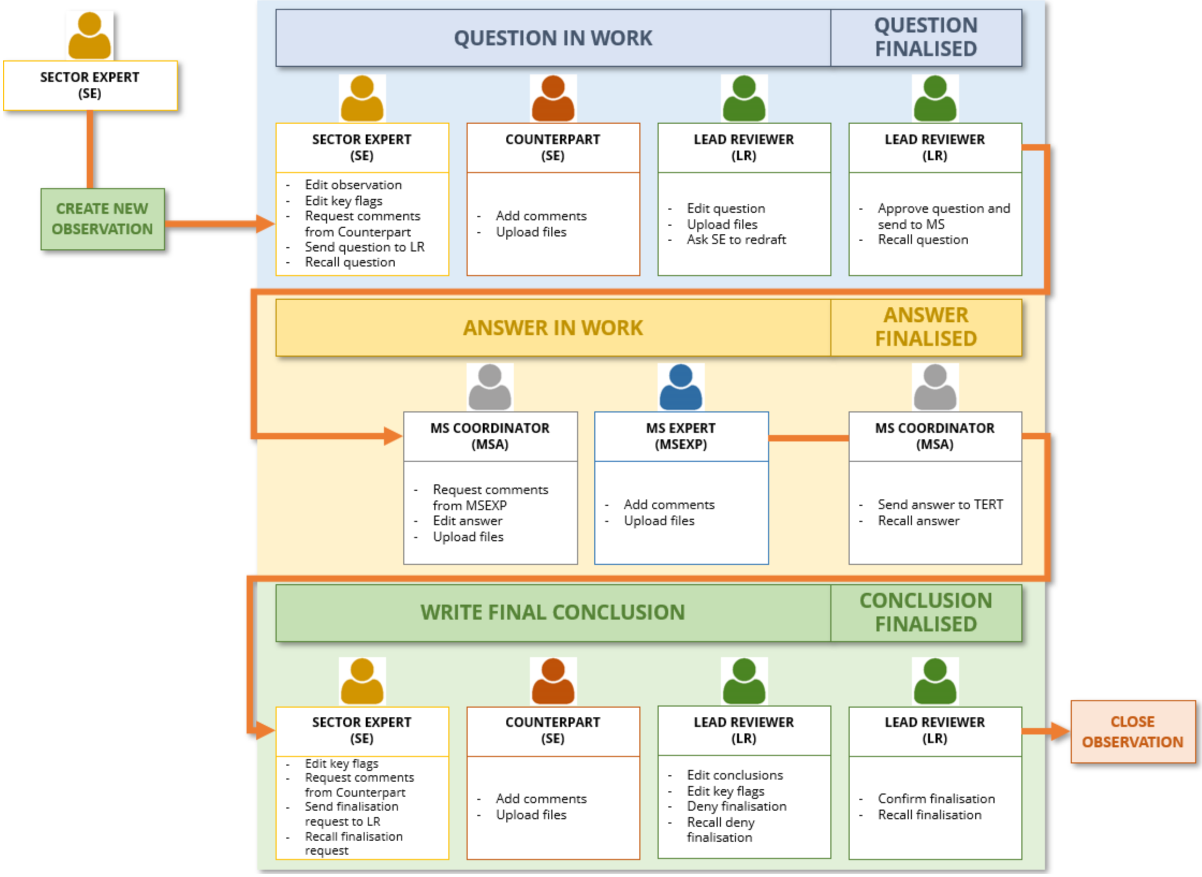
EEA Emission Review Tool for the National Emission reduction Commitments Directive (EMRT-NECD)

Technical and practical guidance

VERSION 4.0



European Environment Agency

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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.

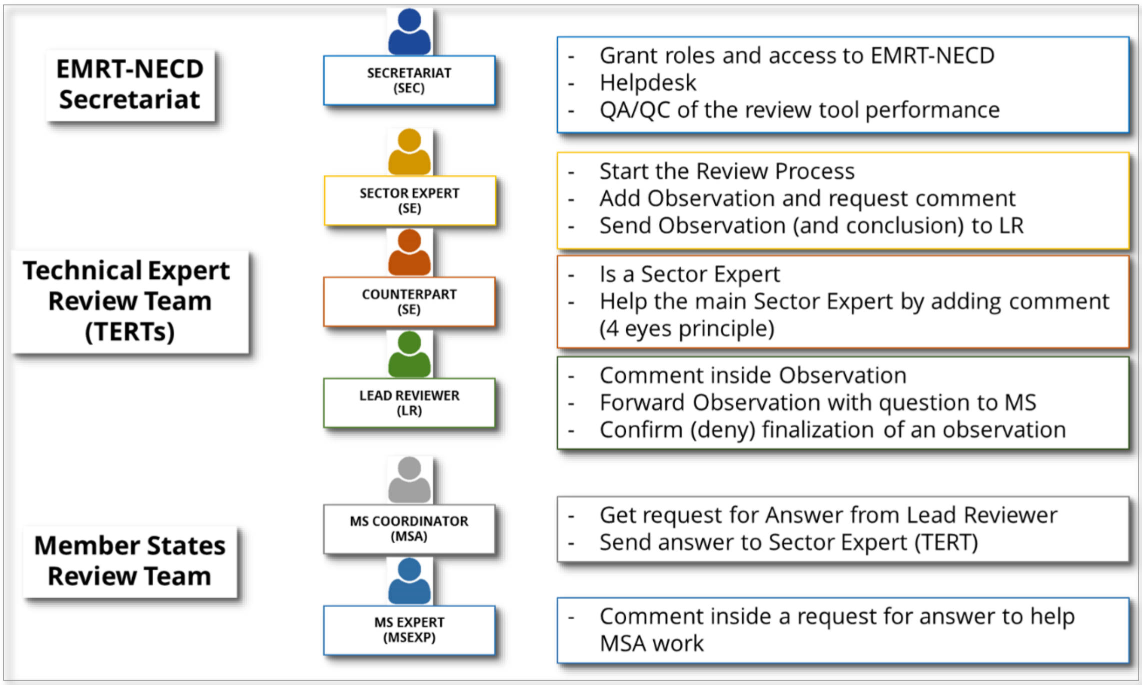

Figure 1.1: type of users and different roles inside the EMRT-NECD review tool

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.

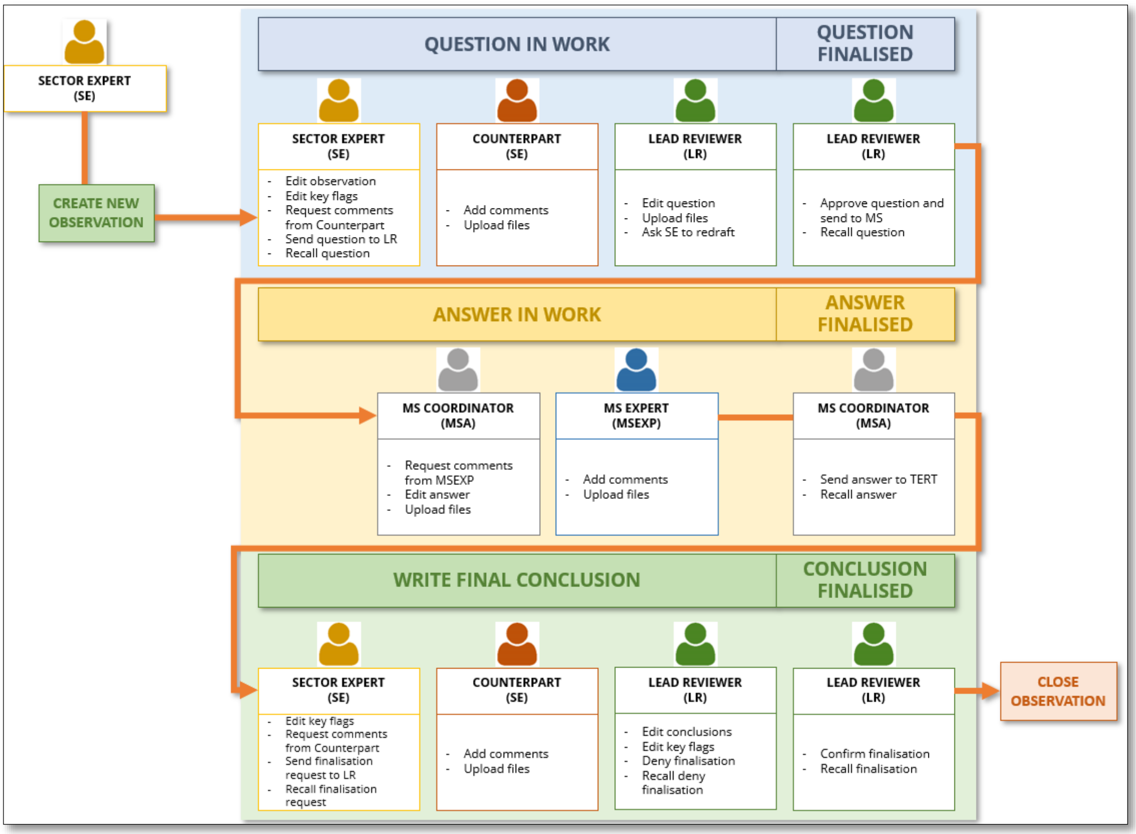

Figure 1.2: EMRT-NECD review tool workflow overview

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	Unquantified Potential Technical Correction

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.

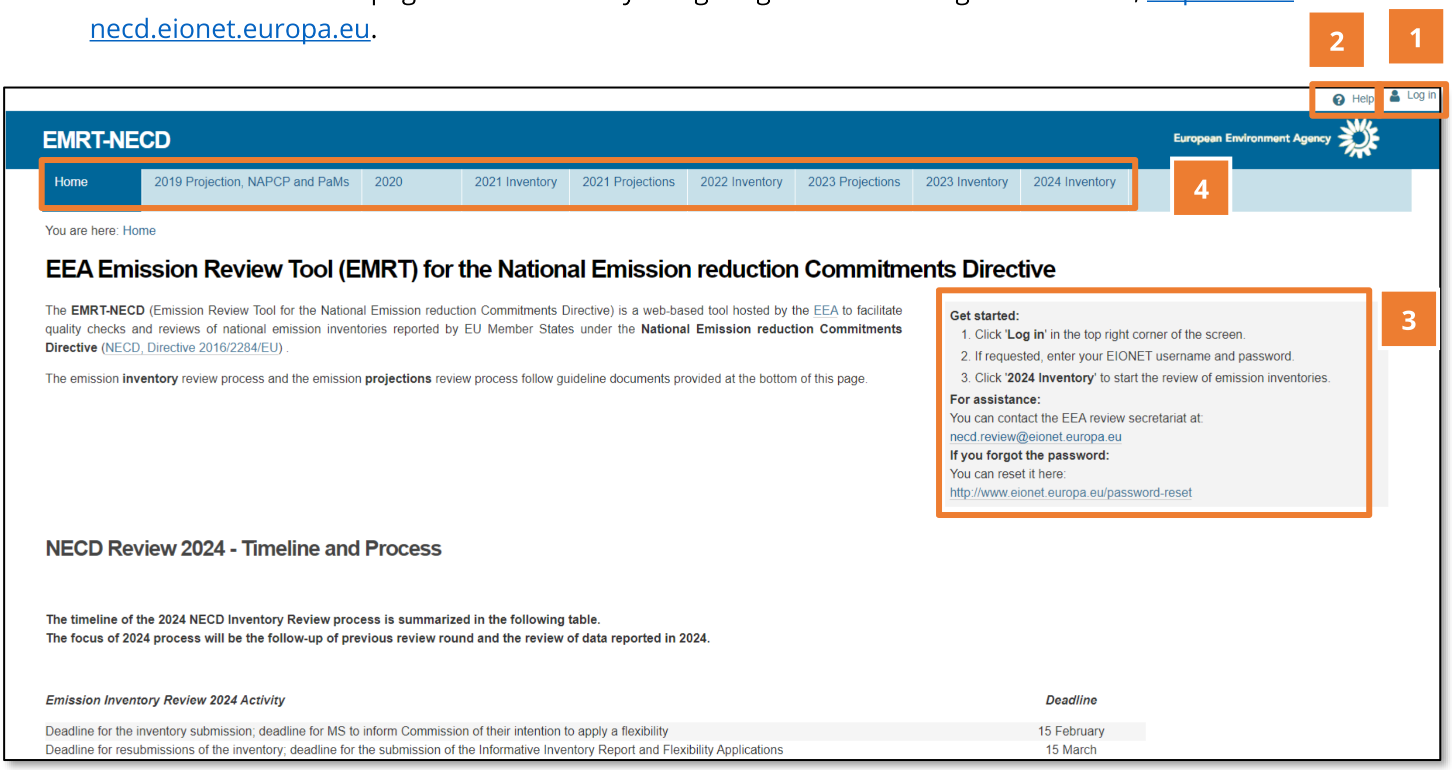

Figure 2.1: homepage and main button of the EMRT-NECD review tool

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.

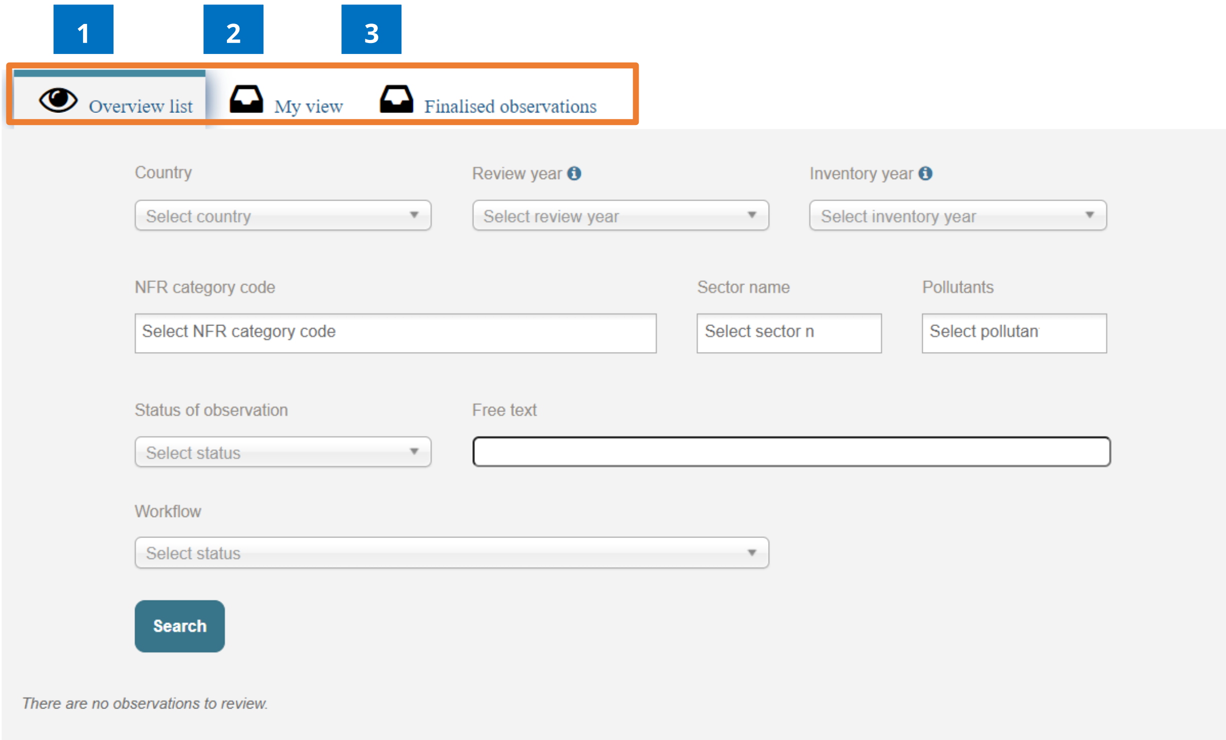

Figure 2.2: Tabs inside the EMRT-NECD

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.

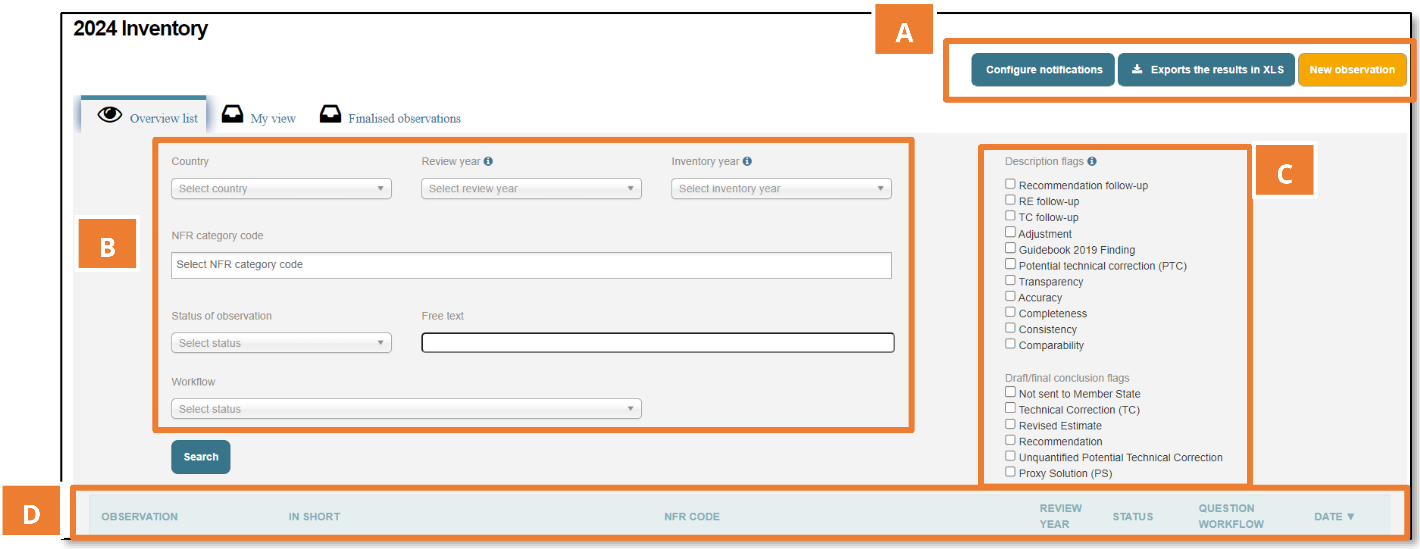

Figure 2.3: Overview tab options

- **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	☑
Question answered by MS	☑
Question redraft requested by LR	☑
New comment is added	☑
Observation finalisation denied by LR	☑
Observation recalled by LR	☑
Question sent to MS by LR	☑

Role: Lead Reviewer

Notification	Enabled?
Conclusion to comment by you as LR	☑
Observation finalisation ready for your approval as LR	☑
New comment is added	☑
Question ready for your approval as LR	☑
Question to comment by you as LR	☑
Question answered by MS	☑

Role: Member State Expert

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

Role: Member State Coordinator

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

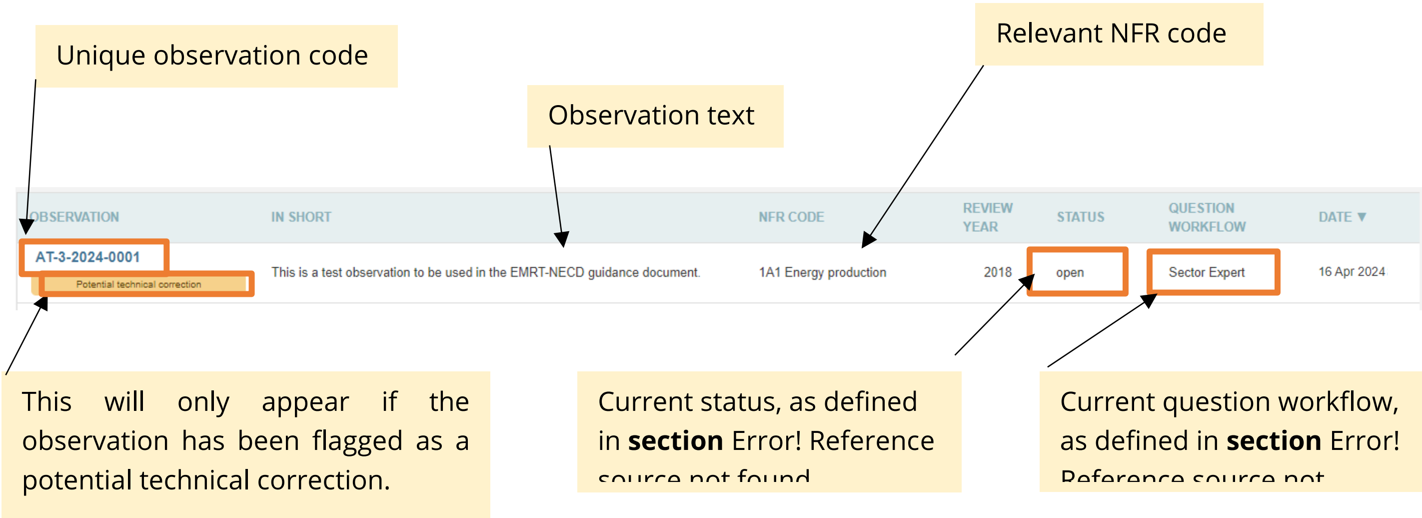

Table 1– Definition of description and draft/final conclusion flags available in the 'my view' tab.

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.

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.

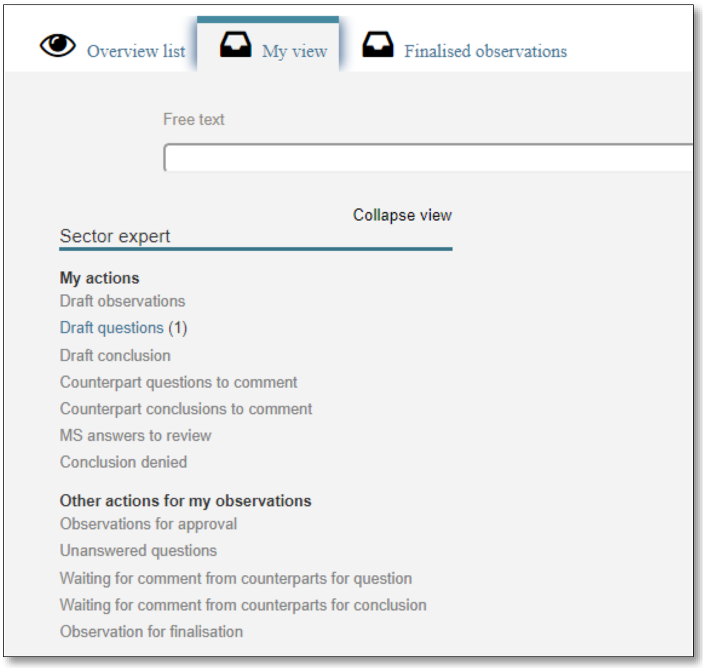

Figure 2.7: Sector Expert "My View" Tab

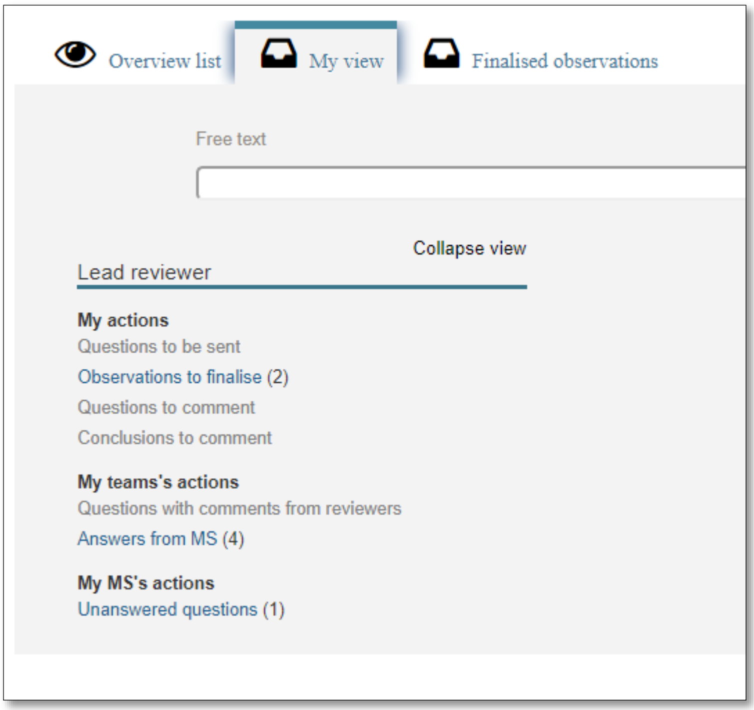

Figure 2.8: Lead Reviewer "My view" Tab

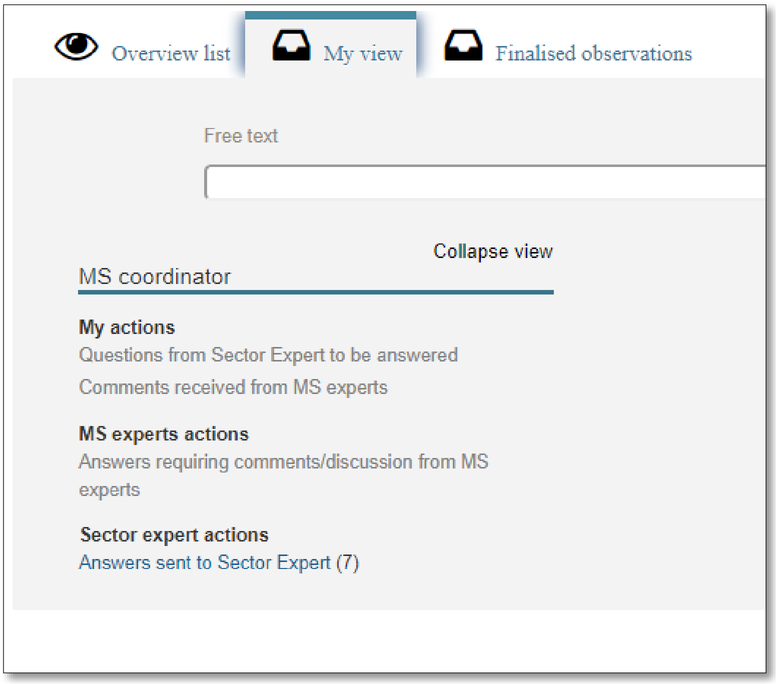

Figure 2.9: MSA "My view" tab

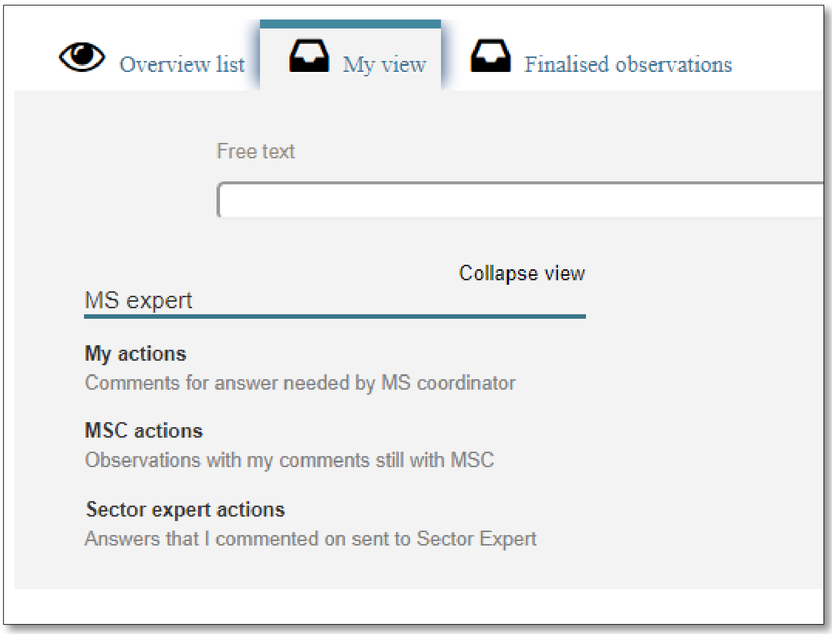

Figure 2.10: MSEXP "My view" tab

2.2.3 Finalised Observations Tab

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

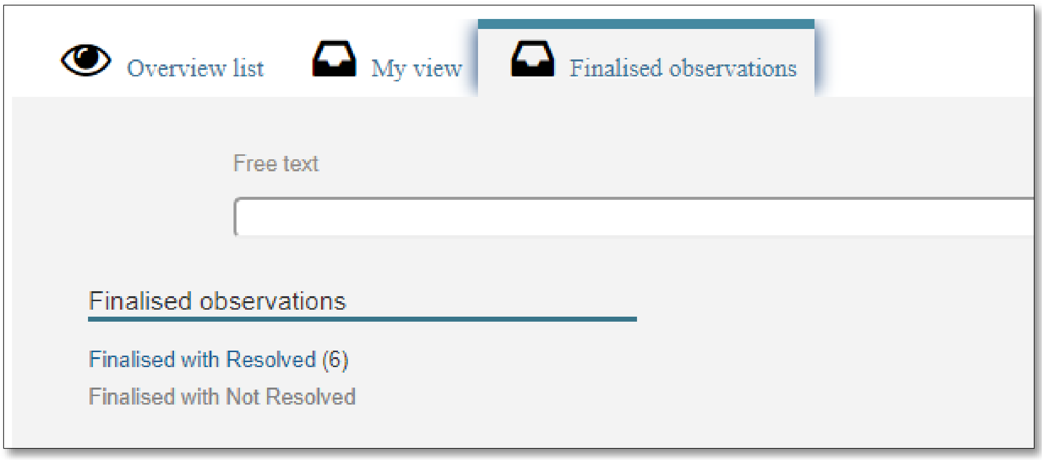

Figure 2.11: "Finalised observations" tab (as seen by a Sector Expert)

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.

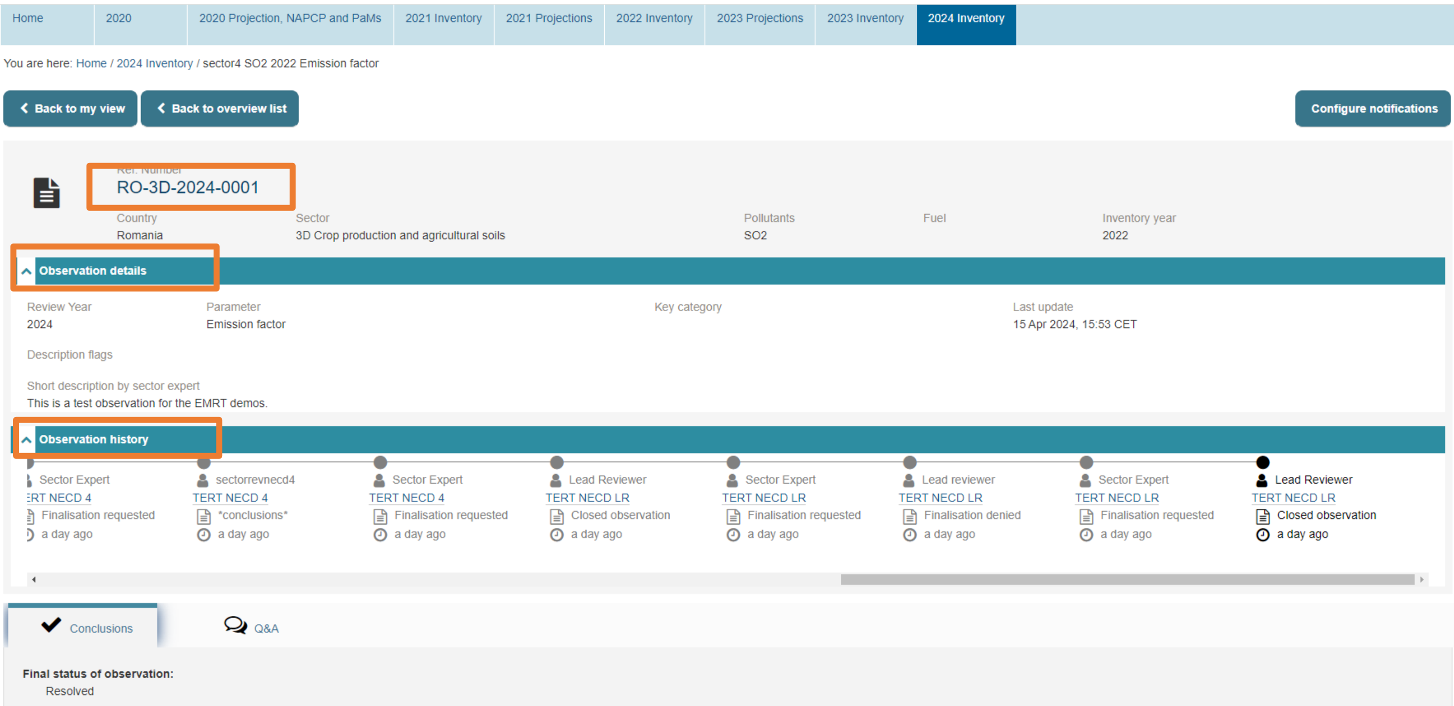

Figure 2.12: Details of individual observations

3 EMRT-NECD General Workflow

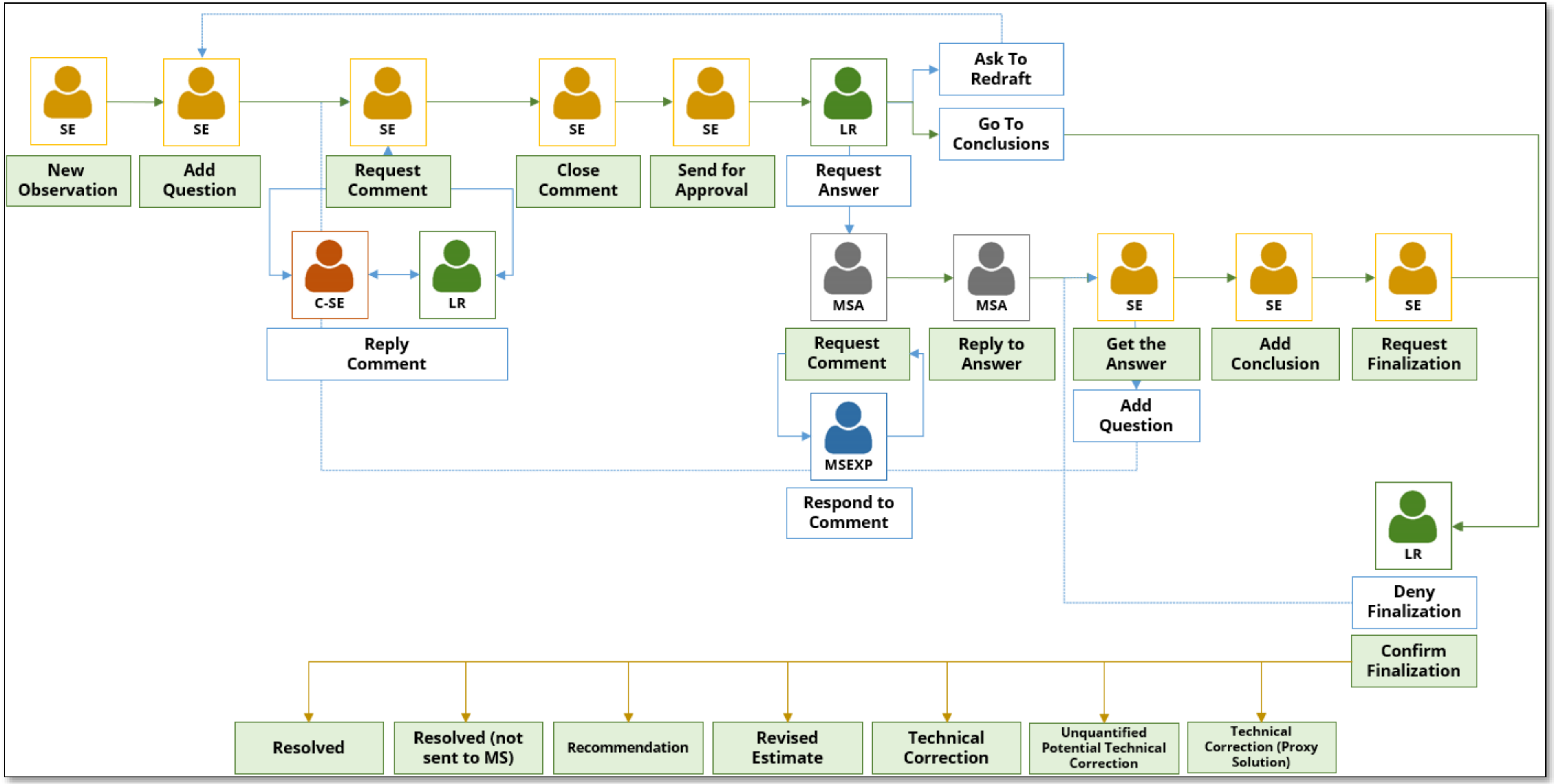

Figure 3.1: EMRT-NECD general workflow (see Annex 1 for additional information)

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.

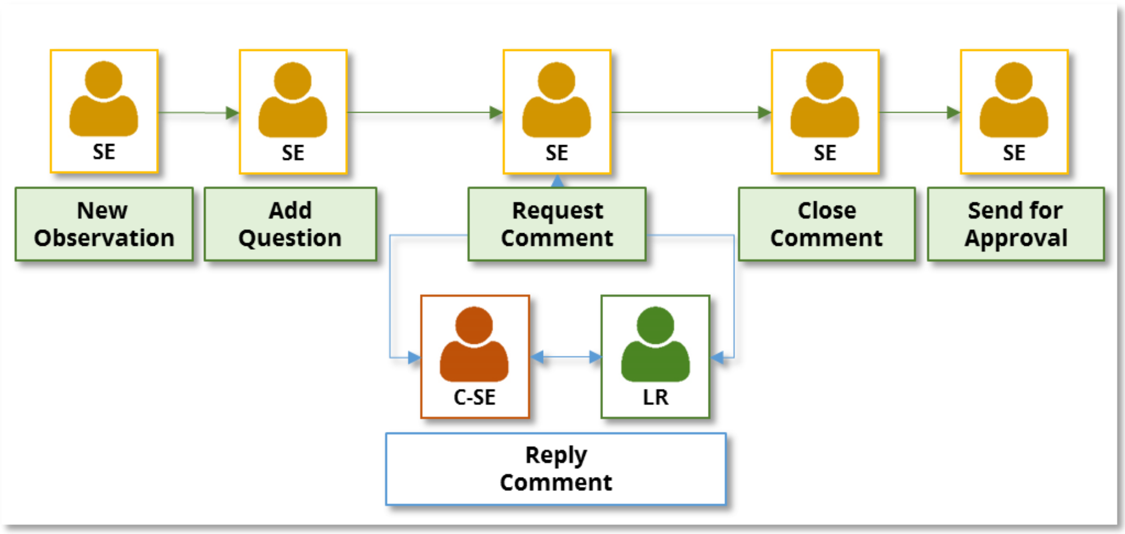

Figure 3.2: EMRT-NECD workflow detail – create observation and question

3.1.1 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.**

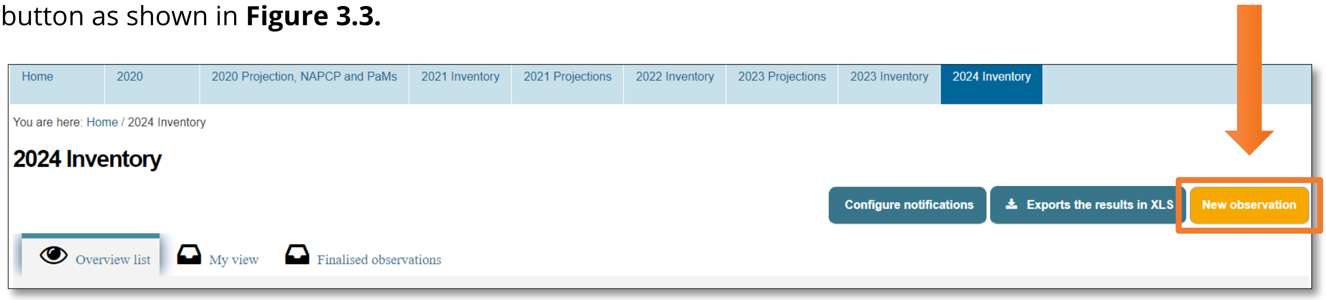

Figure 3.3: SE creates a new observation

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.

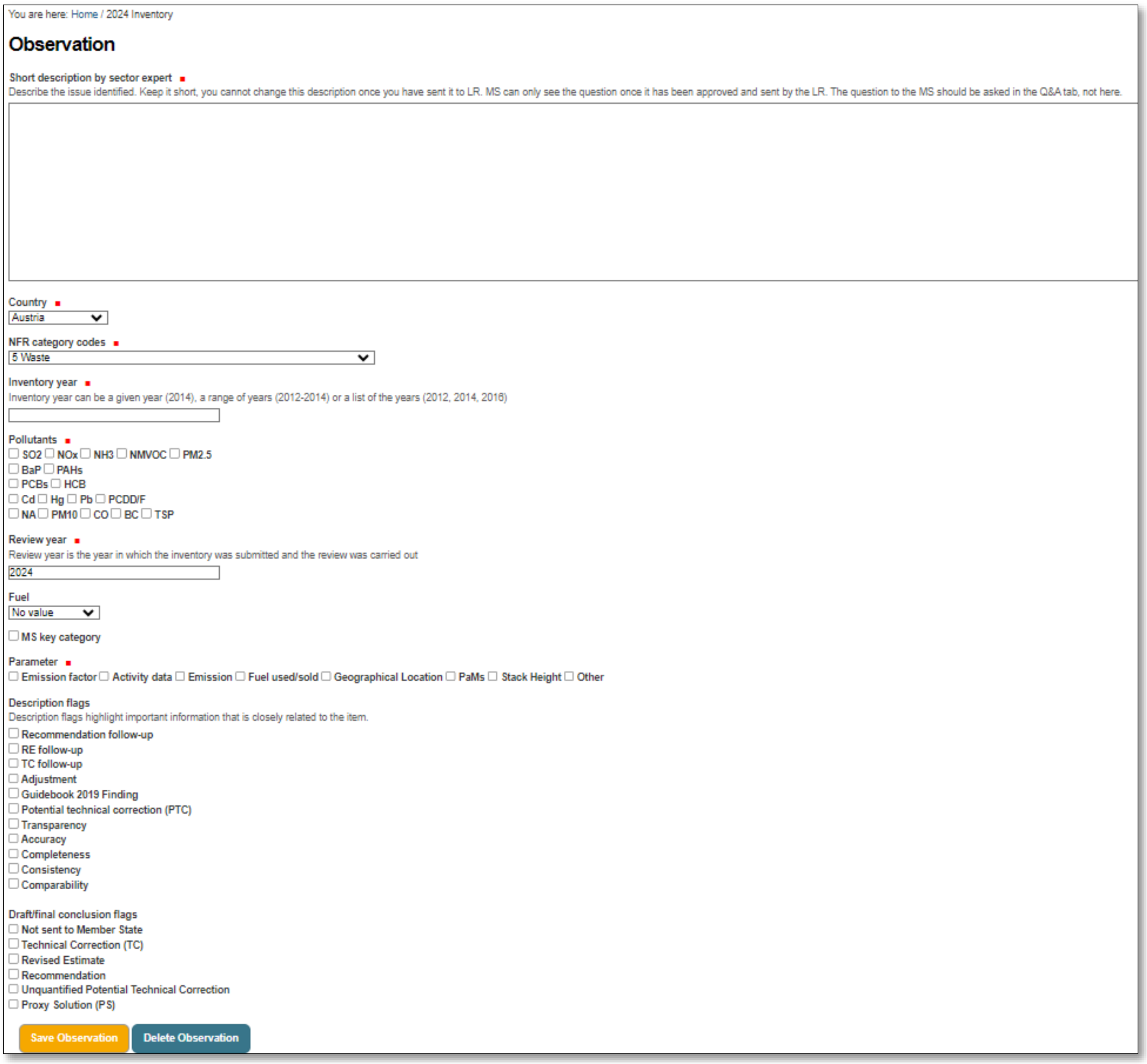

Figure 3.4: SE fills in the observation form

3.1.3 Creating a question

After saving an observation[1] 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.

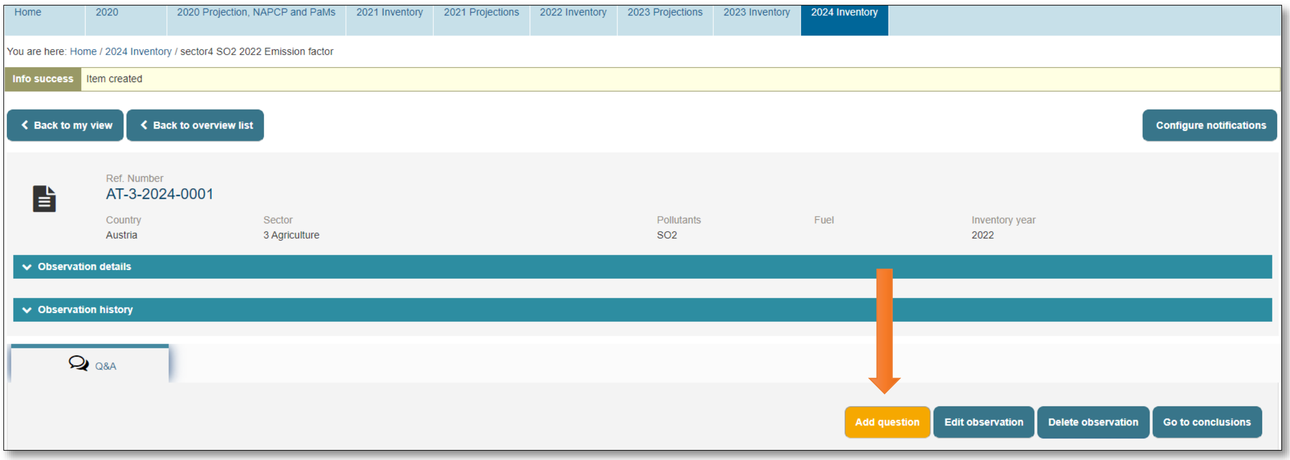

Figure 3.5: SE adds a question to an observation

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

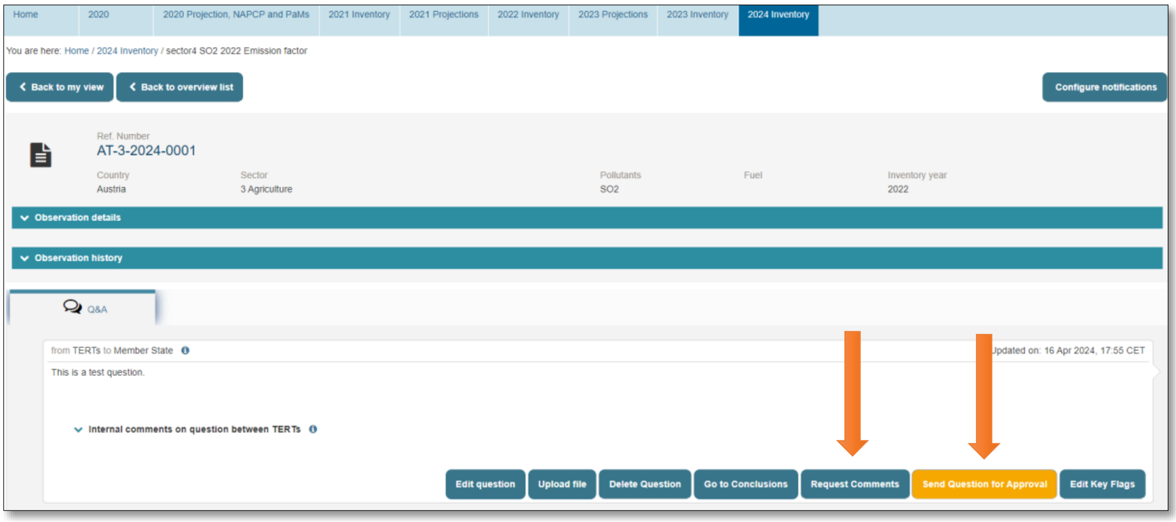

Figure 3.6: SE makes a selection: "Request comments" or "Send a question for approval"

3.1.4 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).

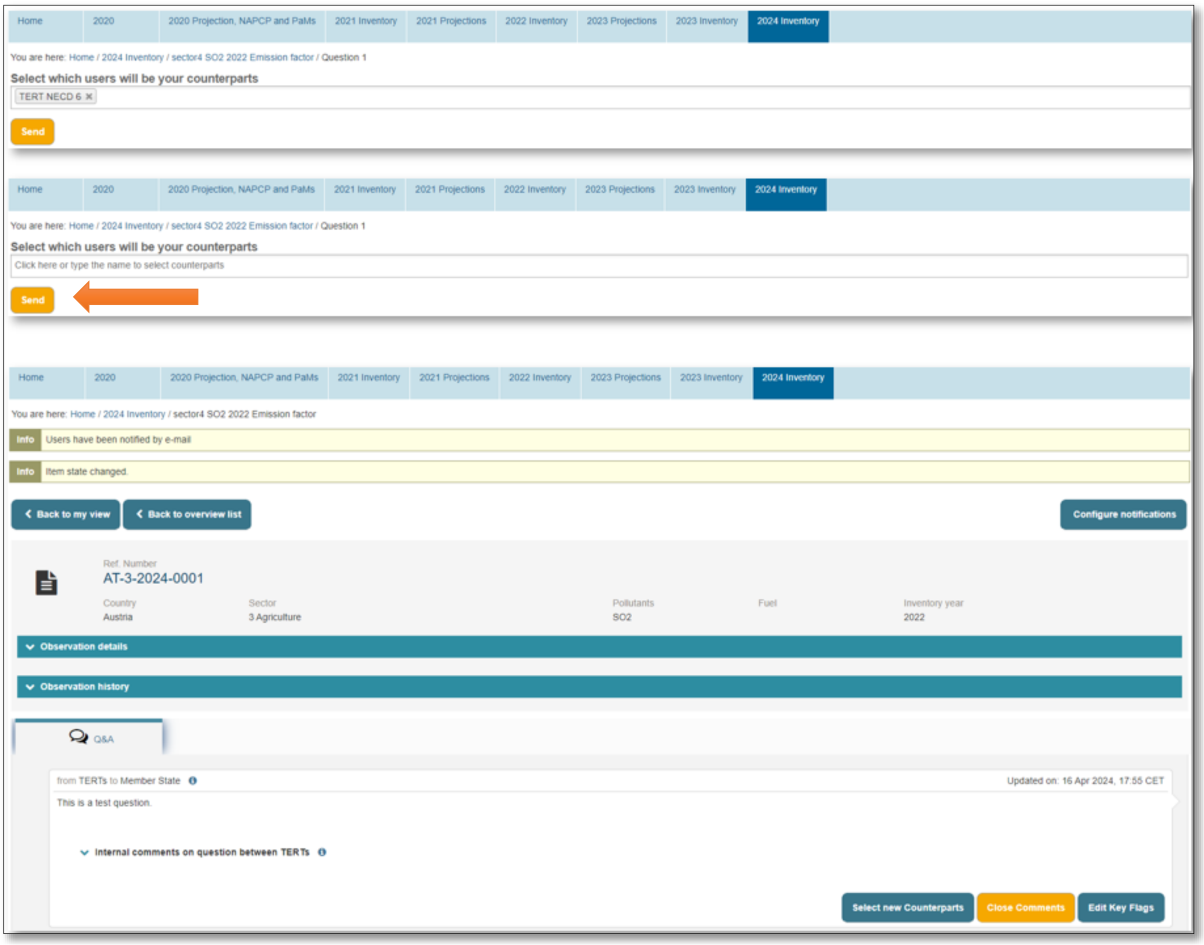

Figure 3.7: SE requests counterpart comments

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.

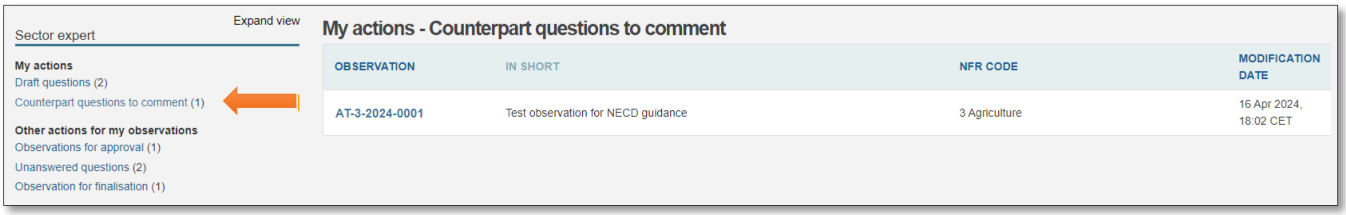

Figure 3.8: counterpart SE gets a request to comment

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

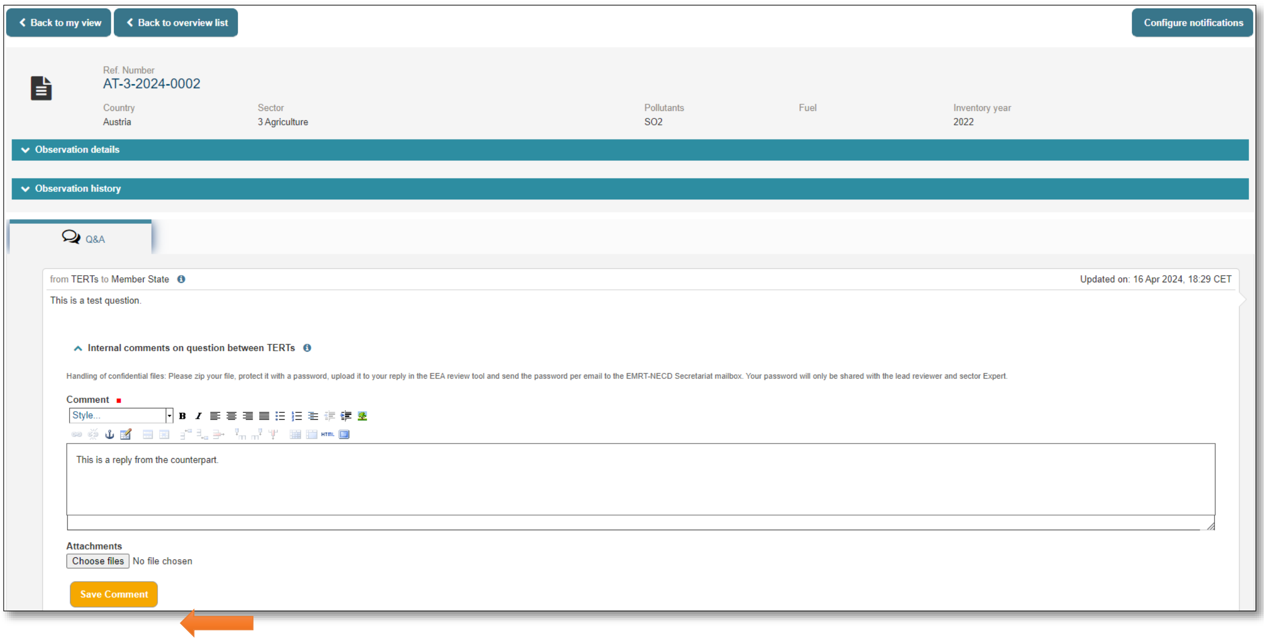

Figure 3.9: counterpart SE inserts a new comment

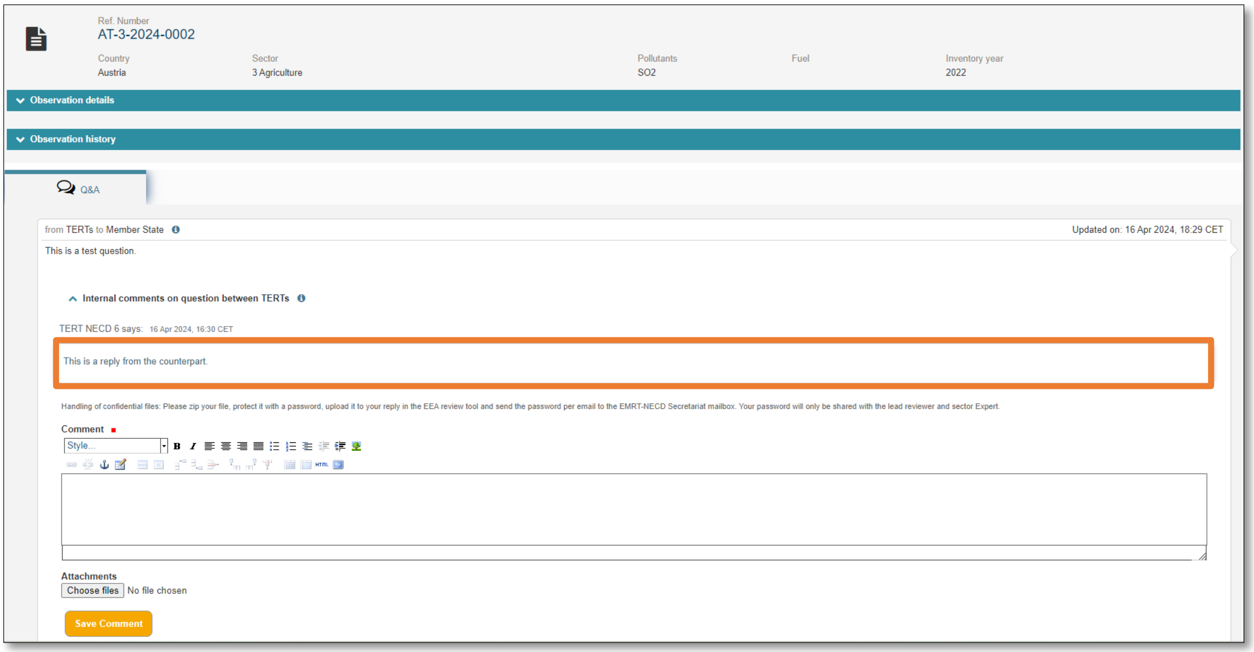

Figure 3.10: a new comment is added by counterpart SE

3.1.6 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.

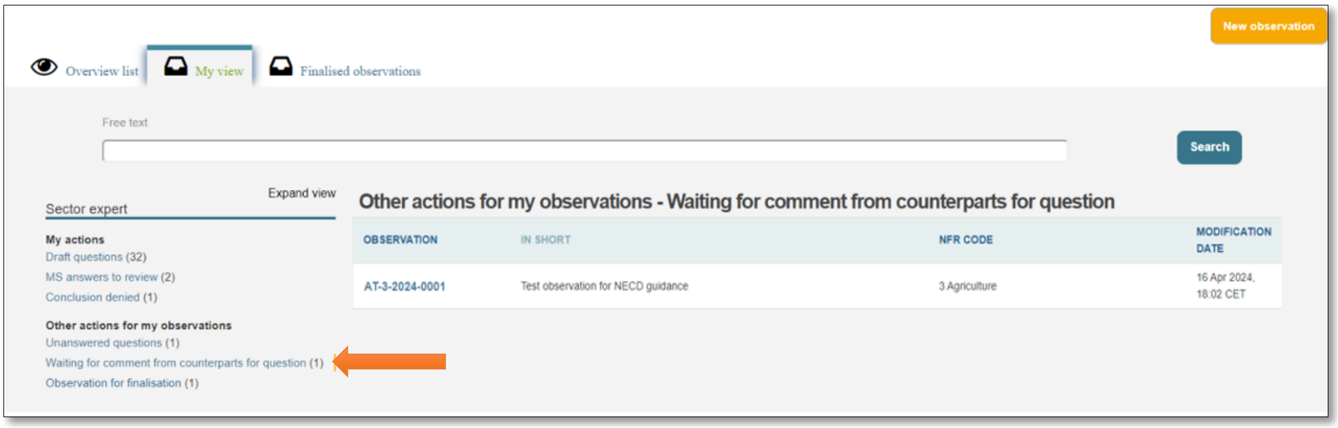

Figure 3.11: SE gets comment from a counterpart SE

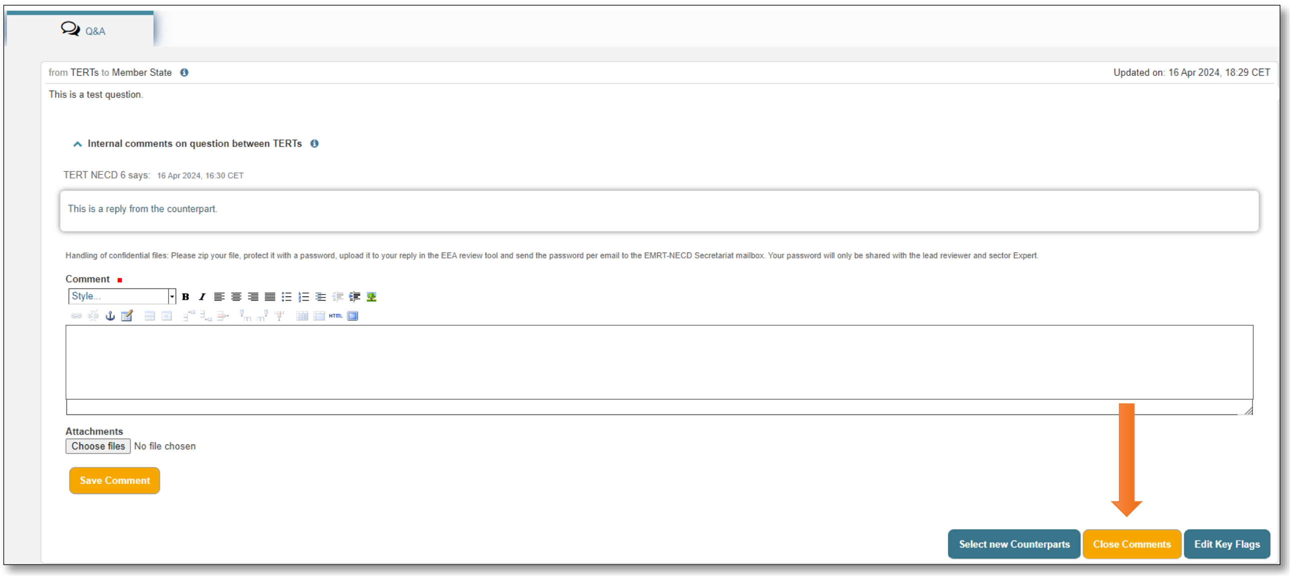

Figure 3.12: SE closes comment for a question

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.

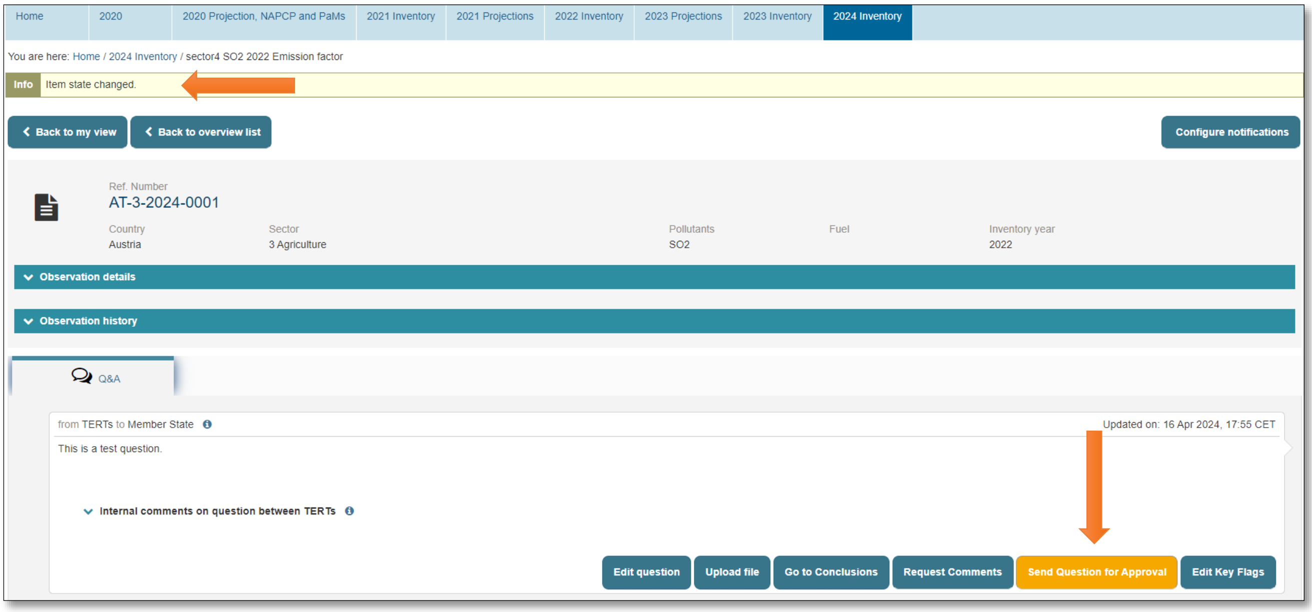

Figure 3.13: SE sends the question to LR for approval

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.

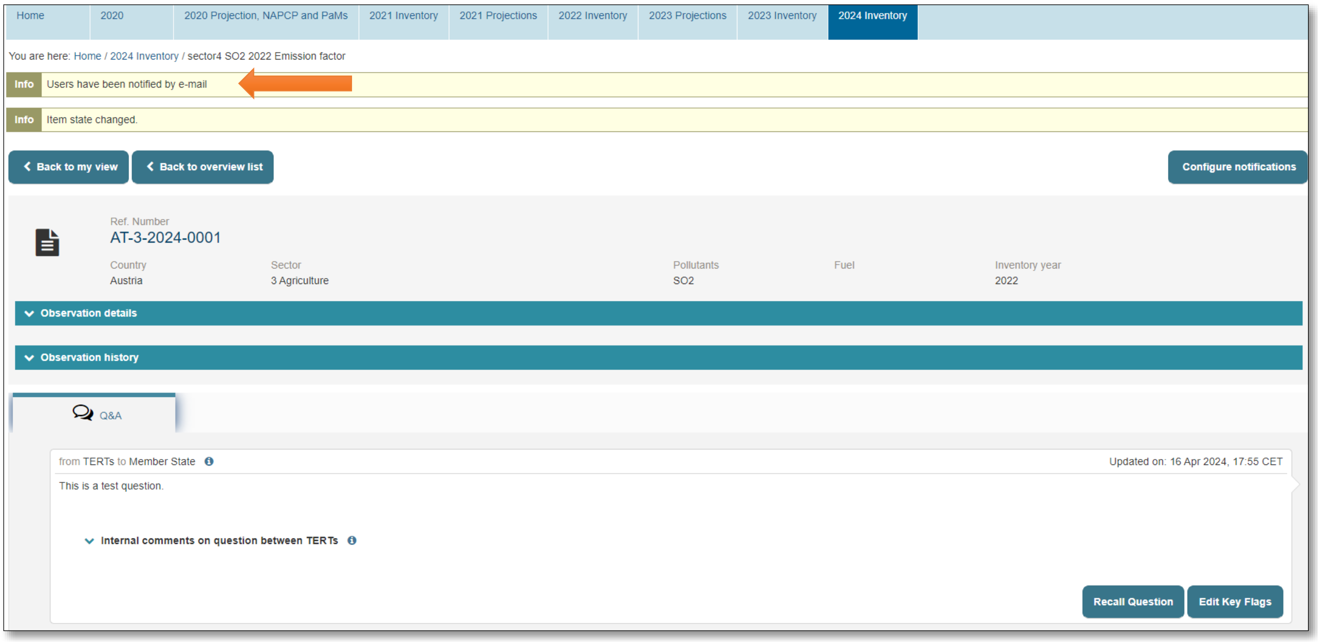

Figure 3.14: Request for approval is sent by SE

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 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.

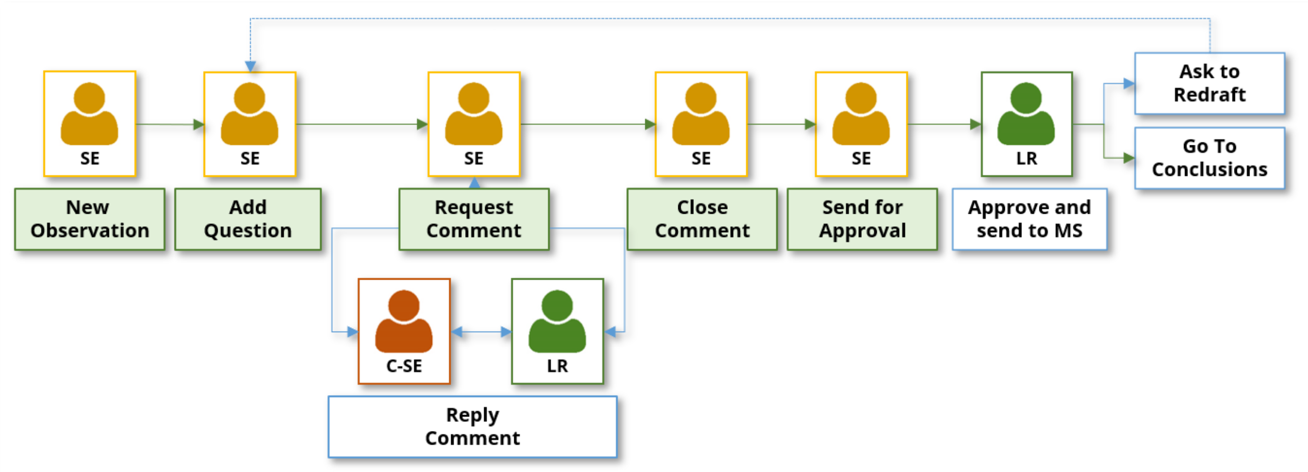

Figure 3.15: EMRT-NECD workflow detail: option for LR

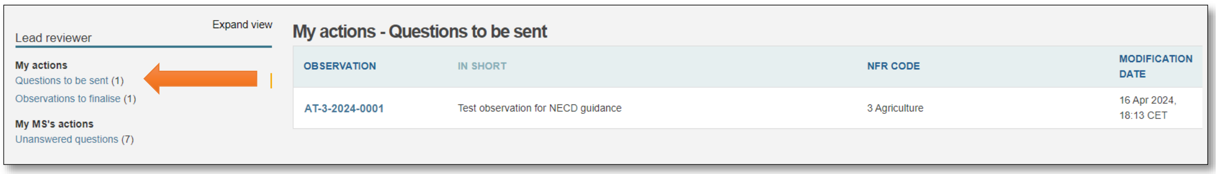

Figure 3.16: LR gets a question to be sent to MS

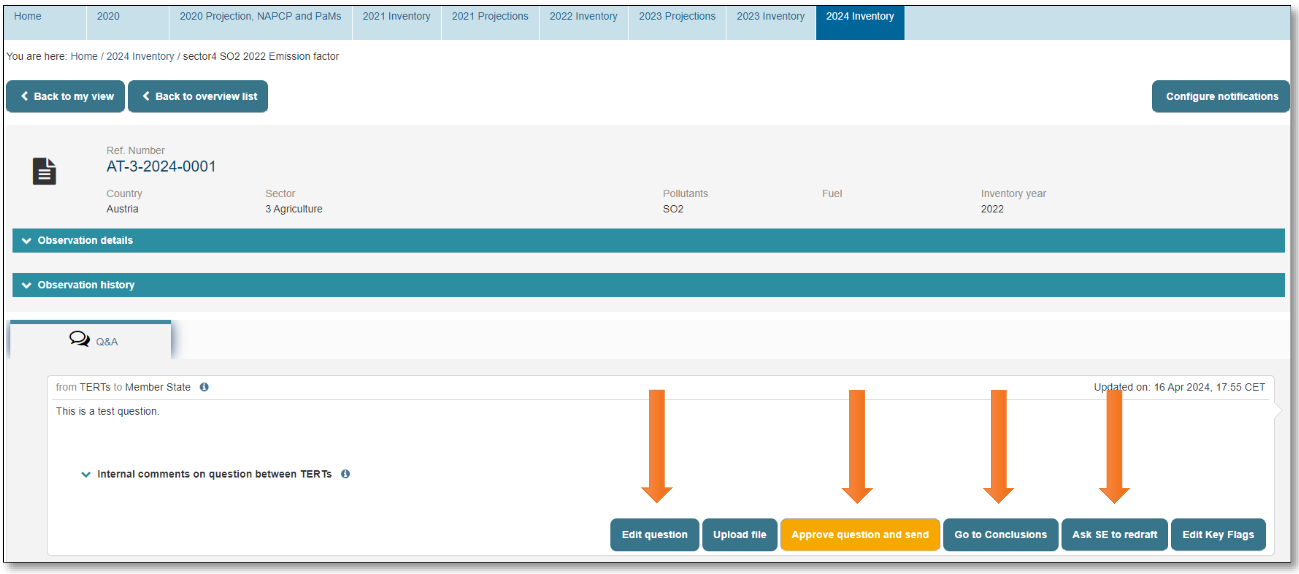

Figure 3.17: LR options when managing a question

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 3.1.3** 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**.

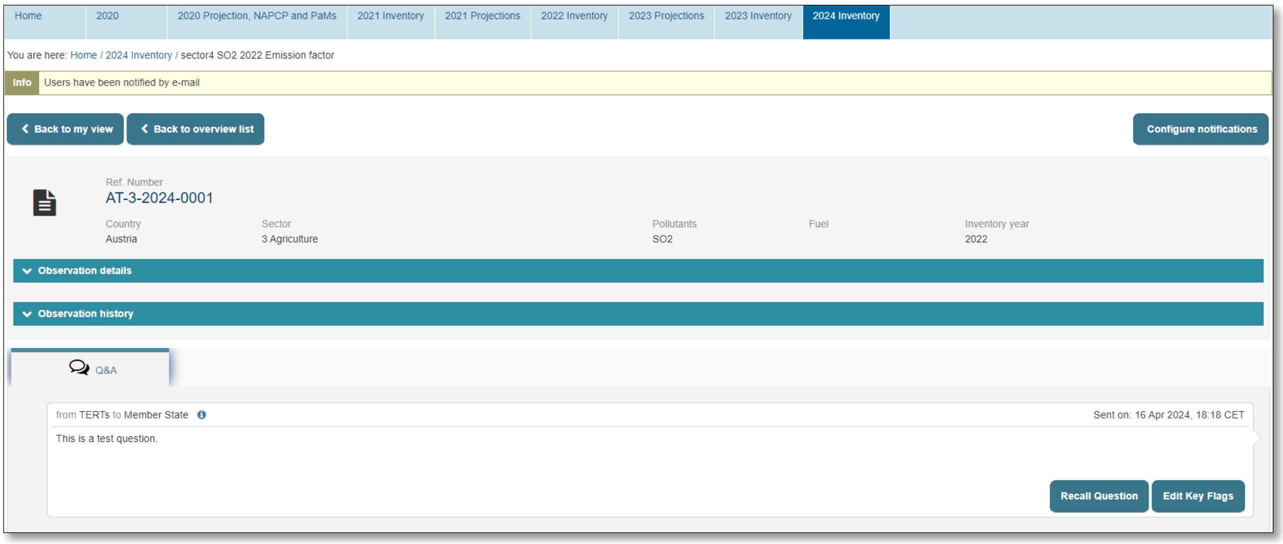

Figure 3.18: LR has sent a request for an answer to MS

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*".

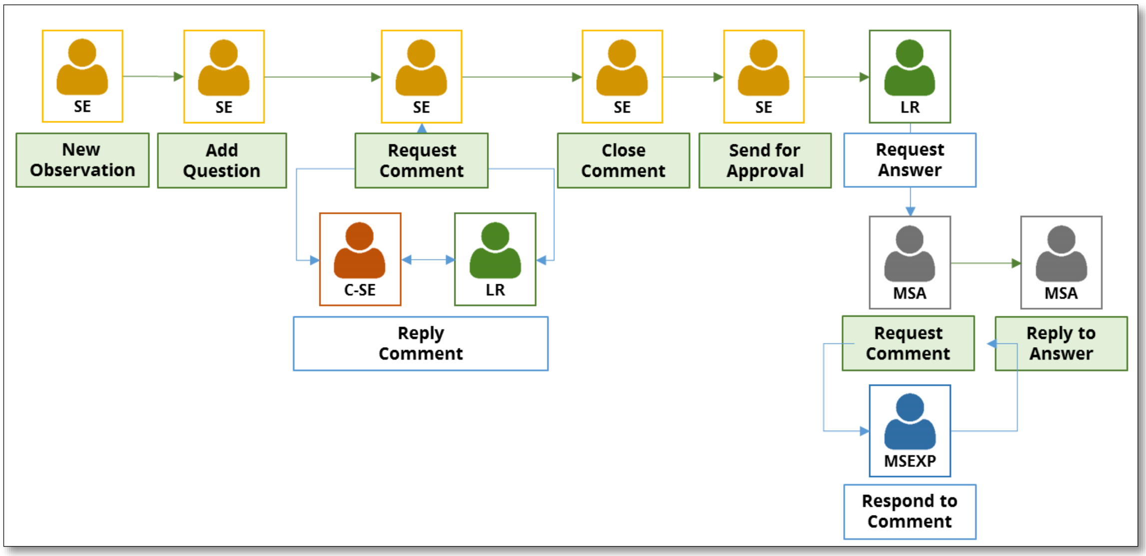

Figure 3.19: EMRT-NECD workflow – focus on Member State Actions.

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*".

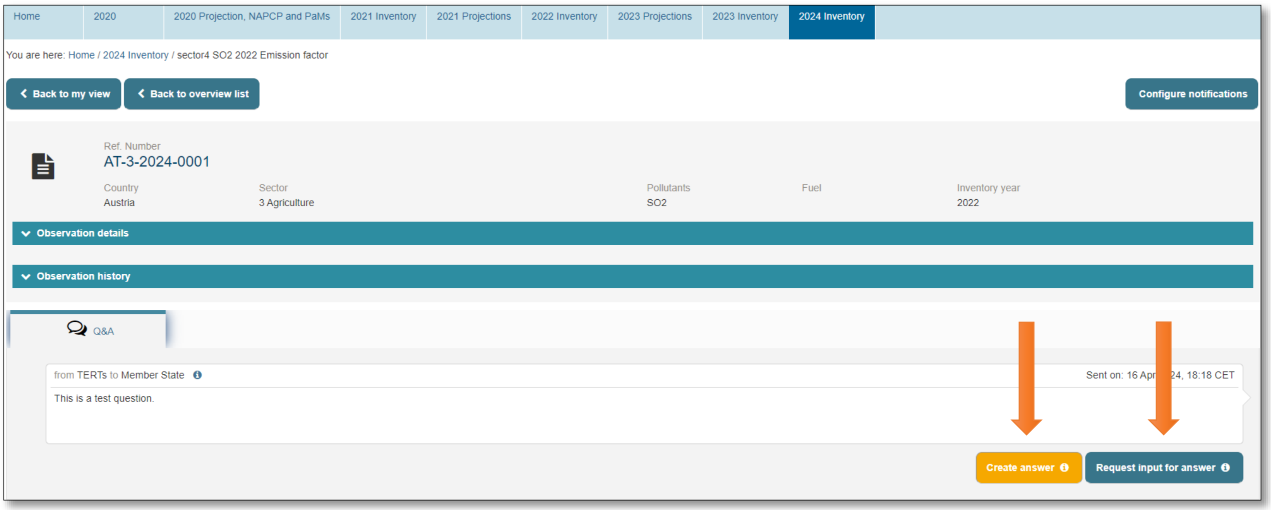

Figure 3.21: MSA option when managing an answer

3.3.1 Member State Coordinator creates answer

The MS Coordinator creates and saves the answer.

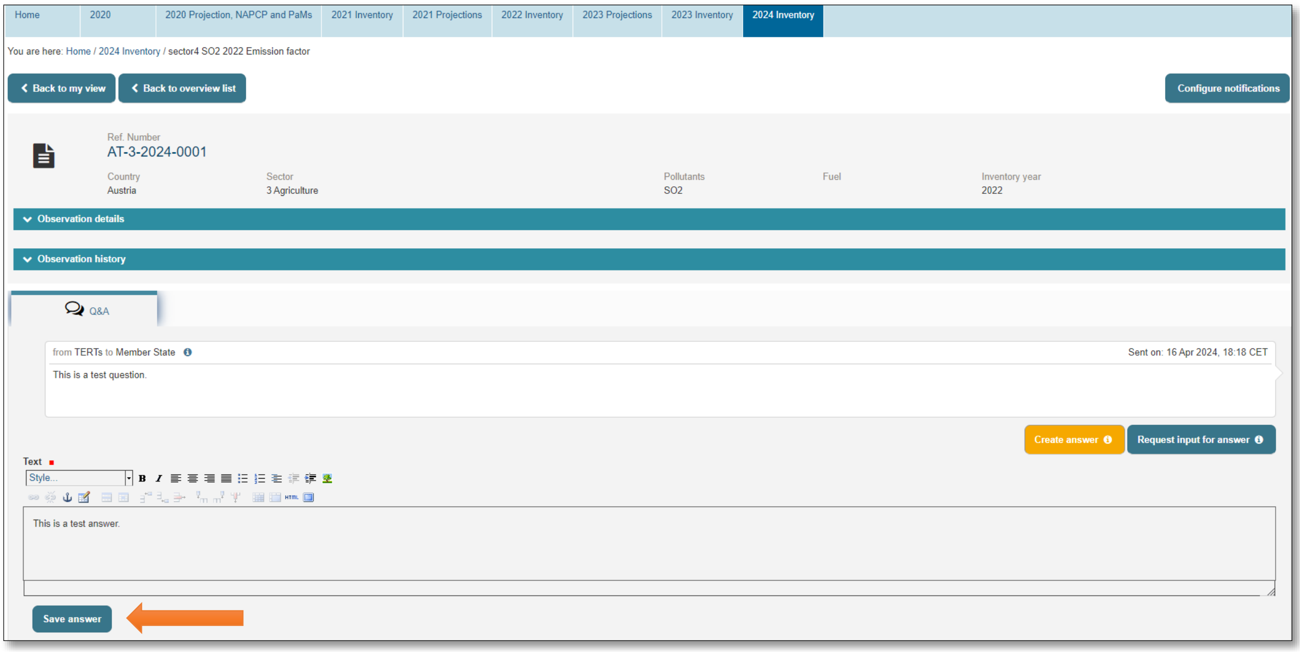

Figure 3.22: MSA drafts an answer.

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.

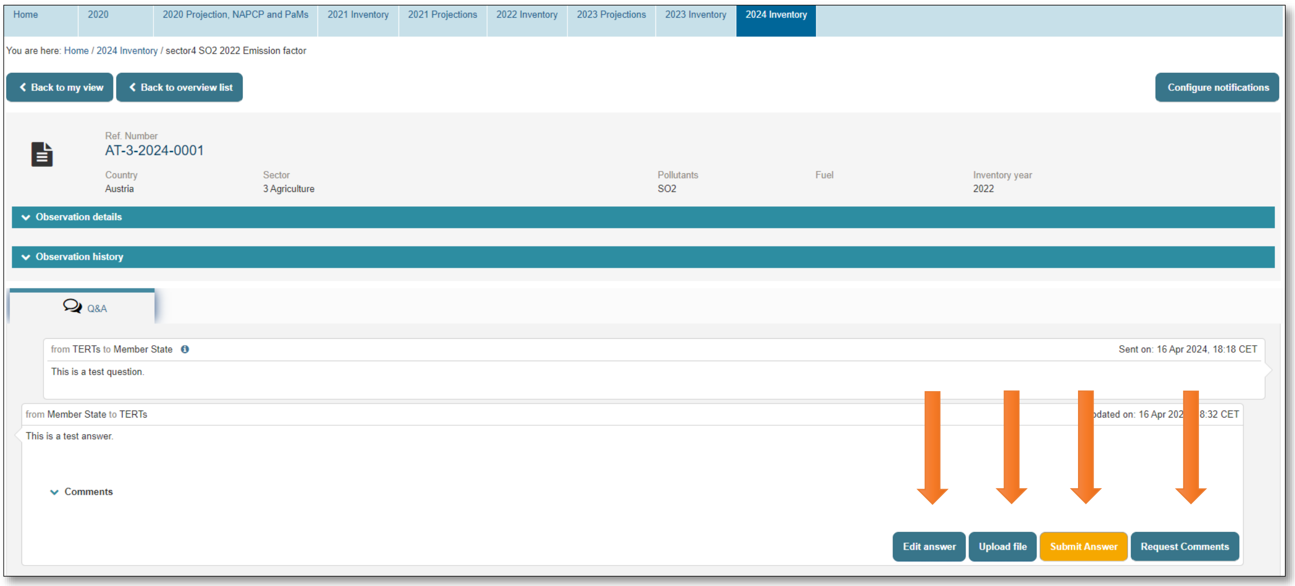

Figure 3.23: MSA options after drafting an answer

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.

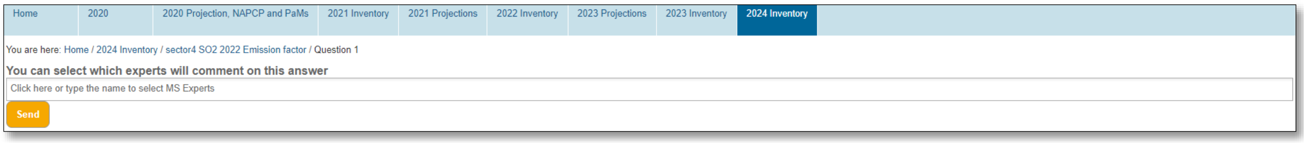

Figure 3.24: MSA select a MSEXP to get comments

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

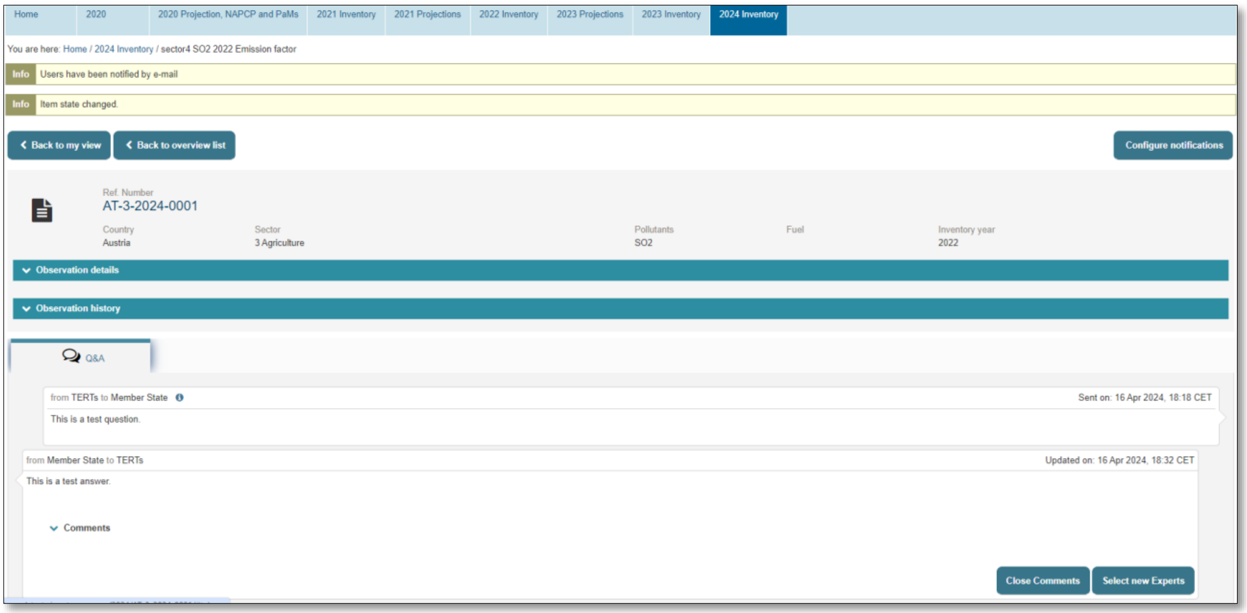

Figure 3.25: a request for comment is sent by MSA to a MSEXP

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.

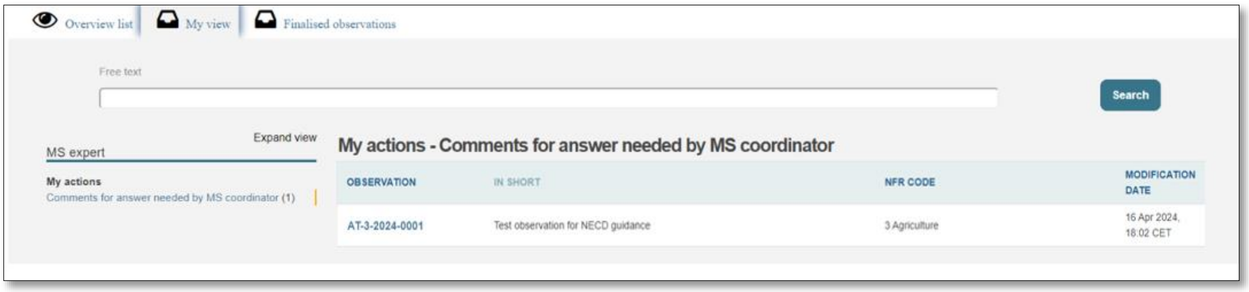

Figure 3.26: MSEXP gets a request for comment from MSA

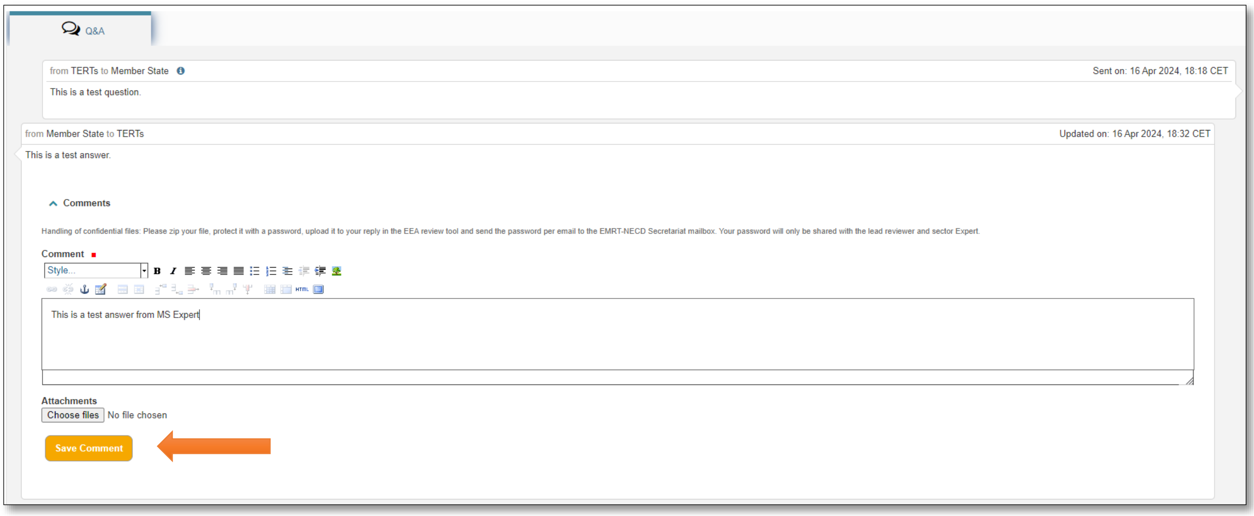

Figure 3.27: MSEXP inserts a comment and attaches a file

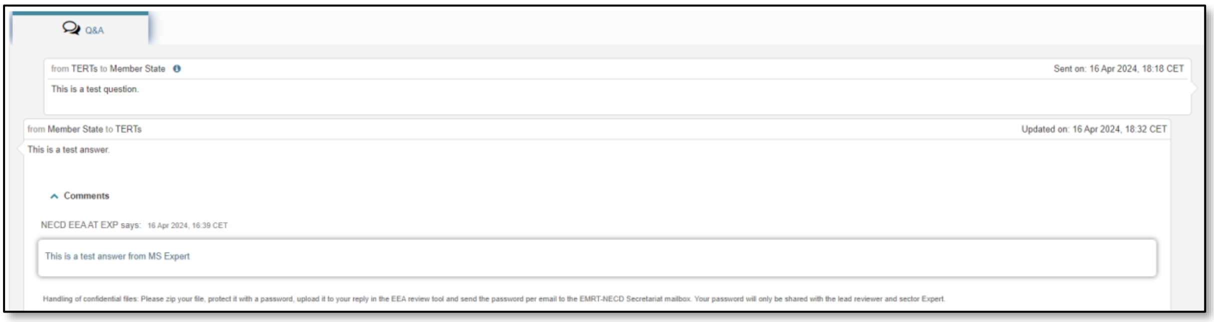

Figure 3.28: MSEXP sends a comment inside a draft answer

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).

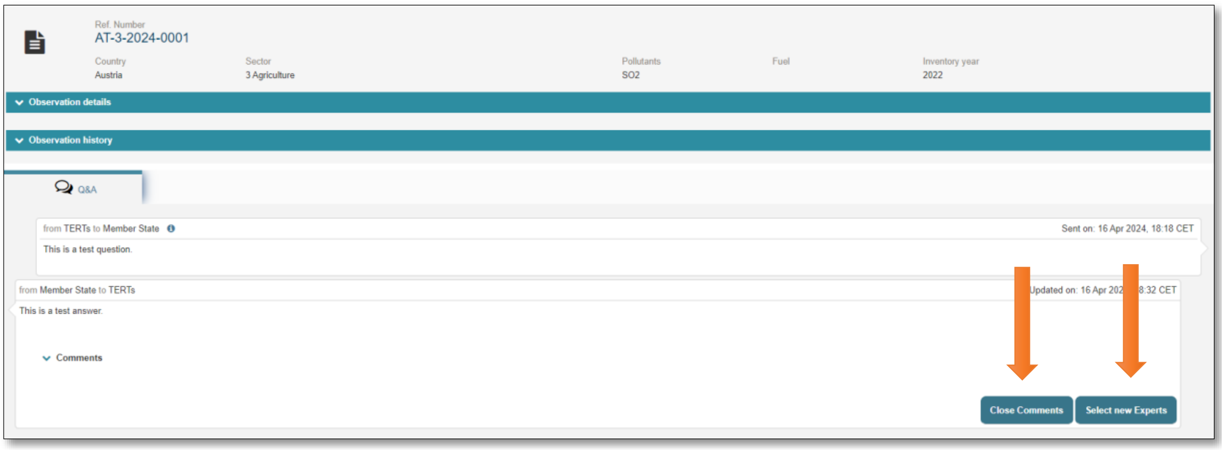

Figure 3.29: MSA options after getting comments inside a draft answer

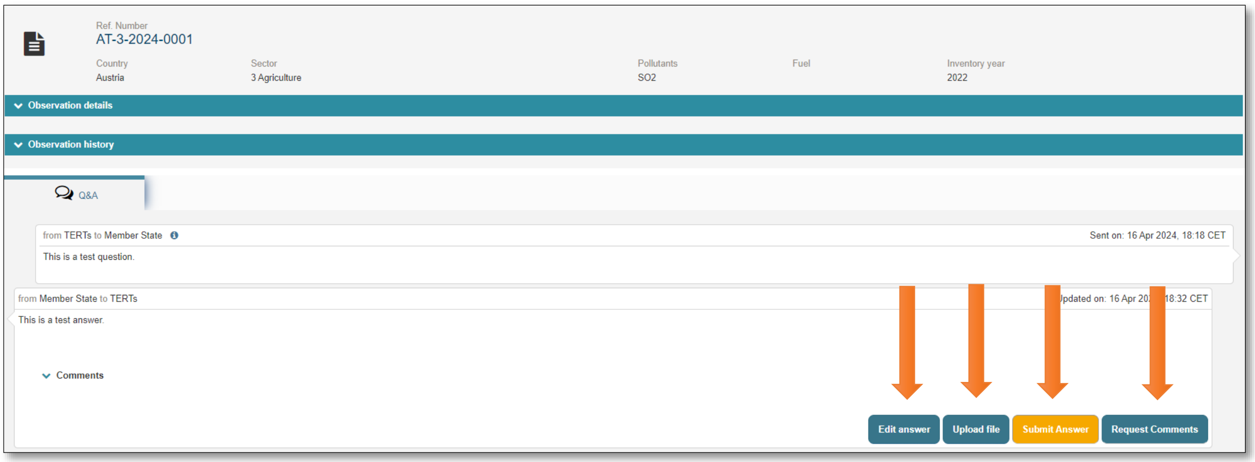

Figure 3.30: MSA closes comments

After closing comments, the MS Coordinator 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*".

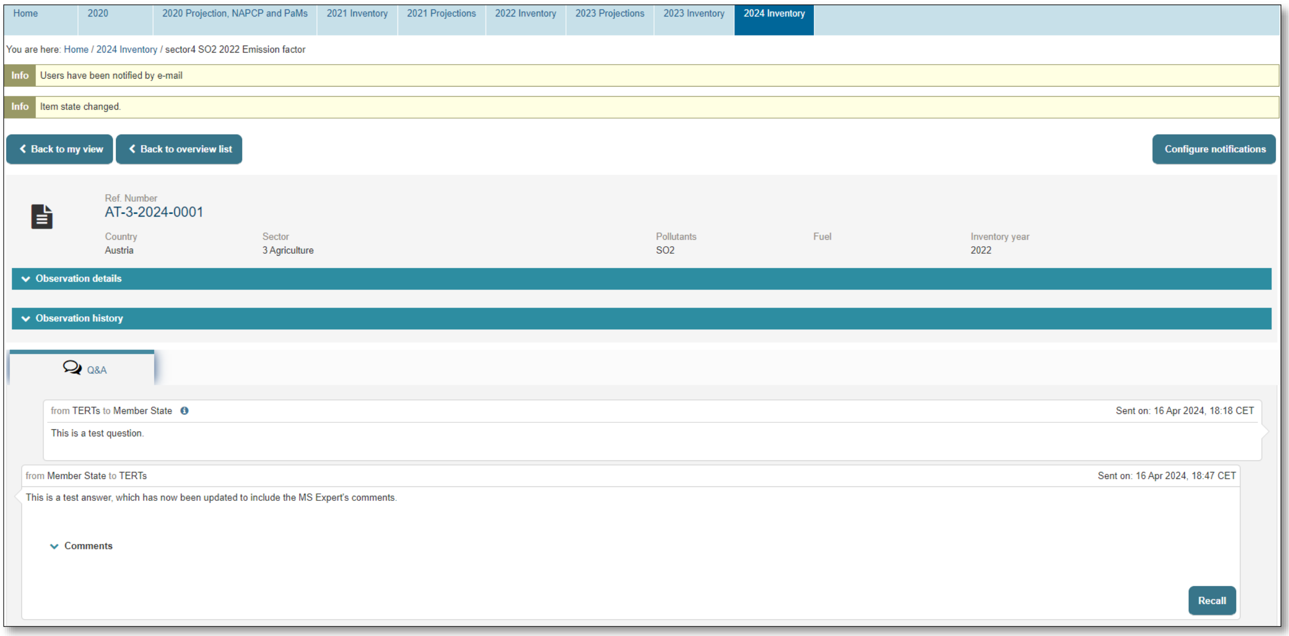

Figure 3.31: MSA submits answer

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

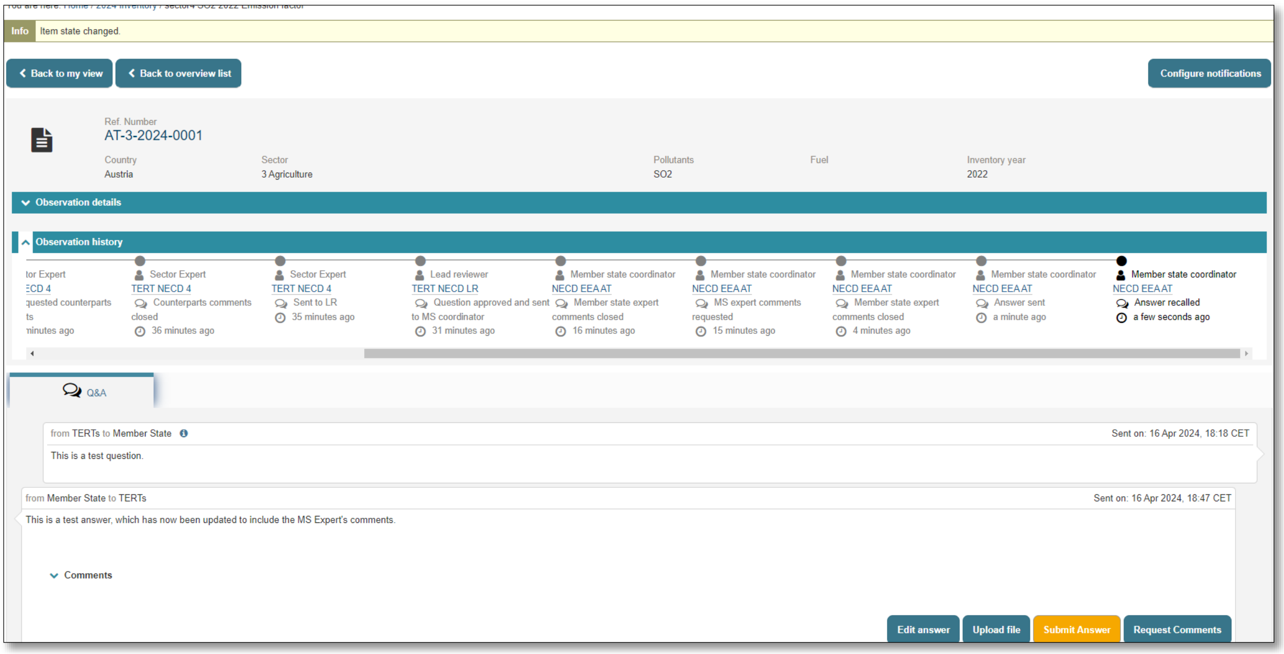

Figure 3.32: MSA recalls an answer after submission

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.

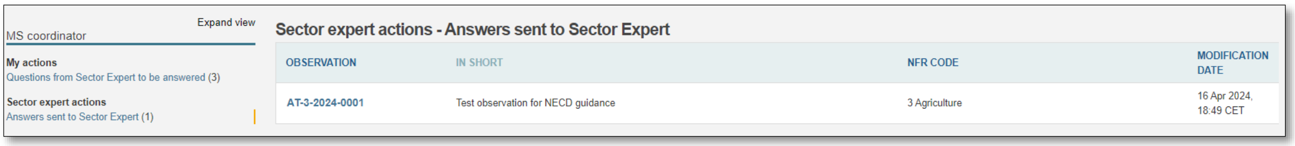

Figure 3.33: MSA view on answer status

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 follow up question and go back to **Section 3.1.3** or draft a conclusion.

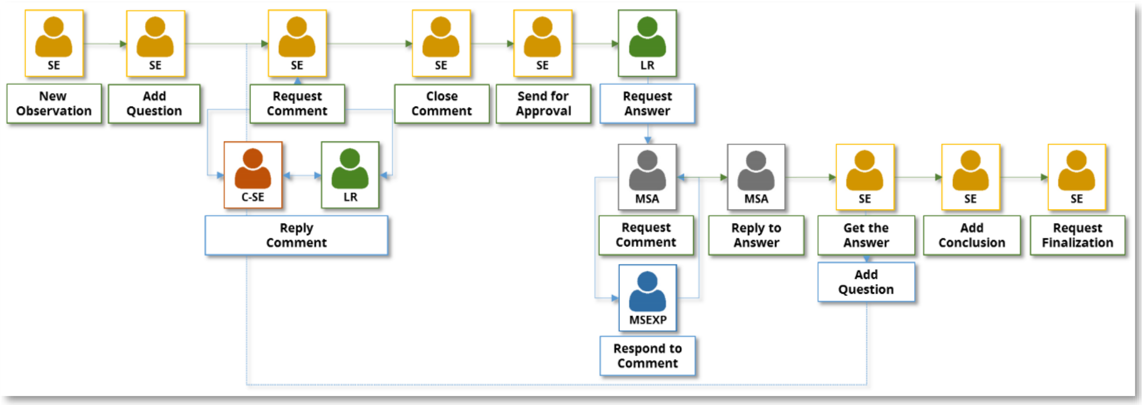

Figure 3.34: EMRT-NECD workflow detail: SE gets an answer from MSA

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

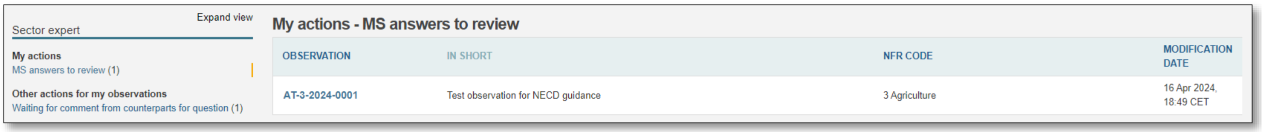

Figure 3.35: SE gets an answer to review from MSA

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.

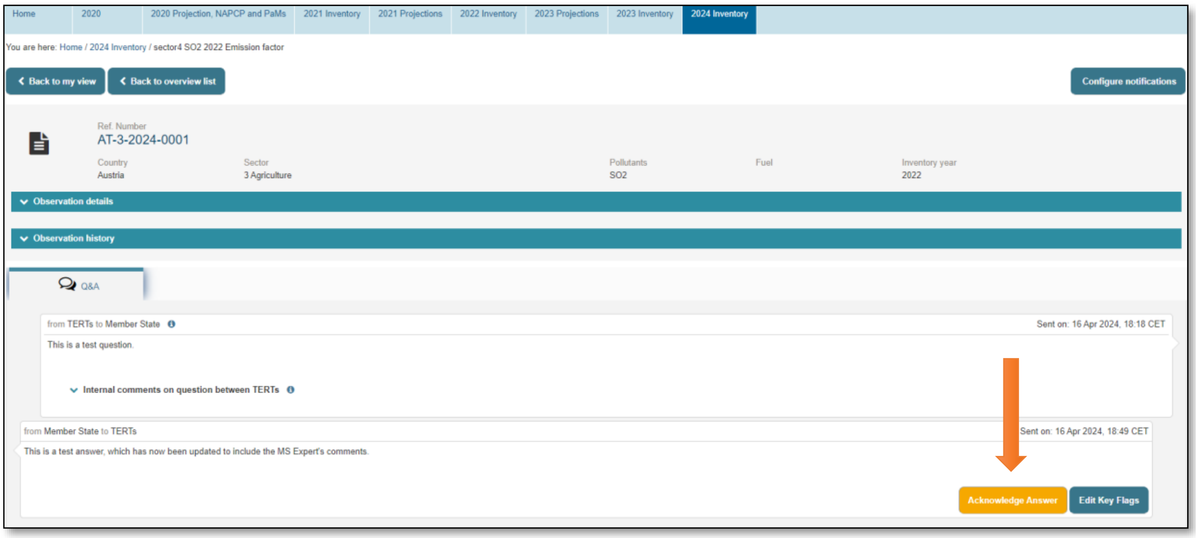

Figure 3.36: SE open the answer and acknowledge it

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

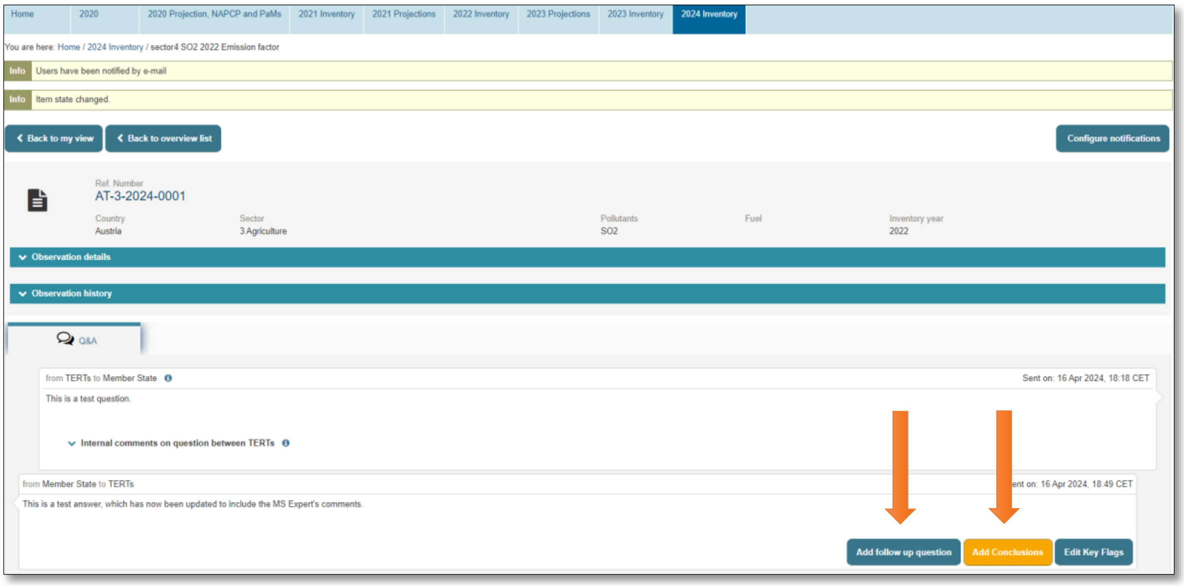

Figure 3.37: Answer is acknowledged by SE

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

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).

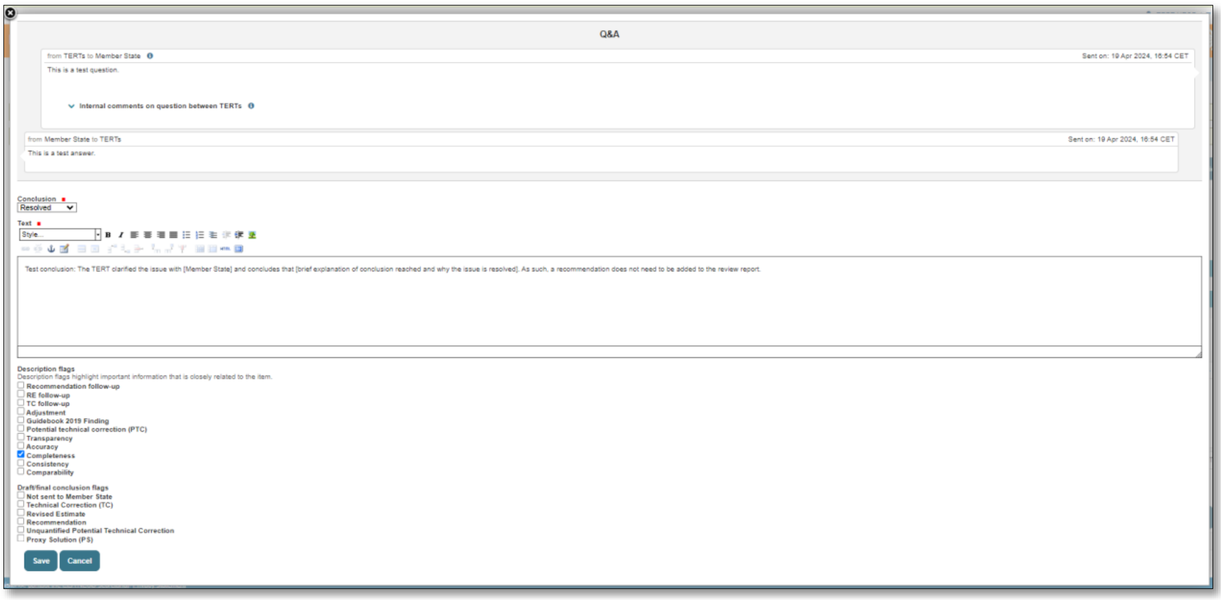

Figure 3.38: SE add a draft conclusion

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

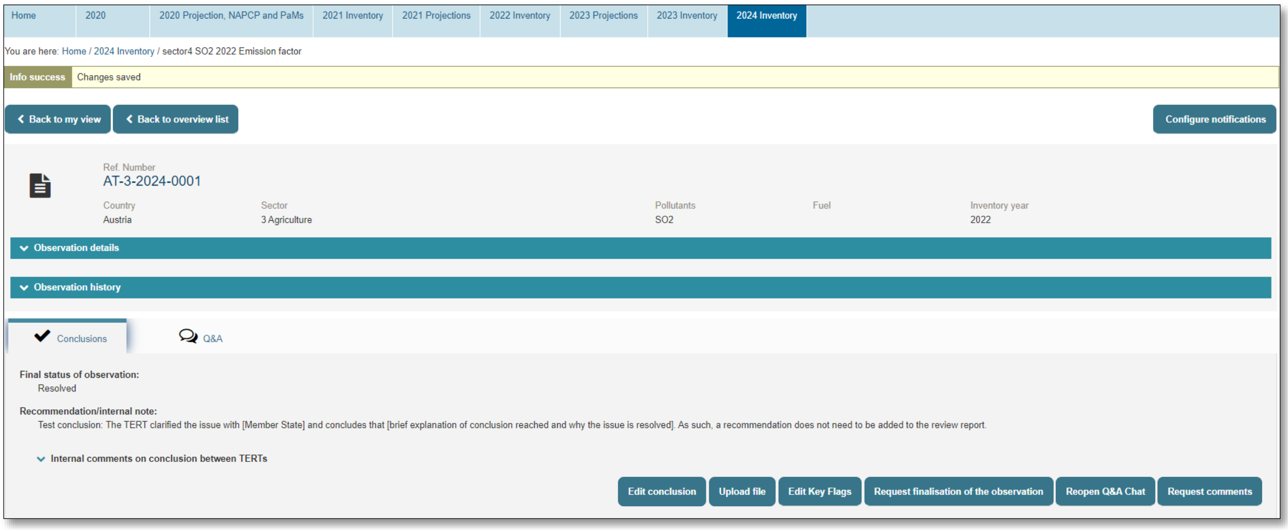

Figure 3.39: SE has saved a draft conclusion.

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.**

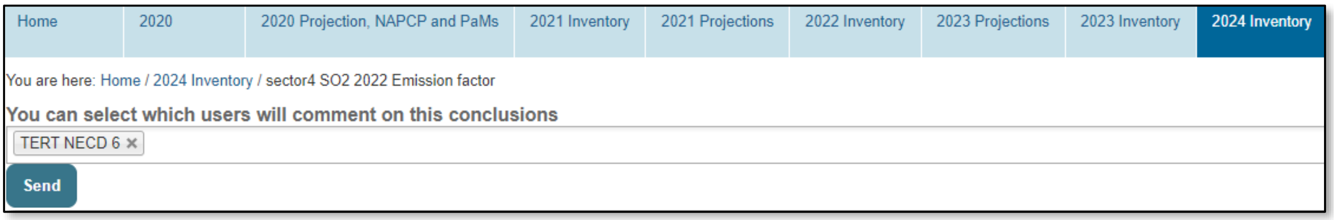

Figure 3.40: SE selects counterparts to comment on conclusion

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.

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.

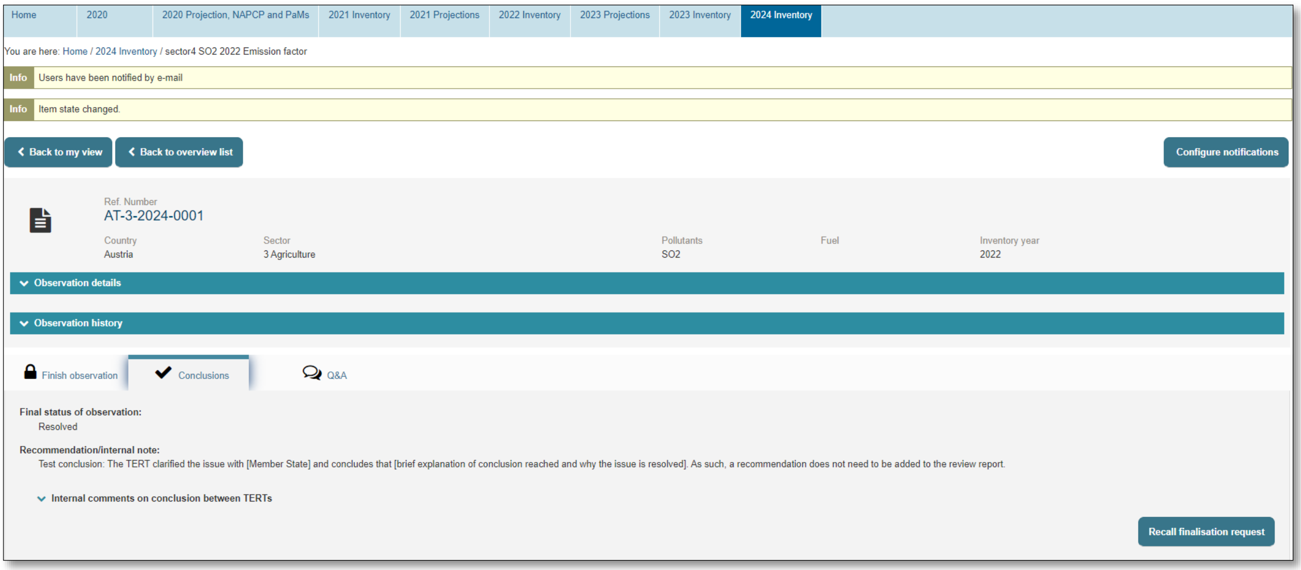

Figure 3.42: a request for approval is sent to LR

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.

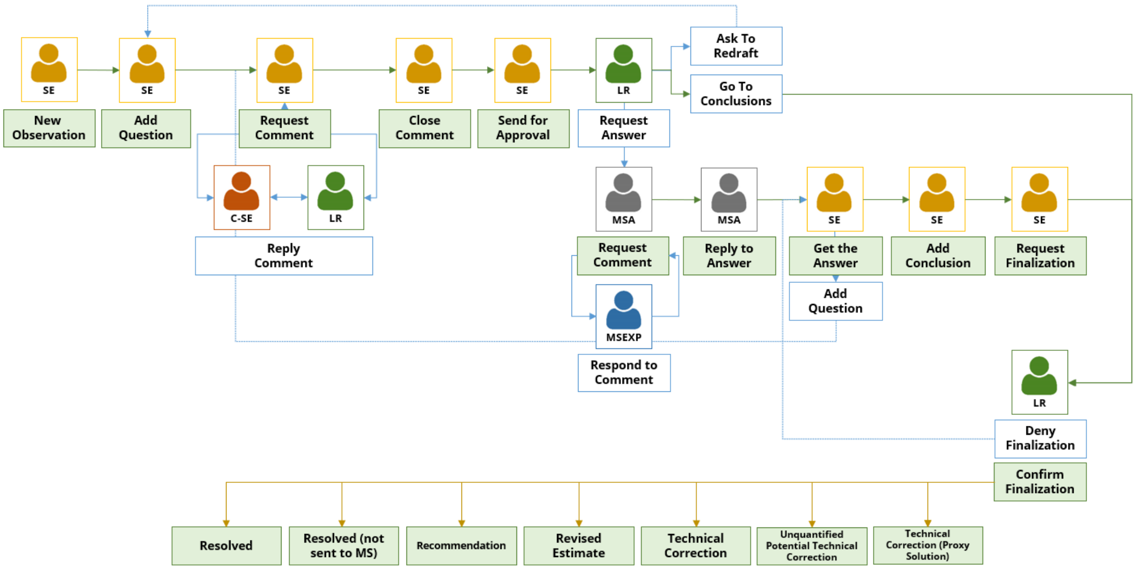

Figure 3.43: EMRT-NECD workflow

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'*.

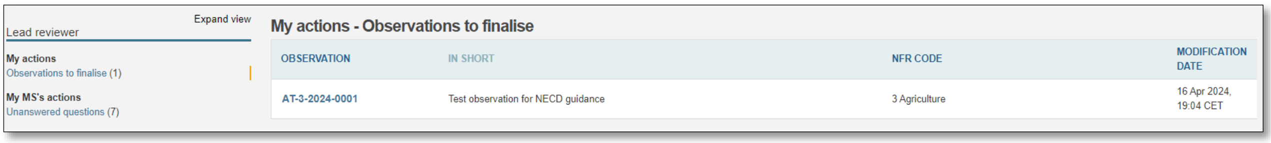

Figure 3.44: LR has an observation to finalise

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

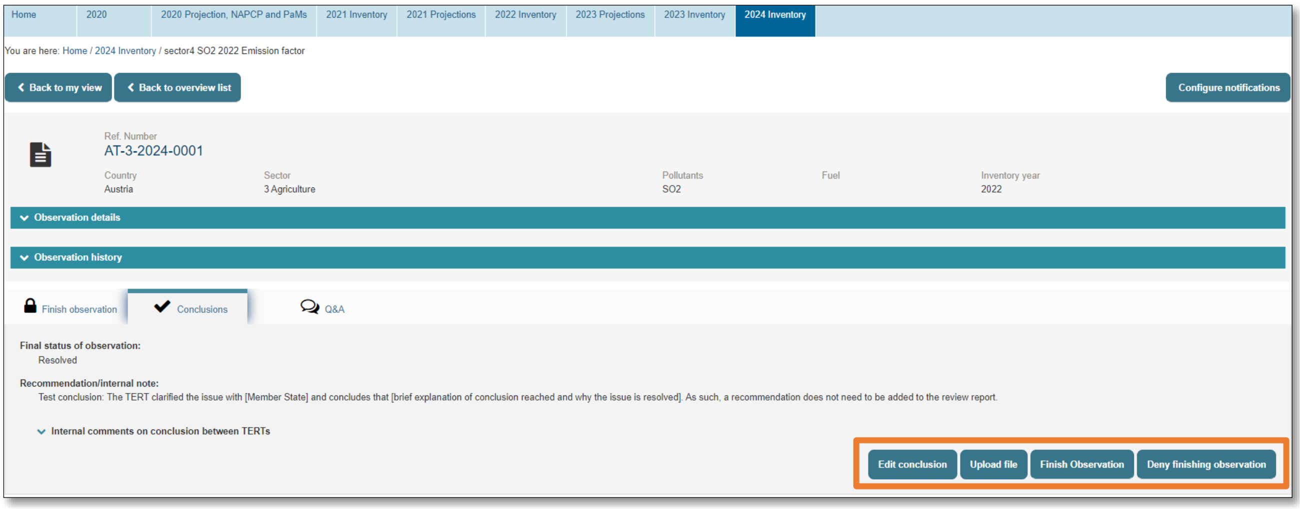

Figure 3.45: LR options in order to finalise an observation

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

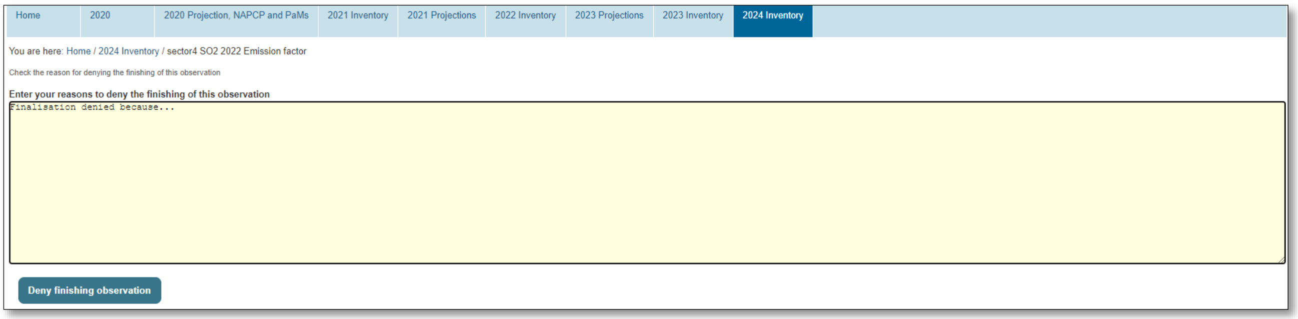

Figure 3.46: LR denies finishing an observation

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**.

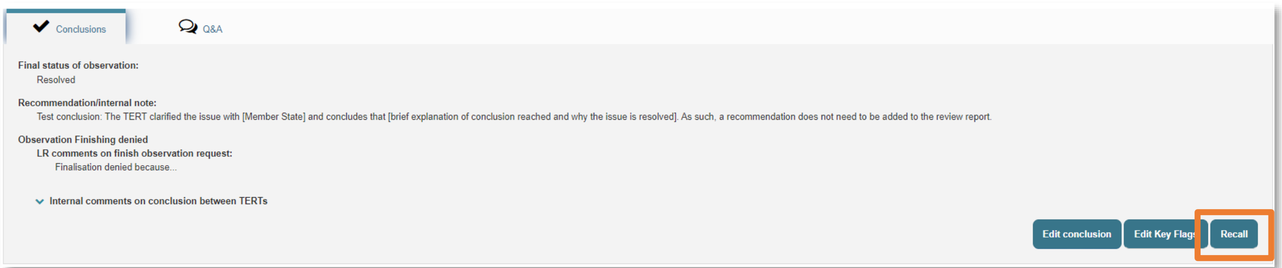

Figure 477: LR recalls deny finishing observation

3.5.2 Lead Reviewer finishes conclusion

The Lead Reviewer clicks on "*Finish Observation*" button.

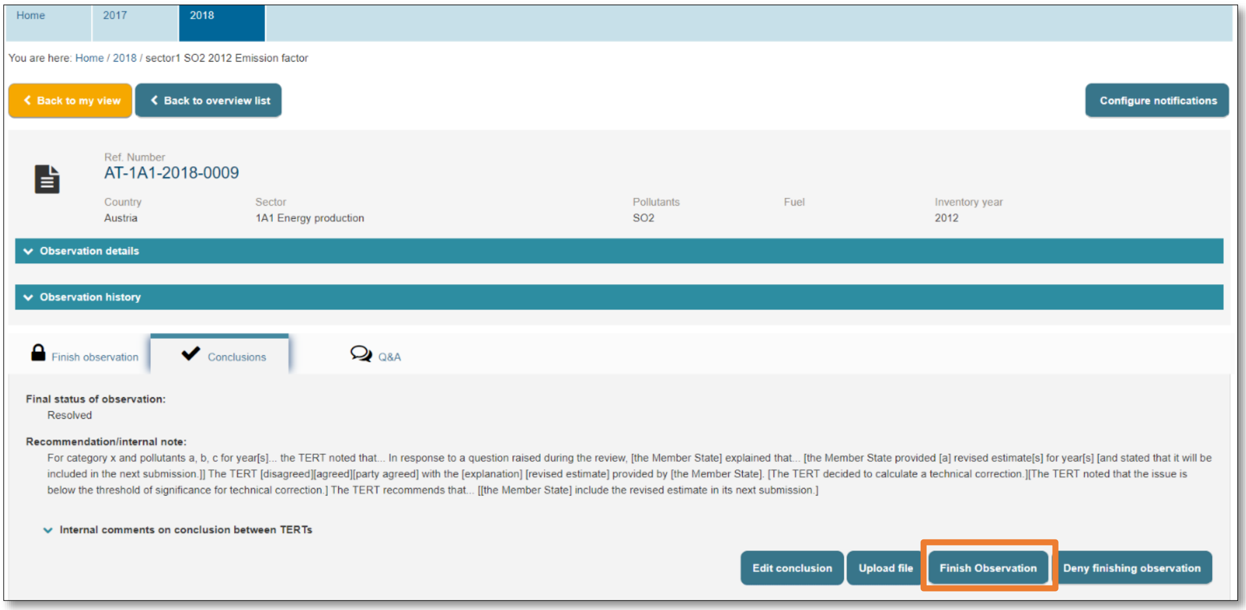

Figure 3.48: LR finish an observation.

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**.

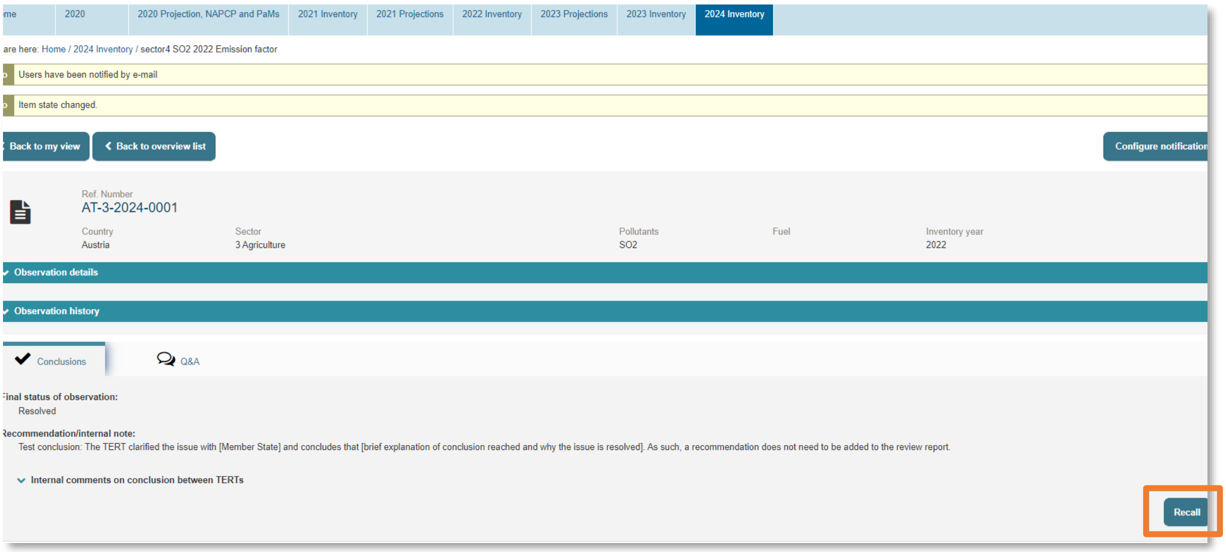

Figure 3.49: LR recalls a finalised observation