# EEA Emission Review Tool for the National Emission reduction Commitments Directive (EMRT-NECD)

Technical and practical guidance

VERSION 4.0





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# 1 Introduction

The EMRT-NECD (Emission Review Tool for the National Emission reduction Commitments 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 reduction Commitments Directive (NECD, Directive 2016/2284/EU).

The EMRT-NECD is a platform for documentation and communication used by experts involved in the air pollutant emission inventory comprehensive review. 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**: manage roles and grant access to the review tool, act as helpdesk and perform QA/QC on tool performances;
- **Technical Expert Review Team (TERT)**: perform the review by following the guidelines provided to the TERT each review year. There are three different roles for this type of user: Sector Expert, Lead Reviewer and Counterpart; and
- **Member State Review Team**: 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 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 as either 'resolved' or 'unresolved' 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-2024-0001.

**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.

**Answer**: Text that is compiled by the Member State coordinator, with optional input from the Member State expert, to provide a response to the question raised by the TERT.

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'. When the conclusion is finalised as either 'resolved' or 'unresolved', the observation is 'closed'.

**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).

#### 1.5 Abbreviations

The following abbreviations have used throughout this guidance:

EMRT	Emissions Review Tool
EU	European Union
LR	Lead Reviewer
MS	Member State(s)
MSA	Member State Coordinator
MSEXP	Member State Expert
NECD	National Emissions reduction Commitments Directive
PTC	Potential Technical Correction
Q&A	Question and Answer
QA/QC	Quality Assurance/ Quality Control
RE	Revised Estimate
SE	Sector Expert
TC	Technical Correction
TERT	Technical Expert Review Team
UPTC	Unguantified Potential Technical Correction

# 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-N	IECD								Europea	n Environment Ag	ency 💥	-
Home	2019 Projection, NAPCP and PaMs	2020 20	021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory	4			
You are here:	Home											
EEA Er	nission Review Tool (E	MRT) for the	e Nationa	al Emissior	n reduction		ents Direc	tive				
The EMRT-NI quality check Directive (NE The emission	ECD (Emission Review Tool for the National s and reviews of national emission inventi ECD, Directive 2016/2284/EU).	al Emission reduction ( onies reported by EU projections review pr	Commitments Di I Member States rocess follow gui	rective) is a web-baa under the <b>Nationa</b> deline documents pr	sed tool hosted by I I Emission reduct ovided at the botton	he EEA to facilitate ion Commitments	Get started: 1. Click 'Lc 2. If reque 3. Click '2C For assistan You can con necd.review If you forgo You can rese http://www.ei	bg in' in the top right a sted, enter your EION 124 Inventory' to star toe: tact the EEA review s geionet europa.eu t the password: t it here: ionet europa.eu/pass	corner of the sc NET username a rt the review of secretariat at:	creen. and password. emission invento	ories.	3
NECD R	Review 2024 - Timeline and	Process										
The timeline The focus of	of the 2024 NECD Inventory Review proc 2024 process will be the follow-up of pre	ess is summarized in vious review round a	n the following t and the review o	able. f data reported in 2	024.							
Emission Inv	ventory Review 2024 Activity							Deadline				
Deadline for the Deadli	the inventory submission; deadline for MS to resubmissions of the inventory; deadline for t	inform Commission of the Ir	f their intention to Informative Inven	apply a flexibility tory Report and Flex	ibility Applications			15 February 15 March				

*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.

Country	Review year (1)	Inventor	ry year 🕄
Select country •	Select review year	▼ Select	inventory year
NFR category code		Sector name	Pollutants
Select NFR category code		Select sector n	Select pollutan
Status of observation Select status	Free text		
Workflow			
Select status		▼	

*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.

2024 Inventory	_		Configure notifications
Overview list Wy view	Finalised observations Review year	Inventory year <b>O</b>	Description flags •
B Select country NFR category code Select NFR category code	Select review year	Select Inventory year	Recommendation follow-up     Re follow-up     T C follow-up     Adjustment     Guidebook 2019 Finding     Potential technical correction (PTC)
Status of observation Select status	Free text		Completeness
Workflow Select status		*	Drat/final conclusion flags Orat/final conclusion flags Technical Correction (TC) Revised Estimate Revised Estimate

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.

	E 11	10	Role: Lead I	Keviewer	
Notification	Enable	a :	Notification		Enabled?
Observation finalised by LR	<		Conclusion to	comment by you as LR	
Question answered by MS	1		Observation f		
Question redraft requested by LR			Observation	nailsation ready for your approval as LR	
New comment is added	1		New commen	t is added	<
Observation finalisation denied by LD			Question read	ly for your approval as LR	<b>I</b>
Observation infansation defined by ER			Question to c	omment by you as LR	
Observation recalled by LR	*		Question ans	wered by MS	<b>v</b>
Question sent to MS by LR				,	
				Role: Member State Coordinator	
				Notification	Enabled?
Role: Member State Expert				Observation finalised by LR	
Notification		Enabled?		Question to be answered by your country	<ul> <li>Image: A start of the start of</li></ul>
New comment from MS Expert				Observation recalled by LR	
New question to comment by you as MS	S expert	<b>v</b>		Answer acknowledged by sector expert	•
		_			

Figure 2.4: Configure notifications options per user in the EMRT- NECD

- **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 0.**
- **Box C**: Contains a number of description and conclusion flags which may also be filtered on.

- **Table** 1 below defines each of these flags.
- **Box D:** In this section of the overview tab users will find a complete list of observations created under the current review, according to their access privileges. Observations are listed in the format presented below:



Description Flag	Flag	Definition
	Recommendation follow- up	Flag used for an observation in this year's review concerning a recommendation made in the previous year's review.
	RE follow-up	Flag used for an observation in this year's review concerning a Revised Estimate from the previous year's review.
	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.
	Guidebook 2019 finding	Flag used for an observation where the methodology is based on a Guidebook version other than the 2019 EMEP/EEA Guidebook.
	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.
	Transparency	Flag used for observations related to transparency on data sources, assumptions and methodologies used in an inventory.
	Accuracy	Flag used for observations related to accuracy in that estimates are either an over or under estimation of the true emissions and any uncertainties relating to this.
	Completeness	Flag used for observations related to completeness, for example where emissions have not been estimated.
	Consistency	Flag used for observations related to consistency for emissions across the timeseries.
	Comparability	Flag used for issues related to comparability where there is concern an inventory is using different methodologies from those as elaborated in the Reporting Guidelines and NFR formats.
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.
	Unquantified Potential Technical Correction	Flag for issues where quantifying a technical correction is currently not possible for the TERT.
	Proxy Solution	Flag for issues that are above the threshold of significance and that are not easily quantifiable, and where the TERT has implemented a method for improving the existing emissions estimates.

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

#### 2.2.2 My View Tab

The layout of the "*My View*" tab depends on the EMRT user type. It lists the actions applicable for 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.



Figure 2.7: Sector Expert "My View" Tab

Overvie	w list My view Finalised observations
	- · · ·
	Free text
	Collapse view
Lead revie	wer
My actions	
Questions to	be sent
Observation	s to finalise (2)
Questions to	comment
Conclusions	to comment
My teams s	actions
Answers from	m MS (4)
Answers nur	11 11 (4)
My MS's act	tions
My MS's act Unanswered	tions I questions (1)

Figure 2.8: Lead Reviewer "My view" Tab

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)	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)	Overview	w list My view Finalised observations
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)	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)		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)	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)		
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)	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)		Collapse view
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)	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)	MS coordir	nator
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)	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)	My actions	
Comments received from MS experts MS experts actions Answers requiring comments/discussion from MS experts Sector expert actions Answers sent to Sector Expert (7)	Comments received from MS experts MS experts actions Answers requiring comments/discussion from MS experts Sector expert actions Answers sent to Sector Expert (7)	Questions fro	om Sector Expert to be answered
MS experts actions Answers requiring comments/discussion from MS experts Sector expert actions Answers sent to Sector Expert (7)	MS experts actions Answers requiring comments/discussion from MS experts Sector expert actions Answers sent to Sector Expert (7)		
Answers requiring comments/discussion from MS experts Sector expert actions Answers sent to Sector Expert (7)	Answers requiring comments/discussion from MS experts Sector expert actions Answers sent to Sector Expert (7)	Comments re	eceived from MS experts
Sector expert actions Answers sent to Sector Expert (7)	Sector expert actions Answers sent to Sector Expert (7)	Comments re MS experts	eceived from MS experts actions
Answers sent to Sector Expert (7)	Answers sent to Sector Expert (7)	Comments re MS experts Answers requerts	eceived from MS experts actions uiring comments/discussion from MS
		Comments re MS experts Answers requerts Sector expe	eceived from MS experts actions uiring comments/discussion from MS rt actions

Figure 2.9: MSA "My view" tab

Overvie	w list My view Finalised observations
	Free text
MS expert	Collapse view
My actions Comments f MSC action Observation	or answer needed by MS coordinator <b>s</b> s with my comments still with MSC
Sector expe Answers that	ert actions t I commented on sent to Sector Expert

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.

Overview list A My view Finalised observations
Free text
Finalized abasevations
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, 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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here: H	iome / 2024 Inven	tory / sector4 SO2 2022 Emission factor								
< Back to r	ny view 🛛 < I	Back to overview list								Configure notifications
Ŀ	RO-3D- Country Romania	2024-0001 Sector 3D Crop producti	on and agricultural so	ills		Pollutants SO2		Fuel	Inventory year 2022	
A Observa	tion details									
Review Yea 2024	ar	Parameter Emission factor			Key categ	gory		l	Last update 15 Apr 2024, 15:53 CET	
Description	ı flags									
Short desc This is a te	ription by sector e st observation for	kpert the EMRT demos.								
∧ Observa	tion history									
Sector E ERT NECD Finalisat a day ag	xpert 4 tion requested 30	sectorrevnecd4 <u>TERT NECD 4</u> TE <u>RT NECD 4</u> TE <u></u> *conclusions* O a day ago	Sector Expert RT NECD 4 Finalisation request a day ago	Lead I TERT NEC Close 2 a day	Reviewer CD <u>LR</u> d observation ago	<ul> <li>Sector Expert</li> <li>TERT NECD LR</li> <li>Finalisation re</li> <li>a day ago</li> </ul>	equested	Lead reviewer ERT NECD LR Finalisation denier	Sector Expert TERT NECD LR ☐ Finalisation requested ② a day ago	Ecad Reviewer TERT NECD LR Closed observation a day ago
4										Þ
✓ co	nclusions									
Final status Resolve	s of observation: ed									





## 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 Reviewing observations from initial checks

Prior to the desk review, the review project team will carry out initial checks on the MS submissions. The initial checks include:

- Automatic checks, such as where national totals are incorrectly calculated etc.; and
- Unresolved findings from previous years.

The NECD Secretariat will upload the outcomes of these initial checks as observations into the EMRT, ready for SE to review at the start of the desk-based review. The SE can then decide to raise a question to the Member State, or if no further action is required, the SE can conclude the observation.

#### 3.1.2 Creating an observation

The Sector Expert is also responsible for raising their own independent checks 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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
You are here: Ho	me / 2024 Invento	гу									
2024 Inve	entory										
							Configure notifica	ations 🕹 Ex	cports the results in XLS	New obser	vation
Over	rview list	My view Finalised observ	ations								



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.

You are here: Home / 2024 Inventory
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
RYR category codes   (5 Waste
Inventory year
Inventory year can be a given year (2014), a range of years (2012-2014) or a list of the years (2012, 2014, 2016)
Pollutants •
Review year
Review year is the year in which the inventory was submitted and the review was carried out 2024
Fuel No value
□ MS key category
Parameter  Parameter
Description flags Description flags highlight important information that is closely related to the item.
C Recommendation follow-up
Adjustment
Guidebook 2019 Finding Deturbative leventine (ISPC)
Comparability
Draft/final conclusion flags
Not sent to Member State
Unquantified Potential Technical Correction Proxy Solution (PS)
Save Observation Delete Observation

Figure 3.4: SE fills in the observation form

## 3.1.3 Creating a question

After saving an observation<sup>1</sup> the Sector Expert is now able to "add question" to the observation.

<sup>&</sup>lt;sup>1</sup> Note, this observation has been created solely for the purpose of creating this guidance.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here: H	ome / 2024 Invento	ry / sector4 SO2 2022 Emission factor								
Info success	Item created									
< Back to r	ny view 🛛 ⊀ Ba	uck to overview list								Configure notifications
È	Ref. Number AT-3-202	24-0001								
	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory year 2022	
V Observa	tion details									
V Observa	tion history									
ç	<b>Q</b> 8A									
								Add questi	on Edit observation Delete ob	servation 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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
You are he	re: Home / 2024 In	ventory / sector4 SO2 2022 Emission factor									
✓ Bac	to my view	Back to overview list									Configure notifications
Ē	Ref. Nur AT-3-	<sup>mber</sup> 2024-0001									
	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory 2022	year	
<b>∨</b> 0b	ervation details										
V Ob	ervation history										
	<b>Q8</b> A								_		
	from TERTs to Mer	nber State 0								Jpdated on: 16	Apr 2024, 17:55 CET
	This is a test quest	on. omments on question between TERTs 🕴									
				Edit qu	estion Upload	l file Delete Que	stion Go to C	Conclusions	tequest Comments	Send Question for Approval	Edit Key Flags

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

#### 3.1.4 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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here:	Home / 2024 Invento	ry / sector4 SO2 2022 Emission factor / (	Question 1							
Select whi	ch users will be	your counterparts								
TERT NEC	06 X									
Send										
Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here:	Home ( 2024 Invento	or Leartord SO2 2022 Emission factor / (	huestion 1							
Select whi	ch users will be	vour counterparts	206500011							
Click here or	type the name to se	lect counterparts								
Send										
_										
Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here:	Home / 2024 Invent	ory / sector4 SO2 2022 Emission factor								
Info Users	have been notified	oy e-mail								
Info Item :	state changed.									
	_									
< Back to	my view < B	ack to overview list								Configure notifications
ß	Ref. Numbe AT-3-20	24-0001								
-	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory year 2022	
V Observ	vation details									
V Obser	vation history									
		1								
fro	m TERTs to Member	State 0								Updated on: 16 Apr 2024, 17:55 CET
Th	is is a test question.									
	✓ Internal com	nents on question between TERTs								
									Select new Counterparts	Close Comments Edit Key Flags

Figure 3.7: SE requests counterpart comments

#### 3.1.5 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.

Sector expert	Expand view	My actions - Counte	erpart questions to comment		
My actions Draft questions (2)		OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE
Counterpart questions to comment (1) Other actions for my observations		AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 18:02 CET
Observations for approval (1) Unanswered questions (2) Observation for finalisation (1)					

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.

< Back to my v	view K Back to overview list						Configure notifications
	Ref. Number AT-3-2024-0002 Country Austria	Sector 3 Agriculture		Pollutants SO2	Fuel	Inventory year 2022	
✓ Observatio	n details						
✓ Observation	n history						
Q	Q8A						
from TE	RTs to Member State 0						Updated on: 16 Apr 2024, 18:29 CET
This is a	a test question.						
^	Internal comments on question b	etween TERTs ()					
Hand	dling 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. 1	/our password will only be shared wit	th the lead reviewer and sector Expert.	
Sty	yle						
т	his is a reply from the counterpart.	'm m' Y 🔛 🖬 kink 🔄					
Atta Ch	achments noose files No file chosen						
	Save Comment						



ľ	Ref. Number AT-3-2024-0002 Country Austria	Sector 3 Agriculture		Pollutants SO2	Fuel	Inventory year 2022	
V Observa	ation details						
✓ Observa	ation history						
ç	<b>Q</b> 8A						
from	TERTs to Member State ()						Updated on: 16 Apr 2024, 18:29 CET
This	is a test question.						
	▲ Internal comments on qu ERT NECD 6 says: 16 Apr 2024. This is a reply from the counterp	astion between TERTs 0 1630 CET art.					
•	Handling of confidential files: Please z	ip your file, protect it with a password, upload it to your rep	ly in the EEA review tool and send the password per em	all to the EMRT-NECD Secretariat mailbox. Yo	ur password will only be shared w	ith the lead reviewer and sector Expert.	
	Comment ■ Style → B J ∞ ∰ U Z = E =	▝▐▝▋▋▋⊟₺₡ <b>₡</b> ፟፟፟፟ ፟৻⋺ <sup>ੵ</sup> <sub>₩</sub> ╓ <sup>7</sup> Ÿ <sup>™</sup> ₩₩₩₩ <b>₽</b>					
I							
ĺ	Attachments Choose files No file chosen						
	Save Comment						

Figure 3.10: a new comment is added by counterpart SE

#### 3.1.6 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.

Overview list My view	Finalised	observations			New observation
Free text	pand view	Other actions	for my observations - Waiting for	comment from counternarts for question	Search
Sector expert		ouler actions	Ior my observations - waiting for	comment non counterparts for question	MODIFICATION
My actions Draft questions (32)		OBSERVATION	IN SHORT	NFR CODE	DATE
MS answers to review (2) Conclusion denied (1)		AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 18:02 CET
Other actions for my observations Unanswered questions (1) Waiting for comment from counterparts for quest Observation for finalisation (1)	stion (1)				



from TERTs to Member State 0	Updated on: 16 Apr 2024, 18:29 CET
This is a test question.	
∧ Internal comments on question between TERTs ●	
TERT NECD 6 says: 16 Apr 2024, 16:30 CET	
This is a reply from the counterpart.	
Attachments Choose files No file chosen	
Select new Counterpart	S Close Comments Edit Key Flags

Figure 3.12: SE closes comment for a question

#### 3.1.7 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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are h	ere: Home / 2024 Invento	ry / sector4 SO2 2022 Emission factor								
Info It	em state changed.									
< Bac	ck to my view 🛛 ⊀ B;	ack to overview list								Configure notifications
	Ref. Number	24-0001								
	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory year 2022	
✓ Ob	oservation details									
V OL	servation history									
	<b>Q</b> Q&A	1								
l í	from TERTs to Member	State 0								Updated on: 16 Apr 2024, 17:55 CET
	This is a test question.	ients on question between TERTs 🔒								
					Edit	question Uploa	nd file Go to C	Conclusions	Request Comments Send Question	on 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	2020	2020 Projection, NAPCP and Pa	Ms 2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
You are h	ere: Home / 2024 Inv	entory / sector4 SO2 2022 Emission fac	tor								
Info U	isers have been notif	ed by e-mail									
Info It	em state changed.										
< Bac	k to my view	Back to overview list									Configure notifications
	Ref. Nur AT-3-	uber 2024-0001									
	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Invento 2022	ory year	
V Ob	servation details										
N Ob	servation history										
	servation instory										
	Q Q&A										
ſ	from TERTs to Men	ber State 🚯								Updated of	on: 16 Apr 2024, 17:55 CET
	This is a test questi	on.									
	✓ Internal c	mments on question between TERT	5 ()								
										Recall Ques	tion 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 reviewing 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 lead 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 the question.



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

Expand Lead reviewer	view	My actions - Question	ons to be sent		
My actions Questions to be sent (1)		OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE
Observations to finalise (1) My MS's actions		AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 18:13 CET
Unanswered questions (7)					

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

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are h	ere: Home / 2024 Inve	ntory / sector4 SO2 2022 Emission factor								
< Bac	k to my view 🛛 🔇	Back to overview list								Configure notifications
	Ref. Numl AT-3-2	ber 024-0001								
	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory year 2022	
✓ 0t	servation details									
<b>∨</b> 0t	servation history									
	<b>Q</b> Q&A									
ſ	from TERTs to Memb	er State 📵								Updated on: 16 Apr 2024, 17:55 CET
	This is a test questio	n. mments on question between TERTs 🕚								
					Ľ	Edit question Up	load file App	rove question and send	Go to Conclusions A	sk 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 3.1.3** 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.

#### 3.2.4 Go to Conclusions

The Lead Reviewer can also go straight to drafting a conclusion for the observation by clicking "*Go to Conclusions*". This will leave the question as a draft, and it will not be sent to the MS. Guidance on drafting a conclusion can be found in **Section 3.4.2**.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here:	Home / 2024 Invento	ry / sector4 SO2 2022 Emission factor								
Info User	s have been notified b	y e-mail								
< Back to	o my view 🛛 K B	ack to overview list								Configure notifications
Ē	Ref. Number AT-3-202	24-0001								
_	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory yea 2022	r
V Obser	vation details									
✓ Obser	vation history									
	<b>Q</b> Q&A	1								
fro	m TERTs to Member	State ()								Sent on: 16 Apr 2024, 18:18 CET
T	is is a test question.									
										Recall Question Edit Key Flags

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

#### 3.2.5 Recall question

After approving the question, there is an opportunity for the Lead Reviewer to recall the question before the Member State coordinator responds to it. Note they may still view the question before the LR can recall the question. Once the MSA has requested comments from the MSEXP, it is no longer possible to recall the question. 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.

Overview list My view Finalised	observations			
Free text MS coordinator Expand view	My actions - Qu	estions from Sector Expert to be answere	d	Search
My actions Questions from Sector Expert to be answered (1)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION
Sector expert actions Answers sent to Sector Expert (8)	AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 18:02 CET

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*".

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are he	e: Home / 2024 Invento	ory / sector4 SO2 2022 Emission factor								
< Back	to my view 🛛 < B	ack to overview list								Configure notifications
	Ref. Numbe AT-3-20	24-0001								
	Country Austria	Sector 3 Agriculture				Pollutants SO2		Fuel	Inventory year 2022	
V Obs	ervation details									
V Obs	ervation history									
	<b>Q</b> Q&A	1								1
-	rom TERTs to Member	State 0								Sent on: 16 Apr 24, 18:18 CET
	This is a test question.								Ļ	
									Create answer <b>0</b>	Request input for answer <b>9</b>

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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
You are here:	Home / 2024 Invent	ory / sector4 SO2 2022 Emission factor									
< Back to	my view 🛛 < B	ack to overview list									Configure notifications
	Ref. Numl AT-3-2	oer 024-0001									
	Country Austria	Sector 3 Agriculture					Pollutants SO2		Fuel	Inventory year 2022	
V Observ	ration details										
V Observ	ration history										
	<b>Q</b> 8A	1									
fror	n TERTs to Member	State ()									Sent on: 16 Apr 2024, 18:18 CET
Thi	s is a test question.										
										Create answer @	Request input for answer
Style	• B		2								
This is a	test answer.										
											//
Save	answer										

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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here: He	ome / 2024 Invento	ry / sector4 SO2 2022 Emission factor								
< Back to m	ny view 🔪 < Bi	ack to overview list								Configure notifications
B	Ref. Numb AT-3-20	<sup>er</sup> 024-0001								
-	Country Austria	Sector 3 Agriculture					Pollutants SO2		Fuel Inven 2022	tory year
✤ Observa	tion details									
✓ Observa	tion history									
ç	<b>Q</b> 8A	1								
from	TERTs to Member	State 0								Sent on: 16 Apr 2024, 18:18 CET
This	is a test question.									
from Memb	er State to TERTs									odated on: 16 Apr 202 8:32 CET
This is a ter	st answer. omments									
									Edit answer Upk	cad file Submit Answer 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 3.1.5**; 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.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
You are here: He	ome / 2024 Invento	ory / sector4 SO2 2022 Emission factor									
Info Users h	ave been notified b	oy e-mail									
Info Item sta	te changed.										
< Back to n	ny view 🛛 < B	ack to overview list									Configure notifications
È	Ref. Numb AT-3-20	or 024-0001									
	Country Austria	Sector 3 Agriculture					Pollutants SO2		Fuel	Inventory year 2022	
V Observa	tion details										
✓ Observa	tion history										
		_									
ç	Q8A	)									
from	TERTs to Member	State ()									Sent on: 16 Apr 2024, 18:18 CET
This	is a test question.										
from Memb	er State to TERTs										Updated on: 16 Apr 2024, 18:32 CET
This is a ter	st answer.										
~ C	omments										
										Close Co	mments 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.

Free text			Search
l.			
Expand view	My actions - Comments for an	swer needed by MS coordinator	
Expand view MS expert My actions Comments for answer needed by MS coordinator (1)	My actions - Comments for an OBSERVATION IN SHORT	swer needed by MS coordinator	MODIFICATION

Figure 3.26: MSEXP gets a request for comment from MSA

from TERTs to Member State 0	Sent on: 16 Apr 2024, 18:18 CET
This is a test question.	
from Member State to TERTs	Updated on: 16 Apr 2024, 18:32 CET
This is a test answer.	
∧ Comments	
Handling of confidential files: Please op 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-RECD Socretarial mailbox. Your password will only be shared with the lead reviewer and social Expert.	
Comment ■ Styles. I DI I HE BE ZE HE E IF (F 2) DE CALLER - CAL	
This is a test answer from MS Expert	
Attachments Choose files No file chosen Seve Committ	



from TERTs to Member State 0	Sent on: 16 Apr 2024, 18:18 CET
This is a test question.	
from Member State to TERTs	Updated on: 16 Apr 2024, 18:32 CET
This is a test answer.	
▲ Comments	
NECD EEA AT EXP says: 16 Apr 2024, 16 39 CET	
This is a test answer from MS Expert	
Handling of conductual files. Please zp your file, protect it with a password, upload II to your reply in the EEA review tool and send the password per enail to the EMRT-NECO Secretarial mailtox. Your password will only be shared with the lead reviewer and	d 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).

	Ref. Number AT-3-2024-0001 Country Austria	Sector 3 Agriculture	Pollutants SO2	Fuel	Inventory year 2022	
✓ Observatio	on details					
✓ Observatio	on history					
Q	Q8A					
from TE	ERTs to Member State 0					Sent on: 16 Apr 2024, 18:18 CET
This is	a test question.					_
from Member	State to TERTs					Updated on: 16 Apr 202 8:32 CET
This is a test	answer. nments					
					Close C	Comments Select new Experts



<b>B</b>	Ref. Number AT-3-2024-0001 Country Austria	Sector 3 Agriculture	Pollutants SO2	Fuel	Inventory year 2022	
✓ Observatio	n details					
✓ Observation	n history					
<b>A</b>	Q&A					
from TE	RTs to Member State 0					Sent on: 16 Apr 2024, 18:18 CET
This is a	test question.					
from Member	State to TERTs					Jpdated on: 16 Apr 20. 18:32 CET
This is a test a	nswer. ments					
					Edit answer Upload file Submi	it Answer Request Comments

Figure 3.30: MSA closes comments

After closing comments, the MS Coordinator should then edit the answer before submitting. It is important to remember that the TERT cannot see the MS Experts comments, as they are internal only. The MS Coordinator must copy any required text provided by the MS expert in the comments to the answer field.

The MS Coordinator can also upload a file and reopen the commenting loop if further comments are required.

Once the answer has been submitted, an email notification is sent to the TERT (SE and LR): "*New answer from country*".

Home	2020	2020 Projection, NAPCP and Pall	s 2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory					
You are here: Ho	me / 2024 Invento	ry / sector4 SO2 2022 Emission facto											
Info Users ha	Into Users have been notified by e-mail												
Info Item state changed.													
< Back to my	y view 🛛 ⊀ Ba	ack to overview list									Configure notifications		
	Ref. Numb AT-3-20	<sup>er</sup> 024-0001											
	Country Austria	Sector 3 Agricult	re				Pollutants SO2	Fue	el	Inventory year 2022			
✓ Observati	ion details												
V Observati	ion history												
	,												
Q	<b>Q</b> &A	)											
from T	ERTs to Member	State 0									Sent on: 16 Apr 2024, 18:18 CET		
This is	a test question.												
from Membe	er State to TERTs										Sent on: 16 Apr 2024, 18:47 CET		
This is a test	This is a test answer, which has now been updated to include the IMS Expert's comments.												
✓ Co	mments												
											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.

Tod are nere. Home /	2024 Inventory / 380014 002 2022 Lin	1331011 14000						
Info Item state cha	anged.							
Back to my vie	ew Back to overview list							Configure notifications
ß	Ref. Number AT-3-2024-0001 Country Austria	Sector 3 Agriculture		Polluta SO2	nts Fu	l	Inventory year 2022	
✓ Observation e	details							
Cobservation 1 tor Expert ECD 4 quested counterp ts minutes ago	Abistory Sector Expert TERT NECD 4 Cost Cost Sector Expert TERT NECD 4 Cost Cost Sector Expert TERT NECD 4 Sector Expert Sector Expe	Sector Expert TERT NECD 4 Sector 10 LR 35 minutes ago	Lead reviewer TERT NECD LR Quession approved and sen to MS coordinator O 31 minutes ago	Member state coordinator NECD EEAAT A Member state expert comments closed 0 16 minutes ago	Member state coordinator NECD EEAAT We sepert comments requested 15 minutes ago	Member state coordinator <u>NECD EEAT</u> Comments closed O 4 minutes ago	Member state coordinator NECD EEAT Answer sent a minute ago	Member state coordinator NECD EEAT Answer recalled or a few seconds ago
Q 0	8A							
from TERT	Fs to Member State 0							Sent on: 16 Apr 2024, 18:18 CET
This is a te	est question.							
from Member St	ate to TERTs						Se	nt on: 16 Apr 2024, 18:47 CET
This is a test ans	swer, which has now been updated to ir ents	nclude the MS Expert's comme	nts.					
						Edit answer	Upload file Submit Answ	er 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.

Expand view MS coordinator	Sector expert actions -	Answers sent to Sector Expert		
My actions Questions from Sector Expert to be answered (3)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE
Sector expert actions Answers sent to Sector Expert (1)	AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 18:49 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 follow up question and go back to **Section 3.1.3** 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.

Expand view Sector expert	My actions - MS answe	inswers to review							
My actions MS answers to review (1)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE					
Other actions for my observations Waiting for comment from counterparts for question (1)	AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 18:49 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.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory					
You are here:	fou are here: Home / 2024 Inventory / sector4 S02 2022 Emission factor												
< Back to	Configure notifications												
	Ref. Num AT-3-2	ber 024-0001											
-	Country Austria	Sector 3 Agriculture					Pollutants SO2		Fuel	Inventory year 2022			
V Observ	vation details												
✔ Observ	vation history												
	Q& Q&A	1											
fror	m TERTs to Membe	r State 0									Sent on: 16 Apr 2024, 18:18 CET		
Thi	s is a test question.										_		
	✓ Internal com	ments on question between TERTs											
from Men	nber State to TERTs	3									Sent on: 16 Apr 2024, 18:49 CET		
This is a f	test answer, which I	has now been updated to include the MS	Expert's comments.								+		
										Ackno	wledge 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'.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory				
You are here: Ho	me / 2024 Invento	ry / sector4 SO2 2022 Emission factor										
Info Users ha	ve been notified b	y e-mail										
Info Item stat	e changed.											
Configure notifications												
È	Ref. Numb AT-3-20	er )24-0001										
	Country Austria	Sector 3 Agriculture					Pollutants SO2	Fuel	Inventory year 2022			
V Observat	ion details											
V Observat	ion history											
• observat	ion matory											
Q	Q&A											
from T	ERTs to Member	State 0								Sent on: 16 Apr 2024, 18:18 CET		
This is	a test question.								_			
	✓ Internal comments on question between TERIs 0											
from Membe	r State to TERTs									ent on: 16 Apr 2024, 18:49 CET		
This is a tes	t answer, which ha	as now been updated to include the MS	Expert's comments						- + - +			
									Add follow up question Add Con	Edit Key Flags		

Figure 3.37: Answer is acknowledged by SE

If the SE "Add follow up question" the process restarts from section 3.1.3.

#### 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 observations Q&A will appear above the conclusion box. This is to help Sector Experts draft their conclusion text with easier reference to anything mentioned in the Q&A.

The Sector Expert must select from a dropdown menu if the question is "*Resolved*" or "*Not Resolved*" according to Inventory Review Guidelines provided to the TERT at the start of the review. Text for the conclusion may then be drafted using standard default text provided to the TERT.

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

	A
O&A	
from TERTs to Member State ()	Sent on: 19 Apr 2024, 16:64 CET
The is a set question.	
<ul> <li>Intrinsic comments on question Settement Tacht. 9</li> </ul>	
from Member State to TERTs	Sent on: 19 Apr 2024, 16:54 CET
This is a last a search	
Conclusion • Regarded •	
Test conclusion: The TERT damfed the issue with [Member State] and concludes that [brief explanation of conclusion reached and why the issue is resolved]. As such, a recommendation does not need to be added to the review report.	
Description flags	
Ceoperandia in tomas in anticipation material and a society related to be term.     Ceoperandia tomas in the society related to be term.     Ceoperandia tomas in the society related to be term.     Ceoperandia tomas in the society related to be term.     Ceoperandia tomas in the society related to be term.	
Adjustment     Adjustment     Detrafial device X019 Finding     Detrafial device X019 Finding     Detrafial device X019 Finding	
Complements	
Comparability Pathfinal conclusion flags	
Arrad Schemer Man	
Save Cancel	

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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory					
You are here: Ho	fou are here: Home / 2024 Inventory / sector4 SO2 2022 Emission factor												
Info success Changes saved													
Back to my view     Configure notifications													
Ē	Ref. Number AT-3-20	ar 124-0001											
	Country Austria	Sector 3 Agriculture					Pollutants SO2		Fuel	Inventory year 2022			
✓ Observati	ion details												
M Obsorvat	ion history												
• Observat	ion matory												
🗸 Con	clusions	<b>Q8</b> A											
Final status Resolved	of observation:												
Recommend Test cond	Recommendation/internal note: Test conclusion: The TERT clarified the issue with [Member State] and concludes that [brief explanation of conclusion reached and why the issue is resolved]. As such, a recommendation does not need to be added to the review report.												
✓ Intern	✓ Internal comments on conclusion between TERTs												
						Edit	conclusion U	lpload file Edit	Key Flags 🛛 R	Request finalisation of the observation	Reopen Q&A Chat	Request comments	

Figure 3.39: SE has saved a draft conclusion.

#### 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 3.1.5**.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2023 Projections	23 Projections 2023 Inventory				
You are here: Home / 2024 Inventory / sector4 SO2 2022 Emission factor										
TERT NECD 6	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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here: H	bu are hero. Home / 2024 Inventory / sector4 502 2022 Emission factor									
Check the reason	for requesting the close	ure of this observation								
Enter commen	ts if you want									
Request f	inalisation of the	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.

The Sector Expert can recall the request for finalisation of the observation. It should be noted that the internal comment (shown in **Figure 3.41**) will be lost and must be retyped when resending the request.

Home	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
fou are here: Home / 2024 Inventory / sector4 SO2 2022 Emission factor											
Info Users ha	Info Users have been notified by e-mail										
Info Item stat	Info Item state changed.										
< Back to m	Configure notifications										
È	Ref. Numbe AT-3-20	ar 24-0001									
	Country Austria	Sector 3 Agriculture					Pollutants SO2		Fuel	Inventory year 2022	
✓ Observat	tion details										
✓ Observat	tion history										
	_										
Finish o	bservation	Conclusions	Q8A								
Final status Resolved	of observation:										
Recommend Test con	Recommendation/internal note: Test conclusion: The TERT clarified the issue with [Member State] and concludes that [brief explanation of conclusion reached and why the issue is resolved]. As such, a recommendation does not need to be added to the review report.										
🗸 Interr	✓ Internal comments on conclusion between TERTs										
	Recall finalisation request										

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.



Figure 3.43: EMRT-NECD workflow

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'*.

Expand view Lead reviewer	My actions - Observation	ons to finalise		
My actions Observations to finalise (1)	OBSERVATION	IN SHORT	NFR CODE	MODIFICATION DATE
My MS's actions Unanswered questions (7)	AT-3-2024-0001	Test observation for NECD guidance	3 Agriculture	16 Apr 2024, 19:04 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	2020	2020 Projection, NAPCP and PaM	s 2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
You are here: Ho	ome / 2024 Invento	ry / sector4 SO2 2022 Emission facto									
< Back to m	ny view 🛛 < Bi	ack to overview list									Configure notifications
È	Ref. Numb AT-3-2	er 024-0001									
	Country Austria	Sector 3 Agricult	ure				Pollutants SO2	Fuel	ł	Inventory year 2022	
✓ Observa	tion details										
✓ Observa	tion history										
Finish of	observation	✓ Conclusions	Q& Q&A								
Final status Resolve	of observation: d										
Recomment Test con	dation/internal no clusion: The TER1	te: clarified the issue with [Member State	e) and concludes that [	prief explanation of co	nclusion reached ar	nd why the issue is re	solved]. As such, a	recommendation does not	t need to be added to the revie	w report.	
✓ Inter	nal comments on	conclusion between TERTs									
									Edit conclusion	Upload file Finish C	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. The Q&A box will also appear above so the LR has full context of the discussion with the Member State. It will show the same conclusion box as shown in **Figure 3.38**.

#### 3.5.1 Lead Reviewer denies finishing observation

When 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	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory		
You are here: Ho	me / 2024 Invento	ry / sector4 SO2 2022 Emission factor								
Check the reason fo	or denying the finishin	g of this observation								
Enter your reas	ons to deny the f	inishing of this observation								
Finalisation	denied becaus	se								
Deny finist	ning observation									

Figure 3.46: LR denies finishing an observation

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

Lead Reviewers can recall "*Deny finishing observation*", as shown below. This will return them to the same options as shown in **Figure 3.45**.

Conclusions Q D&A	
Final status of observation: Resolved	
Recommendation/internal note: Test conclusion: The TERT clarified the issue with [Member State] and concludes that [brief explanation of conclusion reached and why the issue is resolved]. As such, a recommendation does not need to be added to the review report.	
Observation Finishing denied LR comments on finish observation request: Finalisation denied because	
✓ Internal comments on conclusion between TERTs	
	Edit conclusion Edit Key Flag

Figure 477: LR recalls deny finishing observation

#### 3.5.2 Lead Reviewer finishes conclusion

The Lead Reviewer clicks on "Finish Observation" button.

Home	2017	2018					
You are here: H	ome / 2018 / sector1	SO2 2012 Emission factor					
< Back to n	ny view 🛛 < Bac	ck to overview list					Configure notifications
B	Ref. Number AT-1A1-20	18-0009					
_	Country Austria	Sector 1A1 Energy produ	uction	Pollutants SO2	Fuel	Inventory year 2012	
V Observat	tion details						
✓ Observa	tion history						
Finish	observation	✓ Conclusions	Q& Q&A				
Final status Resolve	s of observation: ed						
Recommen For cate included below th	idation/internal note egory x and pollutants d in the next submiss he threshold of signifi	e: s a, b, c for year[s] the TERT no ion.]] The TERT [disagreed][agre icance for technical correction.] T	eted that In response to a question ra ed[[party agreed] with the [explanation] he TERT recommends that [[the Men	ised during the review, [the Member State] explai [revised estimate] provided by [the Member Stat aber State] include the revised estimate in its nex	ned that [the Member State pro- e]. [The TERT decided to calculat submission ]	vided [a] revised estimate[s] for y e a technical correction.][The TE	year[s] [and stated that it will be RT noted that the issue is
🗸 Inter	nal comments on co	onclusion between 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".

Lead Reviewers can recall after finishing the observation. This would return them to the options presented in **Figure 3.48**.

me	2020	2020 Projection, NAPCP and PaMs	2021 Inventory	2021 Projections	2022 Inventory	2023 Projections	2023 Inventory	2024 Inventory			
are here: Home / 2024 Inventory / sector4 S02 2022 Emission factor											
9 Users have been notified by e-mail											
p Item state changed.											
Back to m	/ view 🛛 ⊀ Ba	ck to overview list									Configure notification
Ē	Ref. Numbe AT-3-20	ar 24-0001									
_	Country Austria	Sector 3 Agriculture	9				Pollutants SO2		Fuel	Inventory year 2022	
<ul> <li>Observat</li> </ul>	on details										
<ul> <li>Observat</li> </ul>	on history										
🗸 Con	clusions	<b>Q</b> Q&A									
Final status Resolved	of observation:										
Recommendation/Internal note: Test conclusion: The TERT clarified the issue with [Member State] and concludes that [Intel explanation of conclusion reached and why the issue is resolved] As such, a recommendation does not need to be added to the review report.											
✓ Interr	Internal comments on conclusion between TERTs  Recall										

Figure 3.49: LR recalls a finalised observation