

TONNE-KILOMETRE DATA REPORT OF AIRCRAFT OPERATORS

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Reporting year:

2013

Information about this report:

This tonne-kilometre report was submitted by:

Unique Identifier of the aircraft operator (CRCO No.):

Version Number of the latest approved monitoring plan:

Total tonne-kilometres of the aircraft operator:

0 [t * km]

This value is taken from section 5(b).

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

Date

Name and Signature of
legally responsible person

Template version information:

Template provided by:	European Commission
Publication date:	26/04/2013
Language version:	English
Reference filename:	P3 Aircraft TKM_COM_en_260413.xls

GUIDELINES AND CONDITIONS

- 1 Directive 2003/87/EC, as amended most recently by Directive 2009/29/EC (hereinafter "the (revised) EU ETS Directive") requires aircraft operators who are included in the European Greenhouse Gas Emission Trading Scheme (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 downloaded from:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2003L0087:20090625:EN:PDF>

- 2 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:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:181:0030:0104:EN:PDF>

Article 67(3) of the MRR requires:

The annual emission reports and tonne-kilometre data reports shall at least contain the information listed in Annex X.

Annex X sets out the minimum content of Tonne-kilometre Reports.

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.

This file constitutes the said reporting template for aircraft operators developed by the Commission services and includes the requirements defined in Annex X 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.

This reporting template represents the views of the Commission services at the time of publication.

This is the final version of the annual emissions report template for aircraft operators, as endorsed by the Climate Change Committee in its meeting 18 April 2013.

- 3 All Commission guidance documents on the Monitoring and Reporting Regulation can be found at:
http://ec.europa.eu/clima/policies/ets/monitoring/documentation_en.htm

- 4 The EU ETS for aviation has been expanded to cover the three EEA EFTA States Iceland, Liechtenstein and Norway, and will cover also Croatia from 2013 onwards. This means that aircraft operators 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 (31 from 2013) EEA States. The EEA comprises the 27 (28 from 2013) EU Member States, Iceland, Liechtenstein and Norway.

- 5 **Before you use this file, please carry out the following steps:**

- 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 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).**
- Identify the Competent Authority (CA) responsible for your case in that administering Member State (there may be more than one CA per Member State).
- 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.
- 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.
- Read carefully the instructions below for filling this template.

- 6 This tonne-kilometre data report must be submitted to your Competent Authority ("CA") to the following address:

Detail address to be provided by the Member State

- 7 Contact your Competent Authority if you need assistance to complete your Tonne-kilometre data Report. Some Member States have produced guidance documents which you may find useful in addition to the Commission's guidance mentioned above.

- 8 **Confidentiality statement: The information submitted in this report 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 report 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.**

- 9 **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

Aviation EU ETS: 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

Other Websites:

<to be provided by Member State>

Helpdesk:

<to be provided by Member State, if relevant>

10 How to use this file:

This template has been developed to accommodate the minimum content of a tonne-kilometre data report required by the MRR. Operators should therefore refer to the MRR and additional Member State requirements (if any) when completing.

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.

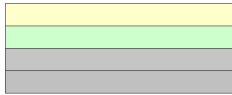
Colour codes and fonts:

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.

- 11 This template has been locked against data entry except for yellow fields. However, for transparency reasons, no password has been set. This allows for complete viewing of all formulae. When using this file for data entry, it is recommended to keep the protection in force. The sheets should only be unprotected for checking the validity of formulae. It is recommended to do this in a separate file.

- 12 **In order to protect formulae against unintended modifications, which usually lead to wrong and misleading results, it is of utmost importance NOT TO USE the CUT & PASTE function.**
If you want to move data, first COPY and PASTE them, and thereafter delete the unwanted data in the old (wrong) place.

- 13 Data fields have not been optimized for specific numerical and other formats. However, sheet protection has been limited so as to allow you to use your own formats. In particular, you may decide about the number of decimal places displayed. The number of places is in principle independent from the precision of the calculation. The option "Precision as displayed" of MS Excel should always be deactivated. For more details, consult MS Excel's "Help" function on this topic.

14 **DISCLAIMER: All formulae have been developed carefully and thoroughly. However, mistakes cannot be fully excluded. As described above, full transparency for checking the validity of calculations is ensured. Neither the authors of this file nor the European Commission can be held liable for eventual damages resulting from wrong or misleading results of the provided calculations. It is the full responsibility of the user of this file (i.e. the aircraft operator) to ensure that correct data is reported to the competent authority.**

Note: Formulae must be checked and corrected in particular whenever rows and/or columns are added by aircraft operators.

15 Member State-specific guidance is listed here:



GENERAL INFORMATION ABOUT THIS REPORT

1 Reporting Year

(a) Reporting year:

2013

This is the year in which the reported aviation activities took place, i.e. 2014 for the report which you submit by 31 March 2015.

2 Identification of the 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.

(c) 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:

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.

(d) 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(e).

(e) 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. Please separate each registration with a semicolon (;). Otherwise enter "n.a." and proceed.

(f) Please enter the administering Member State of the aircraft operator

pursuant to Art. 18a of the Directive.

(g) Competent authority 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.".

(h) 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:

(i) 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
Telephone Number:
Email address

(j) Who can we contact about your tonne-kilometre data report?

It will help the competent authority to have someone who they can contact directly with any questions about your report. The person you name should have the authority to act on your behalf. This may be an agent acting on behalf of the aircraft operator.

Note: If the aircraft operator is making use of an aircraft management company, the responsible person at that management company should be named here.

Title:
First Name:
Surname:
Job title:

Organisation name (if acting on behalf of the aircraft operator):

Telephone number:

Email address:

(k) 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 within the administering Member State.

Title:

First Name:

Surname:

Email address:

Telephone number:

Address Line 1:

Address Line 2:

City:

State/Province/Region:

Postcode/ZIP:

Country:

3 Identification of the Verifier

(a) Name and address of the verifier of your tonne-kilometre data report

Company Name:

Address Line 1:

Address Line 2:

City:

State/Province/Region:

Postcode/ZIP:

Country:

(b) Contact person for the verifier:

It will help the competent authority to have someone who they can contact directly with any questions about verification of your report. The person you name should be familiar with this report.

Title:

First Name:

Surname:

Email address:

Telephone number:

(c) Information about the verifier's accreditation:

Note that pursuant to Article 54(2) of the "AVR" (Accreditation and Verification Regulation; Regulation (EU) No. 600/2012), a Member State may choose to entrust certification of natural persons as verifiers to a national authority other than the national accreditation body.

In such cases, "accreditation" should be read as "certification", and "accreditation body" as "national authority".

Member State where accreditation has been granted:

Registration number issued by the accreditation body:

The availability of such registration information may depend on the accrediting Member State's practice of accreditation of verifiers.

Reporting year totals:	0	0	0	0	0	0	0
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(b) Total Tonne-kilometres reported to the competent authority:

0

Member State specific further information

7 Comments

Space for further Comments:

A large, empty yellow rectangular box with a thin black border, occupying the majority of the page below the 'Space for further Comments:' label. It is intended for providing additional information or comments.

Info for automatic Version detection

Template type:	Phase 3 Aircraft operators tonne-kilometre report
Version:	26/04/2013 P3 Aircraft TKM_COM_en_260413.xls
Issued by:	European Commission
Language:	English

Type list:

Monitoring plan tonne-kilometre data	MP TKM
Monitoring plan annual emissions	MP AEm
Report tonne-kilometre data	Report TKM
Report annual emissions	Report AEm
Phase 3 Installation Monitoring Plan	MP P3 Inst
Phase 3 Monitoring Plan Aircraft operators	MP P3 Aircraft
Phase 3 Monitoring Plan Aircraft t-km	MP P3 TKM
Phase 3 Installation Annual emissions Report	P3 Inst AER
Phase 3 Aircraft operators Emissions report	P3 Aircraft AER
Phase 3 Aircraft operators tonne-kilometre report	P3 Aircraft TKM

Version list	Reference File Name	Version comments
19/11/2012	P3 Aircraft TKM_COM_en_191112.xls	First draft UBA to TWG
25/01/2013	P3 Aircraft TKM_COM_en_250113.xls	second draft to TWG
09/03/2013	P3 Aircraft TKM_COM_en_090313.xls	Final draft to TWG
22/03/2013	P3 Aircraft TKM_COM_en_220313.xls	Final draft to CCC
26/04/2013	P3 Aircraft TKM_COM_en_260413.xls	Endorsed in CCC 18 April 2013; sent to tr
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Hungary	HU
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Italy	IT
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Languages list

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