

Anexa nr. 1  
la Ordinul ministrului mediului, apelor și pădurilor nr...../.....  
(Anexa nr. 1 la Ordinul ministrul mediului, apelor și pădurilor nr. 203/2020)

### Annual Emissions Monitoring Plan



# **ANNUAL EMISSIONS MONITORING PLAN**

## **Used for combined reporting under the EU ETS and ICAO CORSIA**

Update June 2020

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#### **Information about this file:**

This monitoring plan was submitted by:  
 Unique Identifier of the aircraft operator (CRCO No.):  
 Version Number of this monitoring plan:  
 This monitoring plan is used for CORSIA:


If your competent authority requires you to hand in a signed paper copy of the monitoring plan, please use the space below for signature:

\_\_\_\_\_

Date

\_\_\_\_\_

Name and Signature of  
legally responsible person

#### **Template version information:**

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## GUIDELINES AND CONDITIONS

### (I) Legal basis

- 1 Directive 2003/87/EC requires aircraft operators who are included in the EU Emission Trading System (the EU ETS) to monitor and report their emissions and tonne-kilometre data, and to have the reports verified by an independent and accredited verifier.  
The Directive can be retrieved from:  
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02003L0087-20180408>
- 2 The delegated Regulation of the Commission pursuant to Article 28c of that Directive furthermore requires certain aircraft operators to report data for the purposes of CORSIA (ICAO's "Carbon Offsetting and Reduction Scheme for International Aviation").  
Commission Delegated Regulation (EU) 2019/1603 of 18 July 2019 ("the delegated act") can be downloaded from:  
[https://eur-lex.europa.eu/eli/reg\\_del/2019/1603/oj](https://eur-lex.europa.eu/eli/reg_del/2019/1603/oj)
- 3 The Monitoring and Reporting Regulation (Commission Regulation (EU) No 601/2012, hereinafter the "MRR"), defines further requirements for monitoring and reporting. The MRR can be downloaded from:  
<https://eur-lex.europa.eu/eli/reg/2012/601>  
Note that the MRR has been revised in December 2018. Some amendments - including some relevant for this template - apply as from 1 January 2019. The Article numbers mentioned in this template refer to the MRR version as amended by Regulation (EU) 2066/2018. As from 1 January 2021, Regulation (EU) 601/2012 will be repealed and replaced in its entirety by Regulation (EU) 2066/2018. Some Article numbers change as consequence of the transition to the new MRR. Therefore, from 2021, Article numbers must be read using the correlation table presented in Annex XI to Regulation (EU) 2066/2012. The latter Regulation (i.e. the "new MRR") can be downloaded from:  
[http://data.europa.eu/eli/reg\\_impl/2018/2066/oj](http://data.europa.eu/eli/reg_impl/2018/2066/oj)

### (II) Information on CORSIA

Where this template refers to the "CORSIA rules" or "SARPs", it means the "International Standards and Recommended Practices, Environmental Protection — Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) (Annex 16, Volume IV to the Convention on International Civil Aviation).  
The SARPs are supplemented by the "Environmental Technical Manual, Volume IV — Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)" (Doc 9501, referred to as the "ETM") and further "ICAO CORSIA Implementation Elements".  
The SARPs, the ETM and all Implementation Elements are available under the following address:  
<https://www.icao.int/environmental-protection/CORSIA/Pages/default.aspx>  
In line with the provisions of the MRR and AVR, it is the EU specific templates which need to be used when reporting emissions, and not the templates found within the SARPs and ETM.

### (III) Scope and relevance

- 1 There are three possible situations in which you are required to use this template: (1) if you have to comply with the EU ETS, (2) if you need to comply with CORSIA requirements as Aircraft Operator from an EEA Member State, or (3) if both conditions apply. Based on your selections, the template guides you regarding which sections you have to fill in by greying-out sections which are not applicable to you. Therefore it is particularly important to fill in section (2) points (i) to (o) of this template.
- 2 Aircraft operators are required to comply with the EU ETS if they carry out aviation activities as included in Annex I to the EU ETS Directive. However, until December 2023, pending potential review by EU legislators, the so-called "reduced scope" is applicable. Furthermore the following aircraft operators are excluded:
  - Commercial air transport operators, operating either fewer than 243 flights per period for three consecutive four-month periods, or operating flights with total annual emissions lower than 10 000 tonnes per year.
  - Non-commercial air transport operators which emit less than 1 000 t CO<sub>2</sub> per year under the "full scope" of the EU ETS.
- 3 Note that under the EU ETS some simplified monitoring, reporting and verification requirements apply for small emitters. This template guides you whether you are allowed to use the simplified approaches (see section 5 of this template).  
For further information, in particular regarding "full" and "reduced" scope and simplified approaches, please see MRR guidance document No.2 "General guidance for Aircraft Operators", which can be downloaded under:  
[https://ec.europa.eu/clima/sites/clima/files/ets/monitoring/docs/gd2\\_guidance\\_aircraft\\_en.pdf](https://ec.europa.eu/clima/sites/clima/files/ets/monitoring/docs/gd2_guidance_aircraft_en.pdf)
- 4 Aircraft operators subject to CORSIA reporting to a Member State if they have an Air Operator Certificate (AOC) issued by that Member State or their place of judicial registration is in that Member State (including dependencies or territories of that Member State), if they produce annual CO<sub>2</sub> emissions greater than 10 000 tonnes from the use of aeroplanes (not helicopters) with a maximum certificated take-off mass greater than 5 700 kg conducting flights between aerodromes located in different States.

### (IV) Guidance on this template

- 1 Article 12 of the MRR sets out specific requirements for the content and submission of the monitoring plan and its updates. Article 12 outlines the importance of the Monitoring plan as follows:  
*The monitoring plan shall consist of a detailed, complete and transparent documentation of the monitoring methodology of a specific installation or aircraft operator and shall contain at least the elements laid down in Annex I.*  
Furthermore, Article 74(1) states:  
*Member States may require the operator and aircraft operator to use electronic templates or specific file formats for submission of monitoring plans and changes to the monitoring plan, as well as for submission of annual emissions reports, tonne-kilometre data reports, verification reports and improvement reports.*  
*Those templates or file format specifications established by the Member States shall, at least, contain the information contained in electronic templates or file format specifications published by the Commission.*
- 2 This file constitutes the said template for monitoring plans for emissions of aircraft operators developed by the European Commission and includes the requirements defined in Annex I as well as further requirements to assist the aircraft operator in demonstrating compliance with the MRR.  
Under certain conditions as described below, it may have been amended to a limited extent by a Member State's competent authority.
- 3 According to the delegated act pursuant to Article 28c of the EU ETS Directive, this template is also to be used for CORSIA reporting.
- 4 This monitoring plan template represents the views of the Commission services at the time of publication.  
**This is a minor update to the final version of this template, dated 16 January 2019, as endorsed by the Climate Change Committee by written procedure closing 11 January 2019. The date of the update is 24 June 2020.**
- 5 All Commission guidance documents on the Monitoring and Reporting Regulation can be found at:  
[https://ec.europa.eu/clima/policies/ets/monitoring\\_en#tab-0-1](https://ec.europa.eu/clima/policies/ets/monitoring_en#tab-0-1)
- 6 The EU ETS for aviation has been expanded to cover the three EEA EFTA States Iceland, Liechtenstein and Norway. This means that aircraft operators also need to monitor and report their emissions and tonne-kilometre data from domestic flights within the EEA EFTA States, flights between the EEA EFTA States and flights between EEA EFTA States and third countries.  
Accordingly, all references to Member States in this template should be interpreted as including all 30 EEA States. The EEA comprises the 27 EU Member States, Iceland, Liechtenstein and Norway.
- 7 Before you use this file, please carry out the following steps:
  - (a) Make sure you know which Member State is responsible for administering you (the aircraft operator to which this monitoring plan refers). The criteria for defining the administering EU ETS Member State are set out by Art. 18a of the EU ETS Directive. A list specifying the administering Member State for each aircraft operator can be found on the Commission's website (see below).  
If you are not on this list, you may still be subject to CORSIA reporting to a Member State based on the criteria referred to under point III(4) above.





- (b) Identify the Competent Authority (CA) responsible for your case in that administering Member State (there may be more than one CA per Member State).
- (c) Check the CA's webpage or directly contact the CA in order to find out if you have the correct version of the template. The template version is clearly indicated on the cover page of this file.
- (d) Some Member States may require you to use an alternative system, such as Internet-based forms instead of a spreadsheet. Check your administering Member State requirements. In this case the CA will provide further information to you.
- (e) Read carefully the instructions below for filling this template.

8 This Monitoring Plan must be submitted to your Competent Authority to the following address:

Detail address to be provided by the Member State

- 9 The CA may contact you to discuss modifications to your monitoring plan to ensure the accurate and verifiable monitoring and reporting of annual emissions, according to the general and specific requirements of the MRR. Notwithstanding Article 16(1) of the MRR, upon notification of approval from the CA you will use the latest approved version of the monitoring plan as the methodology to determine annual emissions and implement your data acquisition and handling activities and control activities. It will serve also as a reference for verification of your annual emissions report.
- 10 You must notify any proposals for significant modifications to the monitoring plan to the CA without undue delay. Any significant change in your monitoring methodology shall be subject to approval by the CA, as set in Article 14 and 15 of the MRR. Where you can assume reasonably (in accordance with Article 15) that necessary updates of the monitoring plan are not significant, you may notify the CA of those updates jointly once per year in accordance with the deadline specified in that Article (subject to competent authority agreement).
- 11 You must implement and keep records of all modifications to the monitoring plan in accordance with Article 16 of the MRR.
- 12 Contact your Competent Authority if you need assistance to complete your Monitoring Plan. Some Member States have produced guidance documents which you may find useful.
- 13 Confidentiality statement: The information submitted in respect of this application may be subject to public access to information requirements, including Directive 2003/4/EC on public access to environmental information. If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let your Competent Authority know. You should be aware that under the provisions of Directive 2003/4/EC, the Competent Authority may be obliged to disclose information even where the applicant requests that it is kept confidential.

#### 14 Information sources:

##### EU Websites:

EU-Legislation: <http://eur-lex.europa.eu/en/index.htm>  
 EU ETS general: [http://ec.europa.eu/clima/policies/ets/index\\_en.htm](http://ec.europa.eu/clima/policies/ets/index_en.htm)  
 Aviation EU ETS: [http://ec.europa.eu/clima/policies/transport/aviation/index\\_en.htm](http://ec.europa.eu/clima/policies/transport/aviation/index_en.htm)  
 Monitoring and Reporting in the EU ETS: [http://ec.europa.eu/clima/policies/ets/monitoring/index\\_en.htm](http://ec.europa.eu/clima/policies/ets/monitoring/index_en.htm)

##### Other Websites:

<to be provided by Member State>

##### Helpdesk:

<to be provided by Member State, if relevant>

#### 15 How to use this file:

In order to minimize your workload, you may choose to enter only in one monitoring plan all the data which is needed identically in both monitoring plans (emissions and tonne-kilometre). This choice has to be made in input field 2(c). It is recommended to use the annual emission monitoring plan as the primary document, as this requires generally the more complete information. If you do not send both documents to the Competent Authority at the same time, you have to fill in this data in the first document.

If you have to submit an emissions monitoring plan only for CORSIA purposes, but not for the EU ETS, then you do not need a tonne-kilometre monitoring plan. Consequently, the emissions monitoring plan must be filled completely.

It is recommended that you go through the file from start to end. There are a few functions which will guide you through the form which depend on previous input, such as cells changing colour if an input is not needed (see colour codes below).

In several fields you can choose from predefined inputs. For selecting from such a "drop-down list" either click with the mouse on the small arrow appearing at the right border of the cell, or press "Alt-CursorDown" when you have selected the cell. Some fields allow you to input your own text even if such drop-down list exists. This is the case when drop-down lists contain empty list entries.

##### Colour codes and fonts:

###### Black bold text:

###### Smaller italic text:

This is text provided by the Commission template. It should be kept as it is.

This text gives further explanations. Member States may add further explanations in MS specific versions of the template.

Light yellow fields indicate input fields.

Green fields show automatically calculated results. Red text indicates error messages (missing data etc).

Shaded fields indicate that an input in another field makes the input here irrelevant.

Grey shaded areas should be filled by Member States before publishing customized version of the template.

Sections added to the EU ETS template related to information required for CORSIA are identified by a light blue frame.

Member State-specific guidance is listed here:





## 1 List of monitoring plan versions

Please note that monitoring of the emissions of the aircraft operator must always be carried out in accordance with the latest approved version of the monitoring plan, except in cases where an update of the MP has already been submitted to the CA and/or is pending approval. In accordance with Article 16(1), in such situations the monitoring must be carried out in parallel using the latest approved as well as the latest MP submitted for approval.

[illegible]

## IDENTIFICATION OF THE AIRCRAFT OPERATOR AND DESCRIPTION OF ACTIVITIES

### 2 Identification of Aircraft Operator

- (a) Please enter the name of the aircraft operator:

*This name should be the legal entity carrying out the aviation activities defined in Annex I of the EU ETS Directive*

- (b) Unique Identifier as stated in the Commission's list of aircraft operators:

*This identifier can be found on the list published by the Commission pursuant to Article 18a(3) of the EU ETS Directive. Aircraft operators who have no obligation under the EU ETS, please get in touch with the competent authority for receiving a unique ID number. The CA may ask you to keep the field empty.*

- (c) Please choose the primary monitoring plan:

*Explanation: There are several fields in this template that are identical in the template for the tonne-kilometre data monitoring plan, like address information, and information regarding the aircraft fleet. In order to avoid unnecessary duplication of reporting, you may select here either the annual emission monitoring plan (this file) or the monitoring plan for tonne-kilometre data as the primary document. As soon as you have made your selection, you have to fill in the requested information only once in the selected document.*

- (d) Is this a new or an updated monitoring plan?

*Note: If you are using the current file to update a previous version, you have to select "Monitoring plan for Annual Emissions" under 2(c). If this is an updated monitoring plan, your competent authority may allow that you fill in only new information instead of the complete data.*

**Actual version number of the monitoring plan**

*Note: This number will also be displayed on the cover page of this file. It should be consistent with your entry in section 1.*

*<<< If you have selected the t-km monitoring plan under 2(c), click here to proceed to section 3a >>>*

- (e) If different to the name given in 2(a), please also enter the name of the aircraft operator as it appears on the Commission's list of operators:

*Applicable only for aircraft operators with obligation under the EU ETS. The name of the aircraft operator on the list pursuant to Article 18a(3) of the EU ETS Directive may be different to the actual aircraft operator's name entered in 2(a) above.*

- (f) Please enter the unique ICAO designator used in the call sign for Air Traffic Control (ATC) purposes, where available:

*The ICAO designator should be that specified in box 7 of the ICAO flight plan (excluding the flight identification) as specified in ICAO document 8585. If you do not specify an ICAO designator in flight plans, please select "n/a" from the drop down list and proceed to 2(g).*

- (g) Where a unique ICAO designator for ATC purposes is not available, please provide the aircraft registration markings used in the call sign for ATC purposes for the aircraft you operate.

*If a unique ICAO designator is not available, enter the identification for ATC purposes (tail numbers) of all the aircraft you operate as used in box 7 of the flight plan.*

No.	Registration mark	No.	Registration mark	No.	Registration mark
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

*If your fleet exceeds 30 registration marks, list the remaining markings in this field, separated by a semi-colon (";").*

- (h) Please enter the administering Member State of the aircraft operator for the EU ETS, if applicable

*pursuant to Art. 18a of the Directive.*

Please select

- (i) Competent authority for EU ETS in this Member State:

*In some Member States there is more than one Competent Authority dealing with the EU ETS for aircraft operators. Please enter the name of the appropriate authority, if applicable. Otherwise choose "n/a".*

Please select

- (j) Competent authority for CORSIA in this Member State:

*If this is the same authority as under point (i), or if you have no obligation under CORSIA in this Member State, you may keep this field empty.*

Please select

- (k) Please enter the number and issuing authority of the Air Operator Certificate (AOC) and Operating Licence granted by a Member State if available:

Air Operator Certificate:

AOC Issuing authority:

Operating Licence:

Issuing authority:

Please select

Please select

Please select

**Note:** If you have an obligation under CORSIA to the same country as under the EU ETS, you should fill in the sections of this template which are marked as relating to ICAO's market based mechanism CORSIA (indicated by a light blue frame).



(I) Please confirm if you want to use this monitoring plan for CORSIA:

*Note: If you have chosen "True" for this question, you must choose the "Monitoring Plan for annual emissions" in section 2(c).*

(m) Are you required to comply with CORSIA in another country?

(n) Please confirm to which other country you will report under CORSIA:

Some aircraft operators have an obligation under CORSIA only, i.e. no obligation under the EU ETS. If you are filling this monitoring plan for CORSIA purposes only, please confirm below that this is the case.

(o) Please confirm if you have an obligation under the EU ETS:

(p) Please enter the address of the aircraft operator, including postcode and country:

Address Line 1

Address Line 2

City

State/Province/Region

Postcode/ZIP

Country

Email address

(q) If different to the information given above in part (p), please enter the contact address of the aircraft operator (including postcode) in the administering Member State, if any:

**Address Line 1**

Address Line 2

City

State/Province/Region

Postcode/ZIP

Country

Email address

(r) Please provide details of the ownership structure of your firm and whether you have subsidiaries or parent companies

Please include in your description the unique ICAO designator of your subsidiaries or parent company, and indicate the administering Member State of these entities, if applicable. Add attachments to your submission as necessary to show a diagram of your ownership structure.

*For the purpose of CORSIA, it is allowed that an aircraft operator in a parent-subsidiary relationship seeks to be considered as a single aircraft operator. However, as this is not allowed for the purpose of the EU ETS, it is recommended not to make use of this option for simplicity of administration.*

*If you nevertheless want to make use of the CORSIA option, the relevant explanations have to be included below. Clearly indicate the names of the subsidiaries which also carry out international aviation activities and select how aircraft identification of the subsidiary for international flights is managed. Where appropriate, please attach additional explanatory files to the Emissions Monitoring Plan.*

**Note 1: Such aggregated reporting is only allowed for subsidiaries which have to report to the same State. If you make use of it, you must explicitly confirm that all the subsidiaries are wholly-owned by the parent.**

*Note 2: CORSIA rules require that baseline emissions data (period 2019-2020) have to be assigned separately for each subsidiary aircraft operator. Therefore, if you want to make use of this option, you have to provide a clear procedure how the data can be separated accordingly.*

Please note that your Administering Member State may ask you further details about contact addresses and company structure (see worksheet "MS specific content").

(s) Description of the activities of the aircraft operator falling under Annex I of the EU ETS Directive or CORSIA

Please specify whether you are a commercial or non-commercial air transport operator, whether you operate scheduled, non-scheduled flights or both and, whether the scope of your operations covers only the EEA or also non EEA countries.

Operator status

Please select

*Commercial air transport operators: Please attach a copy of Annex I of your AOC to this monitoring plan as evidence.*

### Scheduling of flights

Please select

### Scope of operations

Please select

(t) Please provide further description of your activities as necessary.



### 3 Contact details and Address for Service

**(a) Who can we contact about your monitoring plan?**

*It will help us to have someone who we can contact directly with any questions about your monitoring plan. The person you name should have the authority to act on your behalf. This could be an agent acting on behalf of the aircraft operator.*

Title:	Please select
First Name:	
Surname:	
Job title:	
Organisation name (if acting on behalf of the aircraft operator):	
Telephone number:	
Email address:	

[<<< If you have selected the t-km monitoring plan under 2\(c\), click here to proceed to section 4 >>>](#)

**(b) Please provide an address for receipt of correspondence**

*You must provide an address for receipt of notices or other documents under or in connection with the EU Greenhouse Gas Emissions Trading Scheme. Please provide an electronic address and a postal address, if applicable, within the administering Member State.*

Title:	Please select
First Name:	
Surname:	
Email address:	
Telephone number:	
Address Line 1:	
Address Line 2:	
City:	
State/Province/Region:	
Postcode/ZIP:	
Country:	Please select

**(c) Legal representative of the aircraft operator**

*Please provide contact information of a representative who is legally responsible for the aircraft operator, for the purpose of compliance with the EU ETS, or CORSIA rules, as applicable.*

Title:	Please select
First Name:	
Surname:	
Email address:	
Telephone number:	
Address Line 1:	
Address Line 2:	
City:	
State/Province/Region:	
Postcode/ZIP:	
Country:	Please select

[<<< Click here to proceed to next section >>>](#)





## EMISSION SOURCES and FLEET CHARACTERISTICS

## 4 About your operations

Under 2(c) you have chosen:

## (a) Please provide a list of the aircraft types operated at the time of submission of this monitoring plan.

The list should include all aircraft types (by ICAO aircraft type designator - DOC8643), which you operate at the time of submission of this monitoring plan and the number of aircraft per type, including owned aircraft, as well as leased-in aircraft. You are required to list only aircraft types used for carrying out activities falling under Annex I of the EU ETS Directive (i.e. "full scope" of the EU ETS).

You may use the second column to further specify sub-types of that aircraft type, if relevant for defining the monitoring methodology. This can be useful e.g. if there are different types of on-board measurement systems, different data transmission systems (e.g. ACARS) etc.

For each aircraft type you have to specify which fuels will be used (which "source streams" will be associated with the emission sources). You can do that by entering "1" or "TRUE" in the appropriate fields. Leave the field blank if the fuel is not used.

Please note: A part of the data to be entered in this subsection is identical to the information in the t-km data monitoring plan. However, more information is needed for emission monitoring. Thus the data has to be filled in here. You may reduce your workload by referring from the t-km monitoring plan to the information given here.

Date of submission of monitoring plan:

Generic aircraft type (ICAO aircraft type designator)	Sub-type (optional input)	Number of aircraft operated at time of submission	jet kerosene (Jet A1 or Jet A)	jet gasoline (Jet B)	aviation gasoline (AvGas)	Biofuel	other alternative fuel

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Only in case of very large fleets you should provide the list as a separate sheet in this file.

## (b) Please provide a list of any additional aircraft types operated at the time of submission of this monitoring plan, which carry out international flights falling within the scope of CORSIA.

Please list only aircraft not already mentioned under point (a) above.

Generic aircraft type (ICAO aircraft type designator)	Sub-type (optional input)	Number of aircraft operated at time of submission	jet kerosene (Jet A1 or Jet A)	jet gasoline (Jet B)	aviation gasoline (AvGas)	Biofuel	other alternative fuel

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Only in case of very large fleets you should provide the list as a separate sheet in this file.

## (c) Please provide an indicative list of additional aircraft types expected to be used.

Please note that this list should not include any of the aircraft listed in table 4(a) above. Where available, please also provide an estimated number of aircraft per type, either as a number or an indicative range.



Generic aircraft type (ICAO aircraft type designator)	Sub-type (optional input)	Estimated number of aircraft to be operated	jet kerosene (Jet A1 or Jet A)	jet gasoline (Jet B)	aviation gasoline (AvGas)	Biofuel	other alternative fuel

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Only in case of very large fleets you should provide the list as a separate sheet in this file.

**(d) Please provide an indicative list of additional aircraft types expected to be used, which will carry out international flights falling within the scope of CORSIA.**

Please list only aircraft not already mentioned under points (a) to (c) above.

Generic aircraft type (ICAO aircraft type designator)	Sub-type (optional input)	Estimated number of aircraft to be operated	jet kerosene (Jet A1 or Jet A)	jet gasoline (Jet B)	aviation gasoline (AvGas)	Biofuel	other alternative fuel

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Only in case of very large fleets you should provide the list as a separate sheet in this file.

<<< If you have chosen the t-km monitoring plan in section 2(c), click here to continue with section 4(i). >>>

Note that - unless specific requirements are mentioned - the procedures below are considered to apply to both monitoring obligations, i.e. under the EU ETS and CORSIA. Where your procedures differ between both systems, please outline the differences in the "description" field.

**(e) Please provide details about the systems, procedures and responsibilities used to track the completeness of the list of emission sources (aircraft used) and fuels used over the monitoring year.**

The items specified below should ensure the completeness of monitoring and reporting of the emissions of all aircraft used during the monitoring year, including owned aircraft, as well as leased-in aircraft. The procedure should also ensure that changes of fuel type are tracked effectively.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	





(f) **Please provide details about the procedures to monitor the completeness of the list of flights operated under the unique designator by aerodrome pair.**

Please detail the procedures and systems in place to keep an updated detailed list of aerodrome pairs and flights operated during the monitoring period as well as the procedures in place to ensure completeness and non-duplication of data.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

(g) **Please provide details about the procedures for determining whether flights are covered by Annex I of the Directive and/or CORSIA, ensuring completeness and avoiding double counting.**

Please detail the systems in place to keep an updated detailed list of flights during the monitoring period which are included/excluded from EU ETS and/or CORSIA, as well as the procedures in place to ensure completeness and non-duplication of data.

It is recommended to include steps in this procedure which allow the distinction of intra-EEA flights ("reduced scope") and flights falling under the "full scope" of the EU ETS. For more information see MRR guidance document 2, "The Monitoring and Reporting Regulation – General guidance for Aircraft Operators". This document can be found at:

[https://ec.europa.eu/clima/sites/clima/files/ets/monitoring/docs/gd2\\_guidance\\_aircraft\\_en.pdf](https://ec.europa.eu/clima/sites/clima/files/ets/monitoring/docs/gd2_guidance_aircraft_en.pdf)

For differences in coverage of EU ETS and CORSIA, please see sheet "Guidelines and conditions" of this template, and relevant guidance material provided.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

(h) **Please describe here the procedure for determining whether flights fall under CORSIA, ensuring completeness and avoiding double-counting.**

This section has to be filled only if the procedure described under (g) does not contain the necessary determination steps. Note that there are flights which can fall under both, the EU ETS and CORSIA. It is recommended to include appropriate steps in this procedure for identifying those flights.

Special care should be taken to ensure that this procedure leads to a distinction between flights with offsetting requirement as described in Annex 16, Volume IV, Part II, Chapter 3, 3.1., and other flights, for the period from 1 January 2021.

For this purpose the procedure must include a regular checking of the CORSIA implementation element "CORSIA States for Chapter 3 State Pair".

<https://www.icao.int/environmental-protection/CORSIA/Pages/state-pairs.aspx>

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

(i) **Please provide an estimate/prediction of the total annual fossil CO<sub>2</sub> emissions for Annex I activities.**

The figure should only include those flights, which are covered by EU ETS (full scope).

tonnes CO<sub>2</sub>

(j) **Please provide an estimate/prediction of the total annual fossil CO<sub>2</sub> emissions on intra-EEA flights only.**

The figure should only include those flights, which are covered by EU ETS (reduced scope).

tonnes CO<sub>2</sub>





- (k) Please provide an estimate/prediction of the total annual fossil CO<sub>2</sub> emissions for international flights covered by CORSIA.

The figure should include all international flights which fall under the scope of CORSIA. In this case, flights covered by CORSIA which are also covered by the EU ETS, where flights depart and arrive in different EEA States, shall also be taken into account.

tonnes CO<sub>2</sub>

## 5 Eligibility for simplified procedures for small emitters under the EU ETS

Note: This sub-section deals only with simplified approaches for the EU ETS.

If you want to use the simplified monitoring using an emission estimation tool for the purpose of CORSIA-covered flights, please fill section 6 below.

- (a) Please confirm whether you operate fewer than 243 flights per period for three consecutive four-month periods; or operate flights with total annual fossil CO<sub>2</sub> emissions lower than 25 000 tonnes per year?

Please note that the threshold given relates to the "full scope" of the EU ETS.

Operators who are considered to be small emitters may choose to use simplified procedures to estimate fuel consumption using tools implemented by Eurocontrol or another relevant organisation. In this case, complete the worksheet "simplified calculation" instead of the worksheet "calculation".

- (b) Please confirm whether you operate flights with total annual fossil CO<sub>2</sub> emissions lower than 25 000 tonnes per year (full scope) or lower than 3 000 tonnes per year (reduced scope)?

If you operate aviation activities below one of these thresholds, you are eligible for an even more simplified approach for monitoring, reporting and verification, in line with Article 28a(6) of the EU ETS Directive (see below point 5(d)).

<<< If you have chosen "False" for both points (a) and (b), please continue directly to section 6. >>>

- (c) If you have selected "TRUE" in response to 5(a), do you intend to use simplified procedures to estimate fuel consumption?

- (d) If you have selected "TRUE" in response to 5(b), do you intend to use of the Article 28a(6) simplification?

If you are considered an aircraft operator with low emissions because you emit less than 25 000 t CO<sub>2</sub> per year, or if you emit less than 3 000 t CO<sub>2</sub> per year, and if you choose to create your annual emission report fully by using Eurocontrol's "Small Emitter Tool" (SET) populated by Eurocontrol with data from the EU ETS Support Facility (ETS-SF), you are allowed to submit that emission report without verification, because such report is considered verified (Article 28a(6) of the EU ETS Directive).

<<< If you have chosen "False" for both points (a) and (b), please continue directly to section 6. >>>

- (e) If you have selected "TRUE" in point (c) or (d), please provide information to support your eligibility for the simplified calculation procedures.

Provide suitable information to support the fact that you operate fewer than 243 flights per period for three consecutive four-month periods, or that your annual emissions are lower than 25 000 tonnes of CO<sub>2</sub> per year (full scope) or lower than 3 000 t/CO<sub>2</sub> per year (reduced scope). Where necessary, you can attach further documents (see Section 15).

<<< Click here to proceed to section 10 "Simplified Calculation" >>>

<<< If you are not eligible or not intending to use the small emitter tool, proceed to section 7, except if you need to input data in section 6 related to CORSIA. >>>

## 6 Additional information on CORSIA methodologies and the use of an emissions estimation tool

If you intend to use this monitoring plan also for the purpose of monitoring of flights not covered by the EU ETS, but covered by CORSIA, it is required that you confirm which monitoring methodologies you apply.

In line with the SARPs for the implementation of CORSIA, and depending on the order of magnitude of your emissions, you can either apply a Fuel Use Monitoring Method, or an emissions estimation tool.

To avoid administrative burden and to minimize the risk of errors and data gaps, it is highly recommended to apply the same methods for all CORSIA flights as for flights under the EU ETS.

Where you choose the use of a Fuel Use Monitoring Method, it is recommended that you include relevant information for non-EU ETS international flights in sections 4 and 7, as appropriate.

- (a) Confirmation of monitoring methodologies to be used for CORSIA for the 2019-2020 period

You can select here either "emission estimation tool" or the "fuel use methodology" as described by section 6 of this monitoring plan.

Method chosen:

- (b) Confirmation of monitoring methodologies to be used for CORSIA for the period from 2021

You can select here either "emissions estimation tool" or the "fuel use methodology" as described by section 6 of this monitoring plan.

As a third option, you can choose a combination of both, i.e. the fuel use method for international flights subject to offsetting requirements, and the emission estimation tool for other international flights.

Method chosen:





<<< If you are not eligible or not intending to use the small emitter tool, proceed to section 7. >>>



**CALCULATION OF CO2 EMISSIONS**

&lt;&lt;&lt; Go to Section 10 if eligible for simplified calculation &gt;&gt;&gt;

**7 Activity data****(a) Please specify the methodology used to measure fuel consumption for each aircraft type.**

In each case, the method chosen should provide for the most complete and timely data combined with the lowest uncertainty without incurring unreasonable costs.  
 Note that the Aircraft types are automatically taken from section 4(a) and 4(b).

**Method A** Actual fuel consumption for each flight (tonnes) = Amount of fuel contained in aircraft tanks once fuel uplift for the flight is complete (tonnes) - Amount of fuel contained in aircraft tanks once fuel uplift for subsequent flight is complete (tonnes) + Fuel uplift for that subsequent flight (tonnes)

**Method B** Actual fuel consumption for each flight (tonnes) = Amount of fuel remaining in aircraft tanks at block-on at the end of the previous flight (tonnes) + Fuel uplift for the flight (tonnes) - Amount of fuel contained in tanks at block-on at the end of the flight (tonnes)

**(a1) Aircraft types from section 4(a)**

Generic aircraft type (ICAO aircraft type designator) and sub-type	Method (A/B)	Data source used to determine fuel uplift	Methods for transmitting, storing and retrieving data
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select

**(a2) Aircraft types from section 4(b)**

Generic aircraft type (ICAO aircraft type designator) and sub-type	Method (A/B)	Data source used to determine fuel uplift	Methods for transmitting, storing and retrieving data
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select
	Please select	Please select	Please select

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Thereafter the formulas in row C must be corrected in order to point to the correct aircraft type in section 4(a) and 4(b).

Only in case of very large fleets you should provide the list as a separate sheet in this file.

**(b) If the chosen methodology (Method A/Method B) is not applied for all aircraft types, please provide a justification for this approach in the box below****(c) Please provide details about the procedure to be used for defining the monitoring methodology for additional aircraft types.**

While this monitoring plan in general defines the monitoring methodology for the aircraft already in your fleet at the time of submission of the monitoring plan to the competent authority (see point 4(a) and 4(b)), a defined procedure is needed to ensure that any additional aircraft that are expected to be used (e.g. those listed under 4(c) and 4(d)) will be properly monitored as well. The items specified below should ensure that a monitoring methodology is defined for any aircraft type operated.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(d) Complete the following table with information about the systems and procedures to monitor fuel consumption per flight in both owned and leased-in aircraft.**

The procedure must include the data sources to be used, the time when fuel tank measurements are taken, a description of the measurement equipment, if applicable, and the procedures for recording, retrieving, transmitting and storing information.

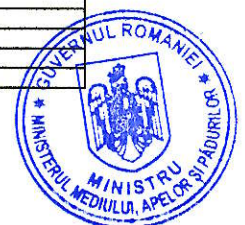
Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(e) Please specify the primary method used to determine the density used for fuel uplifts and fuel in tanks, for each aircraft type.**

The aircraft operator shall use the fuel density that is used for operational and safety reasons. This may be an actual or the standard value of 0.8 kg/L.

**(e1) Aircraft types from section 4(a)**

Generic aircraft type (ICAO aircraft type designator) and sub-type	Method to determine actual density values of fuel uplifts	Method to determine actual density values of fuel in tanks	Justification for using standard value if measurement is not feasible, and other remarks
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	





	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	

## (e2) Aircraft types from section 4(b)

Generic aircraft type (ICAO aircraft type designator) and sub-type	Method to determine actual density values of fuel uplifts	Method to determine actual density values of fuel in tanks	Justification for using standard value if measurement is not feasible, and other remarks
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Thereafter the formulas in row C must be corrected in order to point to the correct aircraft type in section 4(a).

Only in case of very large fleets you should provide the list as a separate sheet in this file.

## (f) Complete the following table with information about the procedures for determining the density used for fuel uplifts and fuel in tanks, in both owned and leased-in aircraft, if applicable.

The procedure must include a description of the data sources (fuel supplier,...) or measurement instruments involved, if relevant. It furthermore should ensure that the density value used is identical to the one used for operational and safety reasons.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

## (g) If applicable, provide a list of deviations from the general methodologies for determining fuel uplifts/fuel contained in the tank and density for specific aerodromes.

Where necessary due to special circumstances, such as fuel suppliers who cannot provide all of the required data for a certain methodology, a list of deviations from the general methodologies should be given for specific aerodromes. For example, if a fuel supplier at a specific aerodrome cannot provide the actual density data, specify the alternative approach proposed. Please list aerodromes using their ICAO designator, separated by semicolons.

Type of deviation	Justification of special circumstances	Aerodromes for which deviation applies

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

## 8 Emission factors

## (a) Please confirm that for the EU ETS you will use the following standard emission factors for commercial standard aviation fuels

Type of aviation fuel	Default Emission Factor (tonnes CO <sub>2</sub> /tonne fuel)	Confirm
Jet kerosene (Jet A1 or Jet A)	3,15	Please select
Jet gasoline (Jet B)	3,10	Please select
Aviation gasoline (AvGas)	3,10	Please select

## (b) Please confirm that for CORSIA you will use the following standard emission factors for commercial standard aviation fuels

Type of aviation fuel	Default Emission Factor (tonnes CO <sub>2</sub> /tonne fuel)	Confirm
Jet kerosene (Jet A1 or Jet A)	3,16	Please select
Jet gasoline (Jet B)	3,10	Please select
Aviation gasoline (AvGas)	3,10	Please select

## (c) If applicable, please provide a description of the procedure used to determine the emission factors, net calorific values and biomass content of alternative fuels (source streams).

Where applicable, the description of the procedure must identify how emissions factors, net calorific values and biomass fractions are derived for approval by the competent authority. These may be from sampling and analysis, from fuel purchase records, in the case of commercially traded fuels, or from guidelines provided by the Commission under Article 53. Where relevant, this procedure must include the method how compliance with sustainability criteria for biofuels is demonstrated.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

## (d) If applicable, please describe the approaches used for sampling batches of alternative fuels.

For each source stream, succinctly describe the approach to be used for sampling fuels and materials for the determination of emission factor, net calorific value and biomass content for each fuel or material batch

Source stream (fuel type)	Parameter	Description	conform with Standard (EN, ISO,...)	Frequency
	Please select			Please select



	Please select			Please select
--	---------------	--	--	---------------

- (e) If applicable, please describe the approaches used to analyse alternative fuels (including biofuels) for the determination of net calorific value, emission factors and biogenic content (as relevant).

For each source stream, succinctly describe the approach to be used for analysing fuels and materials for the determination of emission factor, net calorific value and biomass content for each fuel or material batch (if applicable to the selected tier).

Source stream (fuel type)	Parameter	Description	conform with Standard (EN, ISO...)	Frequency
	Please select			Please select
	Please select			Please select

- (f) If applicable, please provide a list of laboratories used to undertake the analysis and confirm whether the laboratory is accredited for this analysis according to EN ISO/IEC 17025, or otherwise reference the evidence to be submitted to demonstrate that the laboratory is technically competent in accordance with Article 34.

Name of laboratory	Analytical procedures	Is laboratory EN ISO/IEC17025 accredited for this analysis?	If no, reference evidence to be submitted
		Please select	
		Please select	
		Please select	
		Please select	

- (g) If applicable, please provide a description of the procedure used to determine the amount of biofuel consumed in line with the Commission's guidance pursuant to Article 53 MRR (see section 5.5 of MRR guidance document 2).

If you intend to use a monitoring system based on purchase records, please provide all relevant details required to ensure compliance with the relevant Commission guidance, including details on traceability of the biofuel's origin and avoidance of double counting with other RES schemes, evidence for meeting the sustainability criteria, and that the amount of biofuel consumption is technically feasible in relation to the EU ETS flights for which the fuel is claimed to be used.

MRR Guidance Document No. 2 "The Monitoring and Reporting Regulation – General guidance for Aircraft Operators" contains the relevant requirements in section 5.5, which should be read together with sections 5.4.8 and 5.4.9. Furthermore requirements on sustainability criteria in Annex I of that document need to be taken into account.

The guidance document is found at the following address:

[https://ec.europa.eu/clima/sites/clima/files/ets/monitoring/docs/rd2\\_guidance\\_aircraft\\_en.pdf](https://ec.europa.eu/clima/sites/clima/files/ets/monitoring/docs/rd2_guidance_aircraft_en.pdf)

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

## 9 Monitoring of CORSIA eligible fuels claims

If you intend to claim the use of CORSIA eligible fuels (CORSIA sustainable aviation fuels or CORSIA lower carbon aviation fuels), please describe here the procedure you will use for appropriately identifying their quantity and associated claimed emission reductions.

Note that for claiming such fuel use, your monitoring method must ensure that the data outlined in Table A5-2 of the SARPs is available for reporting.

Furthermore the procedure must ensure that only fuels are used that meet the CORSIA Sustainability Criteria for CORSIA Eligible Fuels and are obtained from a producer certified under a CORSIA Approved Sustainability Certification Scheme.

For the period 2019-2020 this section can be left empty.

- (a) If applicable, please provide a description of the procedure used to determine the amount of CORSIA Eligible Fuels claims.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

<<< Click here to proceed to section 11 "Data gaps" >>>



## SIMPLIFIED CALCULATION OF CO2 EMISSIONS

## 10 Simplified calculation under the EU ETS

You have to fill this section if you choose to apply the simplified procedure for the calculation of activity data described in Article 54 of the MRR. You are eligible for this approach,

- if you operate fewer than 243 flights per period of three consecutive four-month periods; or
- if you operate flights with total annual emissions lower than 25,000 tonnes per year (full scope); or

You may make use of the exemption provided by Article 28a(6) of the Directive,

- if you operate flights with total annual emissions lower than 25,000 tonnes per year (full scope), or
- if you operate flights with total annual emissions lower than 3,000 tonnes per year (reduced scope).

Entries here are only required / allowed if you have entered in section 5 that you intend to use the said simplified procedures to estimate fuel consumption, and if you have provided evidence of your eligibility to use this approach.

- (a) Please specify the name or reference of the Commission approved tool used to estimate fuel consumption.

Please select

- (b) Please confirm that the following standard emission factors for commercial standard aviation fuels will be used to calculate emissions under the EU ETS:

Type of aviation fuel	Default IPCC value (tCO <sub>2</sub> / t)	Confirm
Jet kerosene (Jet A1 or Jet A)	3,15	Please select
Jet gasoline (Jet B)	3,10	Please select
Aviation gasoline (AvGas)	3,10	Please select

- (c) If using an alternative fuel (including biofuel), please outline the proposed emission factor and net calorific value to be used and justify the methodology used.

<<< Click here to proceed to section 12 "Management" >>>

## 11 Data Gaps

Where data relevant for the determination of an aircraft operator's emissions is missing, the aircraft operator shall use surrogate data calculated in accordance with an alternative method approved by the competent authority. The reasons why the data gap methodology has been applied and the quantity of emissions for which such approach is used shall be specified in the annual emissions report.

Note that - unless specific requirements are mentioned - the procedures below are considered to apply to both monitoring obligations, i.e. under the EU ETS and CORSIA. Where your procedures differ between both systems, please outline the differences in the "description" field.

- (a) Please provide a brief description of the method to be used for the EU ETS to estimate fuel consumption when data is missing according to the conditions as outlined above.

- (b) For EU ETS purposes, where surrogate data cannot be determined by the method described under 11(a), the emissions may be estimated from fuel consumption determined using a tool as specified in Article 54(2) of the MRR. Please specify the Commission approved tool used in this instance:

Please select

- (c) Please provide information on any secondary data sources you intend to use for avoiding data gaps, where relevant:

- (d) Please provide a short description of the methodology to treat data gaps regarding other parameters than fuel consumption, if applicable.

- (e) Please provide details about the procedure used to ensure that data gaps are limited to below 5% of flights.

Pursuant to Article 65(2) of the MRR, data gaps during a reporting year should not exceed 5 per cent of reported flights. If the aircraft operator realizes it has data gaps and system weaknesses that exceed this threshold, then it shall engage with the competent authority to take remedial action to address this. The aircraft operator shall report the percentage of flights, that had data gaps, and the circumstances and reasons for data gaps in the annual emissions report.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

<<< Click here to proceed to section 12 "Management" >>>



## DESCRIPTION OF PROCEDURES FOR DATA MANAGEMENT AND CONTROL ACTIVITIES

### 12 Management

Note that - unless specific requirements are mentioned - the procedures below are considered to apply to both monitoring obligations, i.e. under the EU ETS and CORSIA. Where your procedures differ between both systems, please outline the differences in the "description" field.

**(a) Please identify the responsibilities for monitoring and reporting (Article 61 of the MRR)**

Please identify the relevant job titles/posts and provide a succinct summary of their role relevant to monitoring and reporting. Only those with overall responsibility and other key roles should be listed below (i.e. do not include delegated responsibilities)

These could be outlined in a tree diagram or organisational chart attached to your submission

Job title/post	Responsibilities

**(b) Please provide details about the procedure for managing the assignment of responsibilities and competences of personnel responsible for monitoring and reporting, in accordance with Article 58(3)(c) of the MRR.**

This procedure should identify how the monitoring and reporting responsibilities for the roles identified above are assigned, how training and reviews are undertaken and how duties are segregated such that all relevant data is confirmed by a person not involved with the recording and collection of the data.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(c) Please provide details about the procedure for regular evaluation of the monitoring plan's appropriateness, covering in particular any potential measures for the improvement of the monitoring methodology.**

This procedure must identify the process of regularly checking to ensure that the monitoring plan reflects the nature of the operation and that it conforms with the Monitoring and Reporting Regulation. The brief description should identify how regularly the plan is evaluated, dependent on the nature of the operation and how changes identified from internal reviews and verification visits are communicated to the Competent Authority.

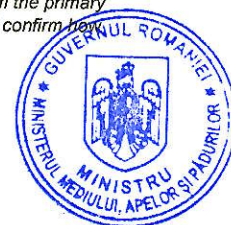
Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

### 13 Data Flow Activities

**(a) Please provide details about the procedures of the data flow activities that ensure data reported under EU ETS does not contain misstatements and is in conformance with the approved plan and Regulation.**

Where a number of procedures are used, please provide details of an overarching procedure which covers the main steps of data flow activities along with a diagram showing how the data management procedures link together (please reference this diagram below and include when submitting your monitoring plan). Alternatively please provide details of additional relevant procedures on a separate sheet.

Under "Description of the relevant processing steps", please identify each step in the data flow from primary data to annual emissions which reflect the sequence and interaction between data flow activities and include the formulas and data used to determine emissions from the primary data. Include details of any relevant electronic data processing and storage systems and other inputs (including manual inputs) and confirm how outputs of data flow activities are recorded.





Title of procedure	
Reference for procedure	
Diagram reference (where applicable)	
Brief description of procedure	
Post or department responsible for the procedure and for any data generated	
Location where records are kept	
Name of IT system used (where applicable).	
List of EN or other standards applied (where relevant)	
List of primary data sources	
Description of the relevant processing steps for each specific data flow activity	

- (b) Please attach a representation of the data flow for the calculation of emissions, including responsibility for retrieving and storing each type of data. If necessary, please refer to additional information, submitted with your completed plan.

Please reference the file/document attached to your monitoring plan in the box below.

--

- (c) Complete the following table with information about the procedure used to ensure regular cross-checks between uplift quantity as provided by invoices and uplift quantity indicated by on-board measurement.  
Where deviations are observed, corrective actions must be taken in accordance with Article 63 of the MRR.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

#### 14 Control activities

- (a) Please provide details about the procedures used to assess inherent risks and control risks.  
The brief description should identify how the assessments of inherent risks ("errors") and control risks ("slips") are undertaken when establishing an effective control system.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

- (b) Please provide details about the procedures used to ensure quality assurance of measuring equipment and information technology used for data flow activities.



*The brief description should identify how all relevant measurement equipment is calibrated or checked at regular intervals, if applicable, and how information technology is tested and controlled, including access control, back-up, recovery and security.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(c) Please provide details about the procedures used to ensure regular internal reviews and validation of data.**

*The brief description should identify that the review and validation process includes a check on whether data is complete, comparisons with data over previous years, comparison of fuel consumption reported with purchase records and factors obtained for fuel suppliers with international reference factors, if applicable, and criteria for rejecting data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(d) Please provide details about the procedures used to handle corrections and corrective actions.**

*The brief description should outline what appropriate actions are undertaken if data flow activities and control activities are found not to function effectively. The procedure should outline how the validity of the outputs is assessed, the process of determining the cause of the error and of correcting it*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(e) If applicable, please provide details about the procedures used to control outsourced activities.**

*The brief description should identify how data flow activities and control activities of outsourced processes are checked and what checks are undertaken on the quality of the resulting data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(f) Please provide details about the procedures used to manage record keeping and documentation.**

*The brief description should identify the process of document retention, specifically in relation to the data and information stipulated in Annex IX of the MRR and to how the data is stored such that information is made readily available upon request of the competent authority or verifier.*

Title of procedure	
--------------------	--





Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

- (g) Please provide the results of a risk assessment that demonstrates that the control activities and procedures are commensurate with the risks identified. (Note: Only applicable to operators who are not small emitters or small emitters who do not intend to use the small emitters tool)

Please reference the file/document attached to your monitoring plan in the box below.

- (h) Does your organisation have a documented environmental management system? Please choose the most relevant response.

- (i) If the Environmental Management System is certified by an accredited organisation and the system incorporates procedures relevant to EU ETS monitoring and reporting, please specify to which standard e.g. ISO14001, EMAS, etc.

## 15 List of definitions and abbreviations used

- (a) Please list any abbreviations, acronyms or definitions that you have used in completing this monitoring plan.

Abbreviation	Definition

## 16 Additional information

- (a) If you are providing any other information that you wish us to take into account in considering your plan, tell us here. Please provide this information in an electronic format wherever possible. You can provide information as Microsoft Word, Excel, or Adobe Acrobat formats.

You are advised to avoid supplying non-relevant information as it can slow down the approval. Additional documentation provided should be clearly referenced, and the file name / reference number provided below. If needed, check with your competent authority if other file formats than the ones mentioned above are acceptable.

Please provide file name(s) (if in an electronic format) or document reference number(s) (if hard copy) below:

File name/Reference	Document description

<<< Click here to proceed to section 17 "MS specific content" >>>



## Member State specific further information

### 17 Comments

Space for further Comments:

