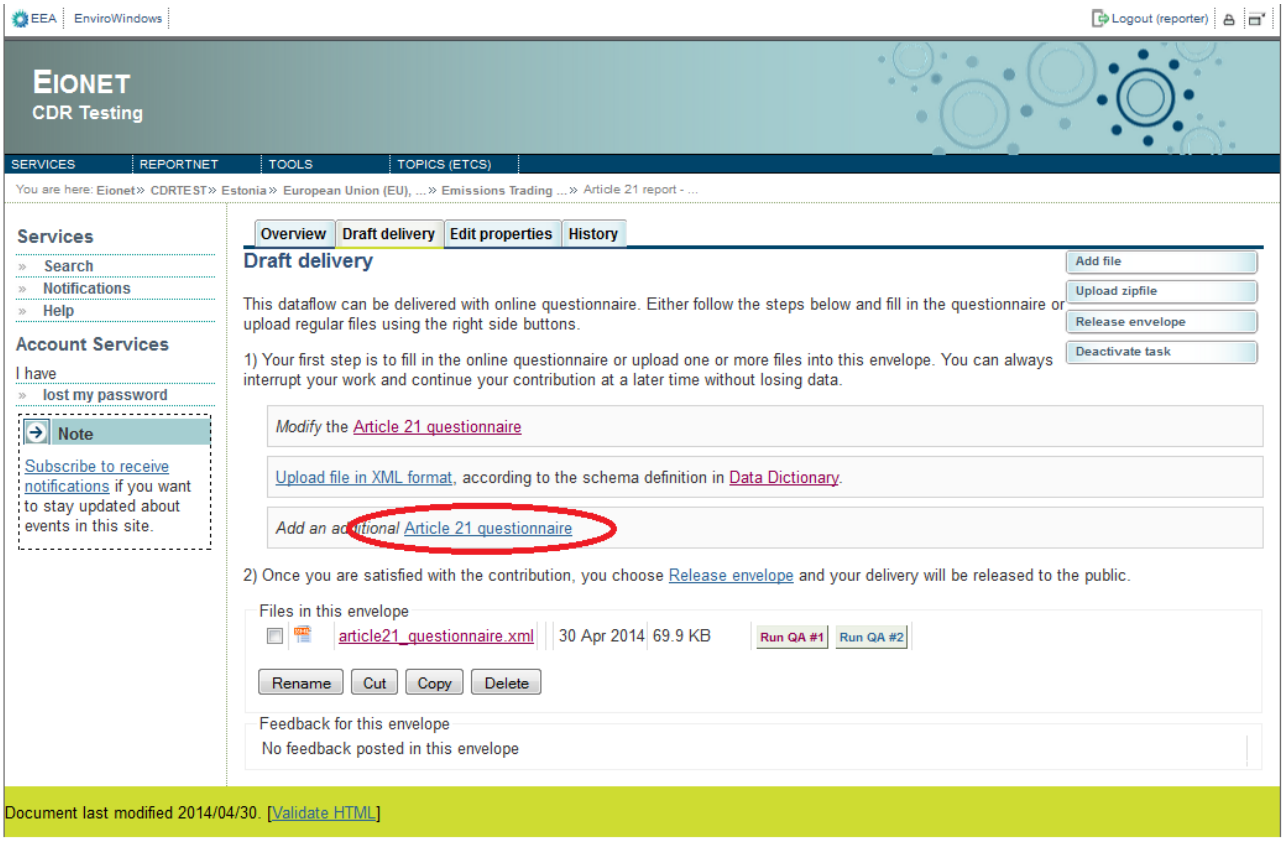
You can upload and submit additional files in the envelope.

In the question 7.1 on questionnaire, it is asked to attach a copy of your Member State specific terms and conditions required to be signed by account holders. You can attach the document by using "**Add file**" button in the upper right corner on the envelope page. Copy and paste the link to uploaded file into the input field of question 7.1 in online questionnaire to be able to successfully answer the question.

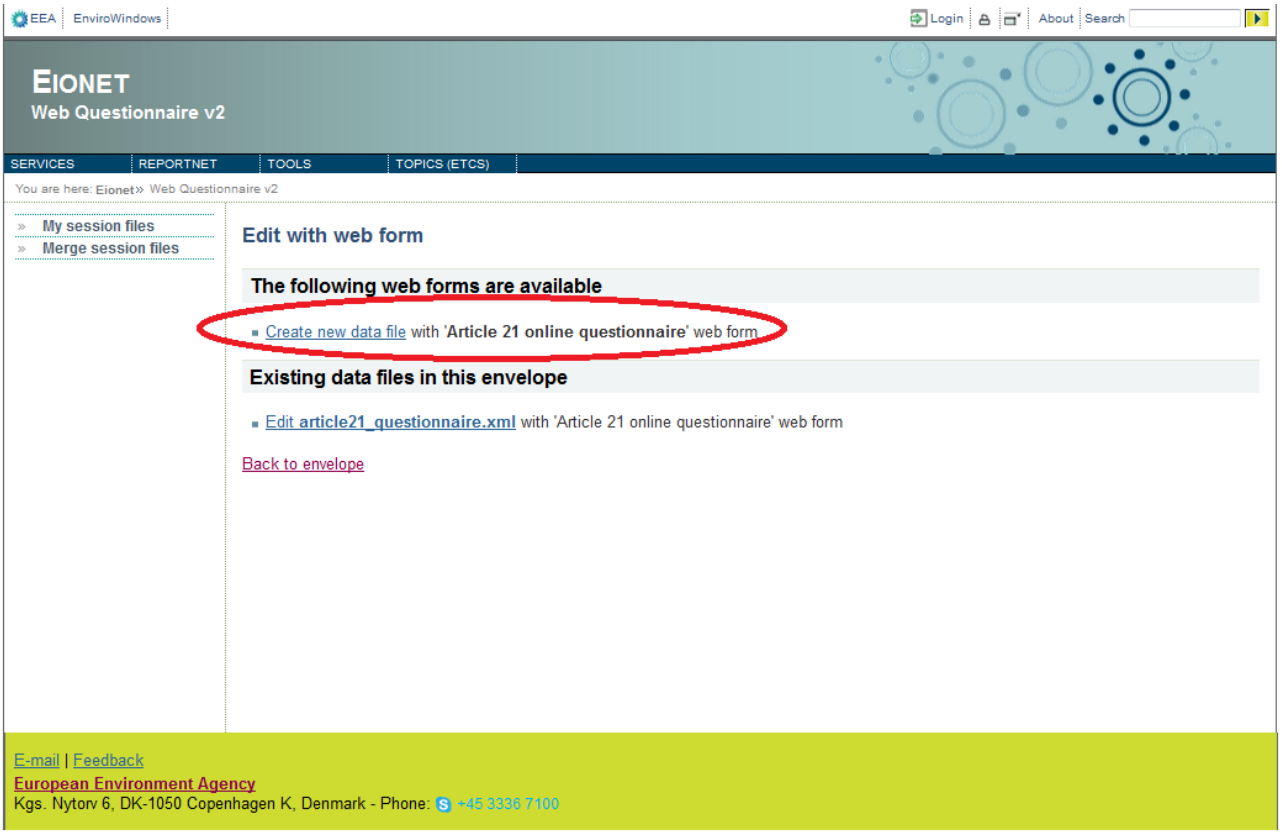
You can restrict the uploaded file from public view by ticking the box "*Restricted from public view*".



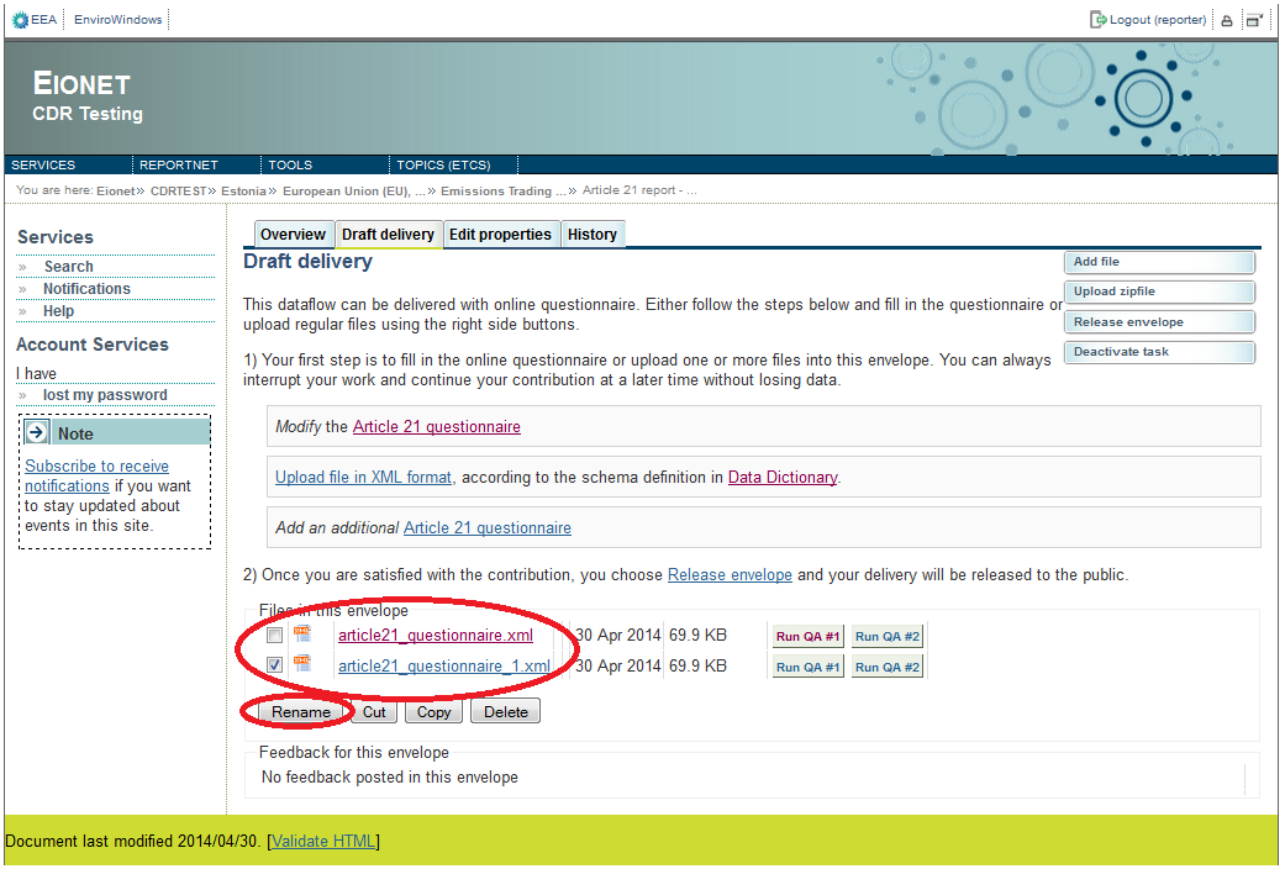
If you have filled your official questionnaire in your national language and you would like to provide an additional version in English (or vice versa), then it is possible to create a new questionnaire when clicking on “Add an additional Article 21 questionnaire” link.



On the next screen click “Create new data file” link to proceed with the new questionnaire.



There will be two different XML files after finalising the additional questionnaire. The original one is called article21_questionnaire.xml and the new one is called article21_questionnaire_1.xml. It is suggested to rename the files to be able to easily distinguish reports. Select the tick box in front of the file and click "*Rename*" button.



For courtesy translations **after** the deadline, submissions should be made in a newly created envelope (follow the steps indicated in the Step 3 for creating the envelope). The title of the envelope must state that you are submitting the courtesy translation, eg. “Article 21 Questionnaire 2014 on year 2013 (courtesy translation to English from [Member state])”. Moreover, you need to express on the introductory page of the questionnaire that you are submitting a courtesy translation by ticking the option "This is the translation of the official report".

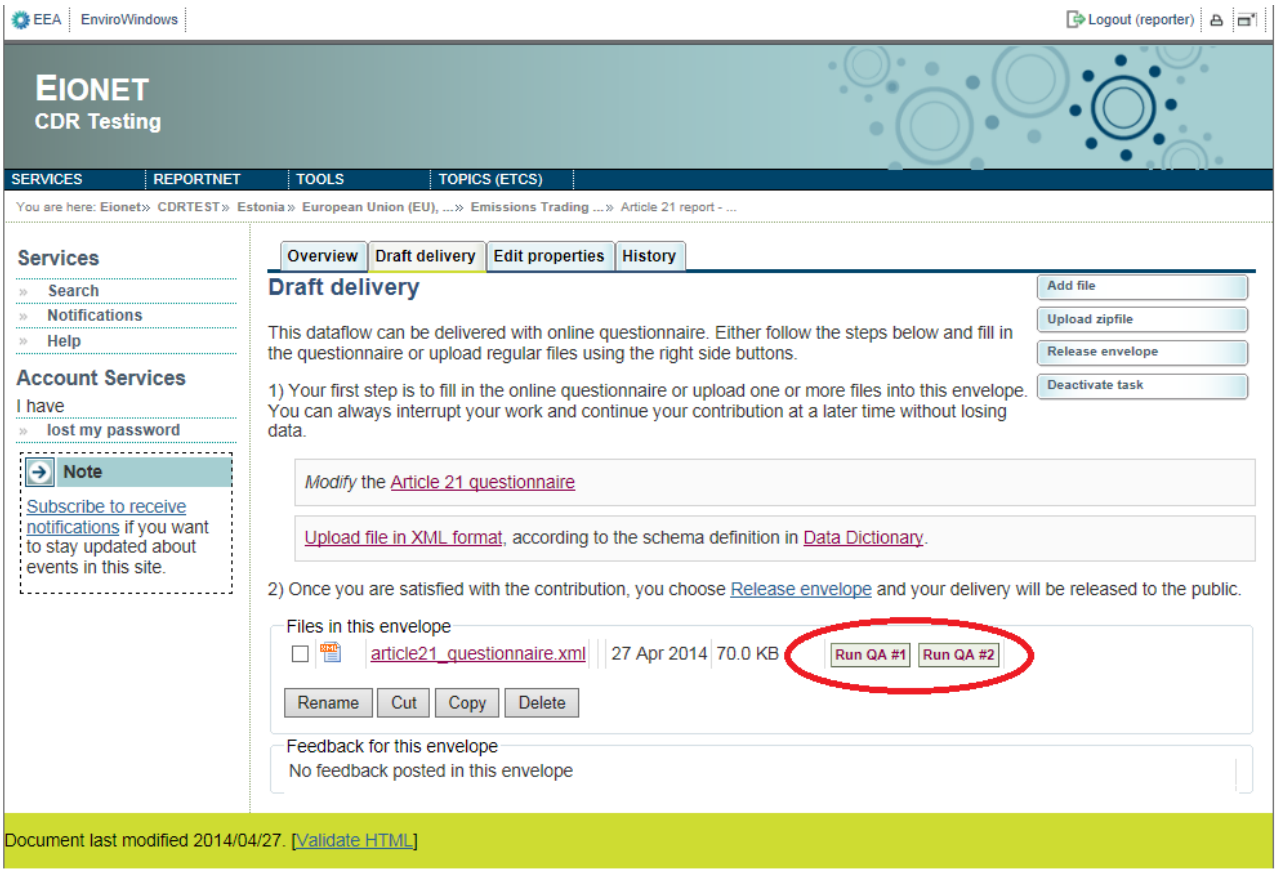
➢ Step 8: Run the QA/QC checks

The CDR system allows you to check the quality of reported data by clicking Run QA #1 button in the envelope next to the reported XML file name. Two types of QA/QC checks are available:

- **Run QA#1** – XML Schema validation. This QA/QC is especially useful for users who chose Option 2 or Option 3 (upload XML file) for data reporting. Standardised XML Schema validation routine checks the validity of uploaded XML file in terms of document structure and data types. If your XML file does not follow the structure defined in XML Schema, then you should try to fix your XML file.

- **Run QA#2** – additional QA/QC makes logical consistency checks on the reported data. Please revise your answers if this QA/QC routine finds any inconsistencies in the data.

The same QA/QC routines will run automatically after you release your envelope. The results of the QA/QC will be stored in the envelope under the feedback area.



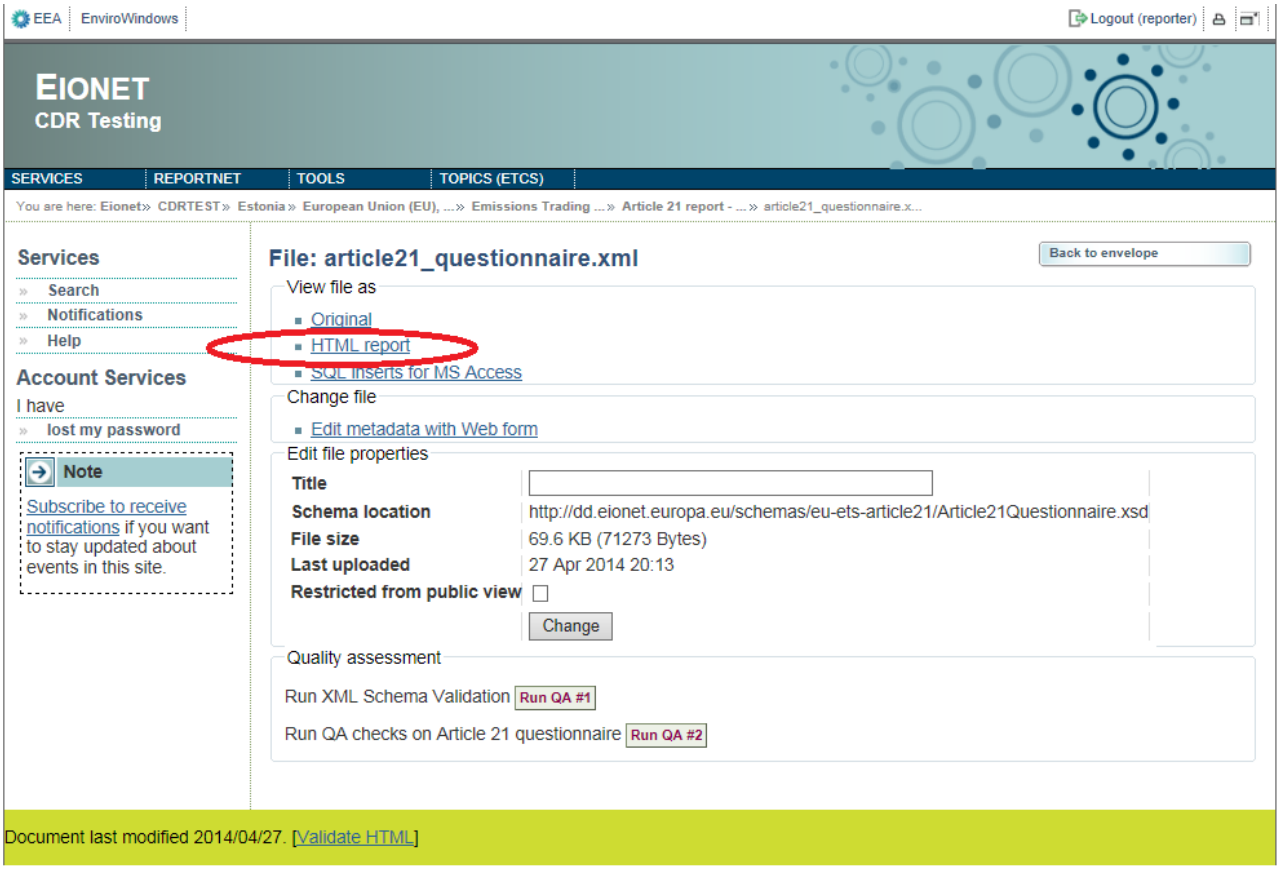
➢ Step 9: Download or print out the report (optional)

You can download or print out the report in both cases either you used the option 1 (online questionnaire) or option 2 (upload XML file). This functionality is available on document details page. Click on the XML file name on CDR envelope to open the **Document details** page. All available formats are available at the top of the page in "View file as" area.

Click on the "**HTML report**" link to download in HTML format or print the report.

Click on the "**Original**" link to open the raw XML file in your browser. It can then be saved locally.

The Document details page contains also a link to the online questionnaire. Just click on the link "*Edit file with Web form*" if you have found something to change or amend in the answers and you are able to edit all the answers.



Example of Print preview:

Questionnaire on the implementation of Directive 2003/87/EC

1. Details of institution submitting the report

Name and department of organisation	Ministry of the Environment
Name of contact person	John Smith
Job title of contact person	Project manager
Address	5th Avenue
International telephone number	+444444
E-mail:	info@ministry.org

2. Responsible authorities in the emissions trading scheme (EU ETS) and coordination between authorities

Questions in this section 2 are to be answered in the report due by 30 June 2014 and in subsequent reports if changes have occurred during the reporting period.

2.1 In the table below, please state the name, abbreviation and contact details of the competent authorities involved in the implementation of EU ETS for installations and aviation in your Member State. Add further rows if necessary.

Name	Abbrevation	Telephone number	Email address	Website
Authority 1	auth1	+5555555	info@auth1.org	www.auth1.org
Authority 2	auth2	+6666666	info@auth2.org	www.auth2.org

In the table below, please state name, abbreviation and contact details of the national accreditation body appointed pursuant to Article 4(1) of Regulation (EC) No 765/2008.

Name	Abbrevation	Telephone number	Email address	Website
Authority 3	auth3	+7777777	info@auth3.org	www.auth3.org

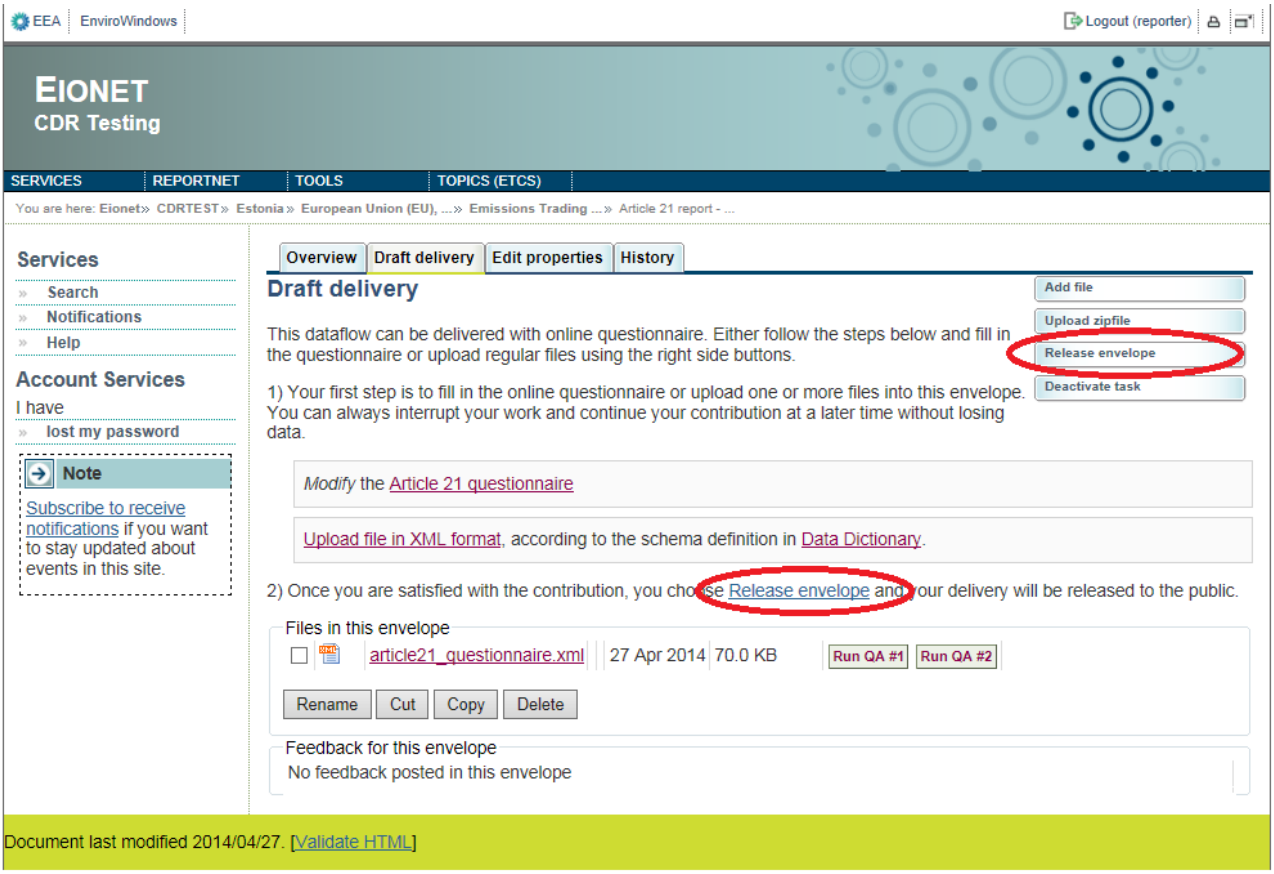
Have you set up a national certification authority to certify verifiers pursuant to Article 54(2) of Commission Regulation (EU) No 600/2012? Yes/No Yes

If yes, please state the name, abbreviation and contact details of the national certification authority using the table below.

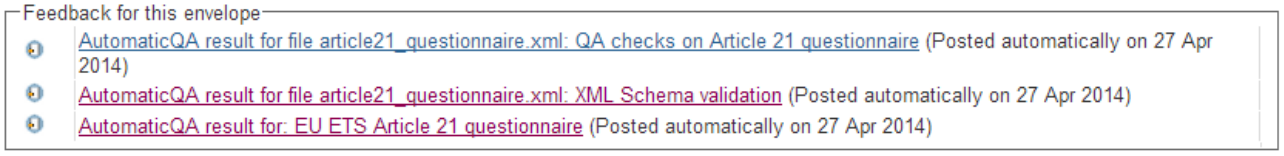
Name	Abbrevation	Telephone number	Email address	Website
Authority 4	auth4	+8888888	info@auth4.org	www.auth4.org

➢ Step 10: Complete task

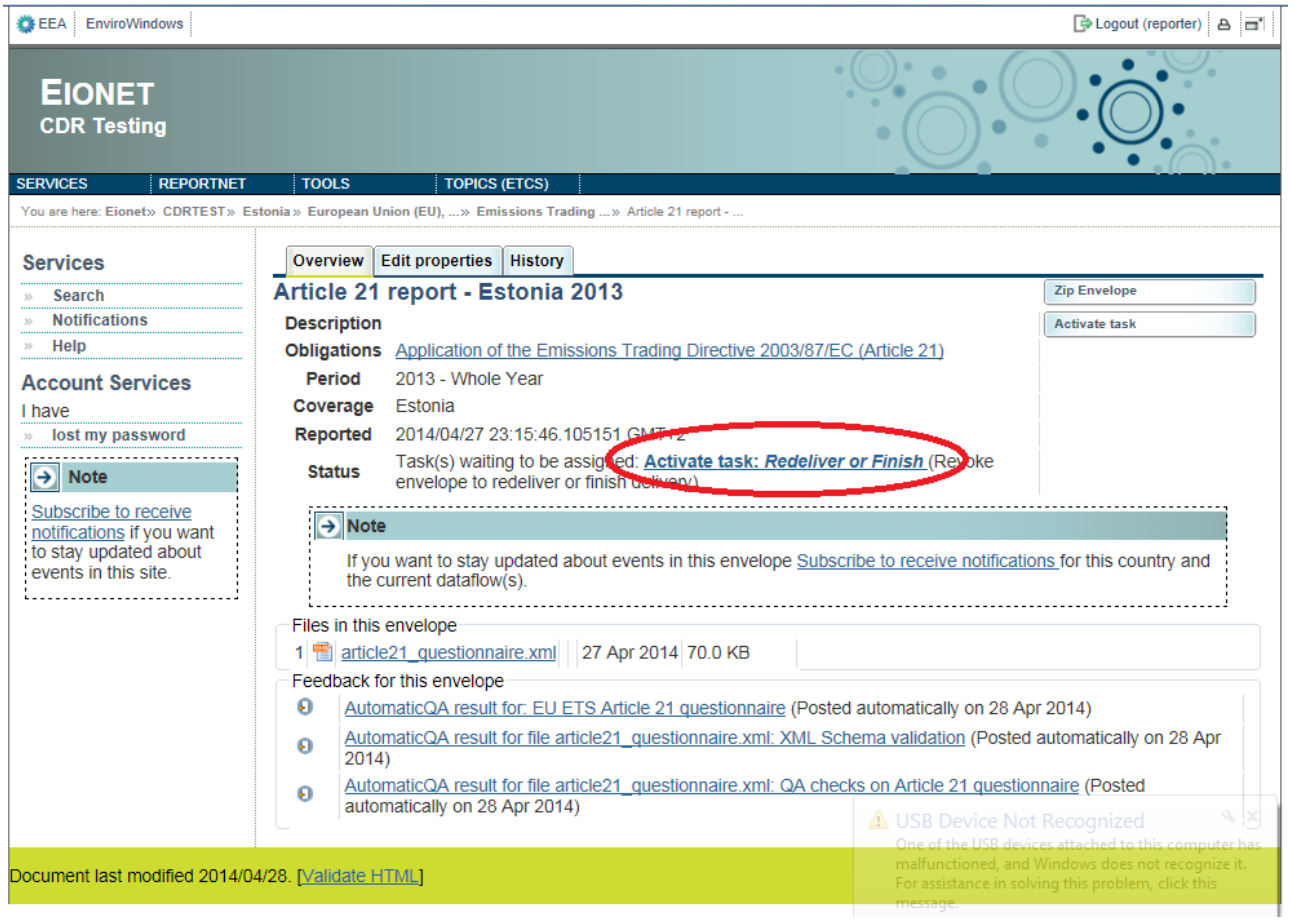
When you finish the drafting of your work, you need to click on the right side button "**Release envelope**". Now the envelope is available to the public and the automatic quality assessment is in progress.



After a few minutes, feedback will be automatically posted in the envelope with the result of the assessment.



After the feedback has been posted in the envelope, you should review it and decide what to do next, based on this feedback. In order to accomplish this, you need to activate the **"Redeliver or finish"** task. You can either choose to go back to the drafting phase and change or complete your delivery, or complete the envelope, which makes it impossible to alter its content. For further delivery after the completion, you will need to create a new envelope.



Reporting deadline
If a report has been **released** but has not been proceeded to the **finish** stage by the submission deadline of 30 June, then it will automatically be moved to the **finish** stage in order to capture timely submissions. If resubmissions are necessary as a consequence of this, you will be asked to create a new envelope.

After the submission deadline EEA ETC/ACM will perform data quality checks. This may involve contacting countries to clarify some questions. Where an error is identified, countries will be asked to resubmit their corrected questionnaire in a new envelope.

Getting help

CDR help: http://cdr.eionet.europa.eu/help

The Explanatory Note for the questionnaire is available at:
http://ec.europa.eu/clima/policies/ets/monitoring/docs/explanatory_note_art_21_en.pdf

For technical assistance with access to CDR and the submission process. Questions related to EU ETS Article 21 questionnaire reporting will be forwarded to the technical team.	helpdesk@eionet.europa.eu

Appendix

Excel Import Functionality Guide

After clicking **"Import Multiple Rows",** only the Excel grid will be made visible (and the normal view temporarily disappears). The reporter can paste the data in the grid and click **"Done"** or **"Cancel"**. "Done" will paste the values inside the normal view and the Excel grid will disappear. Every time the "Import Multiple Rows" is clicked again, the additional data will be added to the bottom of the table.

NB! Beware of the limitations: if a text string is entered in the Excel grid for a field that should contain only numbers, the text string will disappear when "Done" is clicked. Moreover, for the fields containing multiple options, the reporter will have to use the appropriate codes so that the fields are correctly filled. The following tables show the matching between the codes and the labels, so that reporters can easily understand which codes should be inserted in the Excel grid for each question. The limitations on various fields are also visible.

NB! New validation for 2016 reporting: if a number string is entered with any thousand separator during the "Import multiple rows" function, the number will be disappear when "Done" is clicked. If a comma is entered in a number string, it will change to a decimal place.

5.6

Limitations:
Total emissions (t CO2(e)) → positive decimal
Total combustion emissions (t CO2(e)) → positive decimal
Total process emissions (t CO2(e)) → positive decimal

For reporting before 2015 data (old IPCC Guidelines), CRF Category 1 (Energy) options

Codes	Labels
1A1a	Energy - Public Electricity and Heat Production
1A1b	Energy - Petroleum Refining
1A1c	Energy - Manufacture of Solid Fuels and Other Energy Industries
1A2a	Energy - Iron and Steel
1A2b	Energy - Non-Ferrous Metals
1A2c	Energy - Chemicals
1A2d	Energy - Pulp, Paper and Print
1A2e	Energy - Food Processing, Beverages and Tobacco
1A2f	Energy - Other industries
1A4a	Energy - Commercial/Institutional
1A4b	Energy - Residential
1A4c	Energy - Agriculture/Forestry/Fisheries
1A5a	Energy - Other Stationary
1A5c	Energy - Other Mobile
1B1a	Energy - Fugitive - Coal Mining and Handling
1B1b	Energy - Fugitive - Solid Fuel Transformation
1B1c	Energy - Fugitive - Other solid
1B2a	Energy - Fugitive - Oil
1B2b	Energy - Fugitive - Natural Gas

1B2c	Energy - Fugitive - Venting
1B2d	Energy - Fugitive - Other liq. or gas.

For reporting before 2015 data (old IPCC Guidelines), CRF Category 2 (Process emissions) options

Codes	Labels
2A1	Process - Cement Production
2A2	Process - Lime Production
2A3	Process - Limestone and Dolomite Use
2A4	Process - Soda Ash Production and Use
2A5	Process - Asphalt Roofing
2A6	Process - Road Paving with Asphalt
2A7	Process - Other Mineral Products
2B1	Process - Ammonia Production
2B2	Process - Nitric Acid Production
2B3	Process - Adipic Acid Production
2B4	Process - Carbide Production
2B5	Process - Other Chemical Industry
2C1	Process - Iron and Steel Production
2C2	Process - Ferroalloys Production
2C3	Process - Aluminium Production
2C4	Process - SF6 Used in Aluminium and Magnesium Foundries
2C5	Process - Other metals
2D1	Process - Pulp and Paper
2D2	Process - Food and Drink

For reporting for 2015 data and onwards (IPCC 2006 Guidelines), CRF Category 1 (Energy) options

Codes	Labels
1A1a	Energy - Public Electricity and Heat Production
1A1b	Energy - Petroleum Refining
1A1c	Energy - Manufacture of Solid Fuels and Other Energy Industries
1A2a	Energy - Iron and Steel
1A2b	Energy - Non-Ferrous Metals
1A2c	Energy - Chemicals
1A2d	Energy - Pulp, Paper and Print
1A2e	Energy - Food Processing, Beverages and Tobacco
1A2f	Energy – Non-metallic Minerals
1A2g	Energy - Other

1A4a	Energy - Commercial/Institutional
1A4b	Energy - Residential
1A4c	Energy - Agriculture/Forestry/Fishing
1A5a	Energy - Other Stationary
1A5b	Energy - Other Mobile
1B1a	Energy - Fugitive - Coal Mining and Handling
1B1b	Energy - Fugitive - Solid Fuel Transformation
1B1c	Energy - Fugitive - Other solid
1B2a	Energy - Fugitive - Oil
1B2b	Energy - Fugitive - Natural Gas
1B2c	Energy - Fugitive - Venting
1B2d	Energy - Fugitive - Other liq. or gas.

For reporting for 2015 data and onwards (IPCC 2006 Guidelines), CRF Category 2 (Process emissions) options

Codes	Labels
2A1	Process - Cement Production
2A2	Process - Lime Production
2A3	Process - Glass Production
2A4	Process - Other Process Uses of Carbonates
2B1	Process - Ammonia Production
2B2	Process - Nitric Acid Production
2B3	Process - Adipic Acid Production
2B4	Process - Caprolactam, Glyoxal and Glyoxylic Acid Production
2B5	Process - Carbide Production
2B6	Process - Titanium Dioxide Production
2B7	Process - Soda Ash Production
2B8	Process - Petrochemical And Carbon Black Production
2B9	Process - Fluorochemical Production
2B10	Process - Other Chemical Industry
2C1	Process - Iron and Steel Production
2C2	Process - Ferroalloys Production
2C3	Process - Aluminium Production
2C4	Process - Magnesium Production
2C5	Process - Lead Production
2C6	Process - Zinc Production
2C7	Process - Other Metal Industry

5.7

Limitations:
Value used in practice → positive decimal
Number of installations for which the competent authority has approved the value → positive integer

Type of Value options

Codes	Labels
LiteratureValuedAgreedWithCompAuth	Literature value agreed with the competent authority
Type1DefaultValue	Type I default value

Calculation factor options

Codes	Labels
NetCalorificValue	net calorific value
EmissionFactor	emission factor
OxidationFactor	oxidation factor
ConversionFactor	conversion factor
CarbonContent	carbon content
BiomassFraction	biomass fraction

5.10

Affected monitoring parameter options

Codes	Labels
QuantityOfFuel	Quantity of fuel
QuantityOfMaterial	Quantity of material
NetCalorificValue	Net calorific value
EmissionFactor	Emission factor
PreliminaryEF	Preliminary EF
OxidationFactor	Oxidation factor
ConversionFactor	Conversion factor
CarbonContent	Carbon content
BiomassFraction	Biomass fraction
AnnualAverageHourlyEmissionsFromSource	Annual average hourly emissions in kg/h from the source

Highest tier required under Regulation (EU) No 601/2012 options & tier applied in practice options

Codes	Labels
tier_1	Tier 1
tier_2	Tier 2

tier_2a	Tier 2a
tier_2b	Tier 2b
tier_3	Tier 3
tier_4	Tier 4

5.13

Installation category options

Codes	Labels
CatA	Category A
CatB	Category B
CatC	Category C

Main Annex I activity options

Codes	Labels
20	Combustion activities as specified in Annex I to Directive 2003/87/EC
21	Refining of mineral oil
22	Production of coke
23	Metal ore (including sulphide ore) roasting or sintering, including pelletisation
24	Production of pig iron or steel as specified in Annex I to Directive 2003/87/EC
25	Production or processing of ferrous metals as specified in Annex I to Directive 2003/87/EC
26	Production of primary aluminium
27	Production of secondary aluminium as specific in Annex I to Directive 2003/87/EC
28	Production or processing of non-ferrous metals as specified in Annex I to Directive 2003/87/EC
29	Production of cement clinker in rotary kilns as specified in Annex I to Directive 2003/87/EC
30	Production of lime or calcination of dolomite or magnesite as specified in Annex I to Directive 2003/87/EC
31	Manufacture of glass as specified in Annex I to Directive 2003/87/EC
32	Manufacture of ceramic products as specified in Annex I to Directive 2003/87/EC
33	Manufacture of mineral wool insulation material using glass, rock or slag as specified in Annex I to Directive 2003/87/EC
34	Drying or calcination of gypsum or production of plaster boards and other gypsum products, as specified in Annex I to Directive 2003/87/EC
35	Production of pulp as specified in Annex I to Directive 2003/87/EC
36	Production of paper or cardboard as specified in

	Annex I to Directive 2003/87/EC
37	Production of carbon black as specified in Annex I to Directive 2003/87/EC
38	Production of nitric acid
39	Production of adipic acid
40	Production of glyoxal and glyoxylic acid
41	Production of ammonia
42	Production of bulk organic chemicals as specified in Annex I to Directive 2003/87/EC
43	Production of hydrogen (H2) and synthesis gas as specified in Annex I to Directive 2003/87/EC
44	Production of soda ash (Na2CO3) and sodium bicarbonate (NaHCO3) as specified in Annex I to Directive 2003/87/EC
45	Capture of greenhouse gases from installations as specified in Annex I to Directive 2003/87/EC
46	Transport of greenhouse gases by pipelines for geological storage in a storage site permitted under Directive 2009/31/EC of the European Parliament and of the Council (OJ L 140, 5.6.2009, p. 114)
47	Geological storage of greenhouse gases in a storage site permitted under Directive 2009/31/EC
10	Aircraft Operator

Type of improvement report options

Codes	Labels
Article69_1	Improvement report according to Article 69(1)
Article69_3	Improvement report according to Article 69(3)
Article69_4	Improvement report according to Article 69(4)

5.14

Limitations:
Amount of CO2 transferred → positive decimal
Emissions of inherent CO2 received (t CO2) → positive decimal

Type of transfer options

Codes	Labels
InherentCO2_ART48	Transfer of inherent CO2 (Article 48)
TransferCO2_ART49	Transfer of CO2 (Article 49)

Type of receiving installation in the case of transfer of CO2 (Article 49) options

Codes	Labels

CaptureGHGforTransportAndGeoStorage	Capture of GHG for transport and geological storage in a storage site
TransportGHGbyPipelinesForGeoStorage	Transport of GHG by pipelines for geological storage in a storage site
GHGGeoStorageInStorageSite	Geological storage of GHG in a storage site

5.18

Limitations:
Emissions (t CO2) → positive decimal

6.3 and 6.7

Reason for making a conservative estimation options

Codes	Labels
1	No emission report submitted by the 31st of March
2	No positive verification because of material misstatements
3	No positive verification because of limitation of scope
4	No positive verification because of Article 27(1)(d) of Regulation (EU) No 600/2012
5	Emission report rejected because it was not in line with Regulation (EU) No 601/2012
6	Emission report not verified in line with Regulation (EU) No 600/2012

6.4

Limitations:
Number of installations → positive integer
Share (in %) of verified emissions reports that have led to conservative estimation of the emissions by the competent authority → decimal percentage (0-100)

Main Annex I activity options

Codes	Labels
20	Combustion activities as specified in Annex I to Directive 2003/87/EC
21	Refining of mineral oil
22	Production of coke
23	Metal ore (including sulphide ore) roasting or sintering, including pelletisation
24	Production of pig iron or steel as specified in Annex I to Directive 2003/87/EC
25	Production or processing of ferrous metals as specified in Annex I to Directive 2003/87/EC
26	Production of primary aluminium
27	Production of secondary aluminium as specific in

	Annex I to Directive 2003/87/EC
28	Production or processing of non-ferrous metals as specified in Annex I to Directive 2003/87/EC
29	Production of cement clinker in rotary kilns as specified in Annex I to Directive 2003/87/EC
30	Production of lime or calcination of dolomite or magnesite as specified in Annex I to Directive 2003/87/EC
31	Manufacture of glass as specified in Annex I to Directive 2003/87/EC
32	Manufacture of ceramic products as specified in Annex I to Directive 2003/87/EC
33	Manufacture of mineral wool insulation material using glass, rock or slag as specified in Annex I to Directive 2003/87/EC
34	Drying or calcination of gypsum or production of plaster boards and other gypsum products, as specified in Annex I to Directive 2003/87/EC
35	Production of pulp as specified in Annex I to Directive 2003/87/EC
36	Production of paper or cardboard as specified in Annex I to Directive 2003/87/EC
37	Production of carbon black as specified in Annex I to Directive 2003/87/EC
38	Production of nitric acid
39	Production of adipic acid
40	Production of glyoxal and glyoxylic acid
41	Production of ammonia
42	Production of bulk organic chemicals as specified in Annex I to Directive 2003/87/EC
43	Production of hydrogen (H2) and synthesis gas as specified in Annex I to Directive 2003/87/EC
44	Production of soda ash (Na2CO3) and sodium bicarbonate (NaHCO3) as specified in Annex I to Directive 2003/87/EC
45	Capture of greenhouse gases from installations as specified in Annex I to Directive 2003/87/EC
46	Transport of greenhouse gases by pipelines for geological storage in a storage site permitted under Directive 2009/31/EC of the European Parliament and of the Council (OJ L 140, 5.6.2009, p. 114)
47	Geological storage of greenhouse gases in a storage site permitted under Directive 2009/31/EC
10	Aircraft Operator

Type of issue found options

Codes	Labels

1	Non-material misstatements
2	Non-conformities not leading to a negative VOS
3	Non-compliance with Regulation 601/2012
4	Recommendations for improvement

7.3

No limitations