

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

Technical and practical guidance

VERSION 3.0

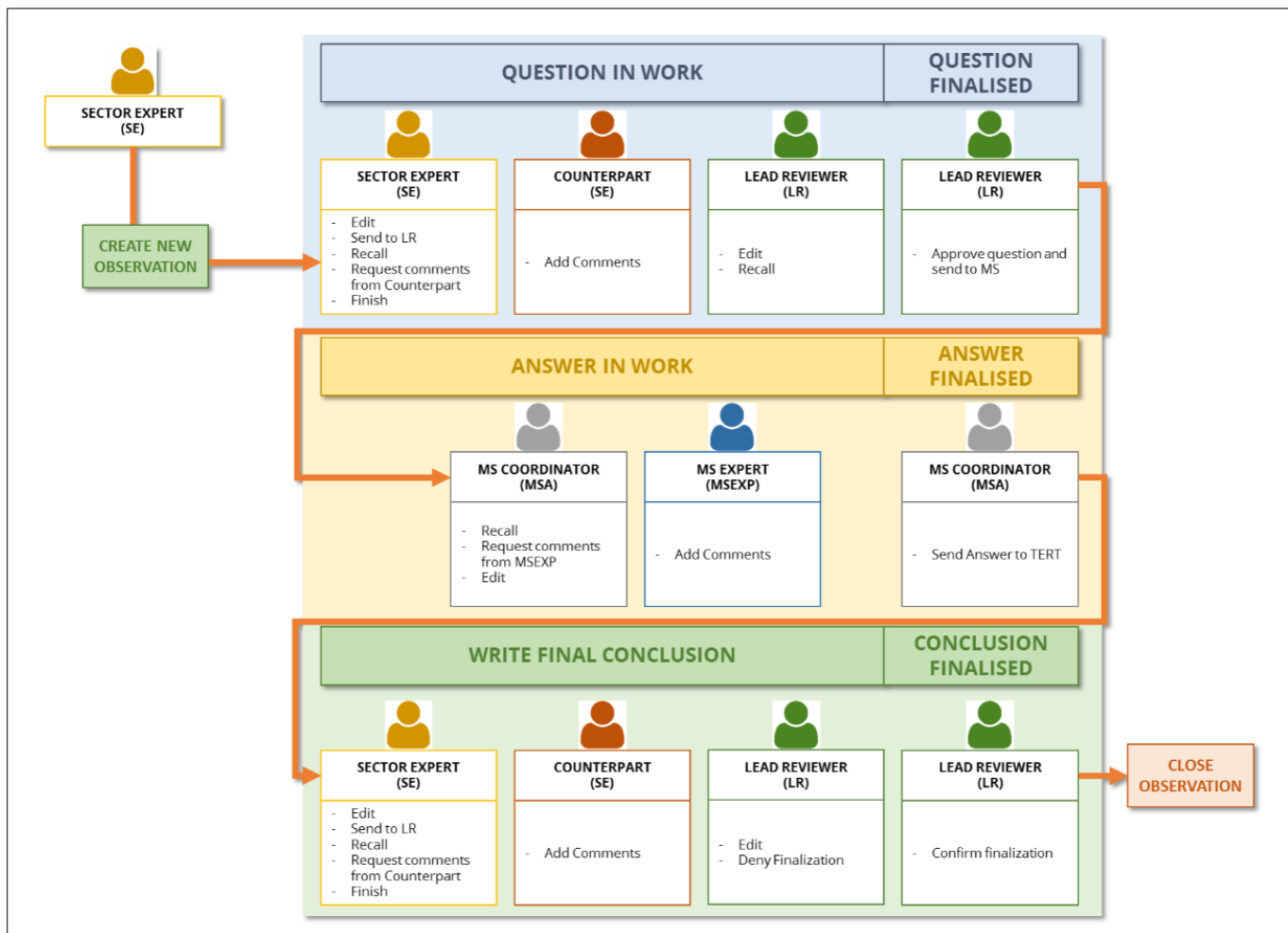


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1 Introduction

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

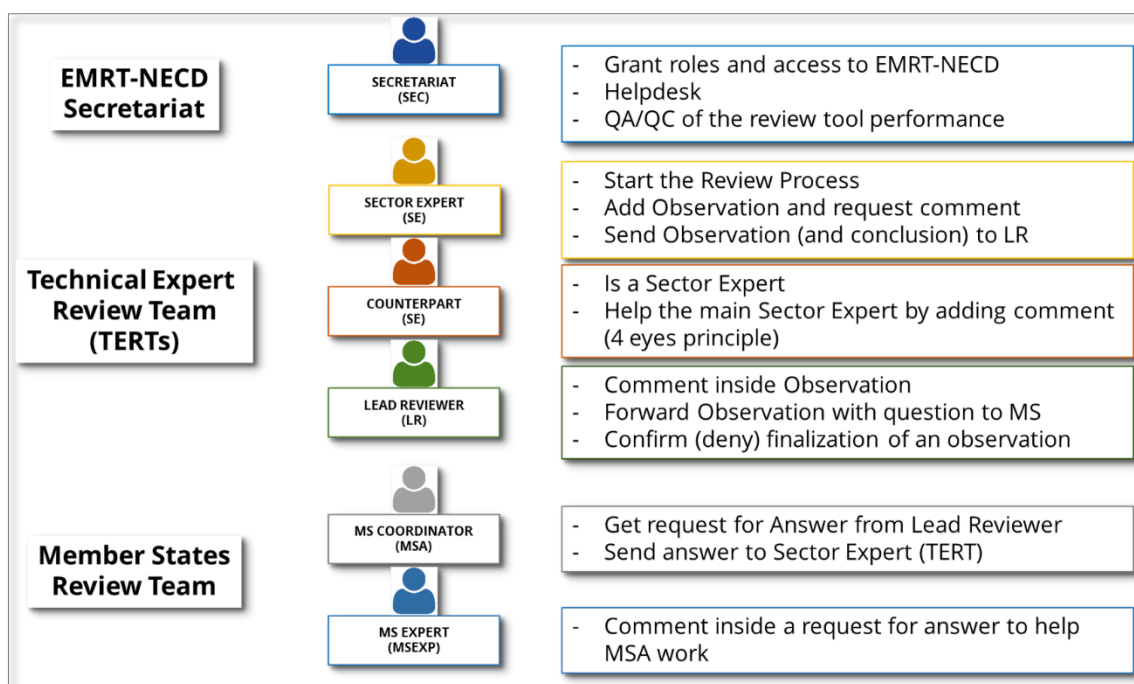


Figure 1.1: type of users and different roles inside the EMRT-NECD review tool

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.

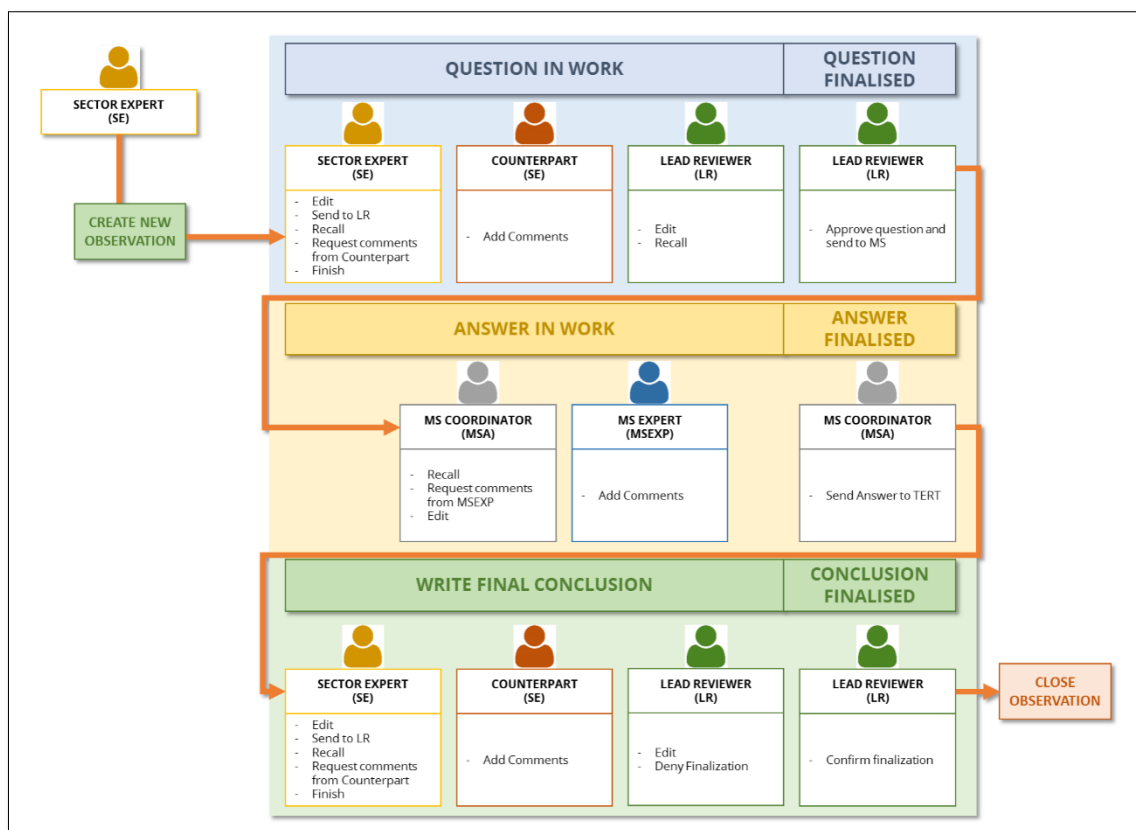


Figure 1.2: EMRT-NECD review tool workflow overview

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, <http://emrt-necd.eionet.europa.eu>.

The screenshot shows the EMRT-NECD homepage. At the top, there is a navigation bar with 'EMRT-NECD' on the left and 'European Environment Agency' on the right. Below this is a secondary navigation bar with 'Home', '2017', and '2018' buttons. A '4' callout points to these buttons. On the right side of the top bar, there are 'Help' and 'Log in' buttons, with a '2' callout pointing to 'Help' and a '1' callout pointing to 'Log in'. The main content area features the title 'EEA Emission Review Tool (EMRT) for the National Emission Ceilings Directive (NECD)' and a brief description. A '3' callout points to a 'Get started' box containing instructions for logging in and getting started. Below this is a table titled 'Key dates for the in-depth NEC Directive emission inventory review'.

Commission / EEA review secretariat	TERT Teams	Member State
		By 15/02
		• Submission of Emission Inventory data under 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 Report (IR) • Submission of adjustment application • Communication of planned adjustment application
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.

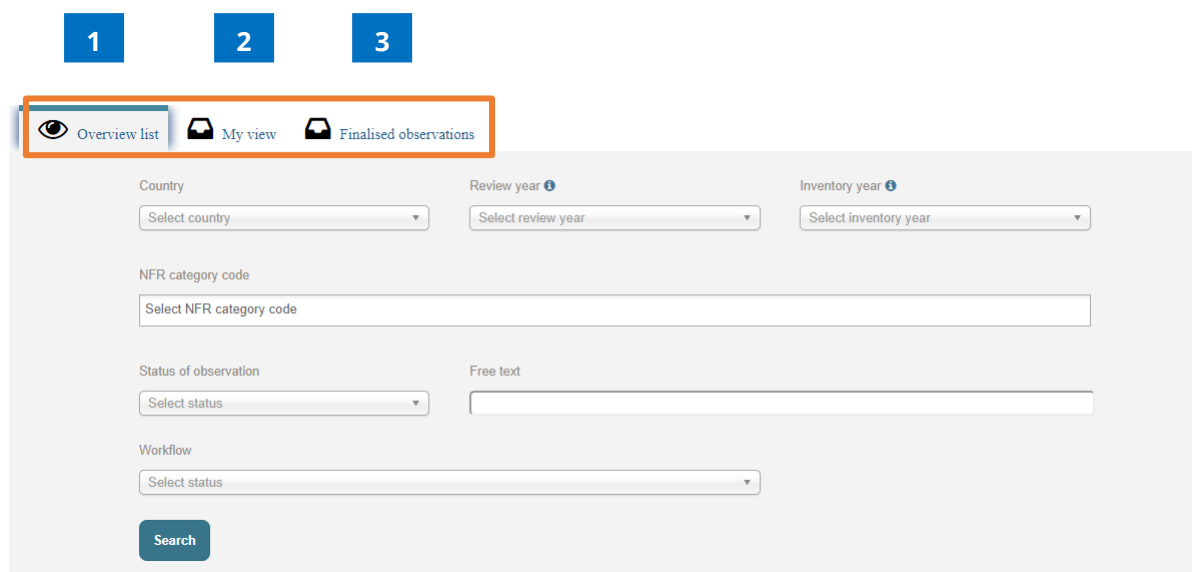


Figure 2.2: Tabs inside the EMRT-NECD

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

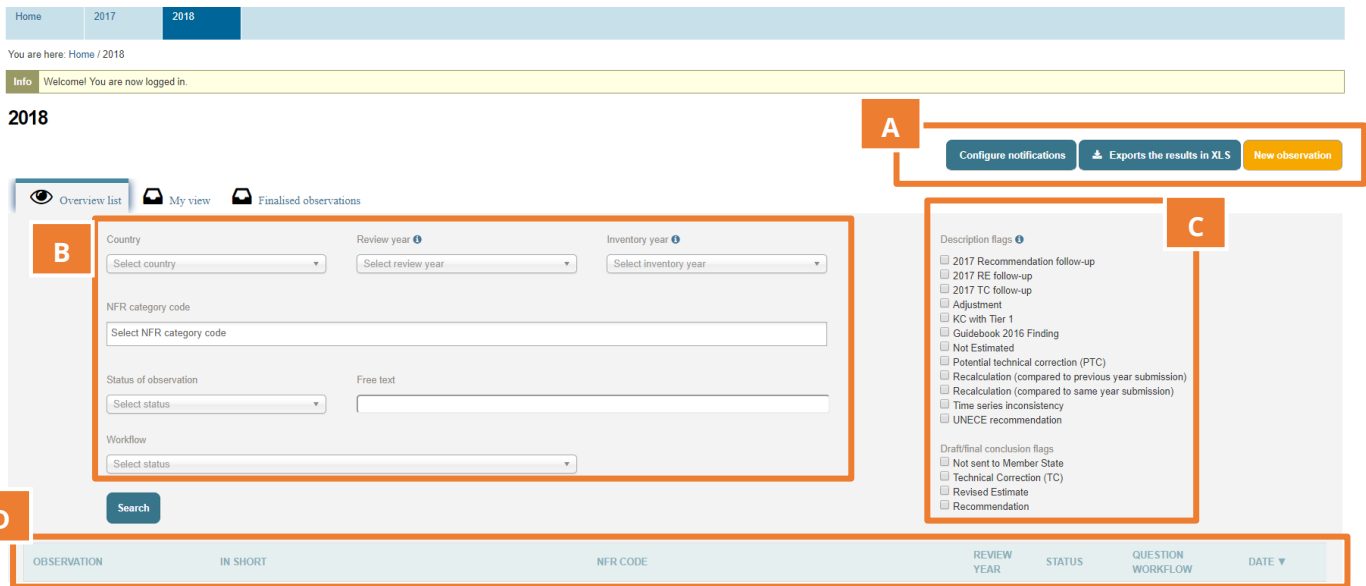


Figure 2.3: Overview tab options

- 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.

Role: Sector Expert

Notification	Enabled?
Observation finalised by LR	<input checked="" type="checkbox"/>
Question answered by MS	<input checked="" type="checkbox"/>
Question redraft requested by LR	<input checked="" type="checkbox"/>
New comment is added	<input checked="" type="checkbox"/>
Observation finalisation denied by LR	<input checked="" type="checkbox"/>
Observation recalled by LR	<input checked="" type="checkbox"/>
Question sent to MS by LR	<input checked="" type="checkbox"/>

Save

Role: Lead Reviewer

Notification	Enabled?
Conclusion to comment by you as LR	<input checked="" type="checkbox"/>
Observation finalisation ready for your approval as LR	<input checked="" type="checkbox"/>
New comment is added	<input checked="" type="checkbox"/>
Question ready for your approval as LR	<input checked="" type="checkbox"/>
Question to comment by you as LR	<input checked="" type="checkbox"/>
Question answered by MS	<input checked="" type="checkbox"/>

Save

Role: Member State Expert

Notification	Enabled?
New comment from MS Expert	<input checked="" type="checkbox"/>
New question to comment by you as MS expert	<input checked="" type="checkbox"/>
Question answered by MS	<input checked="" type="checkbox"/>

Save

Role: Member State Coordinator

Notification	Enabled?
Observation finalised by LR	<input checked="" type="checkbox"/>
Question to be answered by your country	<input checked="" type="checkbox"/>
Observation recalled by LR	<input checked="" type="checkbox"/>
Answer acknowledged by sector expert	<input checked="" type="checkbox"/>
New comment from MS Expert	<input checked="" type="checkbox"/>

- **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 conclusion flags	Not sent to Member State	No questions were sent to the Member State
	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

- **Box D:** In this section of the overview tab users will find a complete list of observations created under the current review. Observations are listed in the following format:

Unique observation code

Observation text

Relevant NFR code

OBSERVATION	IN SHORT	NFR CODE	REVIEW YEAR	STATUS	QUESTION WORKFLOW	DATE ▼
AT-1A1-2018-0008 Potential technical correction	This is a test observation to be used in the EMRT-NECD guidance document.	1A1 Energy production	2018	open	Sector Expert	26 Apr 2018

This will only appear if the observation has been flagged as a potential technical correction.

Current status, as defined in **section Error! Reference source not found**

Current question workflow, as defined in **section Error! Reference source not found**

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.

Sector Expert

My Actions

- Draft observations
- Draft questions
- Draft conclusion
- Counterpart questions to comment
- Counterpart conclusions to comment
- MS answers to review
- Conclusion denied

Other actions for my observations

- Observation for approval
- Unanswered questions
- Waiting for comment from counterpart parts for question
- Waiting for comment from counterpart parts for conclusion
- Observation for finalisation

Lead Reviewer

My Action

- Questions to be sent
- Observations to finalise
- Questions to comment
- Conclusions to comment

My Team's Actions

- Questions with comments for reviewers
- Answers from MS

My MS' actions

- Unanswered questions

Member State Coordinator

My actions

- Questions from Sector Expert to be answered
- Comments received from MS experts

MS experts actions

- Answers requiring comment/discussion from MS experts

Sector Expert actions

- Answers sent to Sector Expert

Member State 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

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.

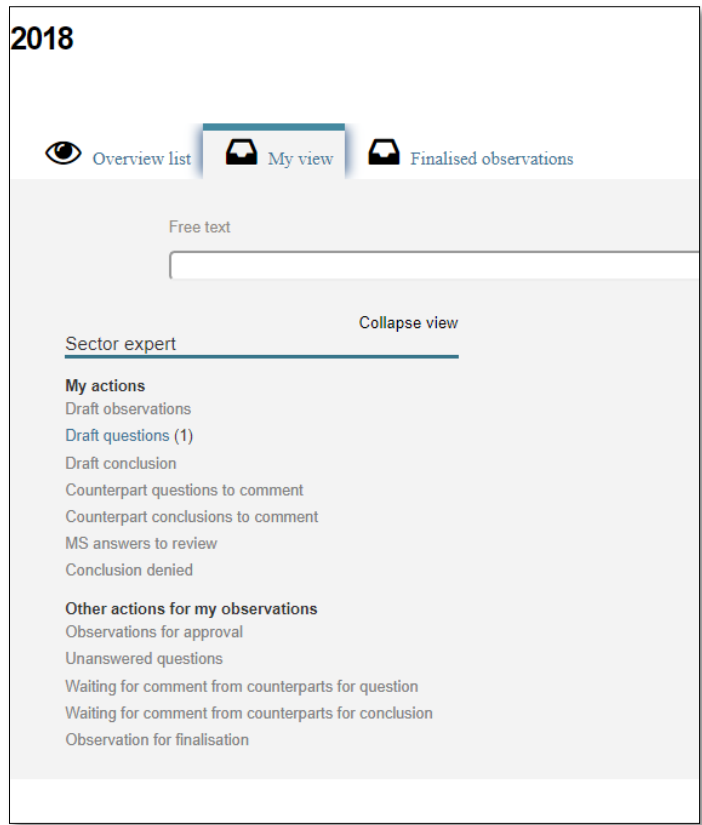


Figure 2.7: Sector Expert "My View" Tab

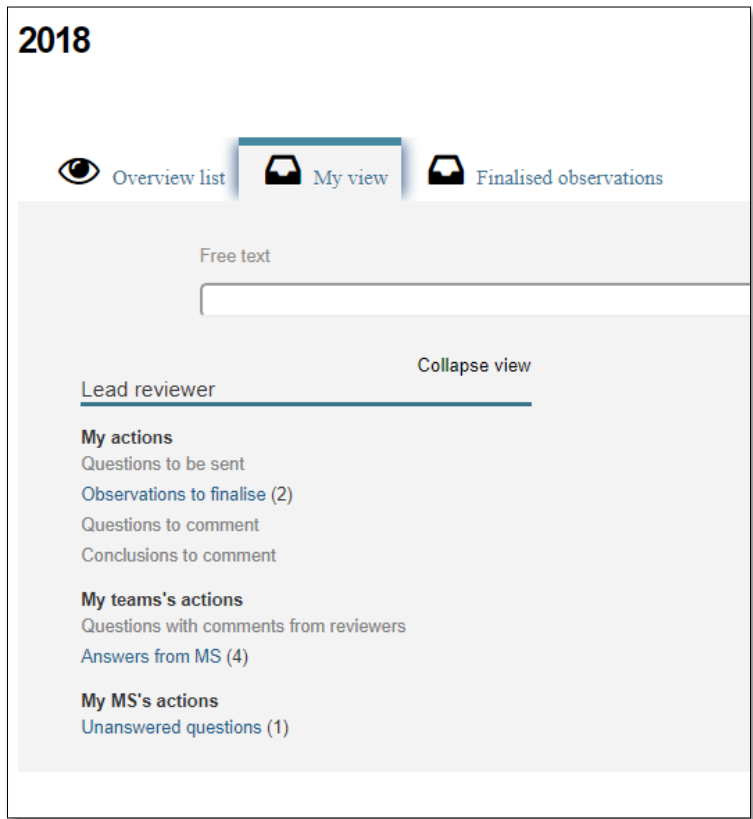


Figure 2.8: Lead Reviewer "My view" Tab

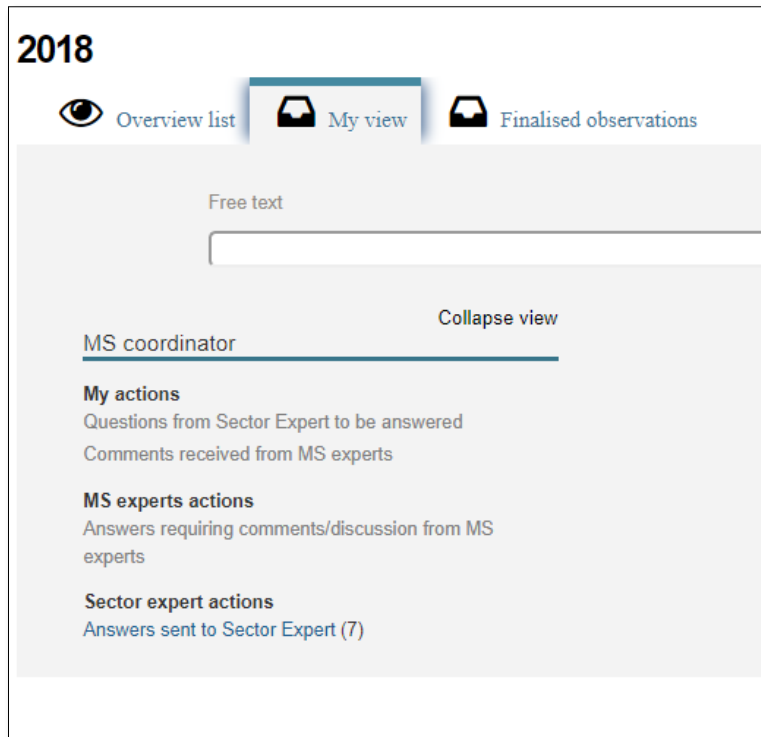


Figure 2.9: MSA "My view" tab

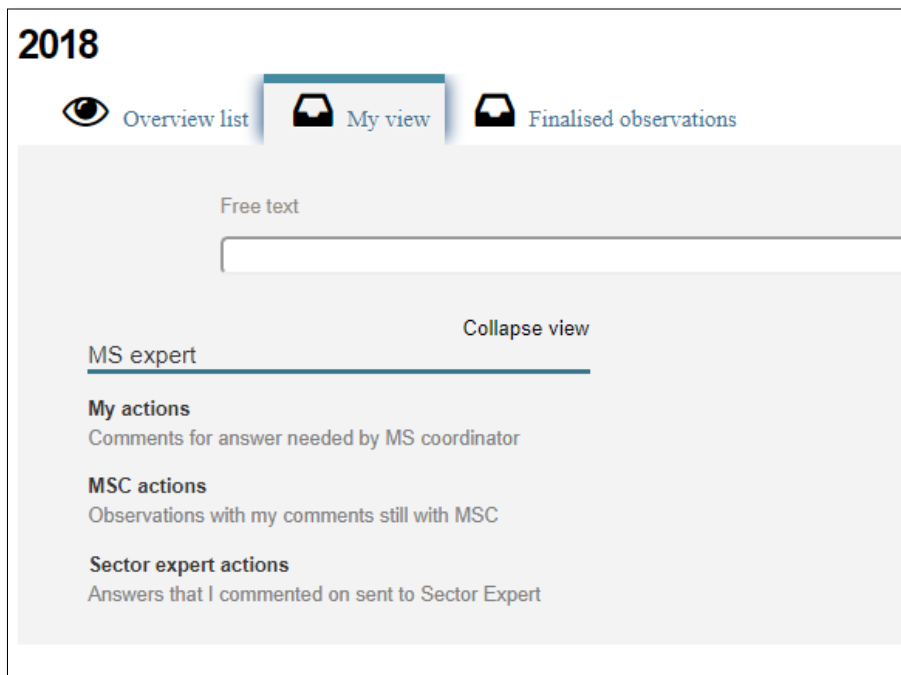


Figure 2.10: MSEXPERT "My view" tab

2.2.3 Finalised Observations Tab

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

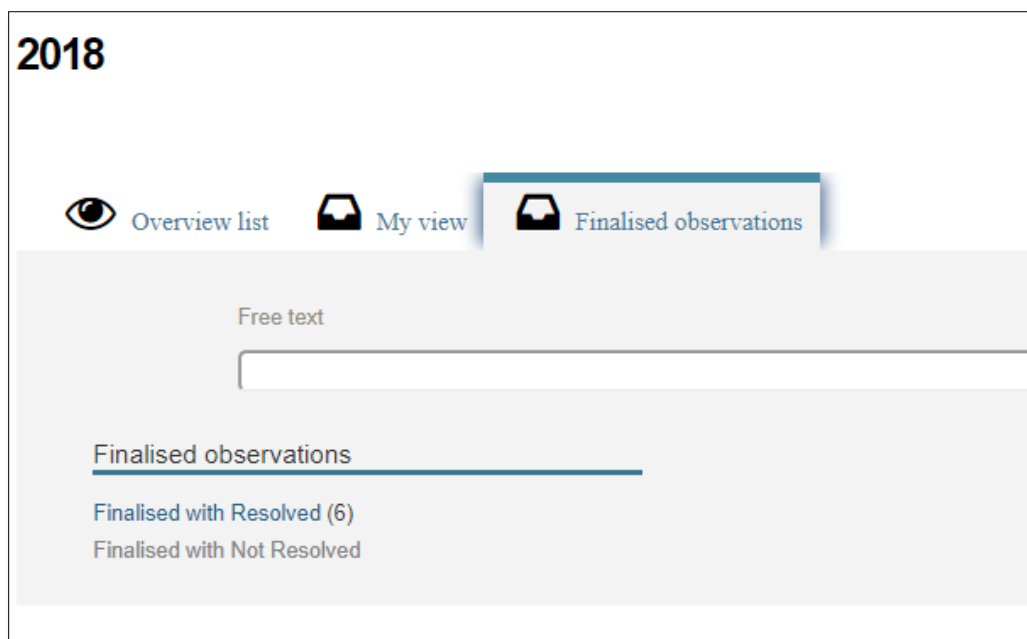


Figure 2.11: "Finalised observations" tab (as seen by a Sector Expert)

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

You are here: Home / 2018 / sector1 NOx 2016 Activity data

Back to my view Back to overview list Configure notifications

Ref Number: AT-1A1-2018-0008

Country: Austria Sector: 1A1 Energy production Pollutants: NOx Fuel: Inventory year: 2016

Observation details

Review Year: 2018 Parameter: Activity data Key category: Last update: 26 Apr 2018, 17:03 CET

Description flags: Not Estimated, Potential technical correction (PTC), Technical Correction (TC)

Short description by sector expert: This is a test observation to be used in the EMRT-NECD guidance document.

Observation history

Actor	Action	Time
Sector Expert TERT NECD 1	Draft observation	3 hours ago
Sector Expert TERT NECD 1	Sent to LR	3 minutes ago
Lead reviewer TERT NECD LR	Question approved and sent to MS coordinator	2 minutes ago
Member state coordinator NECD EEA AT	Member state expert comments closed	2 minutes ago
Member state coordinator NECD EEA AT	Answer sent	2 minutes ago
Sector Expert TERT NECD 1	Answer acknowledged	2 minutes ago
Sector Expert TERT NECD 1	Conclusion drafting	2 minutes ago
Sector Expert TERT NECD 1	Finalisation requested	a minute ago
Lead Reviewer TERT NECD LR	Closed observation	a few seconds ago

Conclusions 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 [disagree/agree/agreed/party agreed] 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.]

Figure 2.12 – Details of individual observations

3 EMRT-NECD General Workflow

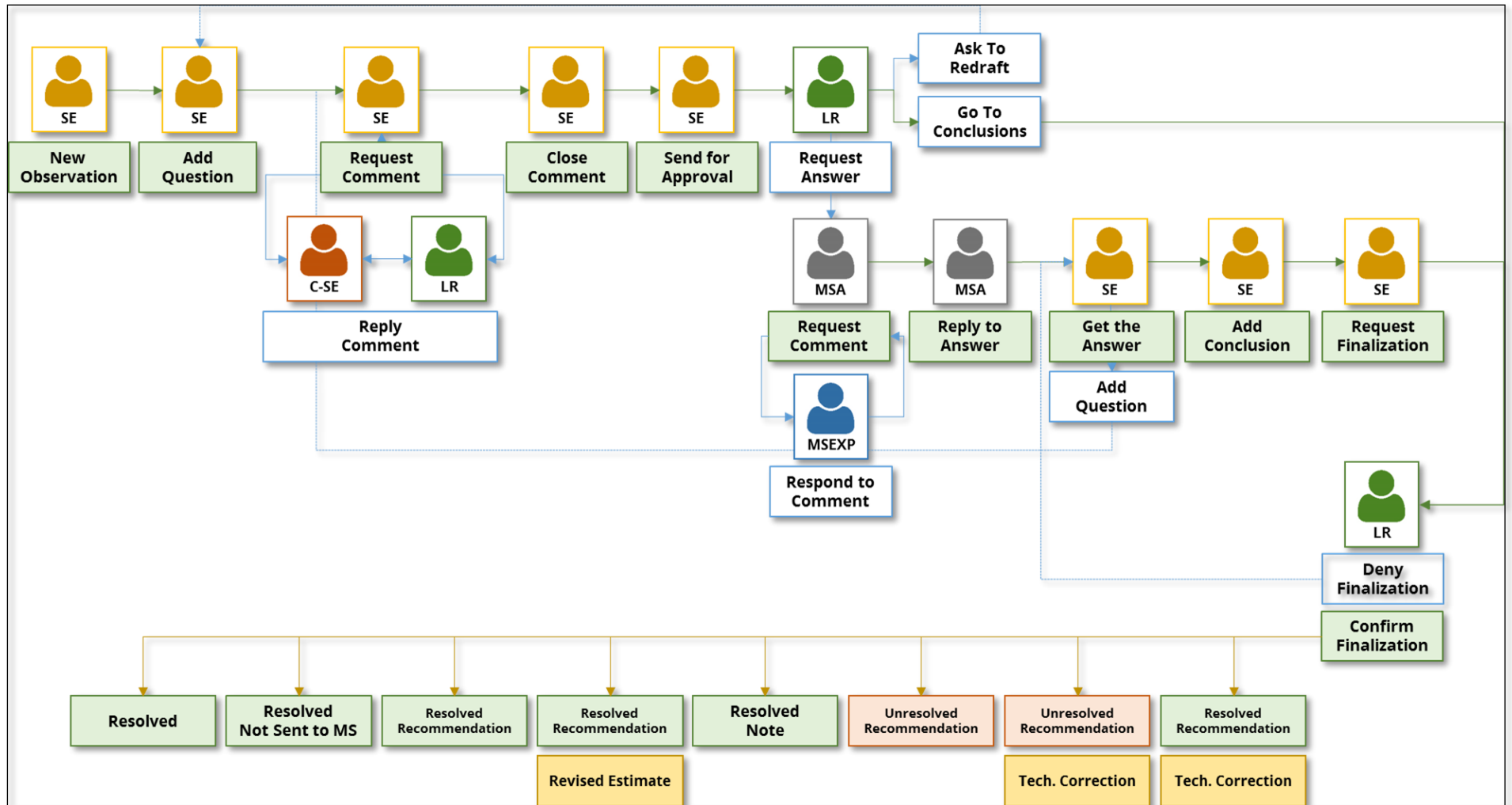


Figure 3.1: EMRT-NECD general workflow (see Annex 1 for additional information)

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.

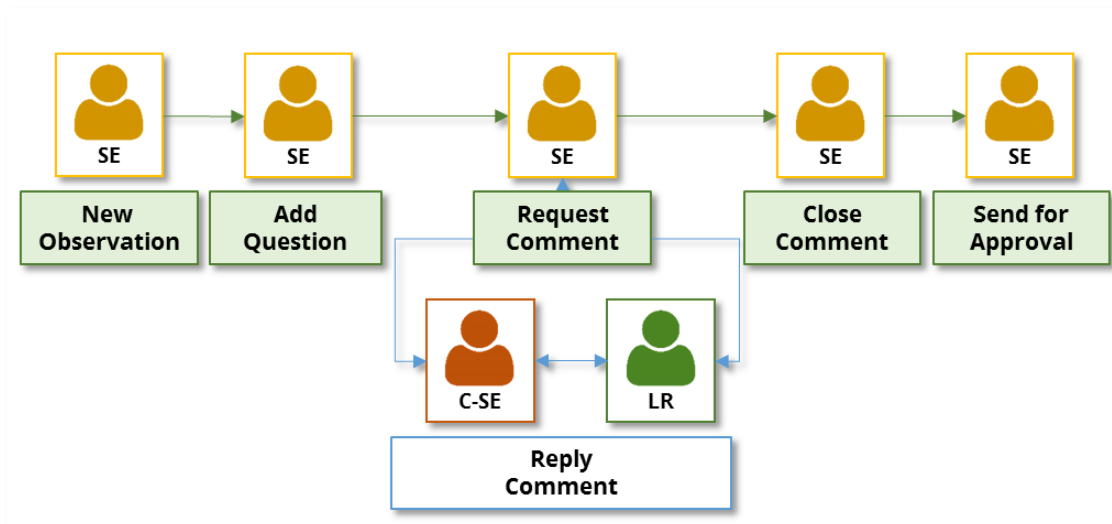


Figure 3.2: EMRT-NECD workflow detail – create observation and question

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**.

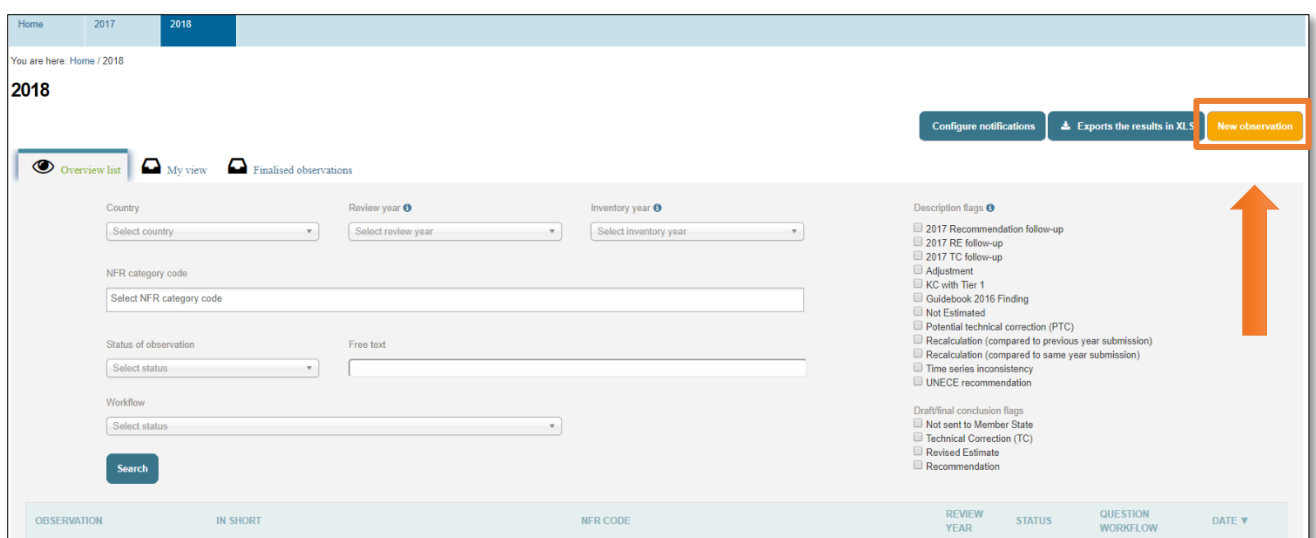


Figure 3.3: SE creates a new observation

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**.

Home | 2017 | **2018**

You are here: Home / 2018

Observation

Short description by sector expert *
Describe 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.

Country *
Austria

NFR category code *
TA1 Energy production

Inventory year *
Inventory year is the year, a range or a list of years or a (e.g. '2012', '2009-2012', '2009, 2012, 2013') when the emissions had occurred for which an issue was observed in the review.

Pollutants *
 SO2 NOx NH3 NMVOC PM2.5
 PAHs
 PCBs HCB
 Cd Hg Pb

Review year *
Review year is the year in which the inventory was submitted and the review was carried out
2018

Fuel
No value

MS key category

Parameter *
 Emission factor Activity data Emission Fuel used/sold Geographical coverage Other

Description flags
Description flags highlight important information that is closely related to the item.
 2017 Recommendation follow-up
 2017 RE follow-up
 2017 TC follow-up
 Adjustment
 KC with Tier 1
 Guidebook 2016 Finding
 Not Estimated
 Potential technical correction (PTC)
 Recalculation (compared to previous year submission)
 Recalculation (compared to same year submission)
 Time series inconsistency
 UNECE recommendation

Draft/final conclusion flags
 Not sent to Member State
 Technical Correction (TC)
 Revised Estimate
 Recommendation

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.

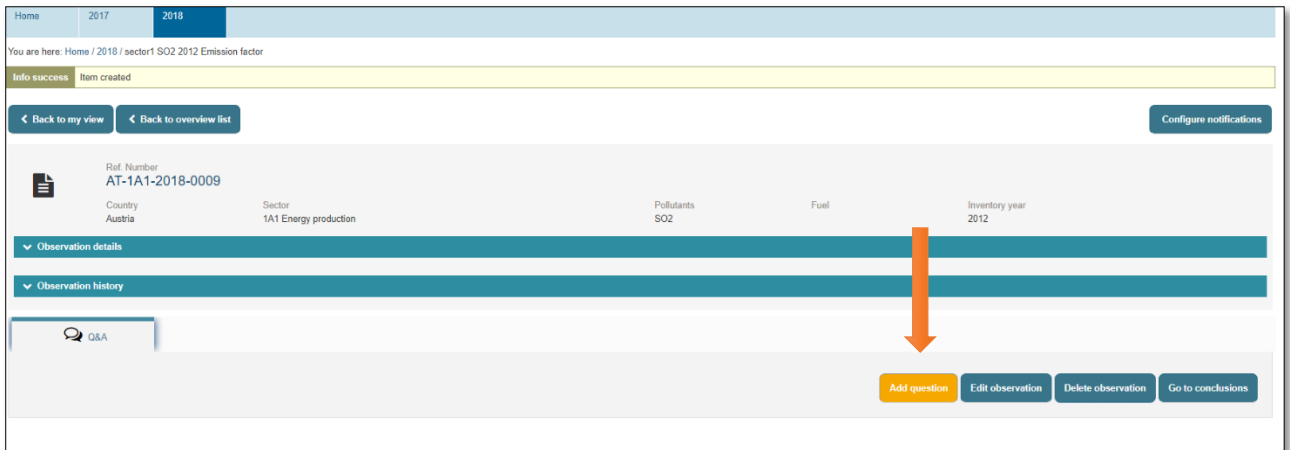


Figure 3.5: SE adds a question to an observation

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

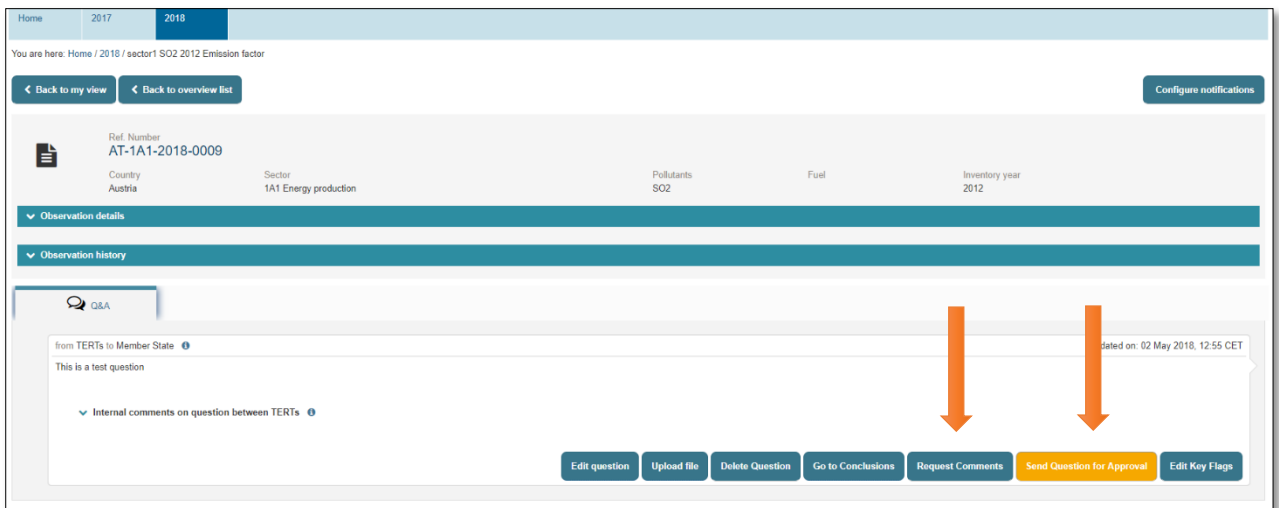


Figure 3.6: SE makes a selection: *“Request comments”* or *“Send a question for approval”*

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).

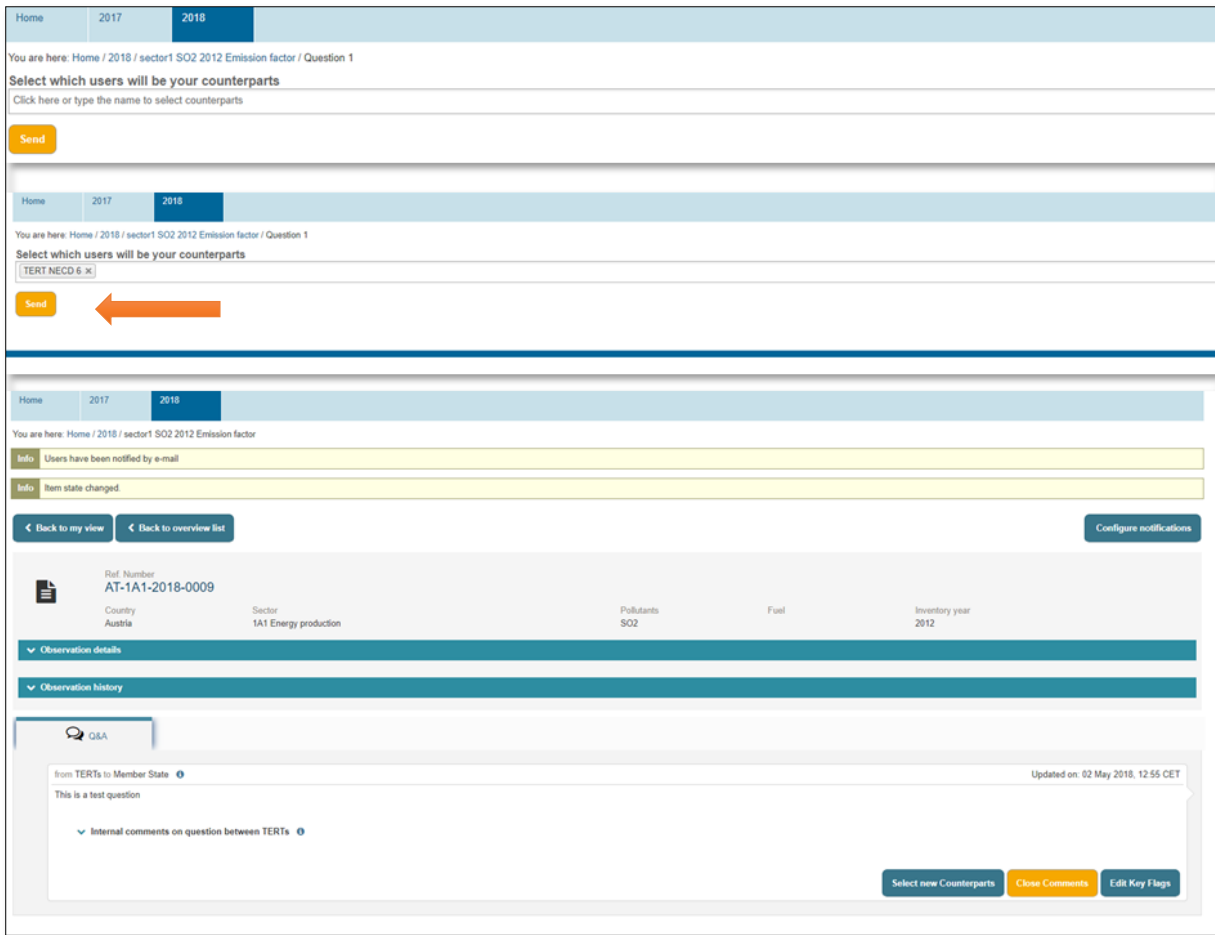


Figure 3.7: SE requests counterpart comments

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.

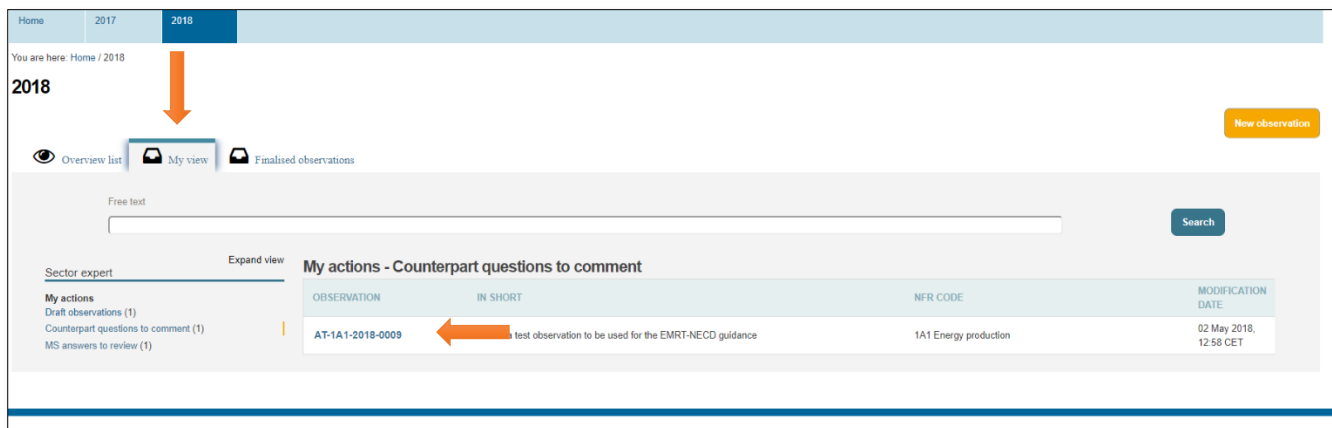


Figure 3.8: counterpart SE gets a request to comment

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

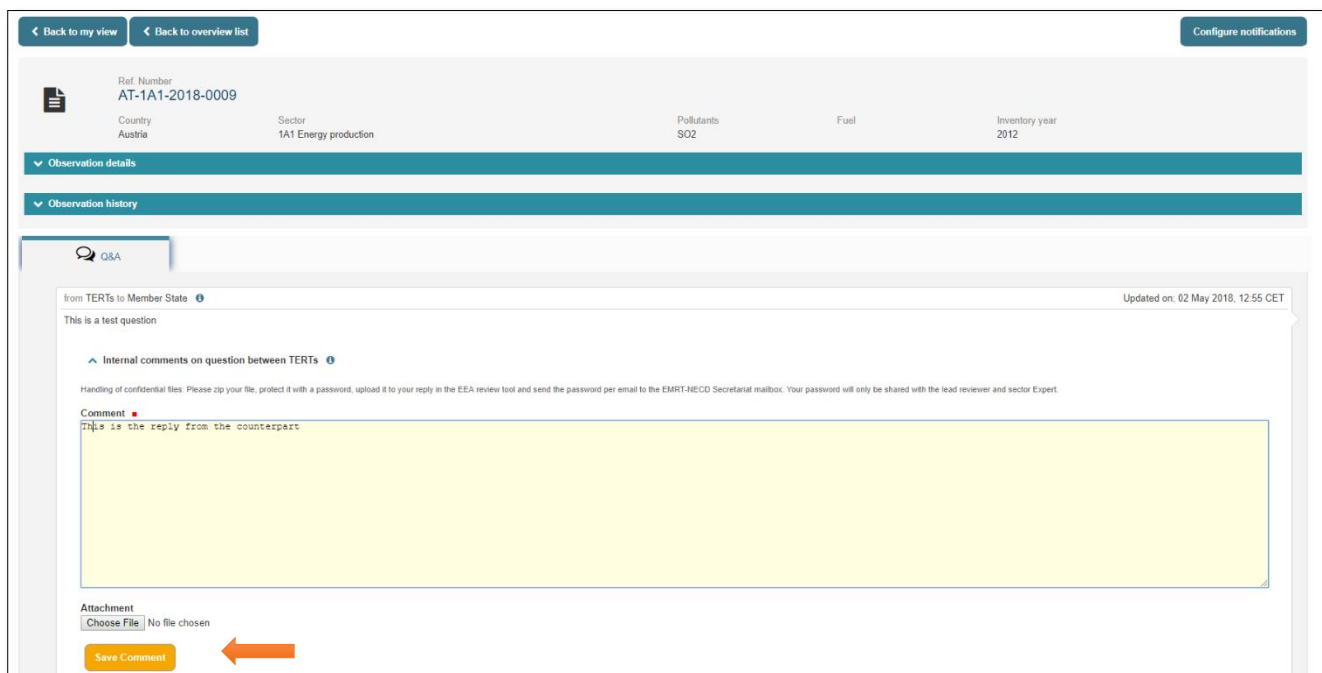


Figure 3.9: counterpart SE inserts a new comment

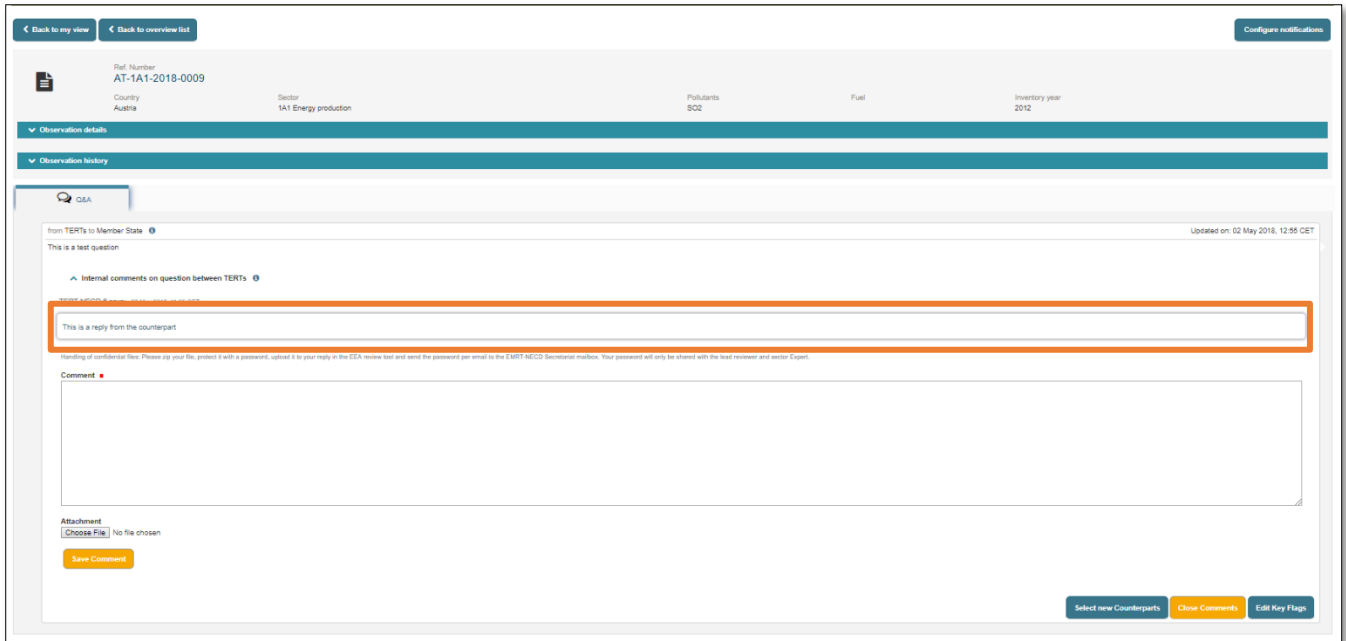


Figure 3.10: a new comment is added by counterpart SE

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.



Figure 3.11: SE gets comment from a counterpart SE

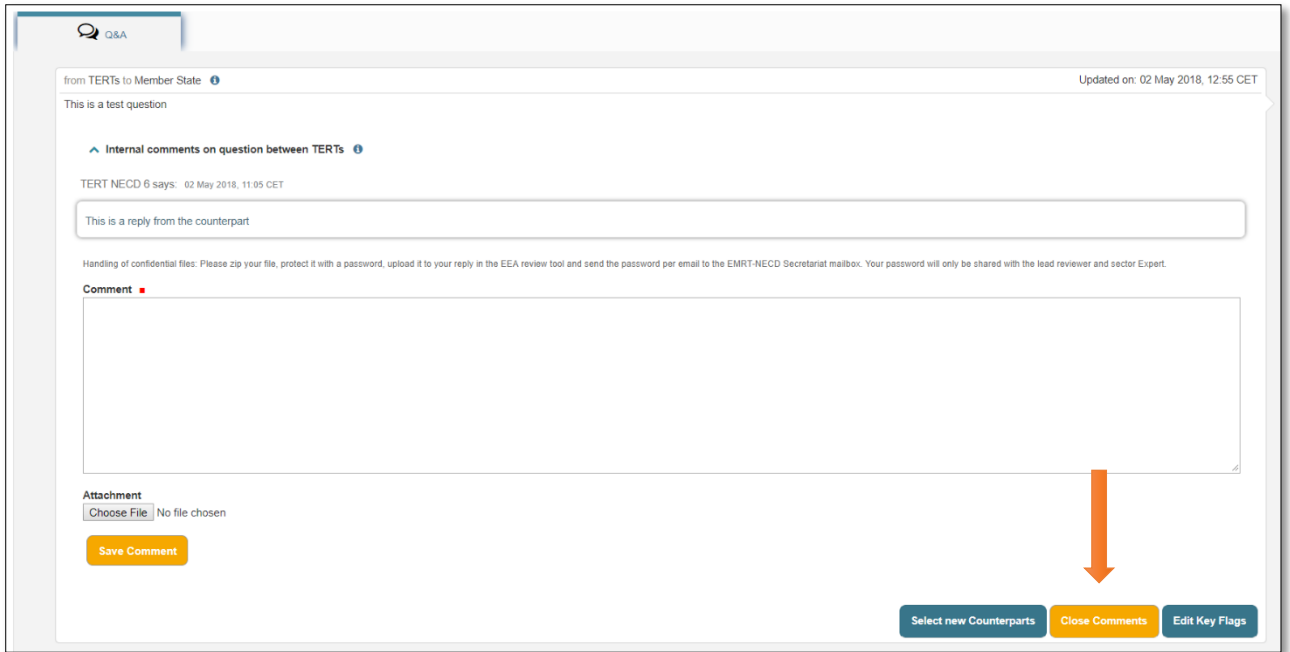


Figure 3.12: SE closes comment for a question

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.

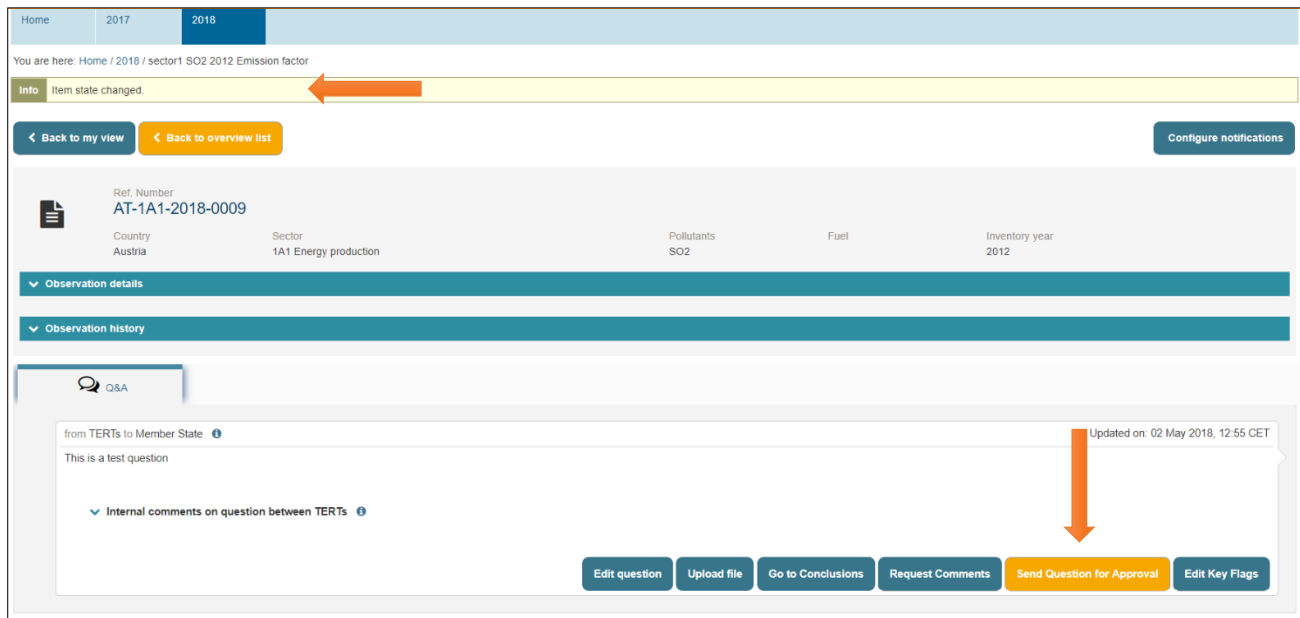


Figure 3.13: SE sends the question to LR for approval

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.

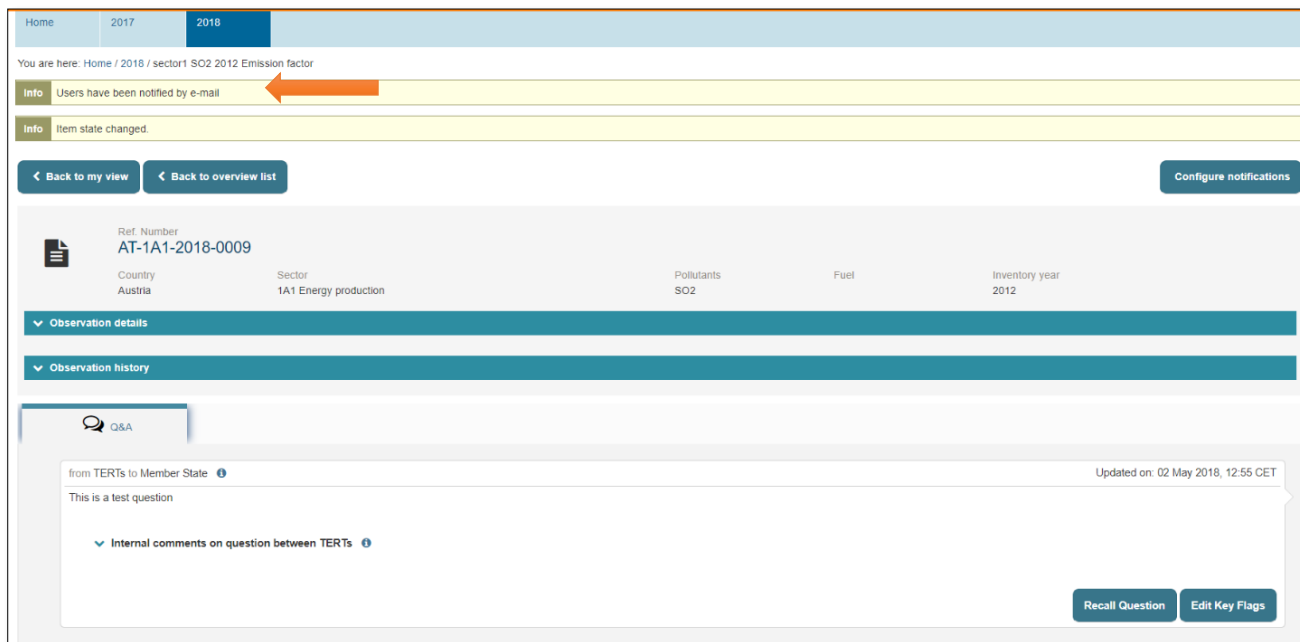


Figure 3.14: Request for approval is sent by SE

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.

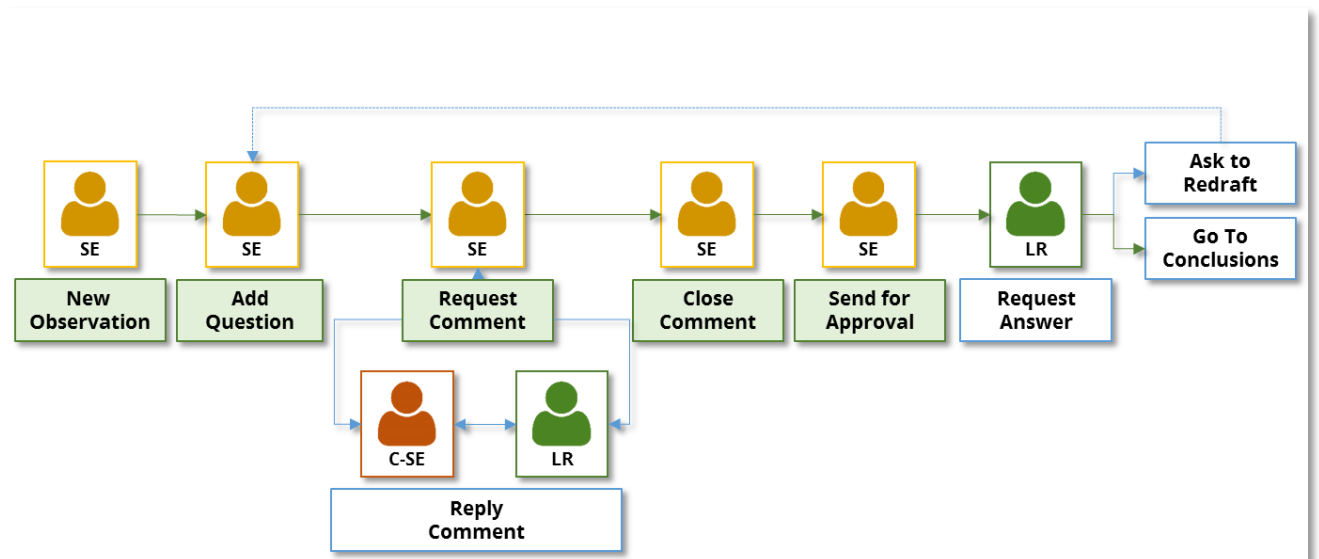


Figure 3.15: EMRT-NECD workflow detail: option for LR

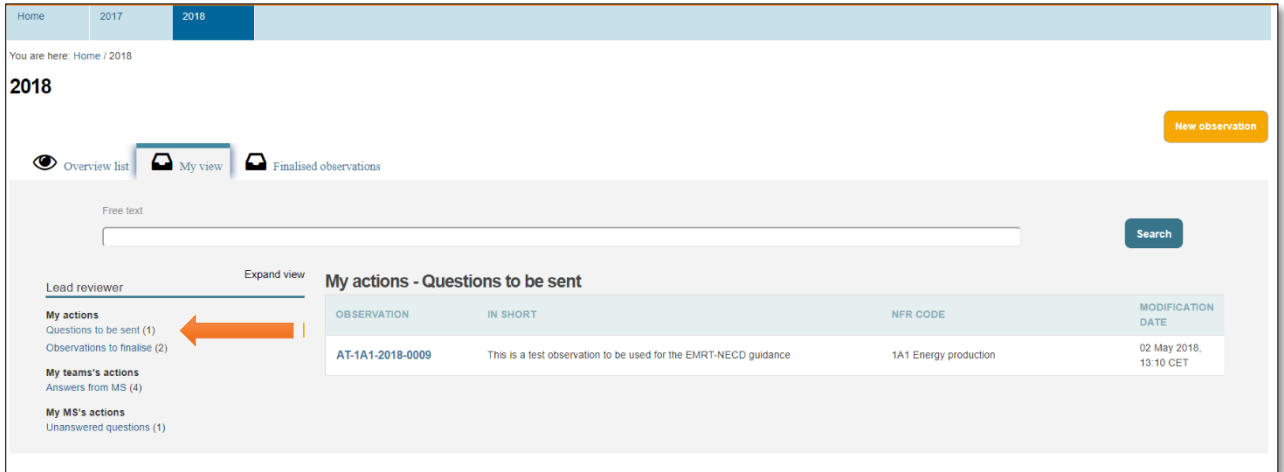


Figure 3.16: LR gets a question to be sent to MS

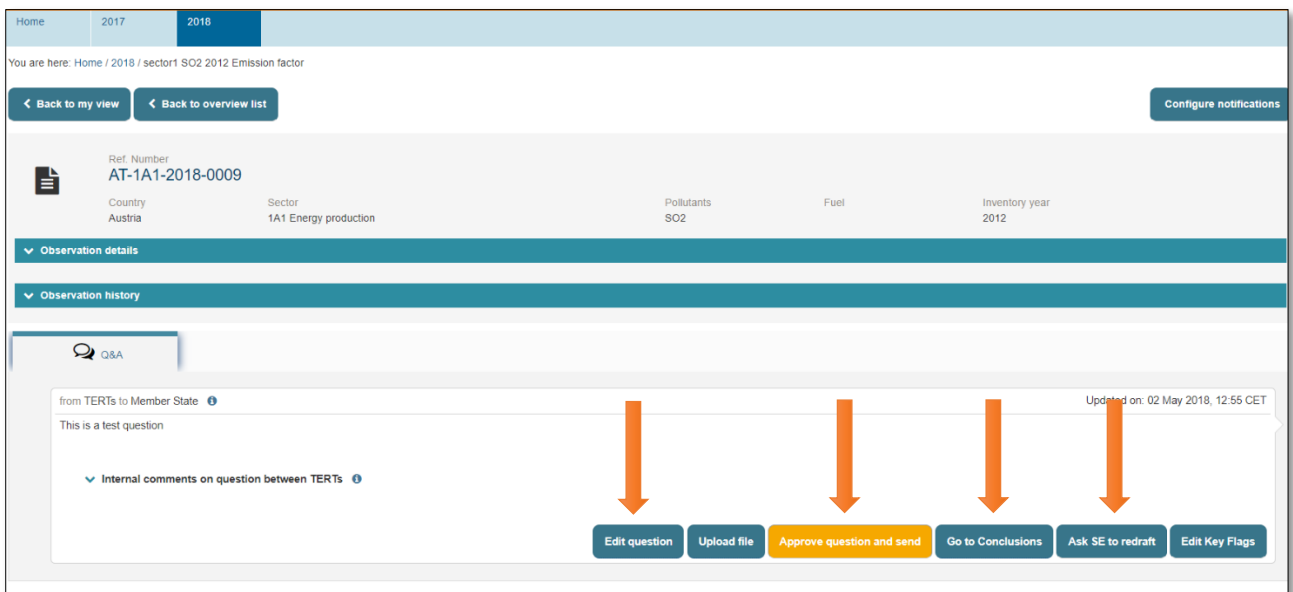


Figure 3.17: LR options when managing a question

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.

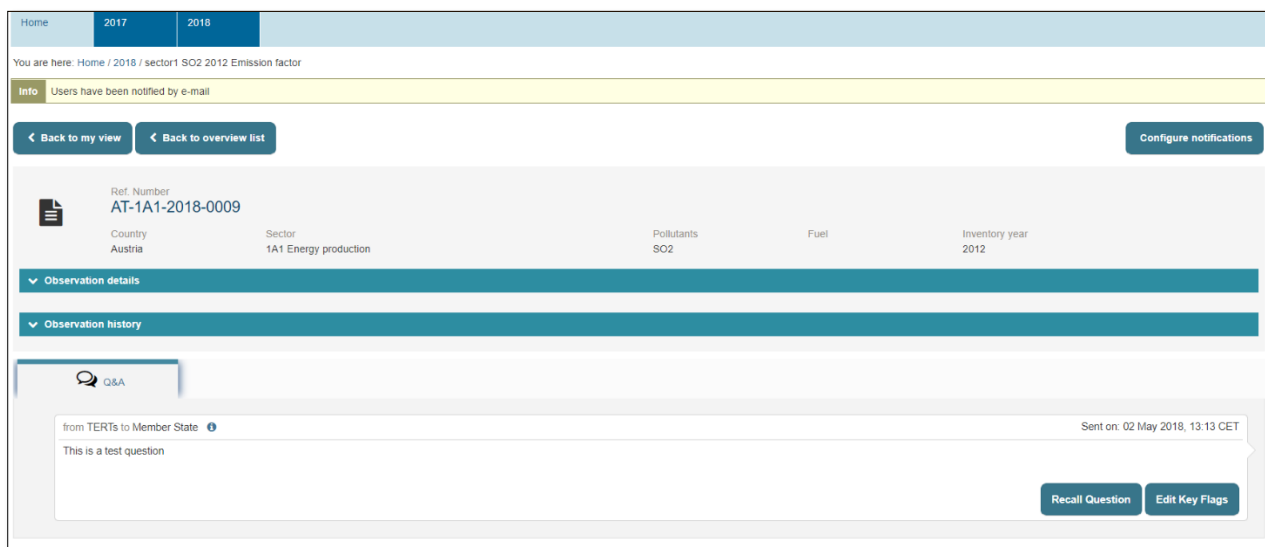


Figure 3.18: LR has sent a request for an answer to MS

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”*.

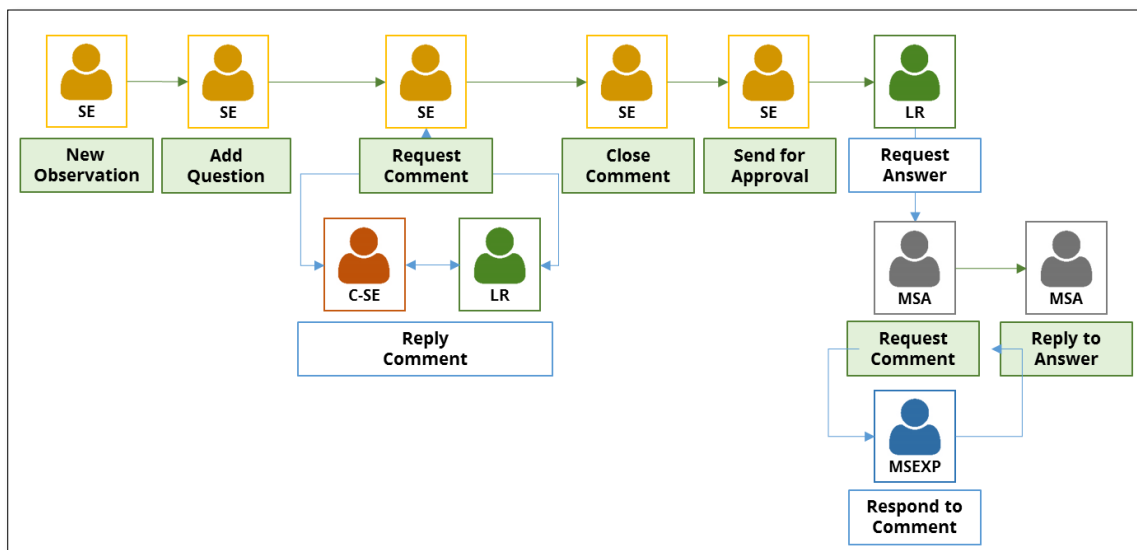


Figure 3.19: EMRT-NECD workflow – focus on Member State Actions.

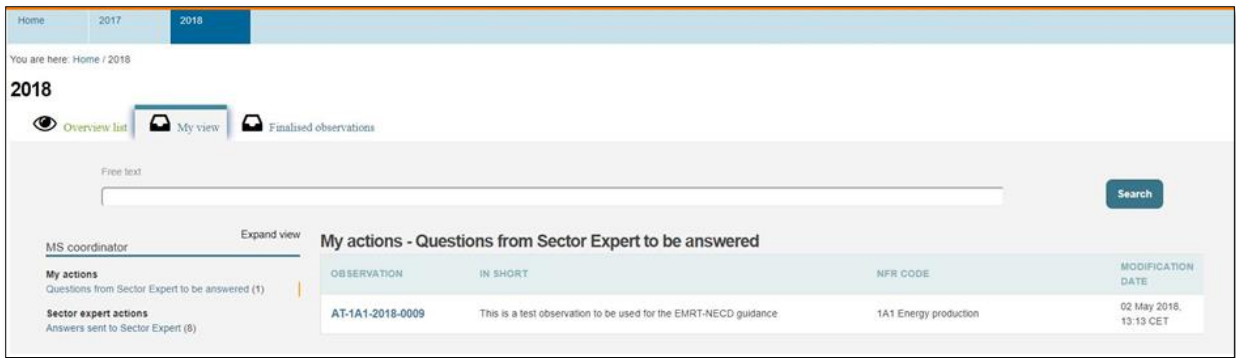


Figure 3.20: MSA gets a question from Sector Expert to be answered

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

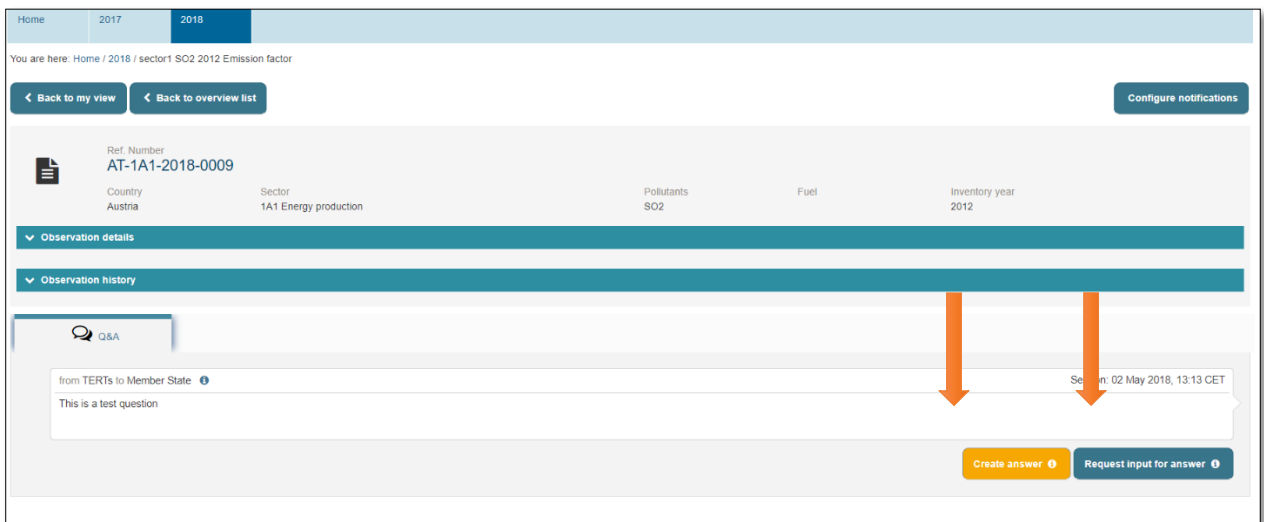


Figure 3.21: MSA option when managing an answer

3.3.1 Member State Coordinator creates answer

The MS Coordinator creates and saves the answer.

The screenshot shows the MSA interface for a Member State Coordinator. At the top, there are navigation tabs for 'Home', '2017', and '2018'. Below this, a breadcrumb trail reads 'You are here: Home / 2018 / sector1 SO2 2012 Emission factor'. There are two back buttons: '< Back to my view' and '< Back to overview list', and a 'Configure notifications' button. The main content area displays the following details:

- Ref. Number: AT-1A1-2018-0009
- Country: Austria
- Sector: 1A1 Energy production
- Pollutants: SO2
- Fuel: (blank)
- Inventory year: 2012

Below these details are two expandable sections: 'Observation details' and 'Observation history'. The 'Q&A' section is active, showing a question from 'TERTs to Member State' with the text 'This is a test question' and a timestamp 'Sent on: 02 May 2018, 13:13 CET'. Below the question is a text input field containing 'This is a test answer' and a large orange arrow pointing downwards. To the right of the input field are two buttons: 'Create answer' (orange) and 'Request input for answer' (blue). At the bottom left of the Q&A section is a 'Save answer' button.

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.

This screenshot shows the MSA interface after the answer has been saved. The layout is identical to Figure 3.22, but with additional elements:

- The 'Q&A' section now shows two messages: the original question and a new answer from 'Member State to TERTs' with the text 'This is a test answer' and a timestamp 'updated on: 02 May 2018, 13:22 CET'.
- Below the answer message is a 'Comments' section with a dropdown arrow.
- At the bottom right, four buttons are visible: 'Edit answer' (blue), 'Upload file' (blue), 'Submit Answer' (orange), and 'Request Comments' (blue). Four orange arrows point from the top of these buttons up to the answer message.

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.

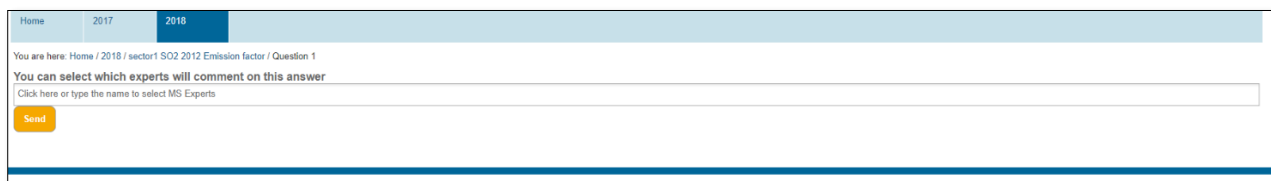


Figure 3.24: MSA select a MSEXP to get comments

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

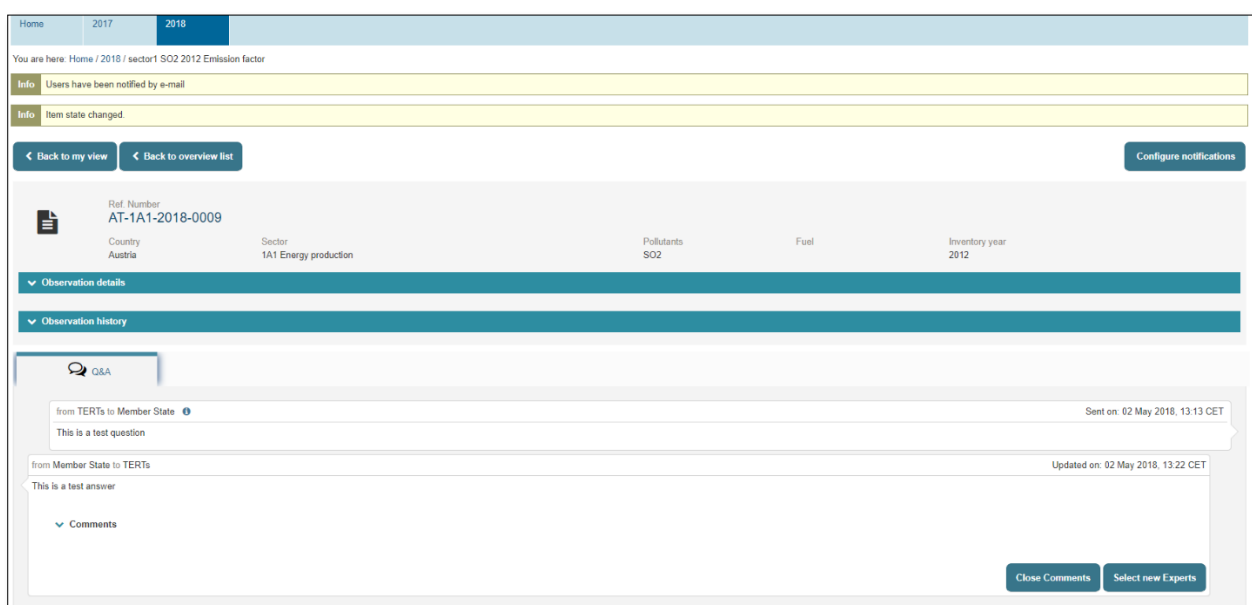


Figure 3.25: a request for comment is sent by MSA to a MSEXP

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.

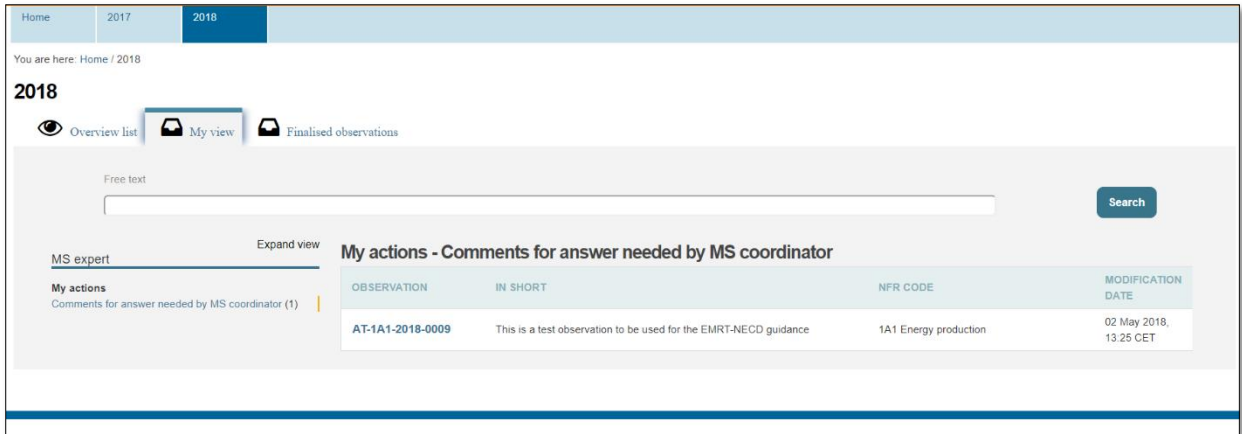


Figure 3.26: MSEXP gets a request for comment from MSA

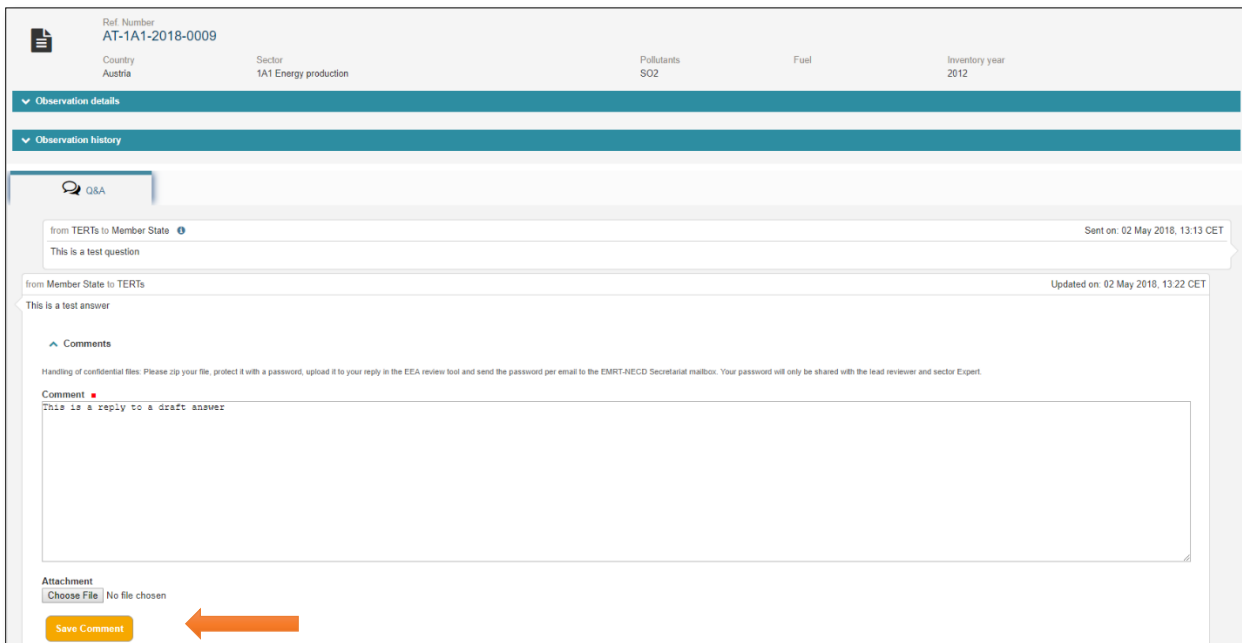


Figure 3.27: MSEXP inserts a comment and attaches a file

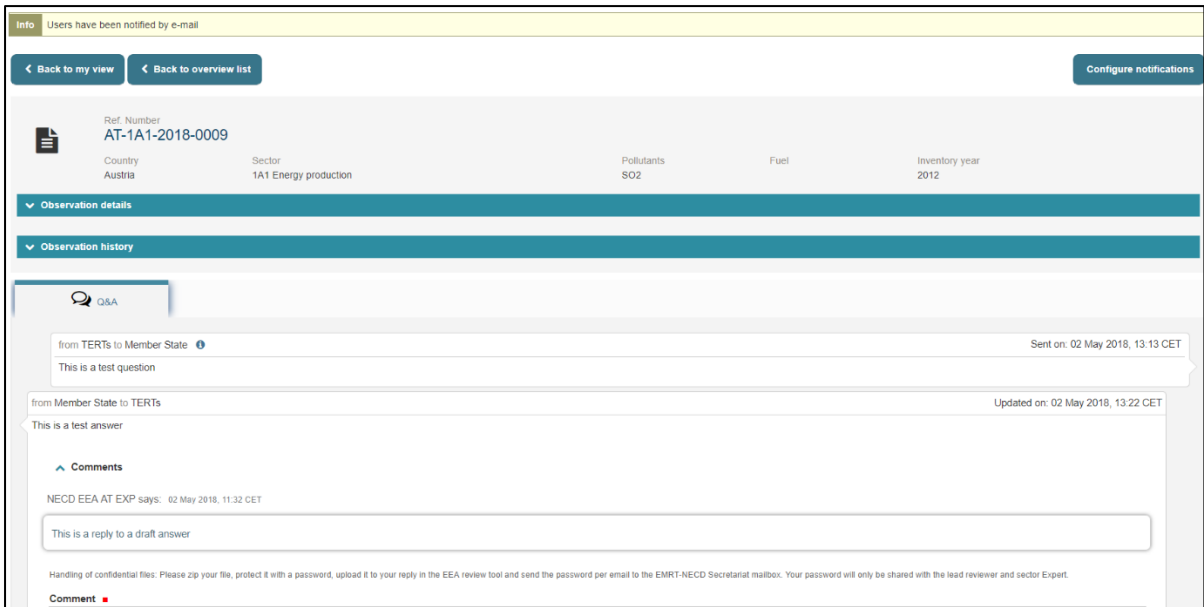


Figure 3.28: MSEXP sends a comment inside a draft answer

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).

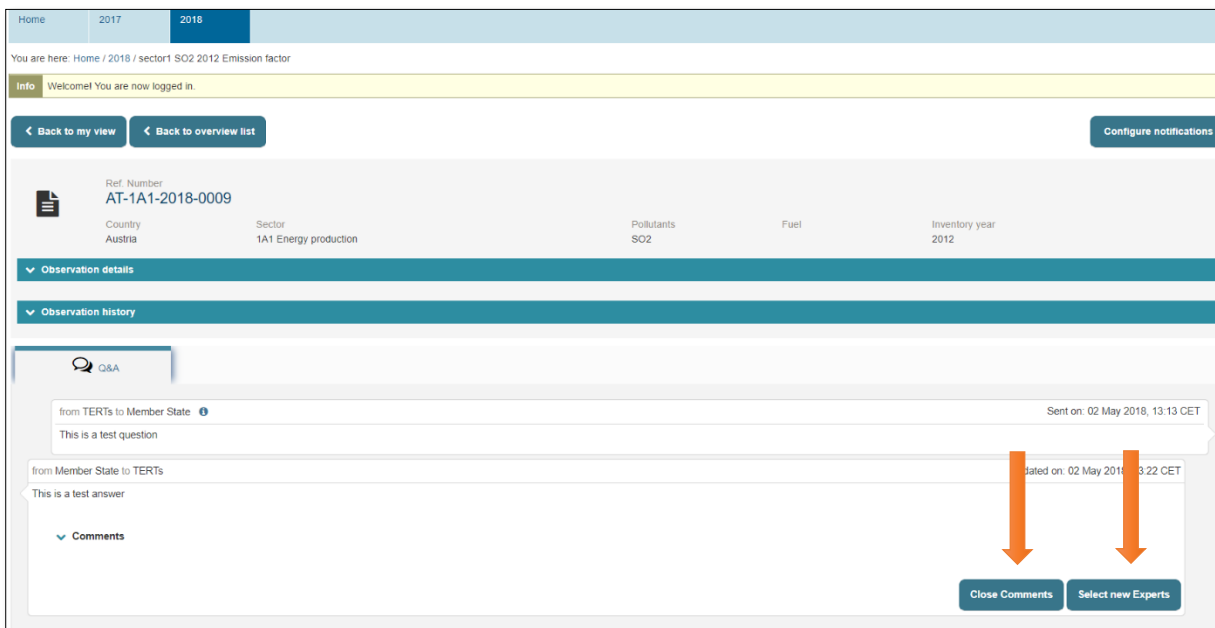


Figure 3.29: MSA options after getting comments inside a draft answer

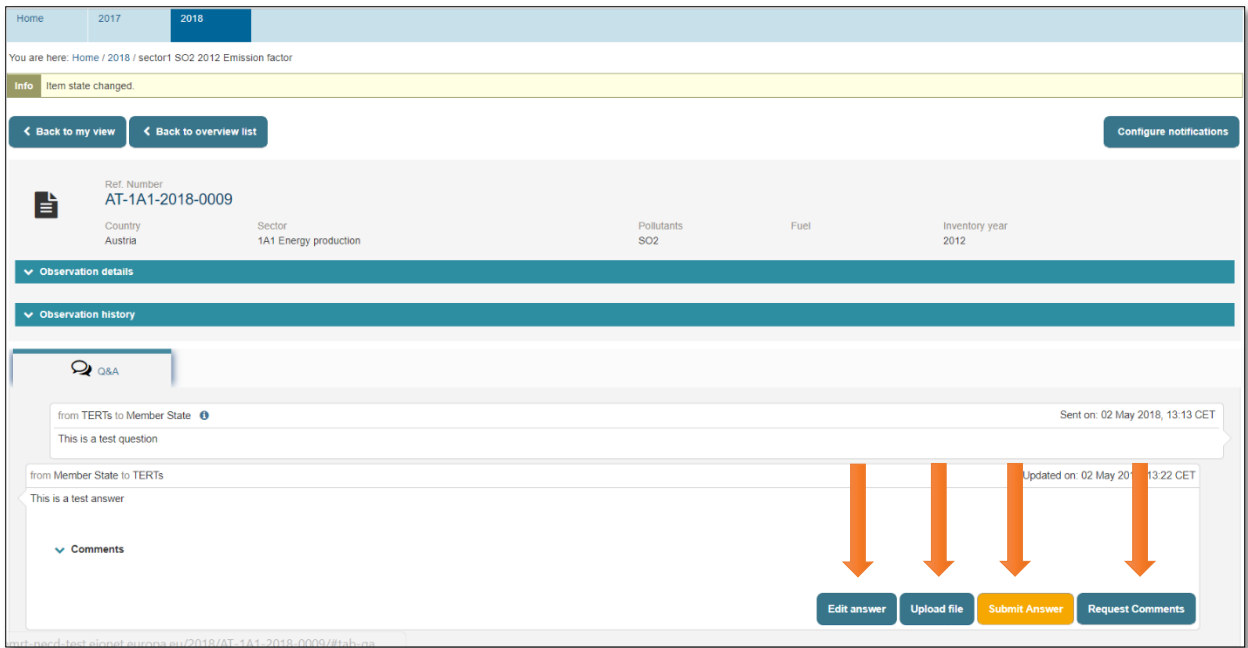


Figure 3.30: MSA closes comments

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”.

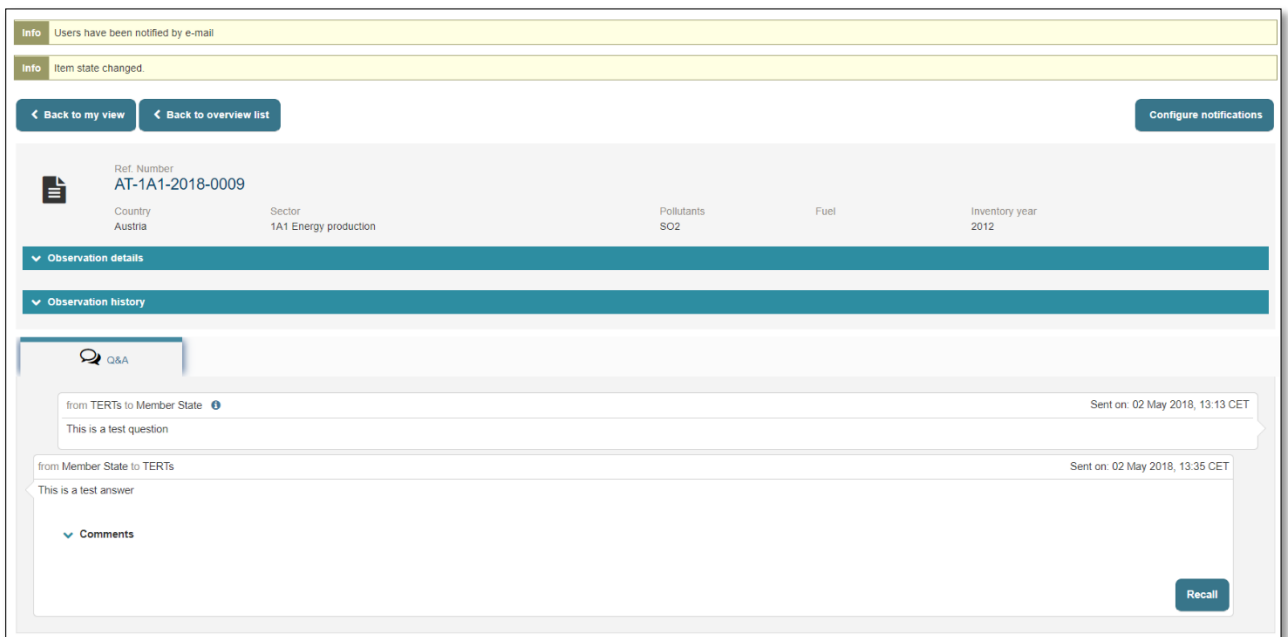


Figure 3.31: MSA submits answer

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

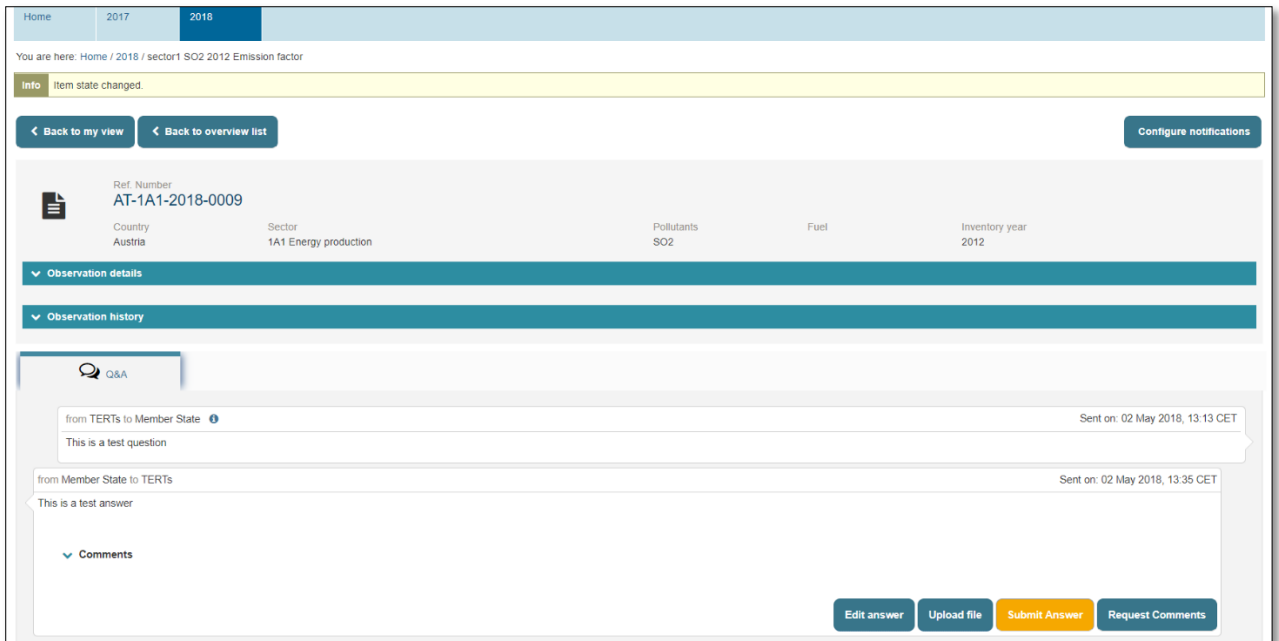


Figure 3.32: MSA recalls an answer after submission

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.

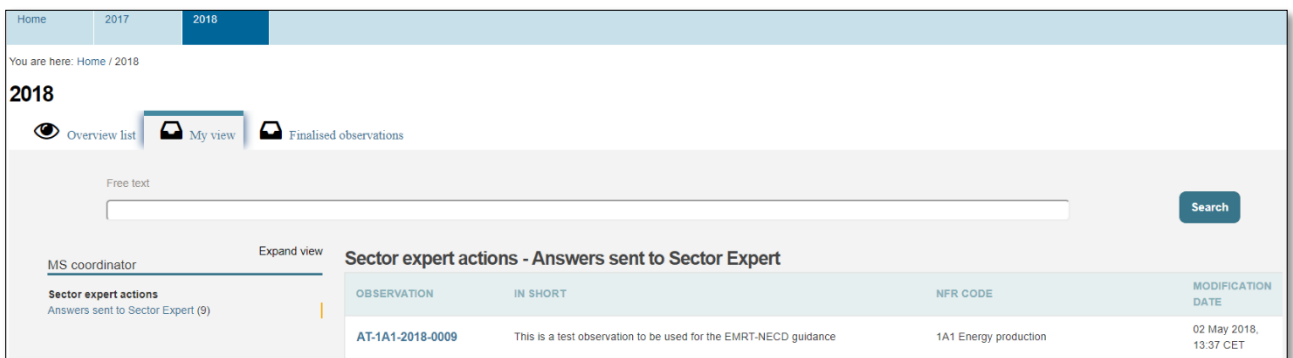


Figure 3.33: MSA view on answer status

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.

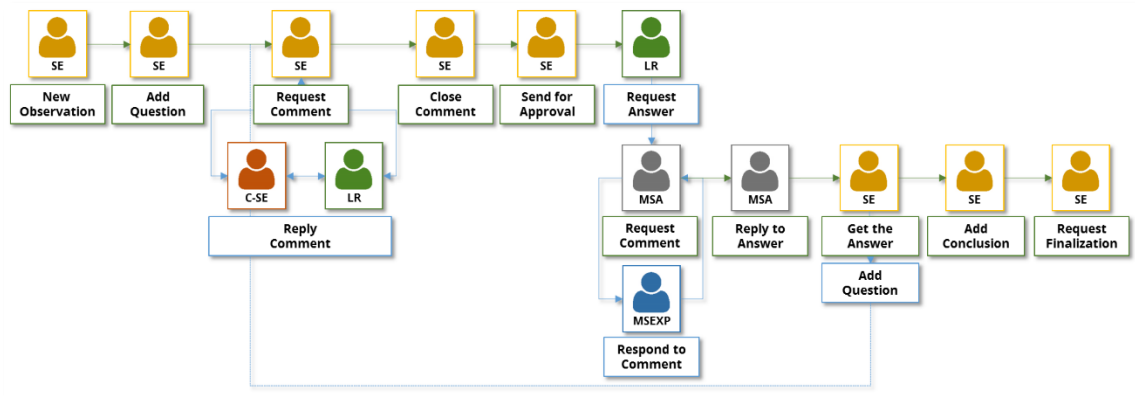


Figure 3.34: EMRT-NECD workflow detail: SE gets an answer from MSA

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

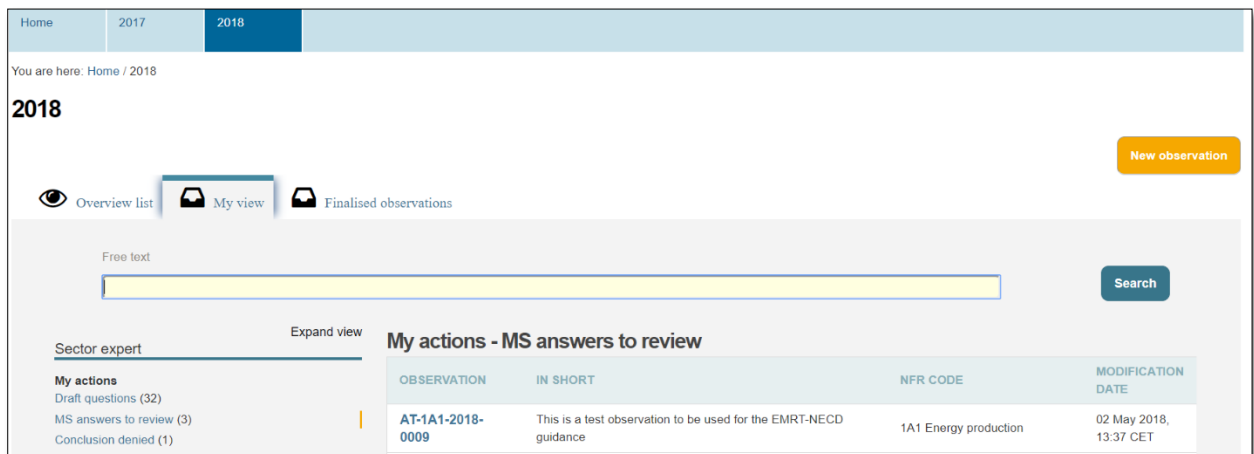


Figure 3.35: SE gets an answer to review from MSA

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.

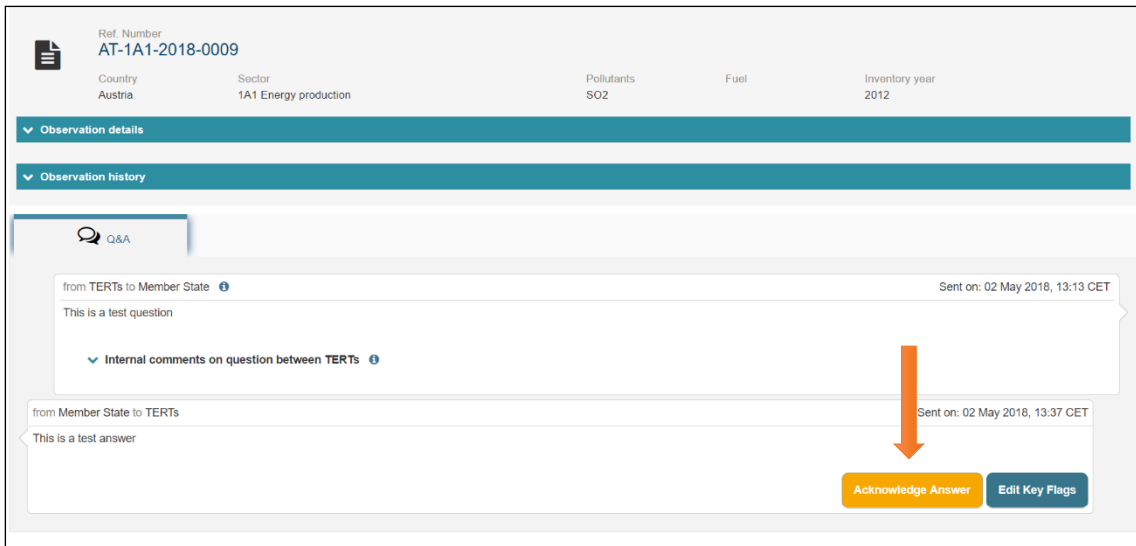


Figure 3.36: SE open the answer and acknowledge it

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

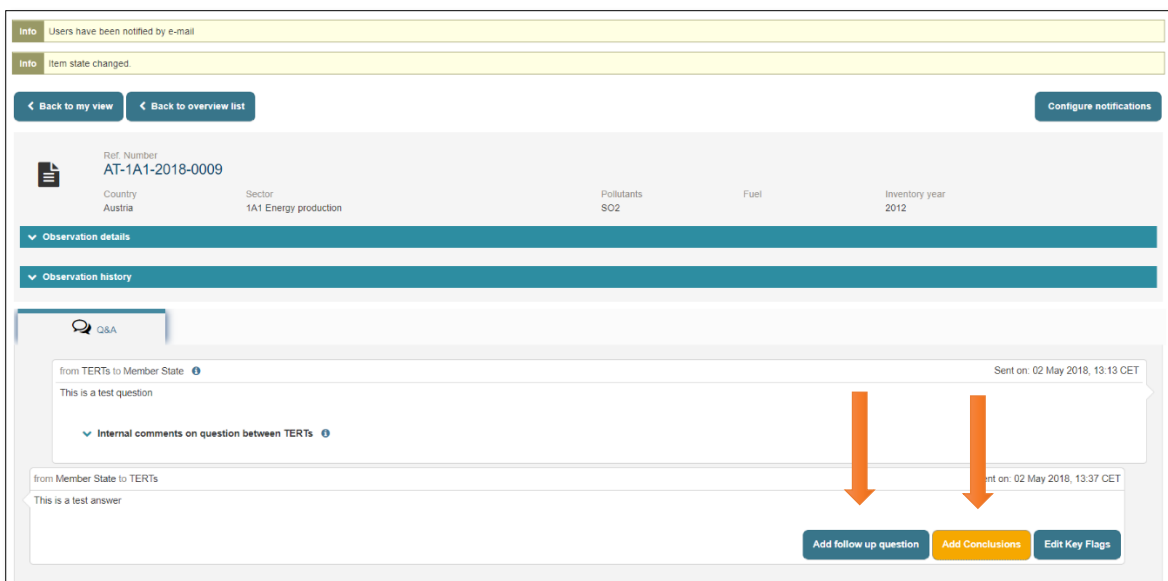


Figure 3.37: Answer is acknowledged by SE

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).

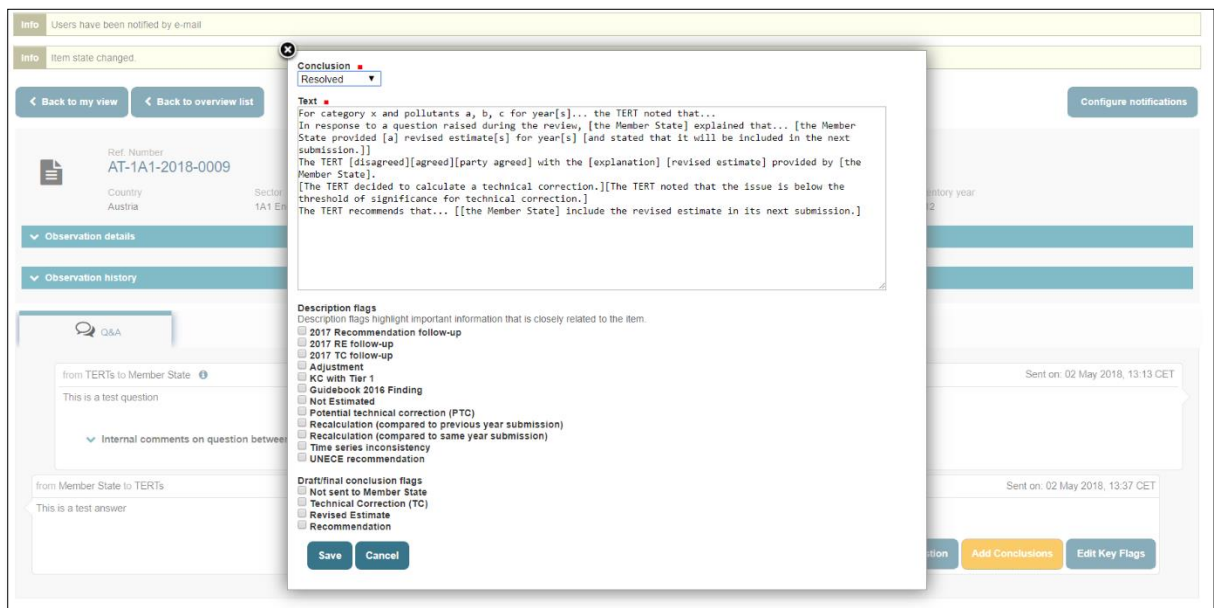


Figure 3.38: SE add a draft conclusion

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

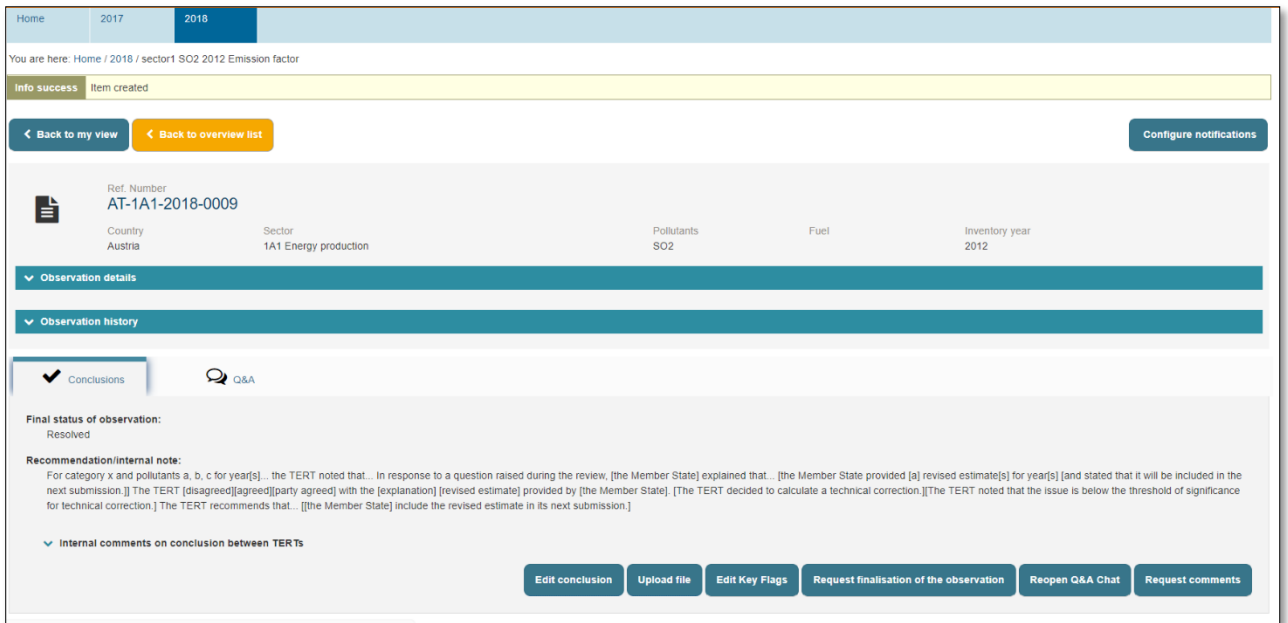


Figure 3.39: SE has saved a draft conclusion. Option.

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**.

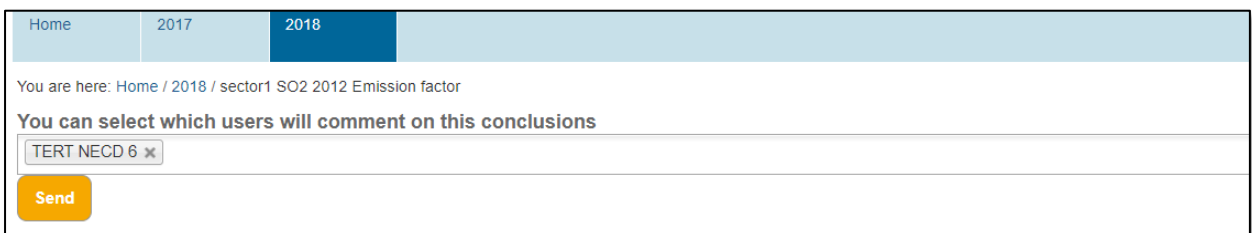


Figure 3.40: SE selects counterparts to comment on conclusion

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.

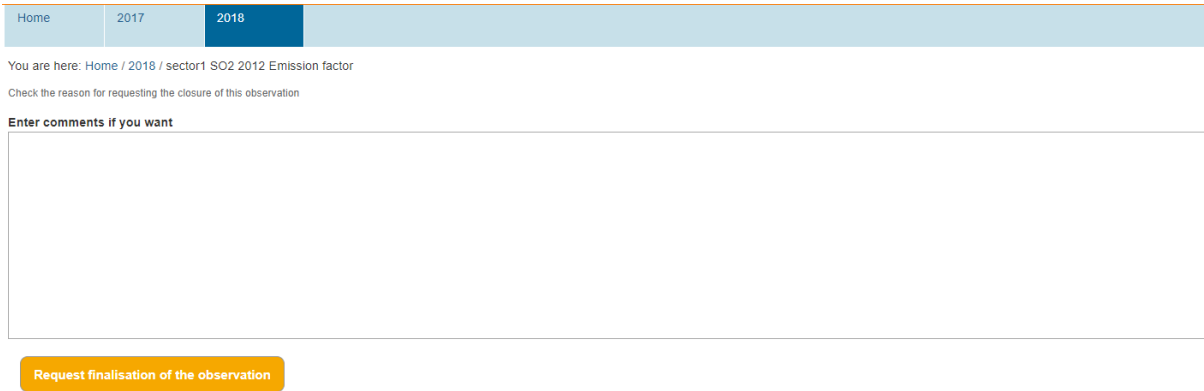


Figure 3.41: SE requests finalisation of the observation

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.

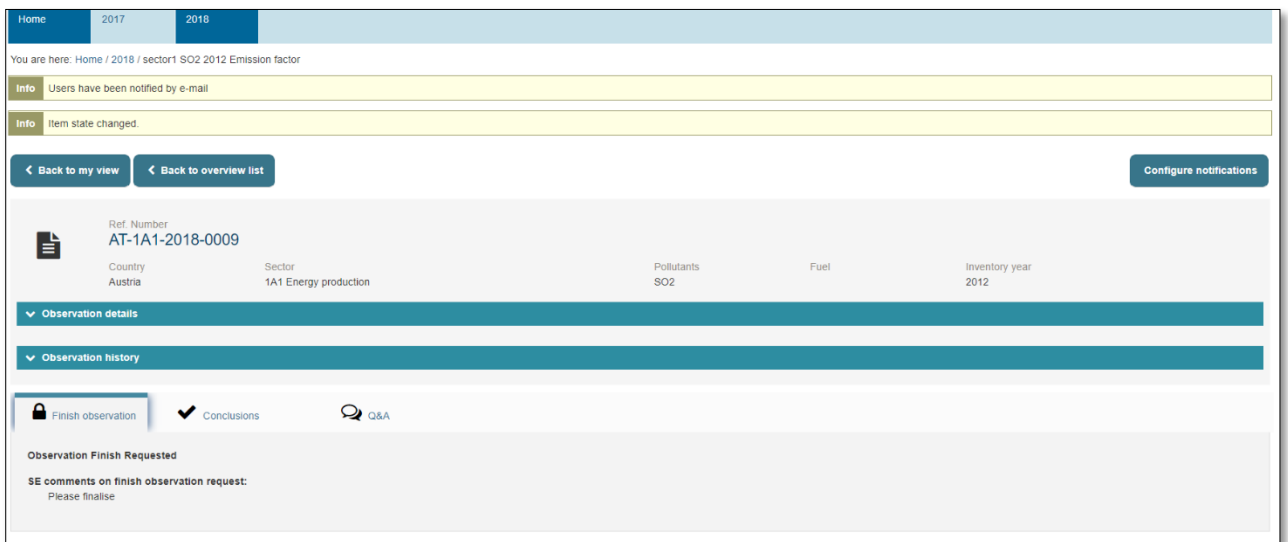


Figure 3.42: a request for approval is sent to LR

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'.

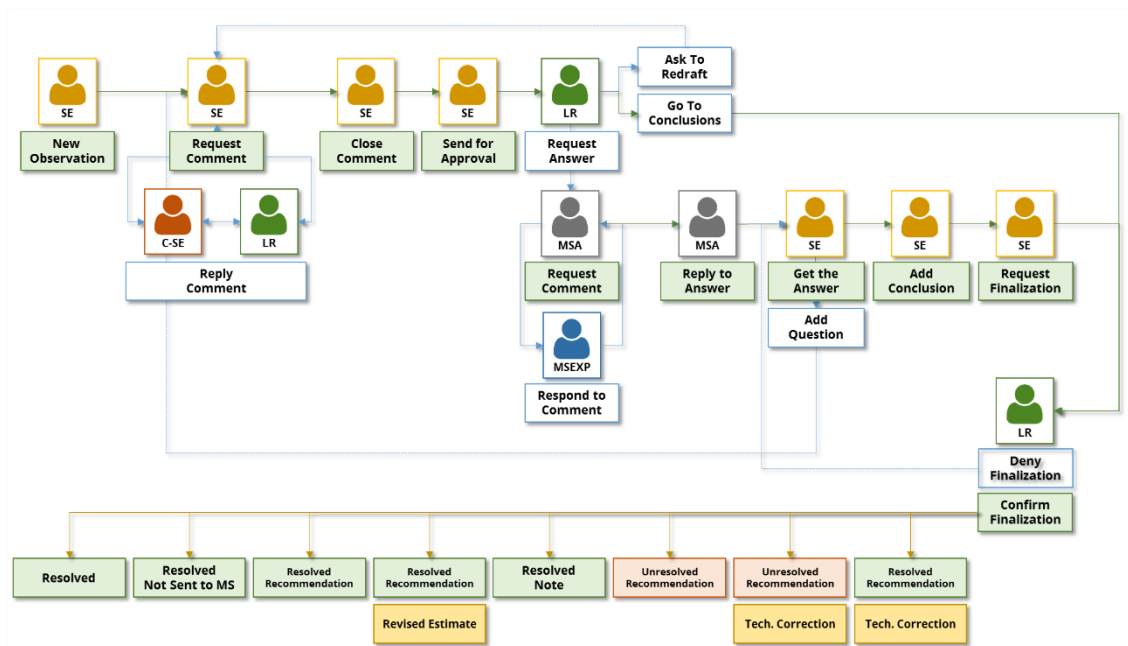


Figure 3.43: EMRT-NECD workflow



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.

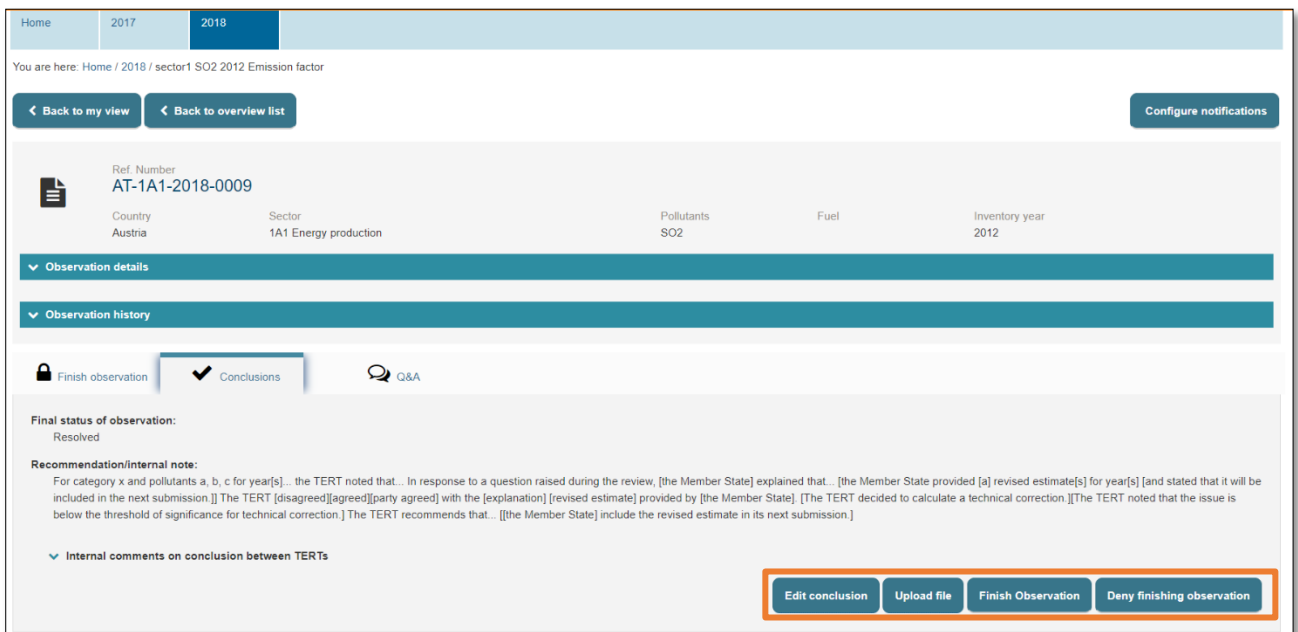


Figure 3.45: LR options in order to finalise an observation

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

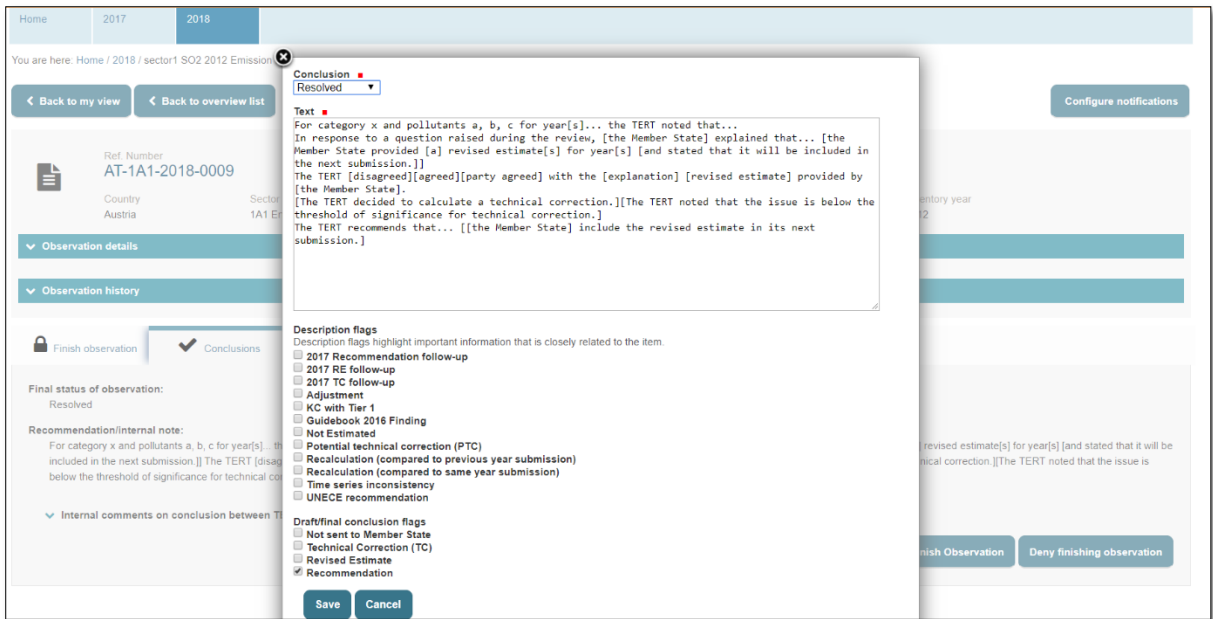
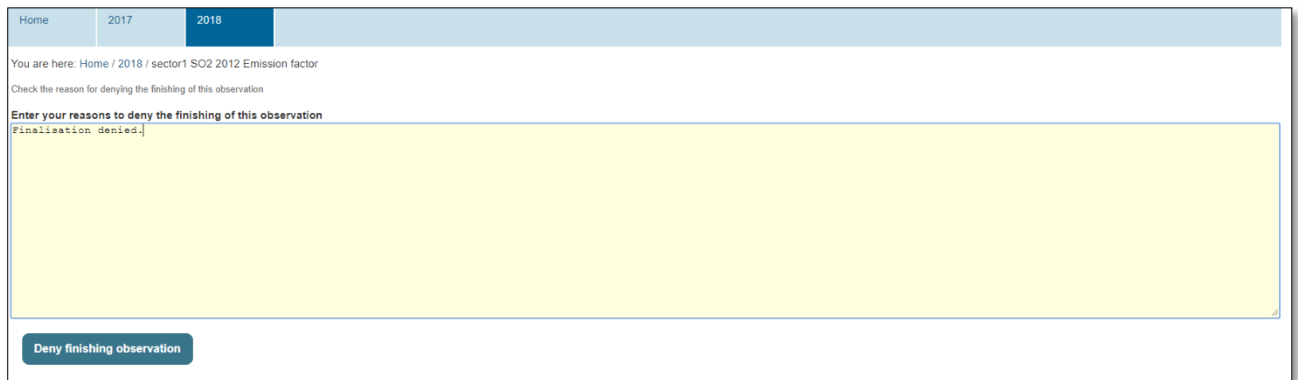


Figure 3.46: LR edits a conclusion

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 sent to the Sector Expert: *“Observation finalisation denied”*.



The screenshot shows a web interface with a navigation bar at the top containing 'Home', '2017', and '2018'. Below the navigation bar, the breadcrumb path is 'Home / 2018 / sector1 SO2 2012 Emission factor'. The main content area is titled 'Check the reason for denying the finishing of this observation' and contains a text input field with the text 'Finalisation denied.'. Below the text input field is a button labeled 'Deny finishing observation'.

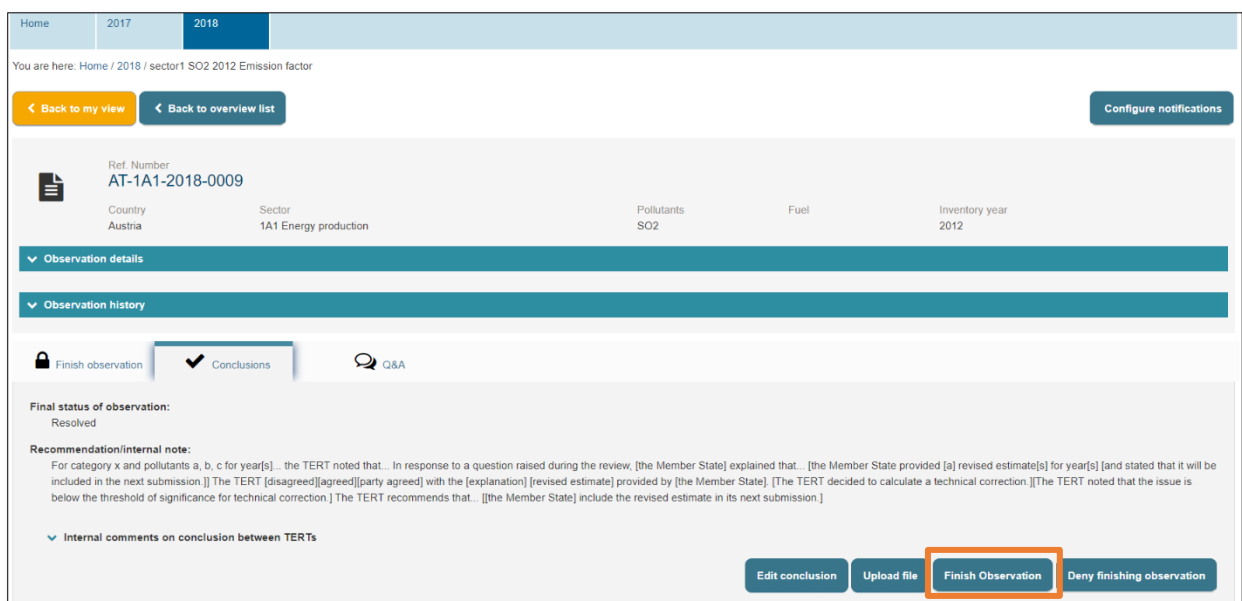
Figure 3.47: LR denies finishing an observation

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.



The screenshot shows a web interface for finishing an observation. The navigation bar at the top contains 'Home', '2017', and '2018'. Below the navigation bar, the breadcrumb path is 'Home / 2018 / sector1 SO2 2012 Emission factor'. The main content area contains several sections: 'Back to my view' and 'Back to overview list' buttons, a 'Configure notifications' button, a document icon, and a table with columns for 'Ref. Number', 'Country', 'Sector', 'Pollutants', 'Fuel', and 'Inventory year'. The table contains the following data: Ref. Number: AT-1A1-2018-0009, Country: Austria, Sector: 1A1 Energy production, Pollutants: SO2, Fuel: Fuel, Inventory year: 2012. Below the table are two expandable sections: 'Observation details' and 'Observation history'. Below these sections are three tabs: 'Finish observation', 'Conclusions', and 'Q&A'. The 'Conclusions' tab is selected. Below the tabs is a section titled 'Final status of observation:' with the value 'Resolved'. Below this is a section titled 'Recommendation/internal note:' with a long text block. Below the text block is a section titled 'Internal comments on conclusion between TERTs'. At the bottom of the page are four buttons: 'Edit conclusion', 'Upload file', 'Finish Observation', and 'Deny finishing observation'. The 'Finish Observation' button is highlighted with a red box.

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.

[← Back to my view](#)
[← Back to overview list](#)
[Configure notifications](#)


Ref. Number
AT-1A1-2018-0009

Country	Sector	Pollutants	Fuel	Inventory year
Austria	1A1 Energy production	SO2		2012

[Observation details](#)

[Observation history](#)

[✓ Conclusions](#)
[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][agreed][party agreed] 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.]

[Internal comments on conclusion between TERTs](#)

Figure 3.49: LR finishes observation