EEA Emission Review Tool for the National Emission Ceilings Directive (EMRT-NECD)

Technical and practical guidance

VERSION 3.0

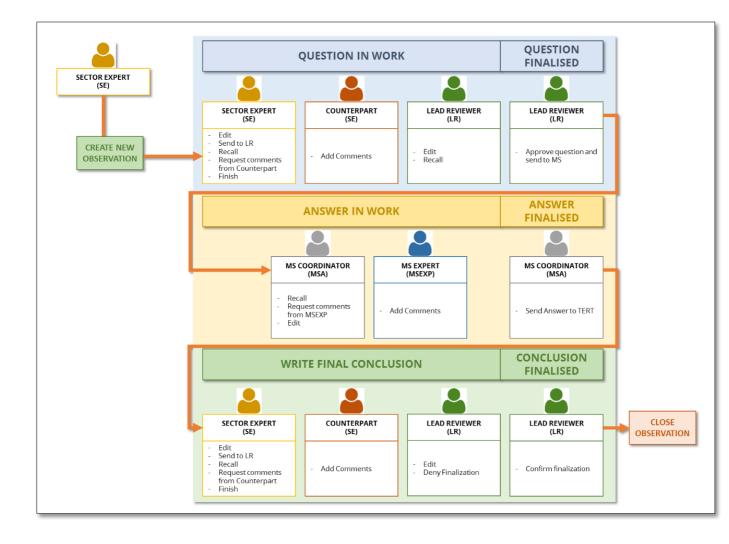


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1 Introduction

The EMRT-NECD (Emission Review Tool for the National Emission Ceilings Directive) is a web-based tool hosted by the EEA to facilitate quality checks and reviews of national emission inventories reported by EU Member States under the new National Emission Ceilings Directive (NECD, Directive 2016/2284/EU).

EMRT-NECD is a development of the EMRT used in the annual greenhouse gases emission inventory review process under the Effort Sharing Decision (ESD).

The EMRT-NECD is a platform for documentation and communication used by experts involved in the air pollutant emission inventory comprehensive review under service contract No 070203/2017/765105/SER/ENV.C.3. The purpose of the tool is to streamline communication throughout the comprehensive review between the review team and nominated national contact points, supported by national experts.

This guidance document is intended to provide technical support for all users of the EMRT-NECD and follows the workflow of the comprehensive review within the tool.

1.1 Users of the EMRT-NECD

There are **three different type of users** involved in the review process; each with a different role and different rights inside the EMRT-NECD: Secretariat, Technical Expert Review Team (TERT) and Member State Review Team.

- **Secretariat**: manage roles and grant access to the review tool, act as helpdesk and perform QA/QC on tool performances;
- **TERT**: perform the review by following the *EU air emission inventory review guidelines* and the ad hoc *Guidance on procedure for TERTs*; there are three different roles for this type of user: Sector Expert, Lead Reviewer and Counterpart
- **Member State Review Team**: it is composed by the nominated national contact point and selected Member State Experts; they will answer to the Observation raised up by the TERT

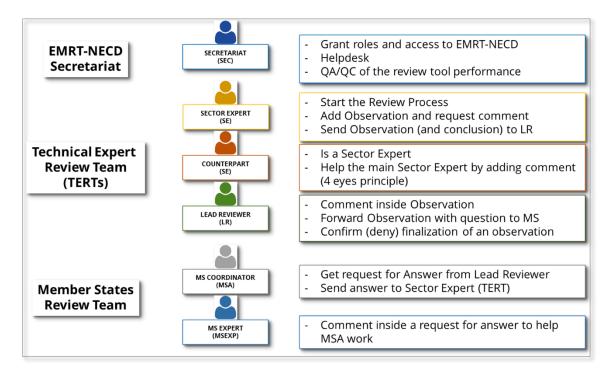


Figure 1.1: type of users and different roles inside the EMRT-NECD review tool

1.2 How does the EMRT-NECD work?

The EMRT-NECD is a communication tool; its main purpose is **to facilitate quality checks and reviews on national emission inventories in a structured and transparent way**, in order to guarantee an equal treatment of all Member States.

Inside the EMRT-NECD, three main workflows could occur during the review process: preparation of a question from the TERT to the Member State, preparation of an answer from the Member State to the TERT and the finalisation of an observation.

The main object within the EMRT-NECD is an "*Observation*". Each Observation can have a question and answer loop with the Member State. Every observation needs to be closed and have a Conclusion by the end of the review process.

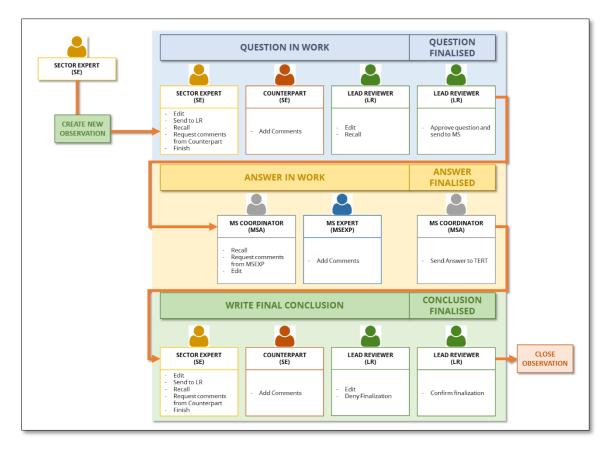


Figure 1.2: EMRT-NECD review tool workflow overview

1.3 Visibility inside the EMRT-NECD

It is worth noting that not all content held within the EMRT-NECD is visible to all users. This applies to internal commenting loops in the following circumstances:

- Internal commenting loops between members of the TERT will be not visible to Member States; only the final submitted question will be visible to Member States;
- Internal commenting loops between members of the Member States will not be visible to the TERT; only the final submitted answer will be visible to the review teams.

1.4 Wording inside the EMRT-NECD

Key definitions commonly used in the EMRT-NECD are given below

Observation: This is the initial input to the EMRT-NECD. Observation text describes the issue found using terms such as *transparency*, *under/overestimate*, *complete/incomplete*. Observations are given a unique ID e.g. MS-1A-2018-0001.

Question: This is optional text which is compiled by the review team and sent to the Member state in order to resolve an issue identified in the observation.

Conclusion: Text which accompanies the closing of an observation

Status of observation: An observation can have one of three statuses: open, unresolved, resolved. Before an observation has a conclusion finalised it is 'open', the conclusion therefore determines whether an observation is 'resolved' or 'unresolved'.

Workflow: The workflow of an observation can be classified by which user it is currently with (Sector Expert, Lead Reviewer or MS coordinator) or by its current position along the workflow (answered, conclusions, close requested and finalised).

2 Welcome to the EMRT-NECD

The EMRT-NECD homepage can be found by navigating to the following web address, <u>http://emrt-necd.eionet.europa.eu</u>.

					😧 Help	👗 Log in
EMRT-NECD				European Environment Ag	incy 💥	
Home 2017 2018	4				2	1
You are here: Home						
EEA Emission Review Tool ((EMRT) for the National Emission Ceilings Directive	(NECD)				
	nal Emission Cellings Directive) is a web-based tool hosted by the <u>EEA</u> to facilitate quality checks a al Emission Cellings Directive (NECD, Directive 2016/2284/EU).	and reviews of national emission inventories	Get started: 1. Click 'Log	g in' in the top right corner of the screen.		3
EMRT-NECD is a development of the EMRT used in the	ne annual greenhouse gases emission inventory review process under the Effort Sharing Decision (ESD).		ted, enter your EIONET username and password. 18' to start the review.		
The new emission inventory review process under the	NEC Directive is regulated by the EU Air Emission Inventory Review Guidelines		For assistant You can conta necd.review@ If you forgot You can reset	ce: act the EEA review secretariat at: @elonet.europa.eu the password:		
Key dates for the in-depth NEC D	Directive emission inventory review	Member State				
Commission / EEA review secretariat	TERT lealits					
		By 15/02				
	D 20102	Submission of Emission Inventory data un	nder NECD			
	By 28/02 • Draft of "EU Emission Inventory Review Guidelines" to EC					
	By 15/03	By 15/03				
	Draft of "Review Report Template" Final version of "EU Emission Inventory Review Guidelines"	Resubmission of Emission Inventory Data Submission of Informative Inventory Repr Submission of adjustment application Communication of planned adjustment ap	ort (IIR)			
9/4						
Meeting with Member States						
(Brussels)						
From 16/04 to 10/05						

Figure 2.1: homepage and main button of the EMRT-NECD review tool

Figure 2.1 shows the homepage of the EMRT-NECD which gives a brief description of the tool and a summary of key dates for the NECD emission inventory review. Additionally, the homepage provides options to navigate to other parts of the tool:

In the homepage users will find the following:

- 1. **LOGIN** button, top right of the screen
- 2. **HELP** button, close to the Login one
- 3. **GET STARTED box**: here the user can see a quick memo on how to log in and get started with the tool; helpdesk and assistance information are linked
- 4. **YEAR BUTTONS**: these buttons allow the user to navigate between different review years. The latest year will be on the far right side.

2.1 How to log in and get started in the EMRT-NECD

Only selected users can access the EMRT-NECD. Users will be listed under the EIONET extranet role: *extranet-necd-review* and are assigned by the NECD-EMRT Secretariat. To get started in the EMRT-NECD:

- Log in with your **EIONET account password**. (information on how to recover EIONET password are provided into the GET STARTED tab)

- Use the **tab** with the latest review year in order to work on the review (to create an observation, check observation status etc)
- Note the contact email address for **support**. Please write your request in English.

2.2 The "Tabs" inside the EMRT-NECD

"**Tabs**" are the instruments that a user can use to move inside the EMRT-NECD once in the relevant review year tab. **Figure 2.2** identifies the three tabs available; Overview list, My view and Finalised observations.

2	3	
ew list My view F	Review year 0	Inventory year 0
NFR category code Select NFR category code		
Status of observation Select status	Free text	
Workflow Select status	t	v
Search		

Figure 2.2: Tabs inside the EMRT-NECD

2.2.1 Overview Tab

By default, users will land to the "*Overview Tab*". In this tab, it is possible to perform a general search of all the observations inside the tool by selecting the options provided by the system.

1

	are here: Home / 2018					
Inf						
20	18				Configure notifications	s in XLS New observation
	B	t My view Finalised observation	ns Review year 0 Select review year	Inventory year	Description flags	
		R category code elect NFR category code			2017 TC follow-up Adjustment KC with Tier 1 Guidebook 2015 Finding Not Estimated	
		atus of observation Select status	Free text		Potential technical correction (PTC) Recalculation (compared to previous year submission) Recalculation (compared to save year submission) Time series inconsistency UNECE recommendation	
		orkflow Select status	¥		Drat/final conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate	
	OBSERVATION	Search IN SHORT		NFR CODE	Recommendation	DATE 🔻

Figure 2.3: Overview tab options

Box A: Contains three possible buttons which will appear in the observation tab • dependent on your user type. Only Sector Expert will have a "New Observation" button. However, any user can export search results into an Excel file, and configure email notifications. Configuring email notifications allows the user to choose when emails are received. Figure 2.4 shows the options for configuring notifications for each user, where boxes are ticked the user will receive an email when the associated action is performed.

Notification	Enabled?	Notification	Enab
Observation finalised by LR		Conclusion to comment by you as LR	
tion answered by MS	•	Observation finalisation ready for your approval as LR	•
redraft requested by LR		New comment is added	
ent is added	\$	Question ready for your approval as LR	 Image: A start of the start of
n finalisation denied by LR			
rvation recalled by LR		Question to comment by you as LR	_
estion sent to MS by LR		Question answered by MS	1

Role: Member State Expert

Notification	Enabled?
New comment from MS Expert	
New question to comment by you as MS expert	
Question answered by MS	

Save

Notification	Enabled?
Conclusion to comment by you as LR	
Observation finalisation ready for your approval as \ensuremath{LR}	✓
New comment is added	✓
Question ready for your approval as LR	s.
Question to comment by you as LR	✓
Question answered by MS	•

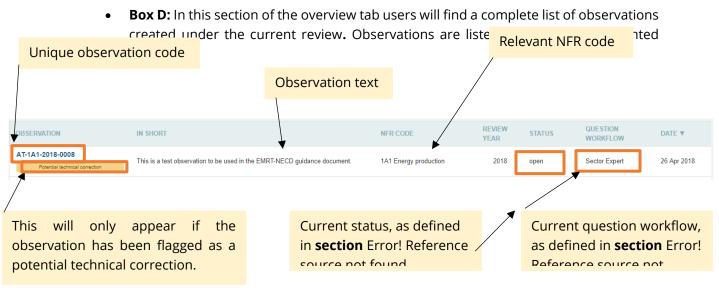
Role: Member State Coordinator

Notification	Enabled?
Observation finalised by LR	1
Question to be answered by your country	4
Observation recalled by LR	1
Answer acknowledged by sector expert	4
New comment from MS Expert	

- **Box B**: Provides options by which it is possible to search the total list of observations by country, review year, inventory year, NFR category code, the status of the observation and the workflow status. Definitions of status of observation and workflow can be found in **section 1.4**.
- **Box C**: Contains a number of description and conclusion flags which may also be filtered on. **Table 1** below defines each of these flags.

Table 1– Definition of description and draft/final conclusion flags available in the 'my view' tab.

Description Flag	Flag	Definition
	2017 Recommendation follow- up	Flag used for an observation in this year's review concerning a recommendation made in the previous year's review
	2017 RE follow-up	Flag used for an observation in this year's review concerning a Revised Estimate from the previous year's review
	2017 TC follow-up	Flag used for an observation in this year's review concerning a Technical Correction from the previous year's review
	Adjustment	Flag used for an observation related to a submitted Adjustment
	KC with Tier 1	Flag used for an observation where a Tier 1 methodology is applied to a key category
	Guidebook prior-2016 finding	Flag used for an observation where the methodology is based on a Guidebook version other than the 2016 EMEP/EEA Guidebook
	Not estimated (NE)	Flag used for an observation for a category where no estimate has been made
	Potential technical correction (PTC)	Flag used for an observation that may result in a change in the estimates that is above the threshold of significance
	Recalculation (compared to previous year submission)	Flag used for an observation related to a recalculation compared to 2017 submission
	Recalculation (compared to same year submission)	Flag used for an observation related to a recalculation compared to 2018 resubmission
	Time series inconsistency	Flag used for an observation for a category with an inconsistent time series
	UNECE recommendation	Flag used for an observation related to a recommendation that was made by the UNECE Stage 3 Review
Draft/Final	Not sent to Member State	No questions were sent to the Member State
conclusion flags	Technical correction (TC)	Flag for a conclusion where the TERT have made a correction to a submitted estimate
	Revised estimate	Flag for a conclusion when the Member State has changed an estimate based on an observation made by the review team
	Recommendation	The conclusion of this observation should be included in the review report as a recommendation



2.2.2 My View Tab

Figure 2.5: Observations as they appear in the 'overview list'.

the user, and follows the format shown in the diagram below.



Figure 2.6: summary of "My view" menu for each user type inside the EMRT-NECD

The following screenshots illustrate the user specific structure of the "*My view*" list. The list is broadly categorised into '*my actions*' and 'other actions for *my observation*'. When populated, a notification number reflecting the number of observations within that category will indicate the type and amount of action required by the user.

Overview list My view My view Minimize Indised observations Free text Leapse view Calapse view More expert My view Sector expert My view Sector expert My view Sector expert Mathematical Sector expert My view Sector expert More expert My view Sector expert My view Sector expert Mathematical Sector expert Mathematical Sector expert Mathematical Sector expert Sector expert Mathematical Sector expert Sector expert	
Collapse view Sector expert My actions Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart questions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Overview list My view Finalised observations
Collapse view Sector expert My actions Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart questions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Free last
Sector expert My actions Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	
Sector expert My actions Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	
My actions Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Collapse view
Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Sector expert
Draft observations Draft questions (1) Draft conclusion Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Av actions
Draft conclusion Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	
Counterpart questions to comment Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Draft questions (1)
Counterpart conclusions to comment MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Draft conclusion
MS answers to review Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Counterpart questions to comment
Conclusion denied Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Counterpart conclusions to comment
Other actions for my observations Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	AS answers to review
Observations for approval Unanswered questions Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	Conclusion denied
Waiting for comment from counterparts for question Waiting for comment from counterparts for conclusion	
Waiting for comment from counterparts for conclusion	Jnanswered questions
-	Vaiting for comment from counterparts for question
Observation for finalisation	Vaiting for comment from counterparts for conclusion
	Observation for finalisation

Figure 2.7: Sector Expert "My View" Tab

Verview list My view Free text Collapse view Lead reviewer My actions Questions to be sent Observations to finalise (2) Questions to comment Conclusions to comment Conclusions to comment My teams's actions Questions with comments from reviewers Answers from MS (4) My MS's actions Unanswered questions (1)	2018
Collapse view Lead reviewer My actions Questions to be sent Observations to finalise (2) Questions to comment Conclusions to comment My teams's actions Questions with comments from reviewers Answers from MS (4) My MS's actions	Overview list My view Finalised observations
Lead reviewer My actions Questions to be sent Observations to finalise (2) Questions to comment Conclusions to comment My teams's actions Questions with comments from reviewers Answers from MS (4) My MS's actions	Free text
Questions to be sent Observations to finalise (2) Questions to comment Conclusions to comment My teams's actions Questions with comments from reviewers Answers from MS (4) My MS's actions	
Questions to comment Conclusions to comment My teams's actions Questions with comments from reviewers Answers from MS (4) My MS's actions	
Conclusions to comment My teams's actions Questions with comments from reviewers Answers from MS (4) My MS's actions	
Questions with comments from reviewers Answers from MS (4) My MS's actions	
*	Questions with comments from reviewers

Figure 2.8: Lead Reviewer "My view" Tab

2018 Overview list My view Finalised observations	
Free text	
Collapse view MS coordinator	
My actions Questions from Sector Expert to be answered Comments received from MS experts MS experts actions Answers requiring comments/discussion from MS experts	
Sector expert actions Answers sent to Sector Expert (7)	

Figure 2.9: MSA "My view" tab

Overview list Image: All y view Free text Collapse view MS expert My actions Comments for answer needed by MS coordinator MSC actions Observations with my comments still with MSC Sector expert actions Answers that I commented on sent to Sector Expert	2018
Collapse view MS expert My actions Comments for answer needed by MS coordinator MSC actions Observations with my comments still with MSC Sector expert actions	Overview list My view Finalised observations
MS expert My actions Comments for answer needed by MS coordinator MSC actions Observations with my comments still with MSC Sector expert actions	Free text
Comments for answer needed by MS coordinator MSC actions Observations with my comments still with MSC Sector expert actions	
Observations with my comments still with MSC Sector expert actions	

Figure 2.10: MSEXP "My view" tab

2.2.3 Finalised Observations Tab

This tab lists all finalised observations relevant for the user. They are grouped by type of finalisation.

2018
Overview list A My view Finalised observations
Free text
Finalised observations
Finalised with Resolved (6) Finalised with Not Resolved

Figure 2.11: "Finalised observations" tab (as seen by a Sector Expert)

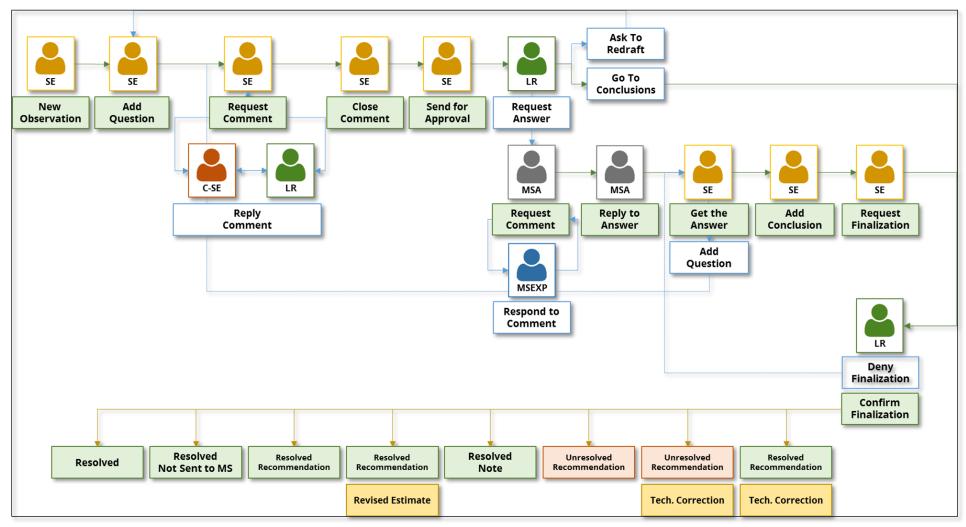
2.3 Observation detail

Whilst navigating through the EMRT-NECD tool using the tabs explained in **section** Error! Reference source not found., it is possible to click on individual observations to view further details. Illustrated in **Figure 2.12** detail includes:

- **Summary information** provided beneath the observation Ref number details the Country, Sector, Gases, Fuel and Inventory Year relevant to the selected observation.
- **Observation details** gives you the details given by the user when creating the observation; review year, parameter, key category and description flags and a short description of the observation
- **Observation history** shows the timeline of an observation and when it moved through various stages of the workflow.

Home 2017	2018							
ou are here: Home / 2018 / secto	r1 NOx 2016 Activity data							
Sack to my view	Back to overview list							Configure notifications
Ref. Numb	ber 1-2018-0008							
Country		ctor 1 Energy production		Pollutants NOx	Fuel	Inver 2016	ntory year	
		r Energy production		NOX		2010	,	
∧ Observation details								
Review Year 2018	Parameter Activity data			Key category		Last update 26 Apr 2018, 17:03 CET	r.	
Description flags	,							
	nical correction (PTC), Technica	al Correction (TC)						
Short description by sector ex								
This is a test observation to b	e used in the EMRT-NECD guid	dance document.						
Observation history								
Sector Expert	Sector Expert	Lead reviewer	Member state coordinator	Member state coordinator	Sector Expert	Sector Expert	Sector Expert	Lead Reviewer
TERT NECD 1 Draft observation	TERT NECD 1	CERT NECD LR Q Question approved and set	NECD EEA AT	NECD EEA AT	TERT NECD 1	TERT NECD 1	TERT NECD 1 Finalisation requested	TERT NECD LR
 Drait observation 3 hours ago 	 3 minutes ago 	to MS coordinator 2 minutes ago	comments closed 2 minutes ago	 Answer sent 2 minutes ago 	 Answer acknowledged 2 minutes ago 	 2 minutes ago 	 Pinansation requested a minute ago 	 Closed observation a few seconds ago
								•
4								
Conclusions								
Conclusions	Q Q8A							
Final status of observation:								
Final status of observation: Resolved Recommendation/internal no For category x and polluta	ote: in ts a, b, c for year[s] the TER	T noted that In response to a question evised estimate] provided by [the Membr						

Figure 2.12 – Details of individual observations



3 EMRT-NECD General Workflow

Figure 3.1: EMRT-NECD general workflow (see Annex 1 for additional information)

3.1 Sector Expert: creating an observation and question for approval

This section details the beginning of the EMRT-NECD workflow acted by the Sector Expert, and if necessary another Sector Expert/ Lead Reviewer as a counterpart. It covers the creation of an observation, creating a question, requesting comments and sending for approval.

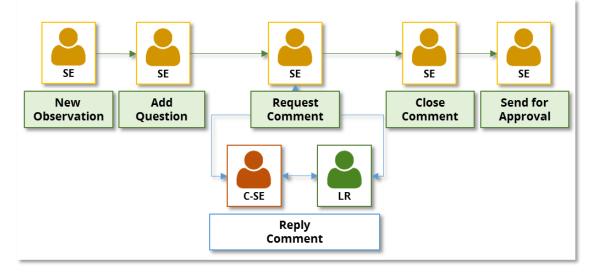


Figure 3.2: EMRT-NECD workflow detail – create observation and question

3.1.1 Creating an observation

The Sector Expert is responsible for the initial input into the EMRT-NECD by creating an observation.

The Sector Expert logs in to the EMRT-NECD. To begin the user clicks on the "*New Observation*" button as shown in **Figure 3.3**.

Home	2017 2018				
You are here: Hor	me / 2018				
2018					
				Configure notifications 🛛 📥 Expo	orts the results in XLS
Over	view list 🖸 My view 🏠 Final	lised observations			
	Country	Review year ()	Inventory year ()	Description flags ()	
	Select country	Select review year	Select inventory year	2017 Recommendation follow-up 2017 RE follow-up 2017 TC follow-up 2017 TC follow-up	
	NFR category code			Adjustment	
	Select NFR category code			Guidebook 2016 Finding	
	Status of observation	Free text		Potential technical correction (PTC) Recalculation (compared to previous year	
	Select status	*		Recalculation (compared to same year su Time series inconsistency UNECE recommendation	pmission)
	Workflow			Draft/final conclusion flags	
	Select status		*	 Not sent to Member State Technical Correction (TC) 	
	Search			Revised Estimate	
				REVIEW	QUESTION
OBSERVAT	TION IN SHORT		NFR CODE		WORKFLOW DATE V

Figure 3.3: SE creates a new observation

Next, the Sector Expert fills in the "*Observation*" form used to describe the issue identified. Please note mandatory fields are indicated by a red star. Remember to be clear and concise in the Observation Description, which will be visible to the Member State. Definitions of the description flags are given in **Table 1**.

<pre>set ve two that is a construct of a set of</pre>	
<pre>started to the start of th</pre>	Home 2017 2018
<pre>classical bit is a set work if is a set work if is a set if is it. If is a work is a set if is it. If is a work is a set if is it. If is a work is a set if is it. If is a work is a set if is it. If is a work is a set if is it. If is a work is a set if is it. If is a work is a work</pre>	/ou are here: Home / 2018
solute the issue skettled. Keep 1 shot, you cannot change the decoption once you have sent 1t to 1.7. MS can only see the question on at has been approved and sent by the 1.7. The question to the MS should be asked in the CAA bit, not have.	Observation
advy • . Re diggory code • . The diggory c	Short description by sector expert 🔹
atria	Jescribe the issue identified. Keep it short, you cannot change this description once you have sent it to LR. MS can only see the question once it has been approved and sent by the LR. The question to the MS should be asked in the Q&A tab, not here.
atria	
R despery lock a R despery lock despersion and a lock despective	
N1 Energy production energy pairs 61 is pairs or a (e.g. 2017, 2009, 2012, 2013) when the emissions had occured for which an issue was observed in the review. distance •	VFR category codes
entrol years is the year, a range or a list of years or a list of year	▼
SQI NON HIS NNVCC PNLS PNLS CG IG IG PD Very yar • Very	nventory year a not one of a list of years or a (e.g. 2012, 2009-2012, 2009, 2012, 2013) when the emissions had occured for which an issue was observed in the review.
SQI NON HIS NNVCC PNLS PNLS CG IG IG PD Very yar • Very	
PCDB Coll High Pb view year • view year is the year in which the invertory was submitted and the review was carried out. Is el view year is the year in which the invertory was submitted and the review was carried out. Bis coll and invertory and invertory Stake category carriedt • Emission Factor Activity data Emission Fuel usedsold Geographical coverage Other sorigion flags sorigion flags Sorigion flags Sorie Factory All Transmotor Hall Start Hollow-up Zif Transmotor Hollow-up Zif Transmotor Hollow-up Zif Transmotory Recalculation (compared to parwice) vers rubmission) <	02 NOX NH3 NNVOC PM2.5
view year is the year in which the inventory was submitted and the review was carried out is el value v MS key category ranker • Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Emission factor Activity data Emission Fuel used/sold Geographical coverage Other Balance Coverage C	PCBs HCB
view year is the year in which the inventory was submitted and the review was carried out I B e value N Skey category rameter Seription flags Seription fla	
el value value va	Review year is the year in which the inventory was submitted and the review was carried out
value MS key category Tameter Insistion factor Activity data Emission Fuel used/sold Geographical coverage Other soription flags soription flags Soription flags highlight important information that is closely related to the item. 2017 Recommendation follow-up 2017 Recommendation CX with Tier 1 Solidebook 2016 Finding Not Estimated Potential technical correction (PTC) Recalculation (compared to previous year submission) Recalculation (compared to previous year submission) Time series inconsistency UNECE recommendation aftificial correction (FTC) Recalculation (compared to same year submission) Recalculation (compa	2018
rameer • Emission factor = Activity data = Emission = Fuel used/sold = Geographical coverage = Other scription flags inpligibility important information that is closely related to the item. 2017 Recommendation follow-up 2017 CF follow-up	
Emission factor " Activity data " Emission " Fuel used/sold " Geographical coverage " Other scription flags scription flags highlight important information that is closely related to the item. 2017 Recommendation follow-up 2017 TC follow-up 2017 TC follow-up 2017 TC follow-up 2017 TC follow-up 2017 TC follow-up 2017 TC follow-up Couldebook 2016 Finding Not Estimated Voidebook 2016 Finding Not Estimated Potential technical correction (PTC) Recalculation (compared to previous year submission) Recalculation (compared to same year submission) Recalculation (compared to same year submission) Recalculation (compared to same year submission) Recalculation (somewerk State Technical Correction (TC) Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	MS key category
scription flags highlight important information that is closely related to the Item. 2017 RE Collow-up 2017 TC Tollow-up Adjustment KC with Tier 1 Guidebook 2016 Finding Not Estimated Potential technical correction (PTC) Recalculation (compared to previous year submission) Recalculation (compared to previous year submission) Time series inconsistency UNECE recommendation aft/final conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	Parameter 🔹
2017 Recommendation follow-up 2017 TC follow-up 2017 TC follow-up Adjustment KC with Tier 1 Guidebook 2016 Finding Wolk Estimated Recalculation (compared to previous year submission) Recalculation (compared to previous year submission) Recalculation (compared to same year submission) Recalculation (compared to year year year year year year year year	Description flags
2017 TC follow-up Adjustment KC with Tier 4 Outlebook 2016 Finding Net Estimated Potential technical correction (PTC) Recalculation (compared to previous year submission) Recalculation (compared to same year submission) Time series inconsistency UNECE recommendation at/final conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	2017 Recommendation follow-up
KC with Tire 1 Guidebook 2016 Finding Not Estimated Potential technical correction (PTC) Recalculation (compared to previous year submission) Time series inconsistency UNECE recommendation aft/final conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	2017 TC follow-up
Not Estimated Potential technical correction (PTC) Recalculation (compared to same year submission) Recalculation (compared to same year submission) Time series inconsistency UNECE recommendation at/final conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	Adjustment
Recalculation (compared to previous year submission) Recalculation (compared to same year submission) Time series inconsistency UNECE recommendation aftifinal conclusion flags Mod sent to Member State Technical Correction (TC) Revised Estimate Recommendation	Not Estimated
Time series inconsistency UNECE recommendation aft/final conclusion flags Mot sent to Member State Technical Correction (TC) Revised Estimate Recommendation	Recalculation (compared to previous year submission)
aftifinal conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	Recalculation (compared to same year submission) Time series inconsistency
Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation	UNECE recommendation
Technical Correction (TC) Revised Estimate Recommendation	Draft/final conclusion flags
Recommendation	Technical Correction (TC) Revised Estimate
Save Observation Delete Observation	Recommendation
	Save Observation Delete Observation

Figure 3.4: SE fills in the observation form

3.1.2 Creating a question

After saving an observation¹ the Sector Expert is now able to "add question" to the observation.

¹ Note, this observation has been created solely for the purpose of creating this guidance.

Home	2017 2018							
You are here: He	You are here: Home / 2018 / sector1 SO2 2012 Emission factor							
Info success	Item created							
< Back to n	ny view 🛛 ⊀ Back to overview	wlist				Configure notifications		
È	Ref. Number AT-1A1-2018-000	09						
	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012			
✓ Observa	tion details							
✓ Observa	tion history							
ç	Q8A							
				Add	d question Edit observation Delete of	Go to conclusions		

Figure 3.5: SE adds a question to an observation

After drafting a question, the Sector Expert has two main options: "*Request Comments*" or "Send Question for Approval".

Home	2017	2018						
You are h	are: Home / 2018	/ sector1 SO2 2012 Emission	n factor					
< Bac	k to my view	Contract A Back to overview list						Configure notifications
		f. Number F-1A1-2018-0009						
_		untry stria	Sector 1A1 Energy production		Pollutants SO2	Fuel	Inventory year 2012	
✓ OI	servation details	5						
✓ Ob	servation history	y						
		_						_
							_	
		lember State ()						dated on: 02 May 2018, 12:55 CET
	This is a test que	estion						
	✓ Interna	al comments on question b	between TERTs ()				-	↓
				Edit question	Upload file Delete Quest	tion Go to Conclusions	Request Comments Send C	uestion for Approval Edit Key Flags

Figure 3.6: SE makes a selection: "Request comments" or "Send a question for approval"

3.1.3 Request a comment from a counterpart

To request comments for a counterpart, the Sector Expert first clicks on the button identified above.

The Sector Expert must select at least one counterpart. After sending the "*Request for comment*" an email notification will be sent to the Lead Reviewer and selected counterpart(s).

A commenting loop will then commence between the Sector Expert and the selected counterpart(s).

Home 2017 2018					
You are here: Home / 2018 / sector1 SO2 2012 E	Emission factor / Question 1				
Select which users will be your coun	nterparts				
Click here or type the name to select counterpa	arts				
Send					
Home 2017 2018					
You are here: Home / 2018 / sector1 SO2 2012 Emissio					
Select which users will be your counterpa TERT NECD 6 ×	arts				
Send					
Home 2017 2018					
You are here: Home / 2018 / sector1 SO2 2012 Emission	n factor				
Info Users have been notified by e-mail					
Info Item state changed.					
C Back to my view Back to overview list	1				Configure notifications
Ref. Number AT-1A1-2018-0009					
Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
✓ Observation details					
✓ Observation history					
Q GAA					
from TERTs to Member State 0				Uş	dated on: 02 May 2018, 12:55 CET
This is a test question					
 Internal comments on question b 	etween TERTs 0				
				Select new Counterparts Close	Comments Edit Key Flags

Figure 3.7: SE requests counterpart comments

3.1.4 Internal Comment looping between Sector Experts

The counterpart logs in. Inside the "overview list" and their "My view" tab the observation can be found and selected under the "Counterpart questions to comment" section.

Home 2017 2018 You are here: Home / 2018 2018 4 2018	Finalised	l observations			New observation
Free text	Expand view	My actions - Cou	nterpart questions to comment		Search
My actions Draft observations (1) Counterpart questions to comment (1) MS answers to review (1)	I	OBSERVATION AT-1A1-2018-0009	IN SHORT	NFR CODE 1A1 Energy production	MODIFICATION DATE 02 May 2018, 12:58 CET

Figure 3.8: counterpart SE gets a request to comment

The counterpart then may add a comment. There is also an option to attach an explanation file. The counterpart then saves the comment.

	Ref. Number AT-1A1-2018-0009					
	Country	Sector	Pollutants	Fuel	Inventory year	
	Austria	1A1 Energy production	S02		2012	
servation	ı details					
	and the second se					
servation	history					
	_					
20	Q8A					
from TER	RTs to Member State 0					Updated on: 02 May 2018, 12:5
This is a t	test question	etween TERTs 0				Updated on: 02 May 2018, 12:5
This is a tr	test question Internal comments on question be ing of confidential files. Please zip your file.		I and send the password per email to the EMRT-NECD Secretariat mailor	ox. Your password will only be shared will	It the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12.5
This is a b I Handlin Comm	test question	, protect it with a password, upload it to your reply in the EEA review too	if and send the password per email to the EMRT-NECD Secretarial mailton	or. Your password will only be shared wil	In the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5
This is a b I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	f and send the password per email to the EMRT-NECD Secretarial multip	or. Your password will only be shared will	In the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12.5
This is a b I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	I and send the password per email to the EMRT-NECD Secretarial mailo	or, Your password will only be shared wi	h the lead reviewer and sector Espert.	Updated on: 02 May 2018, 12 5
This is a b I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	if and send the password per email to the EMRT-RECD Secretarial mails	or. Your password will only be shared wil	It the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5
This is a b I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	if and send the password per email to the EMRT-NECD Secretarial mailton	or. Your password will only be shared wit	It the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5
This is a to I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	4 and send the password per email to the EMRT-NECO Secretarial multip	or, Your password will only be shared wil	h Be lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5
This is a to I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	i and send the password per email to the EMRT-RECD Secretarial mailo	or. Your password will only be shared wil	h the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5
This is a to I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	if and send the password per email to the EMRT-NECD Secretarial multic	oc. Your password will only be shared wi	It the lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5
This is a to I Handlin Comm	test question Internal comments on question be ing of confidential files. Please zip your file. ment •	, protect it with a password, upload it to your reply in the EEA review too	if and send the password per email to the EMRT-RECO Secretarial mailto	or, Your password will only be shared will	h Be lead reviewer and sector Expert.	Updated on: 02 May 2018, 12 5

Figure 3.9: counterpart SE inserts a new comment

	Back to my view	w 🛛 🔇 Back to overview list						Configure notifications
And 20 20 Image: Control of the second s	Ľ	AT-1A1-2018-0009	Sector		Pollutants	Fuel	Inventory year	
Varaeta habia Varaeta Varaeta		Austria			SO2		2012	
	 Observation d 	details						
	V Observation h	history						
	Q 05	~						
	from TERTs	to Member State 0						Updated on: 02 May 2018, 12:55 CET
	This is a tes	t question						
The sar engly from the exact layer at the same engly of the file in our engly in the EAA noise to the same of the file if AECE Boosener nations. You preserve at only in a dead with the text reviewer and satistic Experiment	~ In	nternal comments on question between	TERTS 0					
The charged or definition from: Preserve approxie to the preserve approxie to the preserve approxie to the SUMS SUCCES decoursion nucleos. Your pressence aid while to be lead nucleose and while the lead nucleose and while Topole.		500.4						
Centred	This is a	a reply from the counterpart						
Atadward ConcerPie To fin dosars	Handling	of confidential files: Please zip your file, protect it	R with a password, upload it to your reply in the DEA review tool and send the passwor	d per ernail to the EMRT-NECD Secretariat mailbox. Your password will	only be shared with the lead reviewer and s	eclor Expert.		
Choose File, Ito file chosen Save Connected	Comme	ent 🔹						
Choose File, Ito file chosen Save Connected								
Choose File, Ito file chosen Save Connected								
Choose File, Ito file chosen Save Connected								
Choose File, Ito file chosen Save Connected								
Choose File, Ito file chosen Save Connected								
Solect new Counterparts Class Community Edit Kry Rags	Save	e Comment						
Select area Counterparts Chara Counterparts Chara Counterparts Chara Counterparts								
							Select new Cos	nterparts Close Comments Edit Key Flags

Figure 3.10: a new comment is added by counterpart SE

3.1.5 Sector Expert address comment from a counterpart

The Sector Expert logs in and looks into the "*My view*" tab under the "*Other actions for my observation*" menu, inside the dropdown "*Waiting for comment from counterparts for question*". They are then able to both reply to the counterpart, add further counterparts for comment or close the comments. The question is then ready to be sent for approval.

Home 2017 2018										
You are here: Home / 2018	'ou are here: Home / 2018									
2018										
Overview list My view A Finalis	ed observations			New observation						
Free text				- Count						
				Search						
Expand view Sector expert	Other actions fo	r my observations - Waiting for comment from	counterparts for question							
My actions Draft questions (32)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE						
MS answers to review (2) Conclusion denied (1)	AT-1A1-2018-0009	This is a test observation to be used for the EMRT-NECD guidance	1A1 Energy production	02 May 2018, 12:58 CET						
Other actions for my observations Unanswered questions (1) Waiting for comment from counterparts for question (1) Observation for finalisation (1)										

Figure 3.11: SE gets comment from a counterpart SE

from TERTs to Member State 0	Updated on: 02 May 2018, 12
This is a test question	
∧ Internal comments on question between TERTs 0	
TERT NECD 6 says: 02 May 2018, 11:05 CET	
This is a reply from the counterpart	
Handling of confidential files: Please zip your file, protect it with a password, upload it to your reply in the EEA review tool and send the password per email to the EMRT-NECD Secretariat mailbox. Your p	assword will only be shared with the lead reviewer and sector Expert.
Comment •	
Comment •	
Comment	

Figure 3.12: SE closes comment for a question

3.1.6 Send a question to Lead Reviewer for approval

Following the closing of the comments the Sector Expert is then able to send the question to the Lead Reviewer for approval. Note at the top of the screen shown it states that "item state change". This means that the observation is ready to be sent and advance through the workflow.

Home	2017	2018							
You are I	here: Home / 2018	/ sector1 SO2 2012 Emiss	sion factor						
Info	Item state changed	L							
< ва	ack to my view	A Back to overview list	st						Configure notifications
	AT-1	lumber 1A1-2018-0009							
	Count Austri		Sector 1A1 Energy production		Pollutants SO2	Fuel	Inve 201	entory year 2	
~ 0	bservation details	;							
∨ 0	bservation history	y .							
	Q Q&A								
	from TERTs to N	lember State 🚯						Updated on: 02 I	/ay 2018, 12:55 CET
	This is a test que	estion Il comments on questior	n between TERTs 0						
				Edit question	Upload file	Go to Conclusions	Request Comments	Send Question for Approval	Edit Key Flags

Figure 3.13: SE sends the question to LR for approval

Sector Expert selects "Send Question for Approval". An email notification will be sent to the Lead Reviewer. It is possible for the Sector Expert to "Recall Question" if they would like to make further changes to the question before sending it to the Lead Reviewer.

Home		2017	2018					
You are I	here: Home	e / 2018 / sector	1 SO2 2012 Emiss	sion factor				
Info	Users have	been notified by	y e-mail					
Info	Item state o	hanged.						
К Ва	ack to my v	riew 🛛 🕻 Ba	ick to overview li	st				Configure notifications
	•	Ref. Number	018-0009					
		Country Austria		Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
v 0	bservation	details						
• •	bservation	i history						
	Q	Q&A	1					
	from TE	RTs to Member \$	State 🚯				Updated	i on: 02 May 2018, 12:55 CET
	This is a	test question						
	~	Internal comm	ents on question	n between TERTs 😗				
							Recall Que	estion Edit Key Flags

Figure 3.14: Request for approval is sent by SE

3.2 Lead Reviewer: receives question for approval

This section details the input of the Lead Reviewer in the early stage of the workflow and their role in compiling and sending questions.

When a question is sent for the approval of the Lead Reviewer they will receive a "*New question for approval*" email notification. The Lead Reviewer logs into the EMRT-NECD and in the "*My View*" tab looks under the "*Question to be sent*" menu. The reviewer can review the commenting loop and take account of what has been discussed between the Sector Expert and counterpart Sector Expert.

They have three main actions: "edit question", "Ask to Redraft" to Sector Expert or "Approve question and send" to Member State. In addition, the Lead Reviewer can edit question.

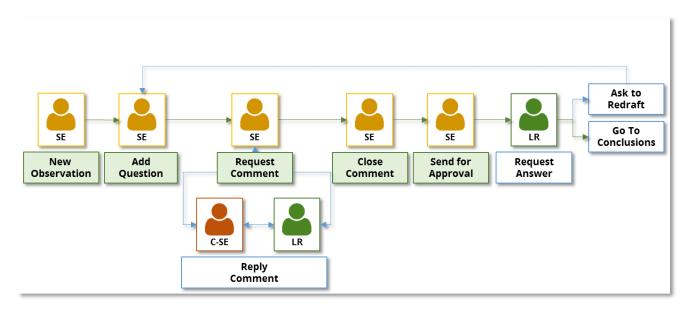
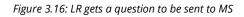


Figure 3.15: EMRT-NECD workflow detail: option for LR

Home 2017 2018							
ou are here: Home / 2018							
2018							
				New observation			
Overview list My view Finalised	observations						
Free text							
				Search			
Expand view	My actions - Ques	tions to be sent					
My actions Questions to be sent (1)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION			
Observations to finalise (2) My teams's actions	AT-1A1-2018-0009	This is a test observation to be used for the EMRT-NECD guidance	1A1 Energy production	02 May 2018, 13:10 CET			
Answers from MS (4)							
My MS's actions Unanswered questions (1)							



Home	2017	2018				
You are her	e: Home / 2018 / sector	1 SO2 2012 Emission factor				
< Back	to my view 🛛 < Ba	ick to overview list				Configure notifications
B	Ref. Number	018-0009				
_	Country Austria	Sector 1A1 Energy production	Po	lutants Fuel 2	Inventory year 2012	
V Obse	ervation details					
V Obse	ervation history					
	Q Q&A	1				
f	rom TERTs to Member	State 📵				Updated on: 02 May 2018, 12:55 CET
ſ	This is a test question	ents on question between TERTs $ \Theta $				
			Edit question	Upload file Approve question and	Go to Conclusions A	Ask SE to redraft Edit Key Flags

Figure 3.17: LR options when managing a question

3.2.1 Ask Sector Expert to redraft

If the Lead Reviewer selects "*Ask SE to redraft*" then the observation is sent back to the Sector Expert who can edit the question and follow the work flow again from **section 3.1.2** above.

3.2.2 Edit question

The Lead Reviewer can edit the question and requires no input from the Sector Expert.

3.2.3 Approves question and send to MS: Question finalised

The Lead Reviewer selects "*Approve question and send*". The status of the item changes. A notification email has been sent to the Sector Expert: "*Your observation was sent to MS*", and to the Member State Coordinator: "*New question for your country*". This can be seen from the notification bar.

Home	2017	2018						
You are he	re: Home / 2018 / sector	1 SO2 2012 Emission factor						
Info Us	Into Users have been notified by e-mail							
< Bac	Configure notifications							
	Ref. Number AT-1A1-2	2018-0009						
	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012			
V Obs	servation details							
V Obs	servation history							
_								
	Q& A							
	from TERTs to Member	State 0			Ser	nt on: 02 May 2018, 13:13 CET		
	This is a test question							
					Recall Q	Lestion Edit Key Flags		

Figure 3.18: LR has sent a request for an answer to MS

3.2.4 Recall question

After approving the question, there is an opportunity for the Lead Reviewer to recall the question before the Member State coordinator opens it. In this scenario the user is returned to the screen shown in **Figure 3.17.**

3.3 Member state coordinator receives a request for an answer

This section details the input into the EMRT-NECD required by the Member State Coordinator (MSA) and Member State Expert (MSEXP).

Following the Lead Reviewer sending the "*Request for an answer*", the MS Coordinator will receive an email notification: "*New question for your country*". The MS Coordinator logs into the EMRT-NECD and finds the request in the "*My view*" tab under the "*Questions from Sector Experts to be answered*" menu.

The MS Coordinator clicks on the Question and has two possible actions: "*Create an answer*" or "*Request input for an answer*".

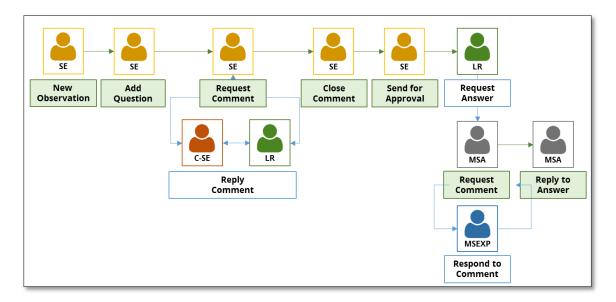


Figure 3.19: EMRT-NECD workflow – focus on Member State Actions.

2017 2018				
here: Home / 2018				
Overview list 🖸 My view 🗗 Finalise	d observations			
Free text				
Free lead				Search
Free text MS coordinator Expand view	My actions - Ques	stions from Sector Expert to be answered		Search
Expand view	My actions - Ques	stions from Sector Expert to be answered	NFR CODE	Search ModiFication Date

Figure 3.20: MSA gets a question from Sector Expert to be answered

The MS Coordinator clicks on the Question and has two possible actions: "*Create an answer*" or "*Request input for an answer*".

You are here: Home / 20	018 / sector1 SO2 2012 Emiss	ion factor				
Back to my view	K Back to overview list	st				Configure notifications
A A	ef. Number T-1A1-2018-0009					
	ountry ustria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
✓ Observation det	tails					
✓ Observation his	tory					
Q8.A	<u>, </u>					
	to Member State ()				s	e n: 02 May 2018, 13:13 CET
This is a test	question				•	·
					Create answer 0	Request input for answer 0

Figure 3.21: MSA option when managing an answer

3.3.1 Member State Coordinator creates answer

The MS Coordinator creates and saves the answer.

Home	2017 2018					
You are here: Ho	me / 2018 / sector1 SO2 2012 Emissio	on factor				
Back to m	y view K Back to overview list					Configure notifications
	Ref. Number AT-1A1-2018-0009					
_	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
✓ Observat	ion details					
✓ Observat	ion history					
Ç	Q&A					
from 1	ERTs to Member State ()					Sent on: 02 May 2018, 13:13 CET
This is	a test question					
					Create answer	Request input for answer ④
Text •	test answed					
Save an	swer					

Figure 3.22: MSA drafts an answer.

After saving the answer the MS Coordinator has four choices: to edit the answer, to upload an explanation file, to ask for comments or to submit the answer.

Home	2017 2018					
You are here: He	me / 2018 / sector1 SO2 201	12 Emission factor				
< Back to m	y view 🛛 ⊀ Back to ove	erview list				Configure notifications
	Ref. Number AT-1A1-2018-	0009				
	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
✓ Observa	lion details					
✓ Observa	lion history					
۶.	Q&A					
from	TERTs to Member State 0					Sent on: 02 May 2018, 13:13 CET
This	s a test question					_
from Memb	er State to TERTs				po	dated on: 02 May 20 13:22 CET
This is a ter	d answer omments					Ļ
					Edit answer Upload file Submit An	swer Request Comments

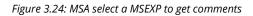
Figure 3.23: MSA options after drafting an answer

3.3.2 Requesting comments/ input from Member State Expert

The "*Request Comments*" button works in the same way as in **section 3.1.4**; After drafting a conclusion, the MS Coordinator can '*request comments*' from MS Experts, additionally they can '*request input for answer*' from the MS expert as soon as the request for an answer has been received.

When the MS Coordinator requests comments, they can select only the MS Expert users listed for their county inside the tool. No other users can act as a MS Expert in this part of the process.

Home	2017						
You are hare: Home / 2018 / sector1 SO2 2012 Emission factor / Question 1							
You can select which experts will comment on this answer							
Click here or type the name to select MS Experts							
Send							



The MS Coordinator requests comments and a notification email is sent to MS Expert involved.

Home 2017 2018								
You are here. Hame / 2018 / sector1 502 2012 Emission factor								
Info Users have been notified by e-mail								
Item state changed.								
Sack to my view Sack to overview list						Configure notifications		
Ref. Number AT-1A1-2018-0009								
Country Austria	Sector 1A1 Energy production		Pollutants SO2	Fuel	Inventory year 2012			
✓ Observation details								
✓ Observation history								
Q Q&A								
from TERTs to Member State 0					5	Sent on: 02 May 2018, 13:13 CET		
This is a test question								
from Member State to TERTs Updated on: 02 May 2018, 13 22 CET								
This is a test answer								
✓ Comments								
					Close Comments	Select new Experts		

Figure 3.25: a request for comment is sent by MSA to a MSEXP

3.3.3 Member State Expert provides comments to an answer

The MS Expert then logs into the EMRT-NECD and in the "*My View*" tab under the "*Comments for answer needed by MS Coordinator*" menu finds the observation where a comment is needed.

By clicking on "*Comment*", the MS Expert adds a proposed answer to the question received from the review team and can also upload useful files. The MS Expert can then "*Save Comment*". Additional comments can be added, if required. A Notification email is sent to the MS Coordinator.

e 2017 2018								
bu are here: Home / 2018								
8								
Overview list My view Grand Finalised observations								
Free text								
				Search				
Expand view	My actions - Con	ments for answer needed by MS coordinator						
MS expert		nments for answer needed by MS coordinator		MODIFICATION				
MS expert My actions	My actions - Con	IN SHORT	NFR CODE	MODIFICATION				
MS expert		-	NFR CODE 1A1 Energy production					
MS expert My actions	OBSERVATION	IN SHORT		DATE 02 May 2018,				
MS expert My actions	OBSERVATION	IN SHORT		DATE 02 May 2018,				

Figure 3.26: MSEXP gets a request for comment from MSA

Ē	Ref. Number AT-1A1-2018-0009						
_	Country Austria	Sector 1A1 Energy production		Pollutants SO2	Fuel	Inventory year 2012	
✓ Observation	ı details						
✓ Observation	n history						
Q	Q8A						
	RTs to Member State (8)						Sent on: 02 May 2018, 13:13 CET
This is a	test question						
from Member S	State to TERTs						Updated on: 02 May 2018, 13:22 CET
	confidential files: Please zip your file, protect	I il wilh a password, upload il to your reply in the EEA review looi an	nd send the password per email to the EMRT-N	IECD Secretarial mailbox. Your passwor	d will only be shared with the lead reviewer a	nd sector Expert.	
Comment This is	a reply to a draft answer						
	nt rile No file chosen omment	_					

Figure 3.27: MSEXP inserts a comment and attaches a file

Info	Users have	e been notified by e-	-mail					
(в	ack to my	view 🛛 🕻 Back	to overview list					Configure notifications
		Ref. Number AT-1A1-201	18-0009					
	-	Country Austria	Sector 1A1 Energy production	Pollu SO2	tants	Fuel	Inventory year 2012	
~ 0	Observatio	n details						
~ 0	Observatio	n history						
	Q	Q&A						
<u> </u>	from TE	RTs to Member Sta	ate 0					Sent on: 02 May 2018, 13:13 CET
	This is a	a test question						
	m Member s is a test a	State to TERTs					Upd	ated on: 02 May 2018, 13:22 CET
	∧ Com							
	NECD EE/	A AT EXP says: 02	May 2018, 11:32 CET					
	This is a	reply to a draft answ	ver					
	Handling of		se zip your file, protect it with a password, upload it to your reply in the EEA	review tool and send the password per email to	he EMRT-NECD Secretariat mai	llbox. Your password will only be share	ed with the lead reviewer and	I sector Expert.

Figure 3.28: MSEXP sends a comment inside a draft answer

3.3.4 Member State Coordinator: Receives comments and sends the answer

The MS Coordinator gets the email notification: "*New Comment from MS Expert*". They now have two choices: "*Close comment*" or "*Select new Expert*" (if further analysis or explanation is needed).

Home	2017 2018				
You are here: Ho	ome / 2018 / sector1 SO2 2012	Emission factor			
Info Welcom	el You are now logged in.				
< Back to m	ny view 🛛 🕻 Back to over	view list			Configure notificatio
B	Ref. Number AT-1A1-2018-000 Country	09 Sector	Pollutants	Fuel	Inventory year
	Austria	1A1 Energy production	SO2	1 401	2012
✓ Observat	tion details				
✓ Observat	tion history				
Ç	Q 8A				
from 1	TERTs to Member State ()				Sent on: 02 May 2018, 13:13 CET
This is	is a test question				
from Membe	er State to TERTs				tated on: 02 May 201
This is a tes	st answer				
					Close Comments Select new Experts

Figure 3.29: MSA options after getting comments inside a draft answer

Home	2017 2018					
You are here: H	lome / 2018 / sector1 SO2 2012	2 Emission factor				
Info Item st	ate changed.					
< Back to r	my view 🛛 🔇 Back to over	view list				Configure notifications
B	Ref. Number AT-1A1-2018-000	09				
-	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
V Observa	ation details					
V Observa	ation history					
\$						
from	TERTs to Member State 0				S	ent on: 02 May 2018, 13:13 CET
This	is a test question					
from Mem	ber State to TERTs				Updated o	on: 02 May 201 13:22 CET
This is a te	est answer					
				Edit answ	er Upload file Submit Answer	Request Comments
mrt-necd-te	st eionet europa eu/2018/	/AT-1A1-2018-0009/#tab-ga				

Figure 3.30: MSA closes comments

After closing comments, the MS Coordinator can edit the answer, upload a file, reopen the commenting loop if further comments are required, and submit answer. Once the answer has been submitted, an email notification is sent to the TERT (SE and LR): *"New answer from country"*.

Info Users ha	ave been notified by e-mail					
Info Item stat	te changed.					
< Back to m	ny view 🛛 🕻 Back to ove	erview list				Configure notifications
Ē	Ref. Number AT-1A1-2018-00					
	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
from T	Q&A					Sent on: 02 May 2018, 13:13 CET
	er State to TERTs				Sa	nt on: 02 May 2018, 13:35 CET
This is a tes						
						Recall

Figure 3.31: MSA submits answer

The MS Coordinator can recall the answer up until the point that the TERT Sector Expert presses the "Acknowledge Answer" button.

Home	2017 2018					
You are here: Ho	ome / 2018 / sector1 SO2 2012 Em	nission factor				
Info Item state	te changed.					
< Back to my	y view Sack to overview	v list				Configure notifications
Ŀ	Ref. Number AT-1A1-2018-0009					
	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012	
✓ Observati	ion details					
✓ Observati	ion history					
Q	Q8A					
from T	TERTs to Member State 0				S	ent on: 02 May 2018, 13:13 CET
This is	s a test question					
	er State to TERTs				Sent o	n: 02 May 2018, 13:35 CET
This is a test	st answer					
V Cor	omments					
				Edit answ	er Upload file Submit Answer	Request Comments

Figure 3.32: MSA recalls an answer after submission

By recalling the answer, the MS Coordinator has the same options as presented in **Figure 3.23**.

The MS Coordinator can find this observation in the "*My View*" tab under the "*Answers sent to Sector Expert*" menu.

Home 2017 2018				
You are here: Home / 2018				
2018				
Overview list My view Finalised	observations			
Free text				Search
MS coordinator Expand view	Sector expert action	ns - Answers sent to Sector Expert		
Sector expert actions Answers sent to Sector Expert (9)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE
	AT-1A1-2018-0009	This is a test observation to be used for the EMRT-NECD guidance	1A1 Energy production	02 May 2018, 13:37 CET

Figure 3.33: MSA view on answer status

3.4 Sector Expert: acknowledge Member State answer and draft conclusion

In this stage of the workflow the Sector Expert receives the answer from the MS coordinator (MSA) and has two choices: Add a question and go back to **section 3.1.2** or draft a conclusion.

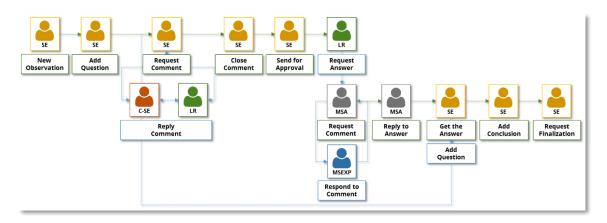


Figure 3.34: EMRT-NECD workflow detail: SE gets an answer from MSA

The Sector Expert logs in and in the "*My View*" tab finds the observation under the "*MS answers to review*" menu.

Home	2017 2018					
You are here: Hor	me / 2018					
2018						
Over Over	view list 🖸 My view	v Finalised	observations			New observation
1	Free text					Search
Sector e	expert	Expand view	My actions - M	S answers to review		
My action Draft que	ns stions (32)		OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE
MS answ	ers to review (3) on denied (1)	1	AT-1A1-2018- 0009	This is a test observation to be used for the EMRT-NECD guidance	1A1 Energy production	02 May 2018, 13:37 CET

Figure 3.35: SE gets an answer to review from MSA

3.4.1 Sector Expert: Acknowledge an answer

Before adding a further question (if further clarification is required) or writing a conclusion, the Sector Expert must *"Acknowledge Answer"*. A notification email is sent to MS Coordinator when the answer is acknowledged.

The Sector Expert can see the internal commenting loop between the Sector Expert, counterpart and LR, but can't see if there is any comment loop between the MS Coordinator and MS Expert(s): only the answer provided by MS Coordinator is visible.

	Ref. Number AT-1A1-201 Country Austria	8-0009 Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012
V Ob	oservation details				
✔ Ob	oservation history				
	Q Q&A				
	from TERTs to Member S	State 1			Sent on: 02 May 2018, 13:13 CET
	This is a test question				
	✓ Internal comme	ents on question between TERTs 0			
	Member State to TERTs				Sent on: 02 May 2018, 13:37 CET
					Acknowledge Answer Edit Key Flags

Figure 3.36: SE open the answer and acknowledge it

Following the acknowledgement of the answer the Sector Expert is presented with the options to 'add follow up question' or 'add conclusion'.

Info	Users have been notified by e	-mail				
Info	item state changed.					
< ва	ick to my view 🛛 🕻 Back	to overview list				Configure notifications
	Ref. Number AT-1A1-20' Country	18-0009 Sector	Pollutants	Fuel	Inventory year	
	Austria	1A1 Energy production	802		2012	
~ 0	bservation details					
~ 0	bservation history					
	from TERTs to Member Sta	ate 🚯			Sen	t on: 02 May 2018, 13:13 CET
	This is a test question	ts on question between TERTs 0				
from	n Member State to TERTs				ent on:	02 May 2018, 13:37 CET
This	s is a test answer			(Add follow up question Add Conclusion	ns Edit Key Flags

Figure 3.37: Answer is acknowledged by SE

If the SE "Add follow up question" the process restarts from section 3.1.2.

3.4.2 Sector Expert drafts a conclusion

After acknowledging an answer from the member state, if satisfied the Sector Expert may draft a conclusion. From clicking 'add conclusion' the following input screen appears.

The Sector Expert must select from a dropdown menu if the question is "*Resolved*" or "*Not Resolved*" according to the "*Decision Tree*" provided inside the "*Guidance on Procedure for TERTs*". Text for the conclusion may then be drafted: standard default text is provided to give guidance on the style of the Conclusion within the TERT guidance.

The Sector Expert has to select "Description Flags" for the Conclusion (multiple choice is allowed).

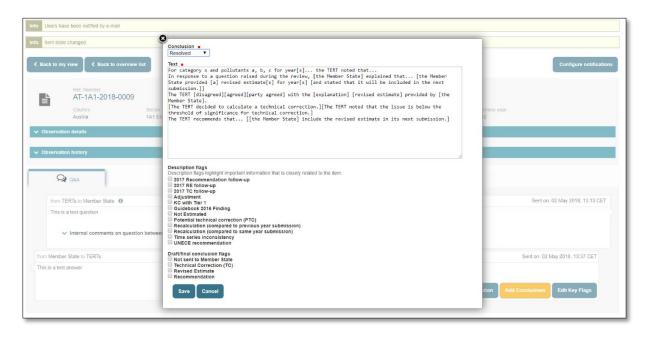


Figure 3.38: SE add a draft conclusion

The Sector Expert now has a set of different options: '*edit conclusion'*, '*upload file'*, '*reopen Q&A chat'*, '*request finalisation of the observation*' or "*request comments*".

- 'edit conclusion' allows the Sector Expert to edit the conclusion they have just drafted

- 'upload file' allows the Sector Expert to attach a file to the conclusion text

- *"Reopen Q&A Chat"* with Member State is also available if further questions need to be sent by the TERT to the Member State

Home	2017	2018					
You are here: Ho	ome / 2018 / sector	1 SO2 2012 Emission factor					
Info success	Item created						
< Back to m	iy view 🛛 < Ba	ack to overview list					Configure notifications
Ŀ		2018-0009					
	Country Austria	Sector 1A1 Energy production		Pollutants SO2	Fuel	Inventory year 2012	
✓ Observat	ion details						
✓ Observat	tion history						
✔ Cor	nclusions						
Final status Resolve	of observation: d						
For cate next sub	mission.]] The TER	te: Its a, b, c for year[s] the TERT noted that In response RT [disagreed][agreed][party agreed] with the [explanation be TERT recommends that [[the Member State] include i] [revised estimate] provided by [the Membe	r State]. [The TERT decided to d			
🗸 Inter	nal comments on	conclusion between TERTs					
			Edit conclusion	Upload file Edit Key Flag	s Request finalisation of the (observation Reopen Q&A Ch	Request comments

Figure 3.39: SE has saved a draft conclusion. Option.

3.4.3 Sector Expert request comment from counterpart

After drafting the conclusion, the Sector Expert is able to request comments. This is done in a similar way to earlier in the workflow, by selecting a user in the dropdown. The following commenting loop works in the same way as described in **section 3.1.4**.

Home	2017	2018	
You are here: He	ome / 2018 / sector	r1 SO2 2012 Emiss	ion factor
You can sele	ect which user	rs will commer	nt on this conclusions
TERT NECD	6 ×		
Send			

Figure 3.40: SE selects counterparts to comment on conclusion

3.4.4 Sector Expert requests finalization of the observation

If comments were requested, then the commenting loop must be closed prior to requesting finalisation.

Home	2017	2018
You are here: He	ome / 2018 / sector	1 SO2 2012 Emissi
Check the reason f	or requesting the closu	re of this observation
Enter comment	s if you want	
Derest		
Request fi	nalisation of the o	observation

Figure 3.41: SE requests finalisation of the observation

The Sector Expert may then "*Request finalisation of the observation*" by completing the dialogue box explaining the reason to close the question. The option to 'request finalisation of the observation' sends the conclusion text to the Lead Reviewer along with an email notification of the update.

Home	2017 2018									
You are here: Hor	You are here: Home / 2018 / sector1 SO2 2012 Emission factor									
Info Users has	Info Users have been notified by e-mail									
Info Item state	Into Item state changed.									
< Back to my	Back to my view Configure notifications									
	Ref. Number AT-1A1-2018-0009									
	Country Austria	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012					
V Observatio	on details									
✓ Observation	ion history									
Finish of	bservation Conclusion									
Observation	Finish Requested									
	SE comments on finish observation request: Please finalise									

Figure 3.42: a request for approval is sent to LR

An email notification "Observation finalisation request" is sent to the Lead Reviewer.

3.5 Lead Reviewer finalises a conclusion

In this final stage of the workflow the Lead Reviewer receives the request to finalise the observation from the Sector Expert.

The Lead Reviewer logs in and can find the observation in the "*My view*" tab under "*Observation to finalise*" menu.

The Lead Reviewer can now confirm the conclusion drafted by the Sector Expert and *"Confirm finishing observation"*, *"Deny finishing observation"*, or 'edit conclusion'.

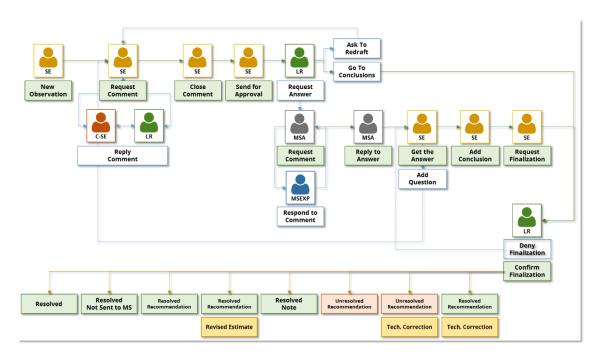


Figure 3.43: EMRT-NECD workflow

Home	2017	2018								
You are here: Hor	/ou are here: Home / 2018									
2018 © Overview list A My view A Finalised observations							New observation			
							Search			
Lead rev					bservations to finalise	NFR CODE	MODIFICATION			
My action Observati	ns ions to finalise (3)					NER CODE	DATE			
	s's actions from MS (4)		AT-1 0009	A1-2018- 9	This is a test observation to be used for the EMRT-NECD guidance	1A1 Energy production	02 May 2018, 13:46 CET			

Figure 3.44: LR has an observation to finalise

The Lead Reviewer can now confirm the conclusion drafted by the Sector Expert and *"Finish observation"*, *"Deny finishing observation"*, or edit the conclusion.

Home	2017	2018							
You are here: Ho	You are here: Home / 2018 / sector1 SO2 2012 Emission factor								
< Back to m	Back to my view Configure notifications								
	Ref. Number AT-1A1-2	018-0009							
	Country Austria	Sector 1A1 Energy proc	luction	Pollutants SO2	Fuel	Inventory year 2012			
✓ Observat	ion details								
✓ Observat	ion history								
Finish o	observation	✓ Conclusions	Q Q&A						
Final status	of observation:								
Resolve									
Recommendation/internal note: For category x and pollutants a, b, c for year[s] the TERT noted that In response to a question raised during the review, [the Member State] explained that [the Member State provided [a] revised estimate[s] for year[s] [and stated that it will be included in the next submission]] The TERT [disagreed][apred][apred][apred][with the [explanation] [revised estimate] provided by [the Member State]. [The TERT decided to calculate a technical correction][The TERT noted that the issue is below the threshold of significance for technical correction.] The TERT recommends that [[the Member State] include the revised estimate in its next submission.]									
✓ Interr	✓ Internal comments on conclusion between TERTs								
					Edit conclusion	Ipload file Finish Observation	Deny finishing observation		

Figure 3.45: LR options in order to finalise an observation

By editing the conclusion, they may also edit the conclusion flags.

Home 2017 2018		
You are here: Home / 2018 / sector1 SO2 2012 Emission	Conclusion Resolved Text For category x and pollutants a, b, c for year[s] the TERT noted that	Configure notifications
Ref. Number AT-1A1-2018-0009 Country Sector Austria 1A1 Er	In response to a question raised during the review, [the Nember State] explained that [the Nember State provided [a] revised estimate[s] for year[s] [and stated that it will be included in the next submission.]] The TERT [disagreed][party agreed] with the [explanation] [revised estimate] provided by [the Nember State]. [The TERT decided to calculate a technical correction.][The TERT noted that the issue is below the threshold of significance for technical correction.] The TERT recommends that [[the Nember State] include the revised estimate in its next submission.]	eritory year 2
Observation history Finish observation Conclusions	Description flags Description flags highlight important information that is closely related to the item. 2017 Recommendation follow-up	
Final status of observation: Resolved Recommendation/internal note: For category x and pollutants a, b, c for year[s]. t included in the next submission [] The TERT [disag below the threshold of significance for technical co		revised estimate(s) for year(s) [and stated that it will be nical correction.][The TERT noted that the issue is
 Internal comments on conclusion between T 	Oracle recommendation Draft/final conclusion flags Not sent to Member State Technical Correction (TC) Revised Estimate Recommendation Save Cancel	nish Observation Deny finishing observation

Figure 3.46: LR edits a conclusion

3.5.1 Lead Reviewer denies finishing observation

When either the Lead Reviewer denies finishing an observation an explanation of why finalisation is denied must be given. At this point a notification email is send to the Sector Expert: "Observation finalisation denied".

Home 2017 2	2018
You are here: Home / 2018 / sector1 S	SO2 2012 Emission factor
Check the reason for denying the finishing of	of this observation
Enter your reasons to deny the finis	ishing of this observation
Finalisation denied.	
	6
Depy finishing observation	
beny missing observation	l de la construcción de la constru
Deny finishing observation	

Figure 3.47: LR denies finishing an observation

When finalisation is denied the Sector Expert has the same options as presented in Section 3.4.2.

Note: Lead Reviewers cannot recall selecting "Deny finishing observation"

3.5.2 Lead Reviewer finishes conclusion

The Lead Reviewer clicks on "Finish Observation" button.

Home	2017	2018						
You are here: I	Home / 2018 / se	ctor1 SO2 2012 Emission	on factor					
< Back to	my view 🔍 🔇	Back to overview list						Configure notifications
	Ref. Numb AT-1A1	^{er} -2018-0009						
_	Country Austria	Sec 1A1	ctor 1 Energy production	Pol	lutants 2	Fuel	Inventory year 2012	
✓ Observe	ation details							
✓ Observe	ation history							
Finish	observation	 Conclusions 	Q Q8A					
Final statu Resolv	is of observation	n:						
For ca include	ed in the next sub	lutants a, b, c for year[s] bmission.]] The TERT [dis	the TERT noted that In response to a questii sagreed[]agreed[[party agreed] with the [explana I correction] The TERT recommends that [[the	ation] [revised estimate] provide	d by [the Member State]. [T	he TERT decided to calculate		
🗸 Inte	rnal comments	on conclusion between	n TERTs					
					Edit	conclusion Upload file	Finish Observation	Deny finishing observation

Figure 3.48: LR finish an observation.

A notification email is sent to the MS Coordinator: "An observation for your country was finalised" and to the SE: "Your observation was finalised".

Note: Lead Reviewers cannot recall selecting "finish observation"

Info	Users have been notified by e-mail							
Info	Item state changed	d.						
< E	Back to my view	Back to overview	v list				Configure notifications	
	Ref. N AT-1 Countri Austria	A1-2018-0009	Sector 1A1 Energy production	Pollutants SO2	Fuel	Inventory year 2012		
~ (Observation detail:	s						
=	Observation history Conclusions Q Q&A							
Final status of observation: Resolved								
Recommendation/Internal note: For category x and pollutants a, b, c for year[s] the TERT noted that In response to a question raised during the review, [the Member State] explained that [the Member State provided [a] revised estimate[s] for year[s] [and stated that it will be included in the next submission]. The TERT [disagreed][a								
	✓ Internal comments on conclusion between TERTs							

