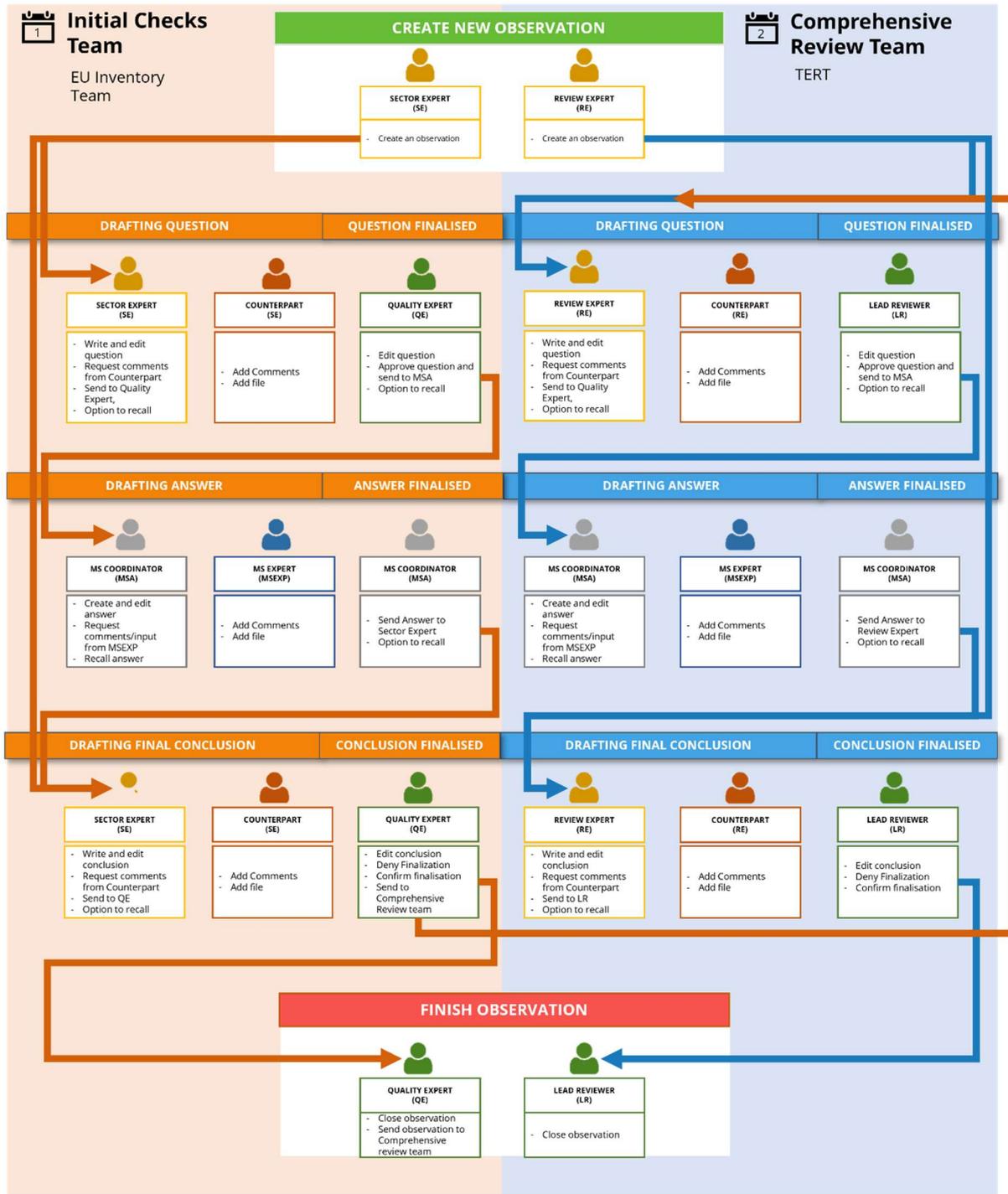


EEA Emission Review Tool (EMRT) for the GHG Inventory Quality Checks and Comprehensive Review

Technical and practical guidance

Version 2.1, update 2025



Contents

1	Introduction.....	6
1.1	Review process	6
1.2	Users of the EMRT	6
1.3	How does the EMRT work?.....	7
1.4	Wording inside the EMRT	8
2	Welcome to the EMRT.....	9
2.1	How to log in and get started in the EMRT	9
2.2	The 'Tabs' inside the EMRT	9
2.2.1	Overview List Tab.....	10
2.2.2	My View Tab	13
2.2.3	Finalised Observations Tab	16
2.3	Observation information	16
2.4	Taking an Extract.....	17
2.5	Visibility inside the EMRT	18
3	Workflow.....	19
3.1	Sector Expert: creating an observation and question for approval	20
3.1.1	Creating an observation	20
3.1.2	Carried over observations.....	21
3.1.3	Creating and editing a question	22
3.1.4	Request a comment from Counterpart.....	23
3.1.5	Send to Quality Expert/Lead Reviewer for approval.....	24
3.1.6	Recall question.....	26
3.2	Counterpart Sector Expert/Review Expert/Quality Expert/Lead Reviewer: internal commenting loop on question	26
3.2.1	Sector Expert/ Review Expert address comments from a Counterpart.....	26
3.2.2	Sector Expert/ Review Expert addresses comments from a Counterpart.....	27
3.3	Quality Expert / Lead Reviewer: receives question for approval	27
3.3.1	Ask Sector Expert/ Review Expert to redraft.....	28
3.3.2	Edit question	28
3.3.3	Approves question and send to MS: Question finalised	28
3.3.4	Recall question.....	29
3.4	Member State Coordinator/ Member State Expert receives request for answer	29
3.4.1	Member State Coordinator creates answer	30
3.4.2	Requesting comments/ input from Member State Expert	31

3.4.3	Member State Expert provides comments to an answer	31
3.4.4	Member State Coordinator: Send answer to Sector Expert / Review Expert.	32
3.5	Sector Expert/ Review Expert: acknowledge MS answer	33
3.5.1	Sector Expert / Review Expert acknowledge an answer	33
3.5.2	Sector Expert/ Review Expert drafts a conclusion	34
3.5.3	Sector Expert/ Review Expert request comment from Counterpart	36
3.5.4	SE requests finalisation of the observation	36
3.6	Quality Expert/ Lead Reviewer: finalises a conclusion	37
3.6.1	QA/ LR denies finishing observation.....	38
3.6.2	QA/ LR confirm finalisation of conclusion	39
4	Annex I – Review Timelines	41

List of Figures

Figure 1 – Type of users and their roles inside the EMRT review tool	7
Figure 2 – Homepage of the EMRT review tool	9
Figure 3 – Tab options in the EMRT	10
Figure 4 – Layout of the overview list tab	10
Figure 5 – Configure notifications options per user in the EMRT	11
Figure 6 – Observations as they appear in the ‘overview list’.....	13
Figure 7 – Actions for each role in the EMRT tool	13
Figure 8 – ‘My view’ structure for Sector Experts	14
Figure 9 – ‘My view’ structure for Quality Expert.....	14
Figure 10 – ‘My view’ structure for Member State Coordinator (MSA).....	15
Figure 11 – ‘My view’ structure for Member State Expert.....	15
Figure 12 – Example of Author Filter	16
Figure 13 – Finalised observations tab for all users	16
Figure 14 - Details of observation	17
Figure 15 - how to take an extract from the EMRT	18
Figure 16 – EMRT workflow detail for Sector Expert	20
Figure 17 – Sector Expert creates observation.....	20
Figure 18 - Sector Expert fills in the observation form.....	21
Figure 19 - options for the sector expert on carried over observations.....	22
Figure 20 – Sector Expert ‘Add question’.....	22
Figure 21 – Dialogue box for adding question	23
Figure 22 – After saving a question the Sector Expert has these options	23
Figure 23 – Sector Expert/ Review Expert selecting Counterparts.	24
Figure 24 – Screen following request for comments.....	24
Figure 25 – Sector Expert/ Review Expert closes commenting	25
Figure 26 – Sector Expert/ Review Expert sends question for approval.....	25
Figure 27 – Option for Sector Expert/ Review Expert to recall question sent to Quality Expert/ Lead Reviewer.	26
Figure 28 – Counterpart adding a comment	27
Figure 29 – Question how it appears for the Quality Expert/ Lead Reviewer.	28
Figure 30 – Dialogue box for ‘edit question’	28
Figure 31 – Screen following Quality Expert/ Lead Reviewer approval of question.....	29
Figure 32 – View of the Member State Coordinator when receiving a question	30
Figure 33 – Member State Coordinator drafting an answer	30
Figure 34 – Member State Coordinator options after drafting an answer.....	31
Figure 35 – Member State Coordinator request comments/ input from Member State Expert....	31
Figure 36 – Member State Expert input for drafting an answer	32
Figure 37 – Member State Coordinator closing comments following input from the Member State Except.....	32
Figure 38 - A) The view for a MS Coordinator of the Q&A and internal commenting loop with MS Expert; B) The view of the same Q&A for the Sector Expert/Review Expert, without the internal commenting loop	33
Figure 39 – Options for the Member State Coordinator after closing comments and drafting an answer	33
Figure 40 – Sector Expert opens the answer and acknowledge answer	34
Figure 41 - Options for Sector Expert/ Review Expert following acknowledging an answer	34

Figure 42 – Sector Expert/ Review Expert drafting a conclusion	35
Figure 43 – Options following the drafting of a conclusion by Sector Expert/ Review Expert.....	36
Figure 44 – Request comments for conclusions	36
Figure 45 – Sector Expert/ Review Expert closing comments following commenting loop on conclusion text.....	37
Figure 46 – Requesting finalisation of the observation.....	37
Figure 47 – Options when finalisation of an observation is requested by initial checks team, as seen by Quality Expert	38
Figure 48 - Options when finalisation of an observation is requested in the Comprehensive Review, as seen by Lead Reviewer	38
Figure 49 – Deny finishing observation	39
Figure 50 - Quality Expert passed observation over to Comprehensive review team, highlighted by the step flag	39
Figure 51 – Once passed over to the Comprehensive Review team, the Review Expert has these options.....	40
Figure 52 – Summary page given after Lead Reviewer finishes observation of Comprehensive Review.....	40

1 Introduction

The EMRT (Emission Review Tool) is a web-based tool hosted by the European Environment Agency (EEA) to facilitate the review of Member State Greenhouse Gas (GHG) emissions inventories under the EU Governance Regulation (EU No. 2018/1999). It facilitates the annual GHG quality checks, as well as the Comprehensive Review under the Effort Sharing Regulation (EU No 2018/842) and the LULUCF Regulation (EU No 2018/841).

1.1 Review process

The EMRT facilitates the quality checks (the 'initial checks') during the compilation of the EU GHG inventory. The initial checks are performed aim to ensure transparency, accuracy, consistency, completeness and comparability of the inventory and to identify cases where follow-up with Member States (MS) may be required to improve methodologies. The EMRT is used continuously throughout these process to record observations and communicate between the EU review team and MS.

A copy of the timeline for the GHG initial checks and the Comprehensive Review are provided in **Annex I**.

1.2 Users of the EMRT

The **different types of users** involved in the review process are listed below; each has a different role and different rights in the EMRT:

- **EEA Review Secretariat:** manage roles and grant access to the EMRT, act as helpdesk, perform QA/QC on tool performances and monitor the progress of the review.
- **EU Inventory Team:** carry out the initial checks process ('initial checks team'):
 - Sector Expert ('SE');
 - Counterpart; and
 - Quality Expert ('QE').
- **Technical Expert Review Team:** The TERT are only involved during the comprehensive ESR review ('comprehensive review team'):
 - Review Expert ('RE');
 - Counterpart; and
 - Lead Reviewer ('LR').
- **Member State Review Team:** composed by the nominated national contact point ('MSA') and selected Member State Experts ('MSEXP'); they will respond to the Observations raised by the review teams.

The roles of each user are presented in **Figure 1**.

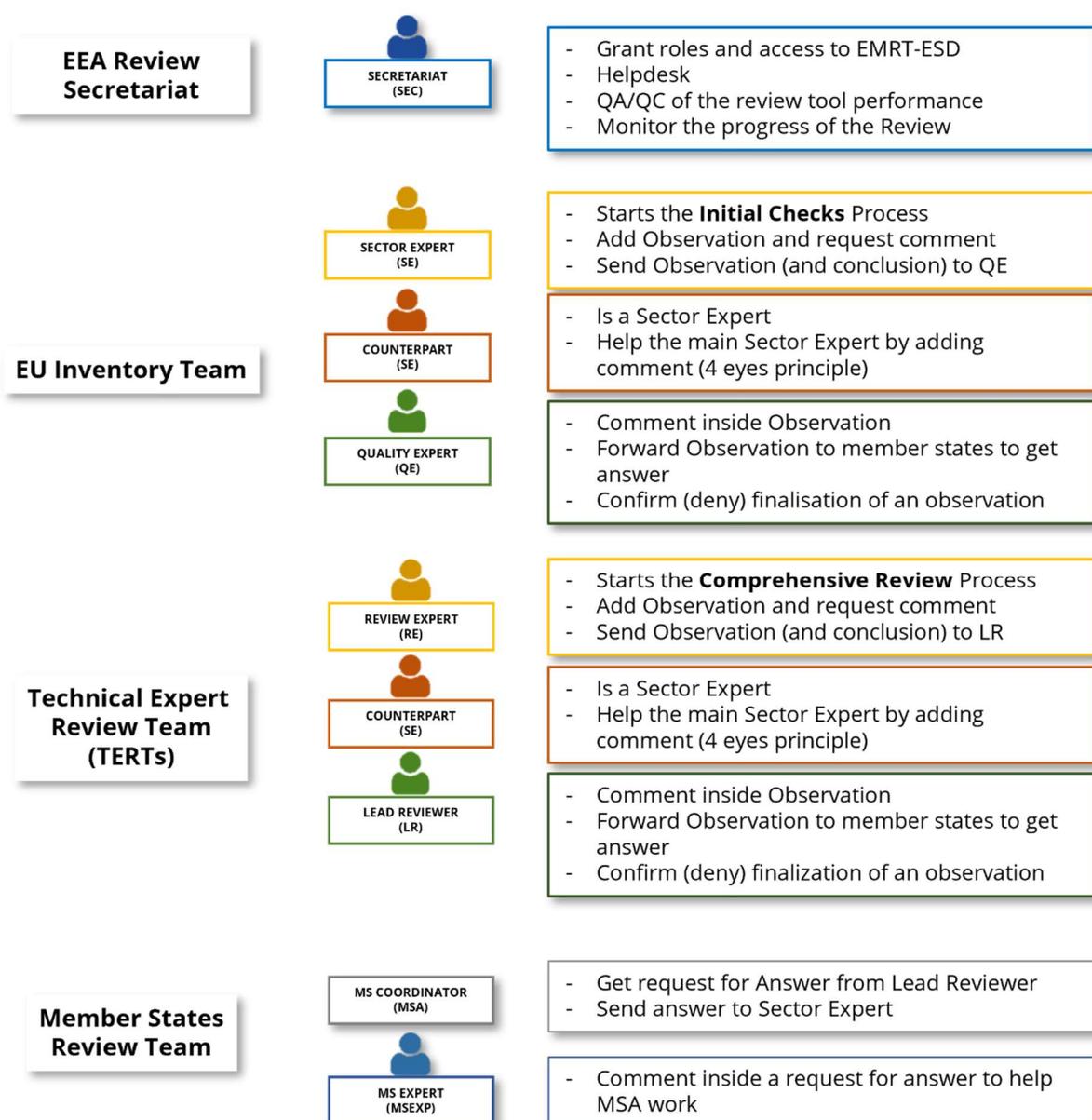


Figure 1 – Type of users and their roles inside the EMRT review tool

1.3 How does the EMRT work?

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

Inside the EMRT, three main workflows could occur during the review process:

- preparation of a question from the review team (review step dependent) to the Member State;
- preparation of an answer from the Member State to the review team; and
- the finalisation of an observation.

In the EMRT, the main object is an 'Observation'. Each observation can have a question and answer loop with the Member State. Every observation needs to be closed and have a 'Conclusion' by the end of the review process.

1.4 Wording inside the EMRT

Key definitions commonly used in the EMRT are given below:

Observation: This is the initial input to the EMRT. 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-2025-0001.

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

Conclusion: Text which accompanies the closing of an observation

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

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

2 Welcome to the EMRT

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

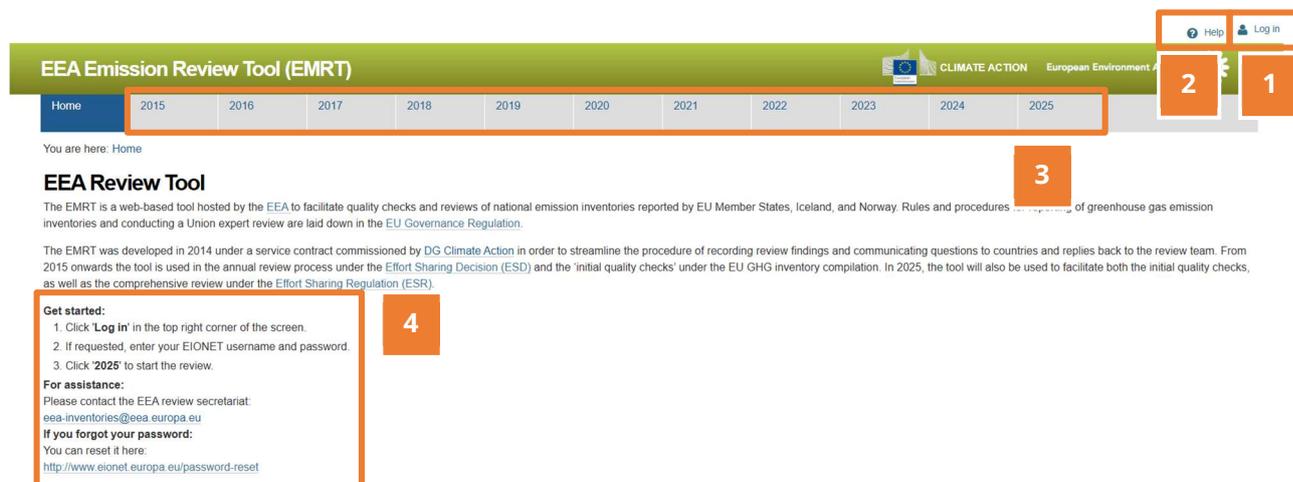


Figure 2 – Homepage of the EMRT review tool

Figure 2 shows the homepage of the EMRT which gives a brief description of the tool and a summary of key dates for the Member States' emission inventory review process. Additionally, the homepage provides options to navigate to other parts of the tool:

1. **LOGIN** button, top right of the screen
2. **HELP** button, directly to the left of the login button
3. **YEAR TABS**: these allow the user to navigate between different review years. The latest year will be on the far right side.

GET STARTED information: 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

2.1 How to log in and get started in the EMRT

Only selected users can access the EMRT. Users are assigned by the EEA review Secretariat. To get started in the EMRT:

- Log in with your **EIONET account password**. (Information on how to recover EIONET password are provided in the text under 'Get started'). Note that this will need to be updated as it expires 18 months after it was last changed.
- Use the **tab** with the latest review year in order to work on the review (to start an observation, to check observation status, to ask for answer etc.)

Note the contact email address for **support**. Please write your request in English.

2.2 The 'Tabs' inside the EMRT

'Tabs' are the instruments that a user can use to move inside the EMRT once in the relevant review year tab.

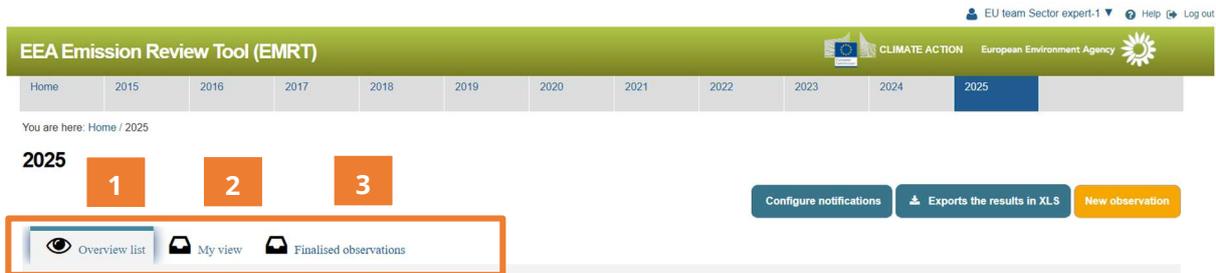


Figure 3 – Tab options in the EMRT

2.2.1 Overview List Tab

By default, users will land to the ‘Overview List’ Tab. In this tab, it is possible to search all the observations inside the tool.

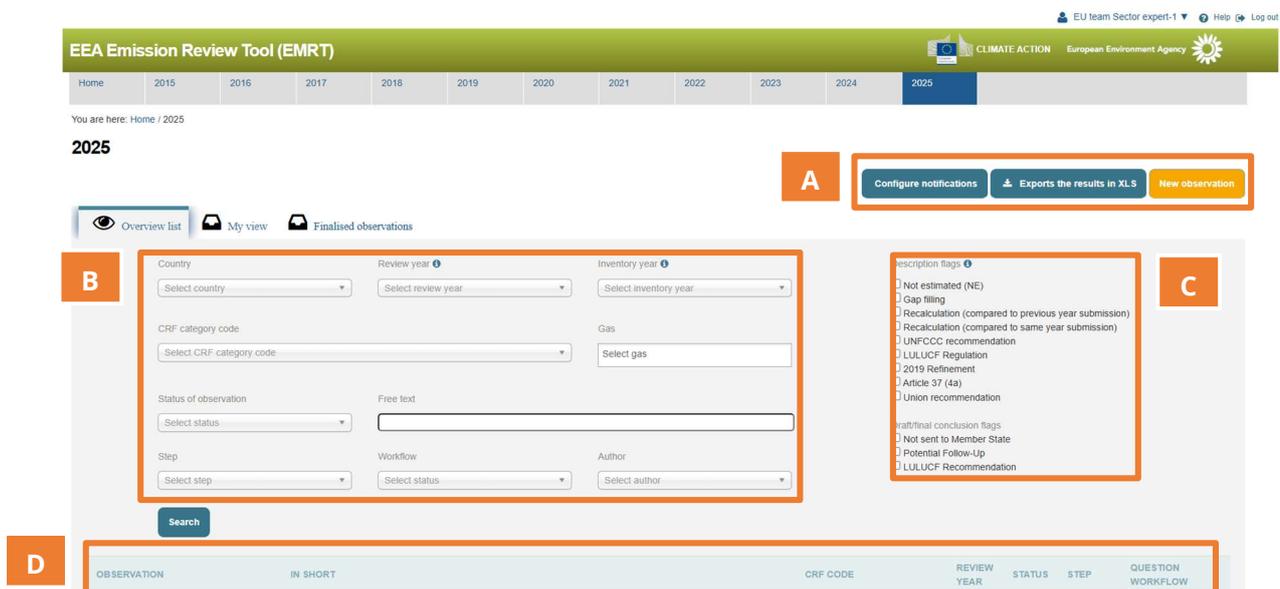


Figure 4 – Layout of the overview list tab

There are three possible buttons which will appear in the top right corner (**Figure 4: box A**) 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 5** 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 (phase 1)

Notification	Enabled?
Observation finalised by QE	<input checked="" type="checkbox"/>
Observation finalisation denied by QE	<input checked="" type="checkbox"/>
Question sent to MS by QE	<input checked="" type="checkbox"/>
Question answered by MS	<input checked="" type="checkbox"/>

[Save](#)

Role: Review Expert (phase 2)

Notification	Enabled?
Observation finalised by LR	<input checked="" type="checkbox"/>
Observation handed over to step 2	<input checked="" type="checkbox"/>
Observation finalisation denied by LR	<input checked="" type="checkbox"/>
Question sent to MS by LR	<input checked="" type="checkbox"/>
Question answered by MS	<input checked="" type="checkbox"/>

[Save](#)

Role: Quality Expert (phase 1)

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

[Save](#)

Role: Lead Reviewer (phase 2)

Notification	Enabled?
Conclusion to comment by you as LR	<input checked="" type="checkbox"/>
Observation finalisation ready for your approval as LR	<input checked="" type="checkbox"/>
Question ready for your approval as LR	<input checked="" type="checkbox"/>
Question answered by MS	<input checked="" type="checkbox"/>
Question to comment by you as LR	<input checked="" type="checkbox"/>
Observation handed over to step 2	<input checked="" type="checkbox"/>

[Save](#)

Role: Member State Coordinator

Notification	Enabled?
Observation finished by Quality Expert	<input checked="" type="checkbox"/>
Question to be answered by your country	<input checked="" type="checkbox"/>
Answer acknowledged by sector expert	<input checked="" type="checkbox"/>

[Save](#)

Figure 5 – Configure notifications options per user in the EMRT

Using the options provided (**Figure 4: box B**) it is possible to search the total list of observations by country, review year, inventory year, CRF category code, the status of the observation and the workflow status. Definitions of status of observation and workflow can be found in **section 1.4**.

There are also a number of description and conclusion flags (**Figure 4: box C**) which may be filtered on. **Table 1** – Definition of description and draft/final conclusion flags available in the 'my view' tab below defines each of these flags.

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

Description Flag	Flag	Definition
Description Flag	Not estimated (NE)	Flag used for an observation inputted into the EMRT for a category where no estimate has been made.
	Gap filling	Flag used for an observation which has been inputted as gap filling is required in the inventory submitted.
	Recalculation (compared to previous year submission)	Related to recalculation compared to t-1 submission (where t = year of current submission).
	Recalculation (compared to same year submission)	Related to recalculation compared to resubmissions in March or September.
	UNFCCC recommendation	Related to a recommendation that was made by the UNFCCC ERT.
	Union recommendation	Related to a recommendation that was made by the Technical Expert Review Team (TERT).
	2019 Refinement	Related to the IPCC 2019 Refinement.
	LULUCF Regulation	Observation raised in relation to the LULUCF Regulation Review (EU No 2018/841).
	Article 37 (4a)	Related to Regulation No 2018/1999 LULUCF recalculation for three year average in 2016, 2017 and 2018 were larger than 500 ktCO _{2e} .
	Draft/Final conclusion flags	Not sent to Member State
Potential follow-up		This flag is used to mark where a follow-up with the Member State after the review process is over is deemed beneficial.
LULUCF Recommendation		Recommendation related to the LULUCF Regulation Review.

Observations are listed in the observation tab (**Figure 4: box D**) in the format shown below.

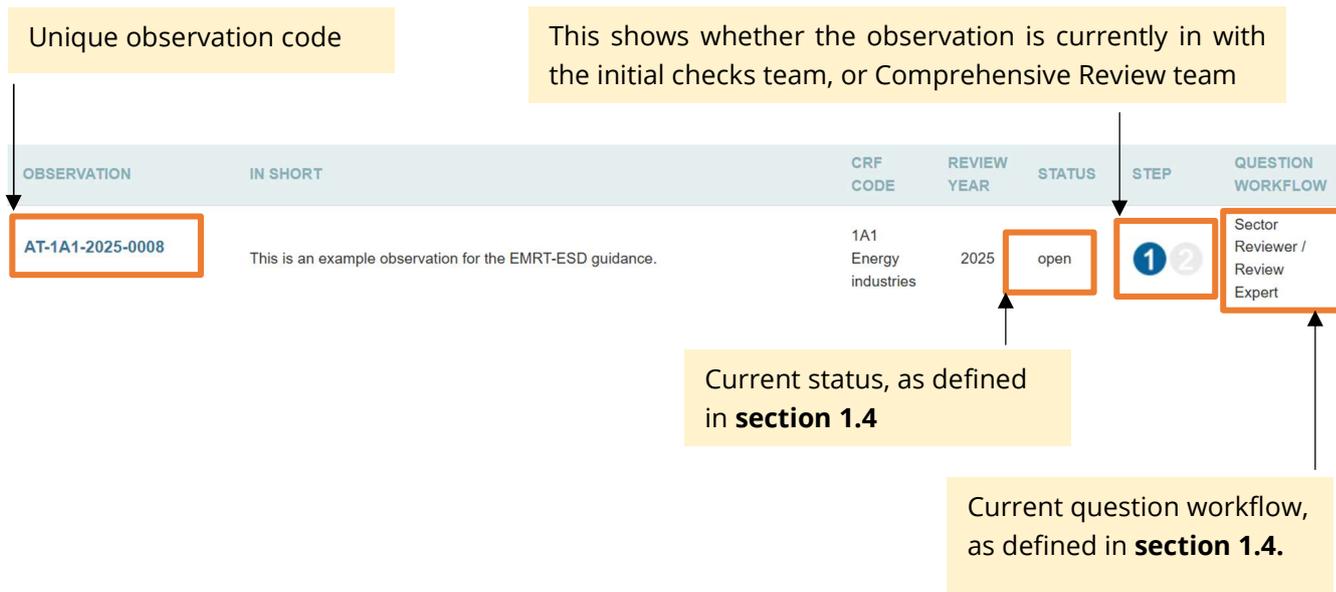


Figure 6 – Observations as they appear in the 'overview list'

2.2.2 My View Tab

The layout of the 'My View' tab lists the actions applicable for the user, and follows the format shown in the diagram below.



Figure 7 – Actions for each role in the EMRT tool

The following screenshots illustrate the user specific structure of the 'My view' list. The arrows at the beginning of each row can be used to expand or collapse each section.

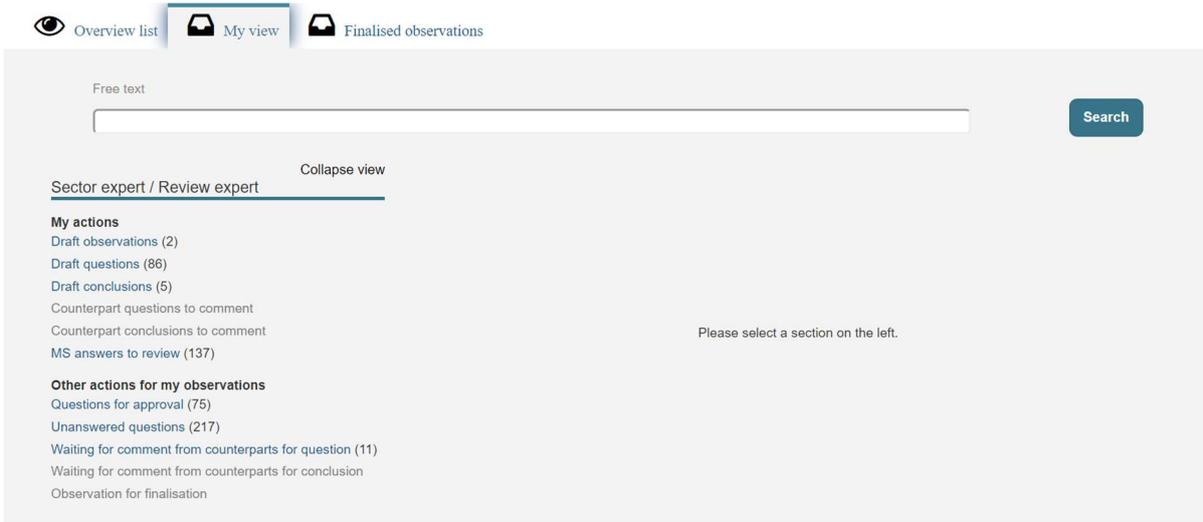


Figure 8 – 'My view' structure for Sector Experts

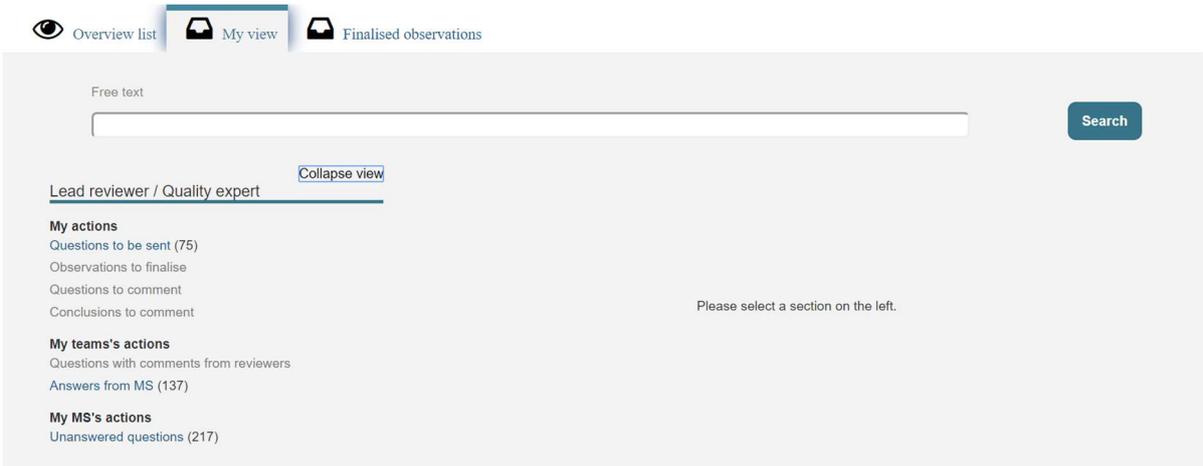


Figure 9 – 'My view' structure for Quality Expert

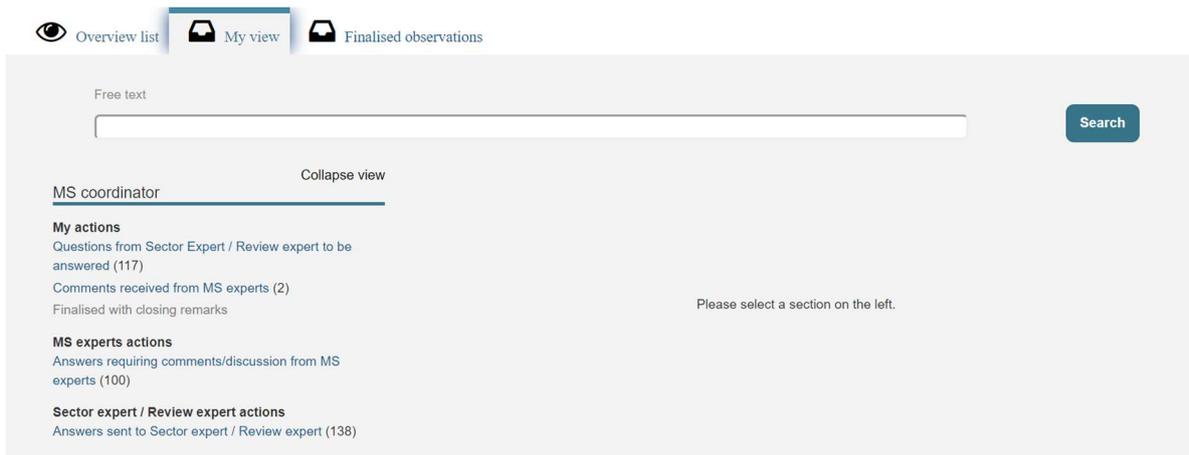


Figure 10 – 'My view' structure for Member State Coordinator (MSA)

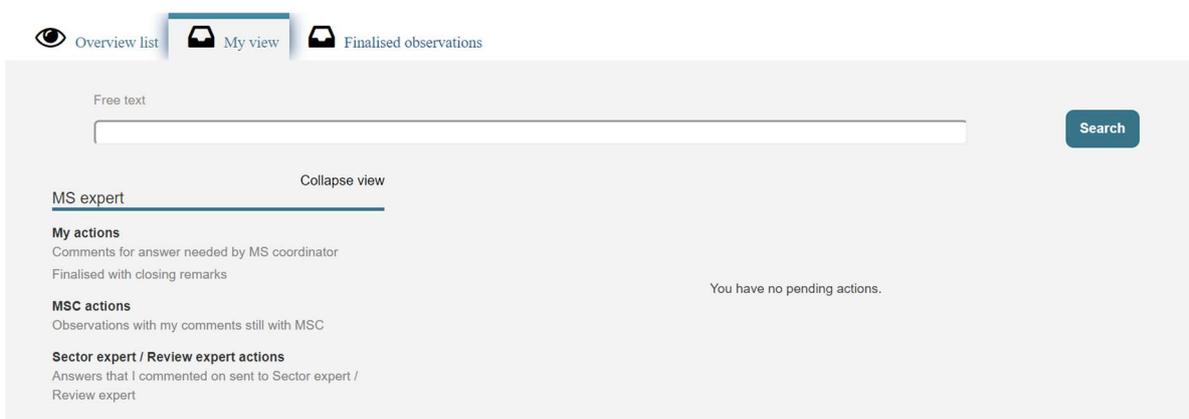


Figure 11 – 'My view' structure for Member State Expert

Where multiple Sector Experts and Review Experts are assigned to work on the same sector/country, they can see each other's observations. To avoid confusion, it may be helpful to filter the EMRT to find only observations they have authored. The figure below shows the 'Author' filter, which provides a drop down menu available in the Overview list view.

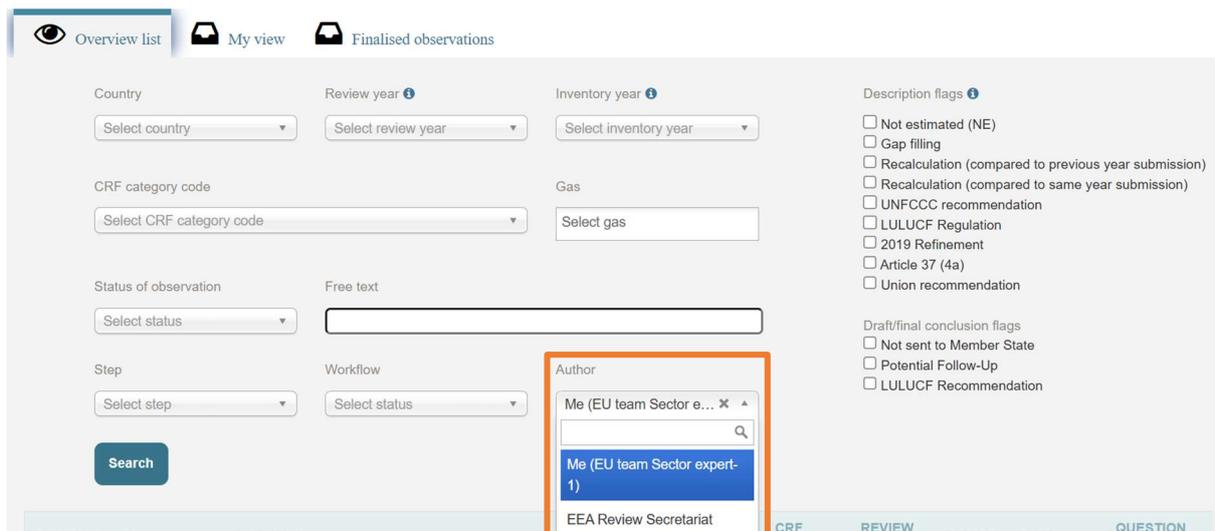


Figure 12 – Example of Author Filter

2.2.3 Finalised Observations Tab

This tab lists all finalised observations relevant for the user. The figure below shows each type of finalisation possible. When this section is populated, observations will be grouped under each heading by type of finalisation.

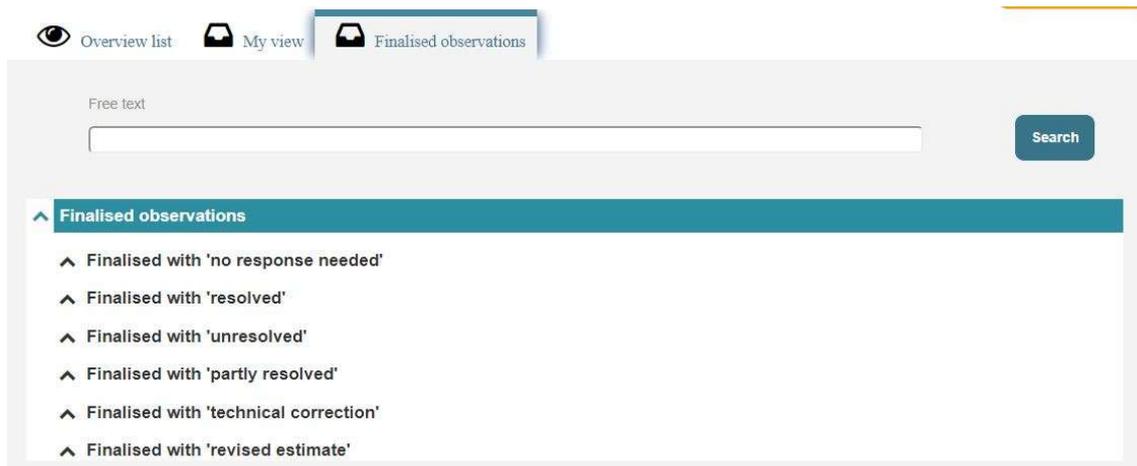


Figure 13 – Finalised observations tab for all users

2.3 Observation information

Whilst navigating through the EMRT tool using the tabs explained in **section 2.2**, it is possible to click on individual observations to view details.

Summary information provided here details the Country, Sector, Gases, Fuel, Inventory Year and review step relevant to the selected observation. For LULUCF experts, you can select for carbon pools in the Parameters field.

Observation details gives the details entered by the user when creating the observation.

Observation history shows the timeline of an observation and when it moved through various stages of the workflow.

The screenshot displays the EMRT interface for observation AT-1A1-2025-0008. At the top, there are navigation buttons: 'Back to my view', 'Back to overview list', and 'Configure notifications'. The main header shows the reference number 'AT-1A1-2025-0008' and a list of metadata: Country (Austria), Sector (1A1 Energy industries), Gases (CH4), Fuel, and Inventory year (2023). Two notification icons (1 and 2) are present. Below the header, the 'Observation details' section is highlighted with an orange box. It includes the Review Year (2025), Parameter (Activity data), and Last update (12 Feb 2025, 11:23 CET). Under 'Description flags', 'Gap filling' is listed. The 'Observation title by expert' section contains the text: 'This is an example observation for the EMRT-ESD guidance.' Below this, the 'Observation history' section is also highlighted with an orange box. It shows a timeline of actions: 'MS expert comments requested' (11 minutes ago), 'Member state expert comments closed' (8 minutes ago), 'Answer sent' (8 minutes ago), 'Conclusion drafting' (4 minutes ago), 'Conclusion comments requested' (2 minutes ago), 'Conclusion comments closed' (a minute ago), and 'Finalisation requested' (a few seconds ago). Each action is associated with a user role and a timestamp.

Figure 14 - Details of observation

2.4 Taking an Extract

The EMRT allows you to export all your observations into an excel file (an 'extract'). This is available for all users of the EMRT. You will only be able to extract observations you have permission to see. No internal commenting loops are exported (see **Section 2.5** below on visibility).

To take an extract, go to the tab within the review year, and select *Export the results in XLS* (see **Figure 4**).

Select all the fields to export, and select the button with the right arrow to move them to the right hand column. Select *Include Q&A threads*. to ensure the question and answer chains are also included in the export. Select export. The export will go straight into your downloads folder.

Export observations in XLS format

Fields to export

Select which fields you want to add into XLS

- URL
- Sector
- Country
- Detail
- Is potential significant issue
- Is potential technical correction
- Is technical correction
- CRF Code
- Review Year
- Inventory year
- GAS
- Description flags
- Status
- Step
- Conclusion step 1
- Conclusion step 1 note
- Conclusion step 1 remark
- Conclusion step 2
- Conclusion step 2 note
- Conclusion step 2 remark

Include Q&A threads.

Export

Back

Export observations in XLS format

Fields to export

Select which fields you want to add into XLS

- URL
- Sector
- Country
- Detail
- Is potential significant issue
- Is potential technical correction
- Is technical correction
- CRF Code
- Review Year
- Inventory year
- GAS
- Description flags
- Status
- Step
- Conclusion step 1
- Conclusion step 1 note
- Conclusion step 1 remark
- Conclusion step 2
- Conclusion step 2 note
- Conclusion step 2 remark

Include Q&A threads.

Export

Back

Figure 15 - how to take an extract from the EMRT

Figure 1

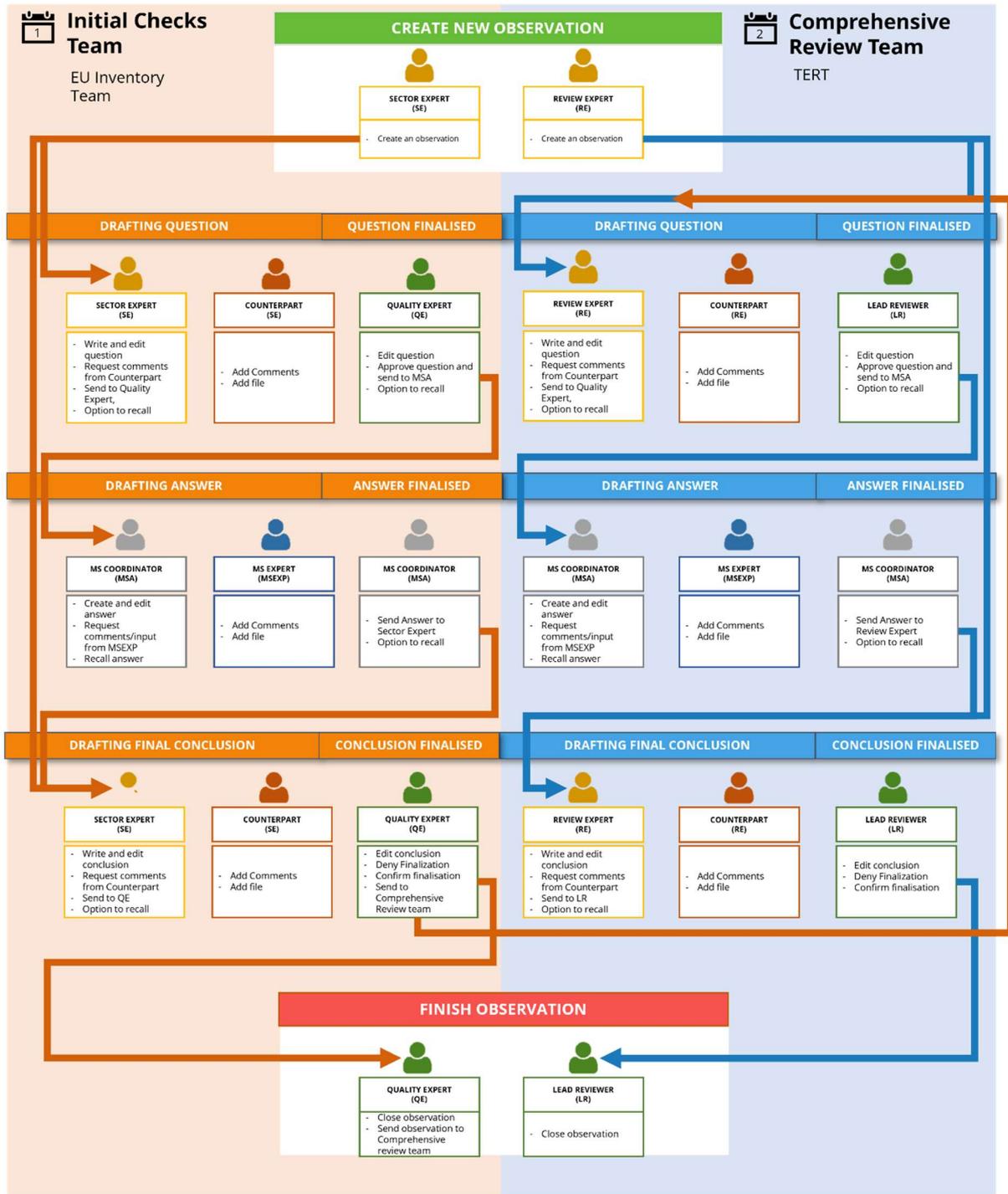
2.5 Visibility inside the EMRT

It is worth noting that not all content held within the EMRT is visible to all users. This applies to internal commenting loops and more generally draft information (e.g. draft questions, draft replies, draft conclusions, internal conclusion notes).

- Internal commenting loops between members of review teams 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 review team. Only the final submitted answer will be visible to the review team.
- Drafting and redrafting of questions and answers will only be visible to the team involved – only the review team will be able see the drafted work of the review team, just as the MS team can only see their own drafted work.
- On finalisation of observations, only the optional ‘concluding remark’ will be visible to Member States. The internal note is only visible to the review team.
- The description flag “potential follow-up” will not be visible to the Member States. It will only be visible to the review team.

Chapter 3 will outline each stage of the workflow in greater detail. Where relevant, visibility to different users will be clarified.

3 Workflow



3.1 Sector Expert: creating an observation and question for approval

This section details the beginning of the EMRT workflow acted by the Sector Expert. It covers the creation of an observation, creating a question, requesting comments and sending for approval.

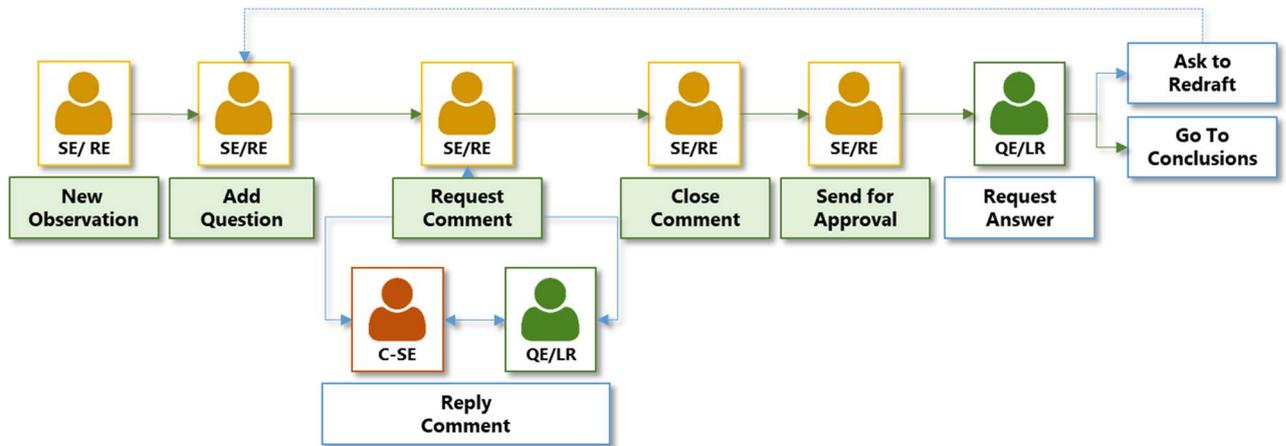


Figure 16 – EMRT workflow detail for Sector Expert

3.1.1 Creating an observation

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

The Sector Expert logs in to the EMRT. To begin the user clicks on the 'New Observation' button as shown in **Figure 17**.

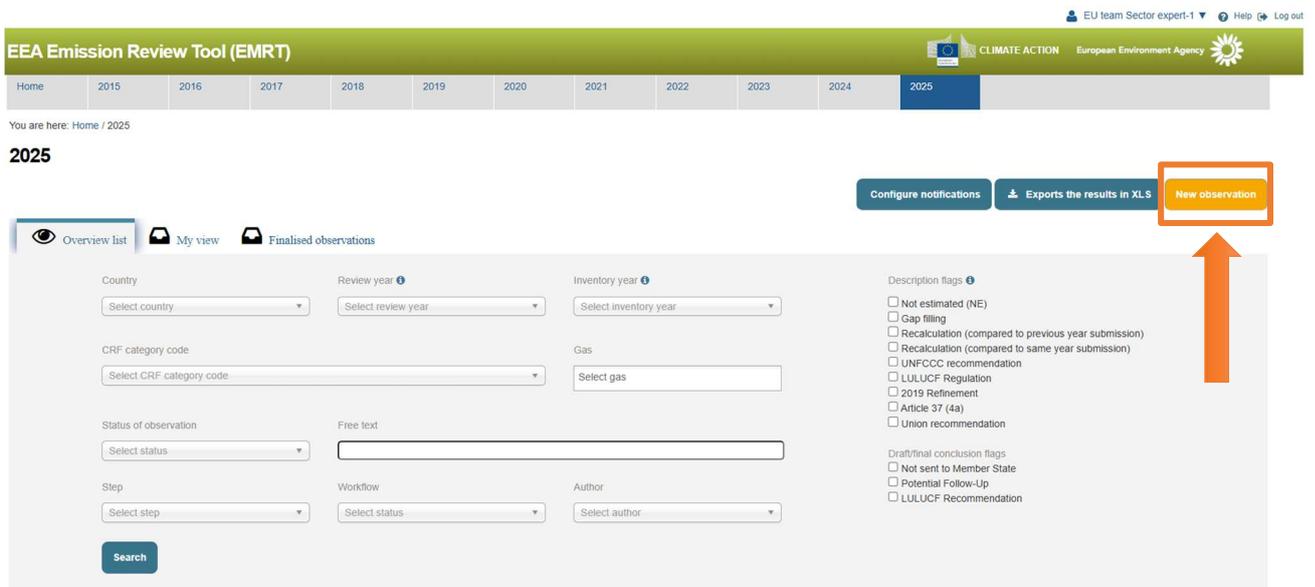


Figure 17 – Sector Expert creates observation

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 Title, which will be visible to the Member State. Definitions of the description flags are given in **Table 1**.

You are here: Home / 2025

Observation

Observation title by expert *

Provide a title for the issue identified. Keep it short, you cannot change this title once you have sent it to the QE. MS can only see the question once it has been approved and sent by the QE. The question to the MS should be asked in the Q&A tab, not here.

Country *

Austria

CRF category codes *

0 Cross cutting

Inventory year *

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

Gas *

CH4 CO2 HFCs N2O NF3 PFCs SF6

Review year *

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

2025

Fuel

No value

Parameter *

Activity data Emission factor Emissions Other Pool (Biomass) Pool (Dead organic matter) Pool (Dead wood) Pool (Harvested wood products) Pool (Litter) Pool (Mineral soil) Pool (Organic soil)

Description flags

Description flags highlight important information that is closely related to the main purpose of 'initial checks'

Not estimated (NE) Gap filling Recalculation (compared to previous year submission) Recalculation (compared to same year submission) UNFCCC recommendation LULUCF Regulation 2019 Refinement Article 37 (4a) Union recommendation Not sent to Member State LULUCF Recommendation

Figure 18 - Sector Expert fills in the observation form.

3.1.2 Carried over observations

In addition to new observations created by the Sector Expert, observations from the previous review year concluded as ‘*unresolved*’ or ‘*partly resolved*’ will be reopened by the Secretariat. This will allow Sector Experts to check whether previous recommendations were implemented by the MS, and for the Sector Experts to document their findings in that same observation.

These observations are known as “carried over” observations, as they are carried over from one year to the next. The EMRT has a function to carry over the observations by creating a copy of the observation and uploading it into the latest review year tab. All details are carried over, i.e. sector, pollutant, flag, etc. This includes the observation history and Q&A, providing complete continuity.

The Secretariat will carry over these observations on behalf of the Sector Expert. The Sector Expert will then review the conclusion from the previous year, and check the MS submission to see if the recommendation was implemented. If yes, the Sector Expert can *Go to Conclusions* and finalise the observation (see Section 3.5.4 on concluding observations). If the recommendation has not yet been implemented, the Sector Expert can *Add follow-up question* to continue dialogue with the MS.

These options are shown in **Figure 19** below. Note that the Q&A from previous years is greyed out.



Figure 19 - options for the sector expert on carried over observations

3.1.3 Creating and editing a question

After saving an observation¹ the Sector Expert is now able to 'Add question' to the observation. The observation can be accessed from the 'Overview list' tab or 'My View'. Draft questions are not visible to the Member State, only the final submitted question will be visible to Member States.

You are here: Home / 2025 / sector1 CH4 2023 Activity data

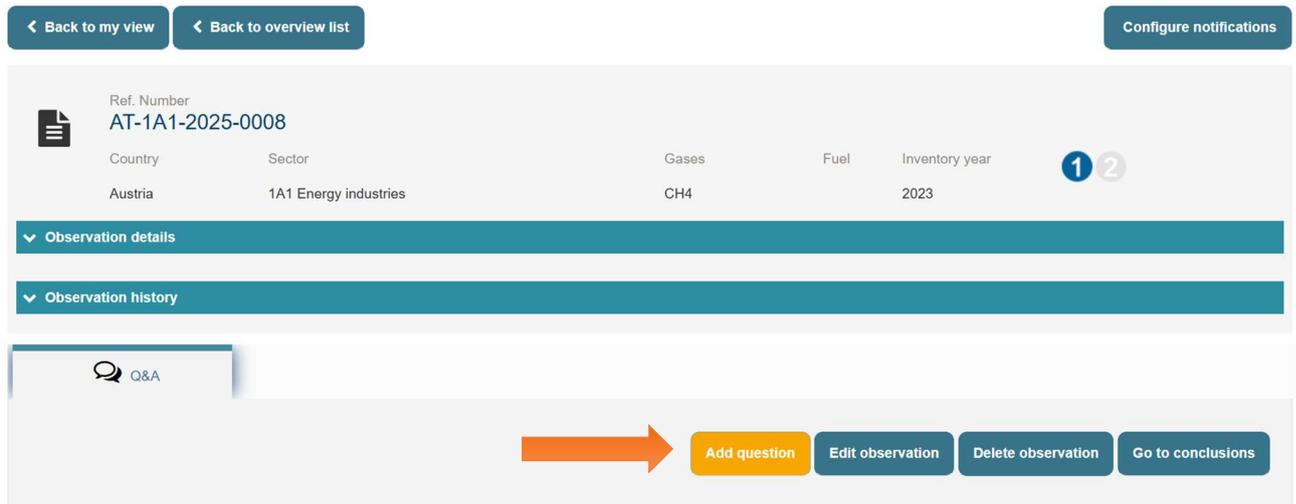


Figure 20 – Sector Expert 'Add question'.

When 'Add question' is clicked a dialogue box is opened where the question may be inputted.

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

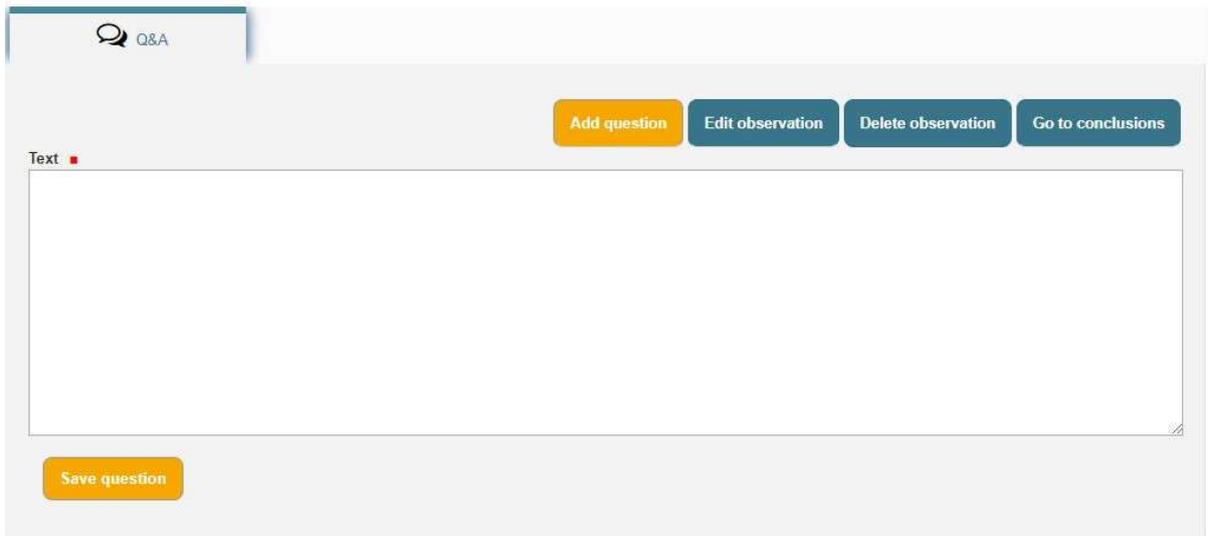


Figure 21 – Dialogue box for adding question

After drafting a question, the SE has two main options: 'Request Comments' or 'Send Question for Approval'.

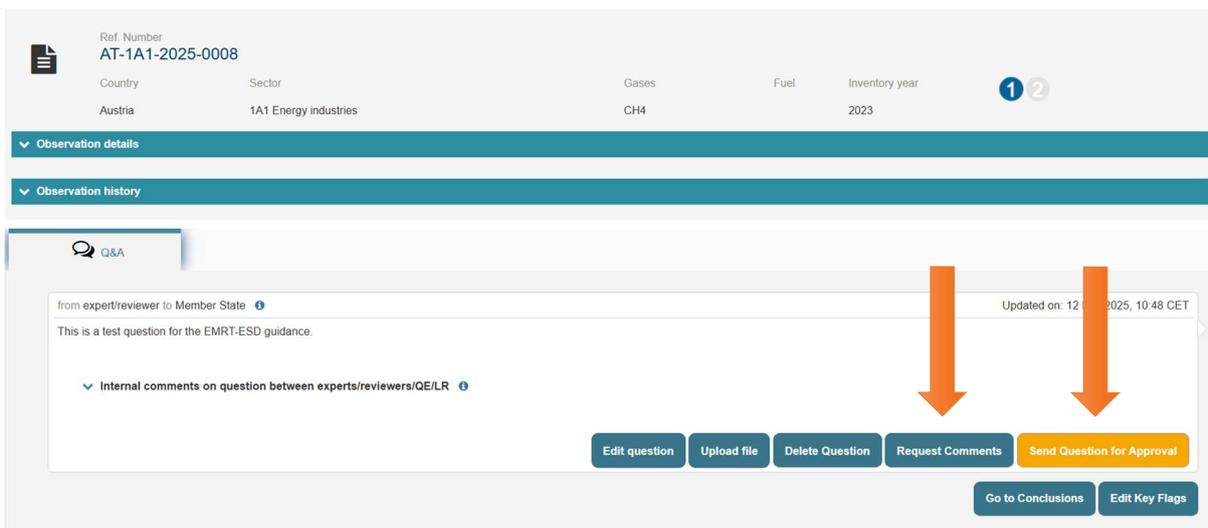


Figure 22 – After saving a question the Sector Expert has these options

3.1.4 Request a comment from Counterpart

Note on visibility: Internal commenting loops between Sector Experts and Counterparts will be visible to the Quality Expert, but not to the Member State.

To request comments from a Counterpart, the Sector Expert first clicks on the button identified in **Figure 22**.

The Sector Expert has to select at least one Counterpart, in this case a Sector Expert for Sector 1.

After sending the 'Request for comment' an email notification will be sent to the Quality Expert/ Lead Reviewer and selected Counterpart(s).

A commenting loop will then commence between the Sector Expert/ Review Expert and the selected Counterpart(s). This will be detailed in Section 3.2.

You are here: Home / 2025 / sector1 CH4 2023 Activity data / Question 1

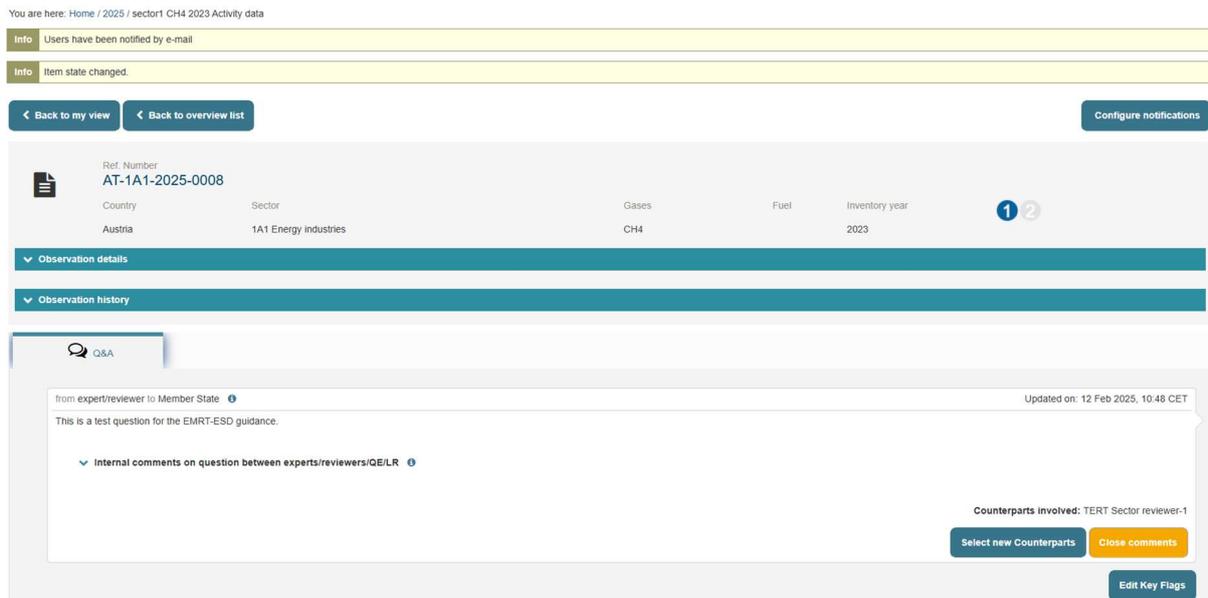
Select which users will be your counterparts



A screenshot of a web interface for selecting counterparts. At the top, there is a search bar. Below it, a list of users is displayed, with the first user, 'Anke Herold', highlighted in blue. The list includes:

- Anke Herold
- TERT - Sector reviewer 1 (CRF 1A1)
- TERT - Sector reviewer 10 (LULUCF)
- EU team - Sector expert 11 (CRF 5A-5E)
- Steen Gyldenkærne
- Marina Vitullo
- EU team - Sector expert 2 (CRF 1A2, 1A4, 1A5)

Figure 23 – Sector Expert/ Review Expert selecting Counterparts.



A screenshot of a Q&A interface. At the top, there are navigation buttons: '< Back to my view', '< Back to overview list', and 'Configure notifications'. Below these are two information bars: 'Info Users have been notified by e-mail' and 'Info Item state changed.' The main content area shows a document icon, a reference number 'AT-1A1-2025-0008', and a table with columns for Country, Sector, Gases, Fuel, and Inventory year. The table contains the following data:

Country	Sector	Gases	Fuel	Inventory year
Austria	1A1 Energy industries	CH4		2023

Below the table are sections for 'Observation details' and 'Observation history'. The Q&A section is active, showing a question: 'from expert/reviewer to Member State' with a sub-question: 'This is a test question for the EMRT-ESD guidance.' The question was updated on 12 Feb 2025, 10:48 CET. There is a dropdown for 'Internal comments on question between experts/reviewers/QE/LR'. At the bottom right, it says 'Counterparts involved: TERT Sector reviewer-1' and has buttons for 'Select new Counterparts', 'Close comments', and 'Edit Key Flags'.

Figure 24 – Screen following request for comments.

3.1.5 Send to Quality Expert/Lead Reviewer for approval

Following the completion of the internal commenting loop the Sector Expert/ Review Expert may then close comments.

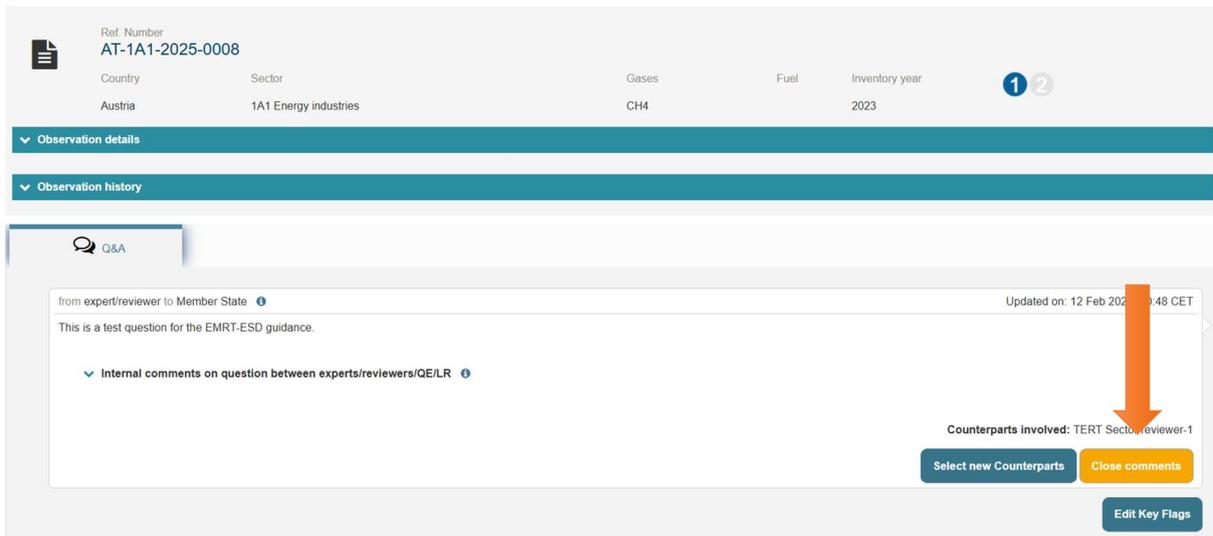


Figure 25 – Sector Expert/ Review Expert closes commenting

Following the closing of the comments the Sector Expert/ Review Expert is then able to send the question to the Quality Expert/ Lead Reviewer for approval. Note at the top of the screen shown in **Figure 25** it states 'Item state change'. This means that the observation is ready to be sent and advanced through the workflow.

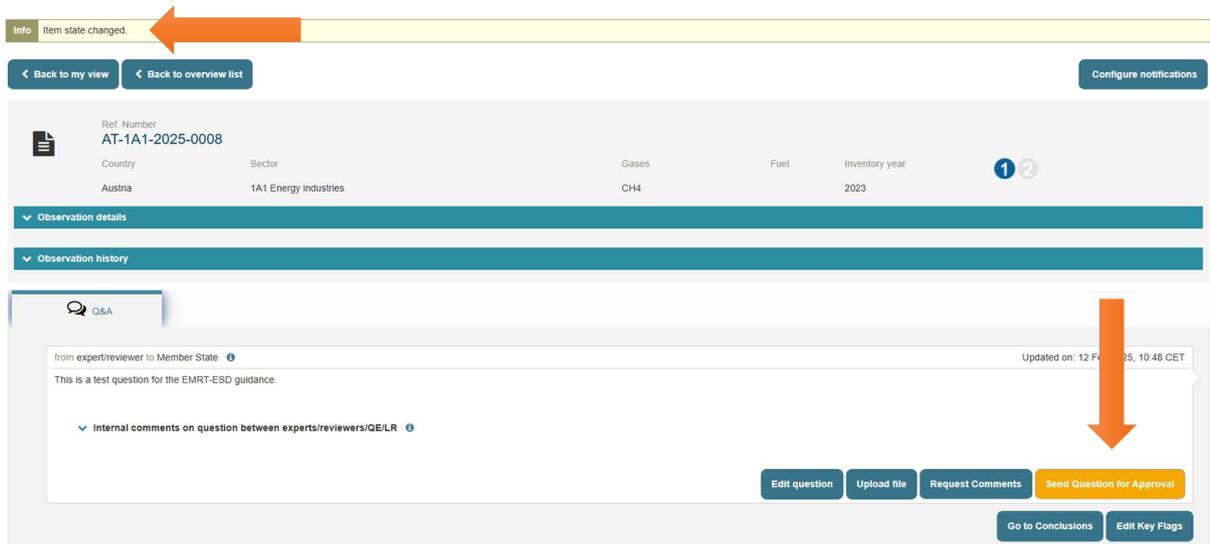


Figure 26 – Sector Expert/ Review Expert sends question for approval

Sector Expert/ Review Expert selects 'Send Question for Approval'. An email notification will be sent to the Quality Expert/ Lead Reviewer.

Updated vs sent: it is important to note that when a question has been drafted, it will be identified as 'Updated on: [date]' in the top right hand corner of the question box. This means that the question is in draft only and the QE/LR hasn't received it yet. Once the question has been sent, this will change to 'Sent on: [date]'.

3.1.6 Recall question

It is possible for the Sector Expert/ Review Expert to 'Recall Question' if they would like to make further changes to the question before sending it to the Quality Expert/ Lead Reviewer.

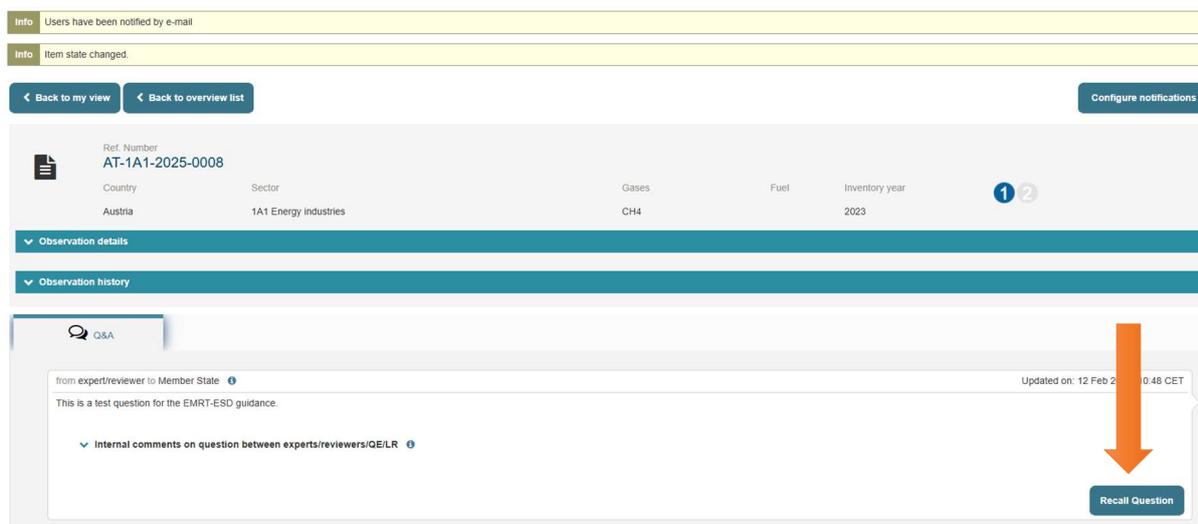


Figure 27 – Option for Sector Expert/ Review Expert to recall question sent to Quality Expert/ Lead Reviewer.

3.2 Counterpart Sector Expert/Review Expert/Quality Expert/Lead Reviewer: internal commenting loop on question

Note on visibility: Internal commenting loops with Counterparts are visible to those within the EU review teams, but not to the Member State.

3.2.1 Sector Expert/ Review Expert address comments from a Counterpart

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 (see **Figure 8** for the My View list).

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

It should also be noted that the Sector Expert/ Review Expert can close the comment loop without receiving comments from the Counterpart, for example if the question becomes redundant or there happens to be a verbal discussion outside the EMRT.

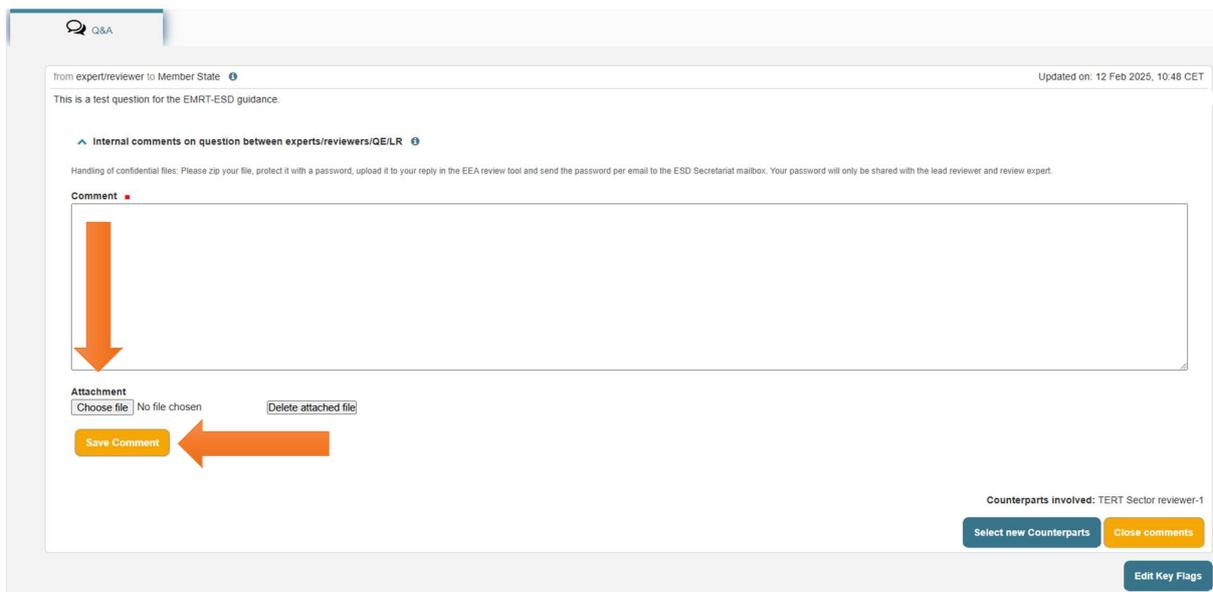


Figure 28 – Counterpart adding a comment

3.2.2 Sector Expert/ Review Expert addresses comments from a Counterpart.

The Sector Expert/ Review 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 as detailed in **section 3.1.5**.

3.3 Quality Expert / Lead Reviewer: receives question for approval

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

When a question is sent for the approval of the Quality Expert/ Lead Reviewer they will receive a 'New question for approval' email notification. Once logged in, navigate to the 'My View' tab, then 'Question to be sent' menu.

They have three main actions: 'Edit question', 'Ask to Redraft' or 'Approve question and send' to MS.

The Quality Expert/ Lead Reviewer can review the commenting loop and take account of what has been discussed between the SE and Counterpart SE.

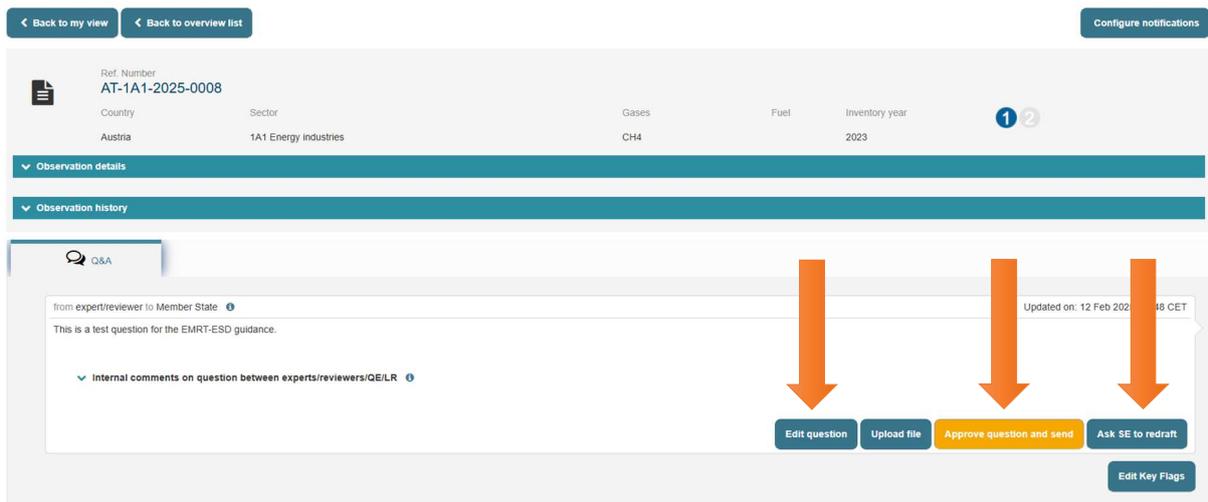


Figure 29 – Question how it appears for the Quality Expert/ Lead Reviewer.

3.3.1 Ask Sector Expert/ Review Expert to redraft

If the Quality Expert/ Lead Reviewer selects 'Ask SE to redraft' then the observation is sent back to the Sector Expert/ Review Expert who can edit the question and follow the workflow again from **section 3.1.3** above.

3.3.2 Edit question

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

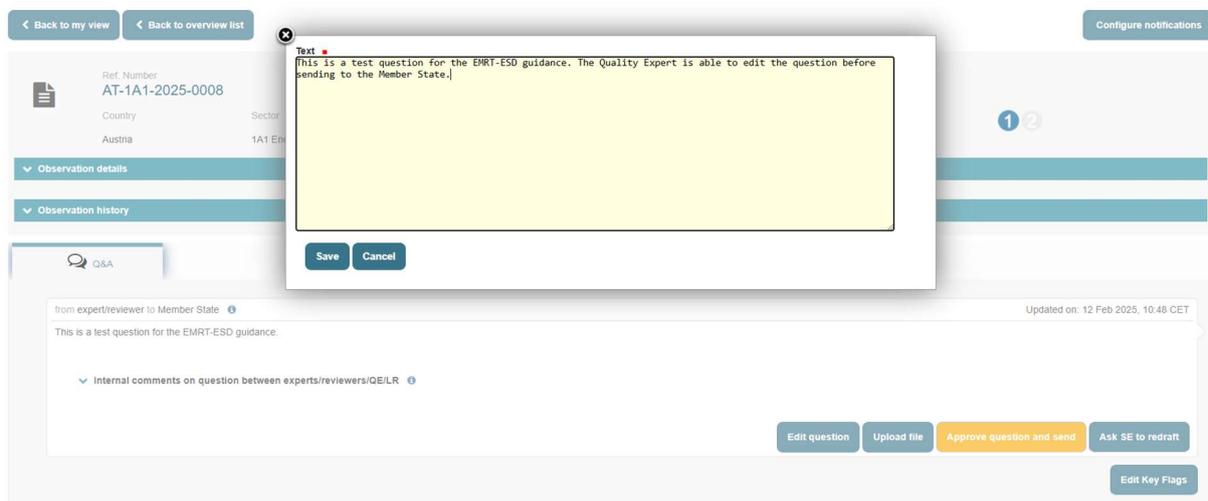


Figure 30 – Dialogue box for 'edit question'

3.3.3 Approves question and send to MS: Question finalised

The Quality Expert/ Lead Reviewer selects 'Approve question and send'. The status of the item changes. A notification email has been sent to the SE: 'Your observation was sent to MS', and to the Member State Coordinator: 'New question for your country'. This can be seen from the notification bars at the top of **Figure 31**. At this point the question is visible to the MS.

As before, the question will appear as 'Updated' in the top right hand corner if still in draft and will not be visible to the Member State. Once the Quality Expert/ Lead Reviewer sends the question, this will change to 'Sent'.

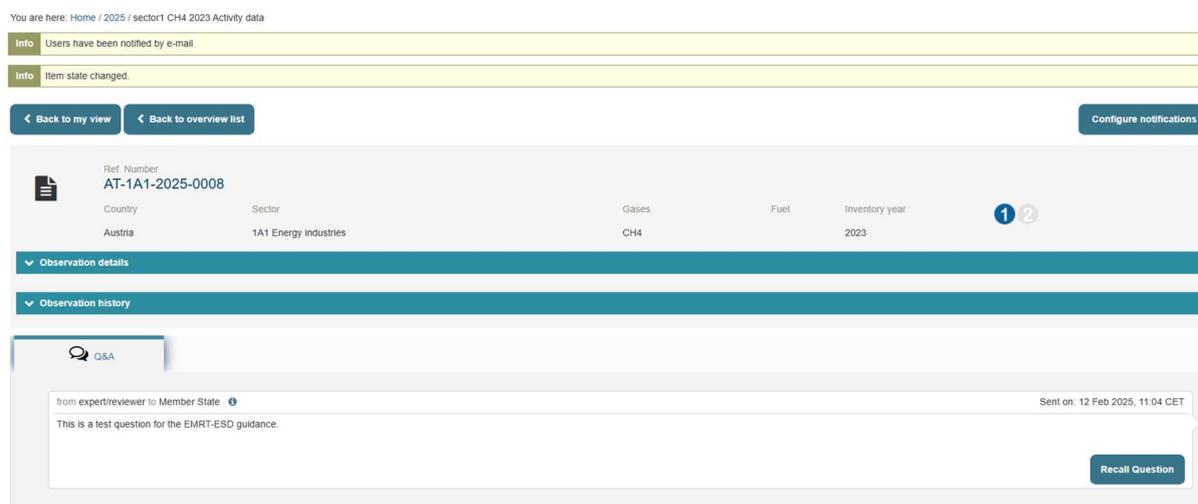


Figure 31 – Screen following Quality Expert/ Lead Reviewer approval of question

3.3.4 Recall question

After approving the question, there is an opportunity for the Quality Expert/ Lead Reviewer to recall the question before the MS coordinator opens it. Once it has been opened by the MS coordinator, it cannot be recalled. In this scenario the user is returned to the screen shown in **Figure 29**.

3.4 Member State Coordinator/ Member State Expert receives request for answer

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

Following the Quality Expert/ 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 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'*.

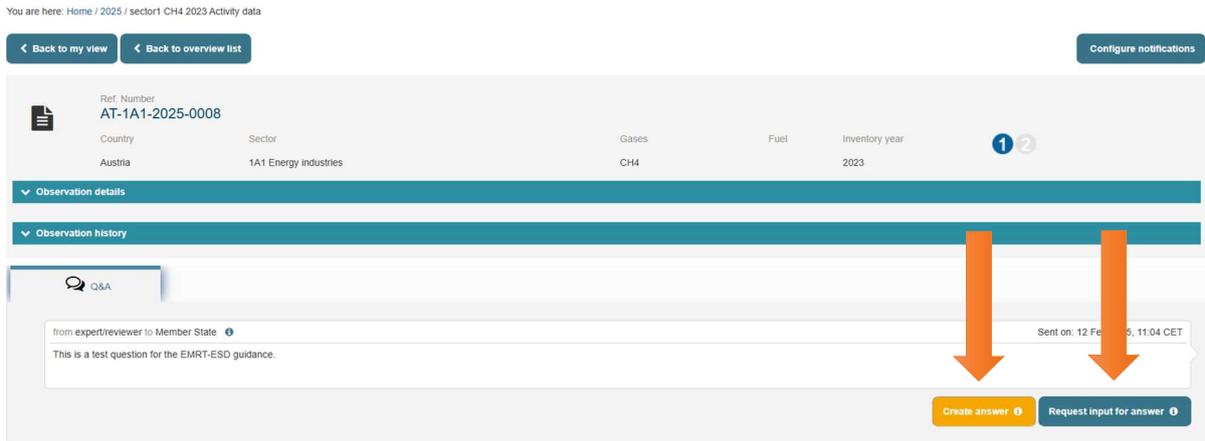


Figure 32 – View of the Member State Coordinator when receiving a question

3.4.1 Member State Coordinator creates answer

The MS Coordinator creates an answer and saves the answer.

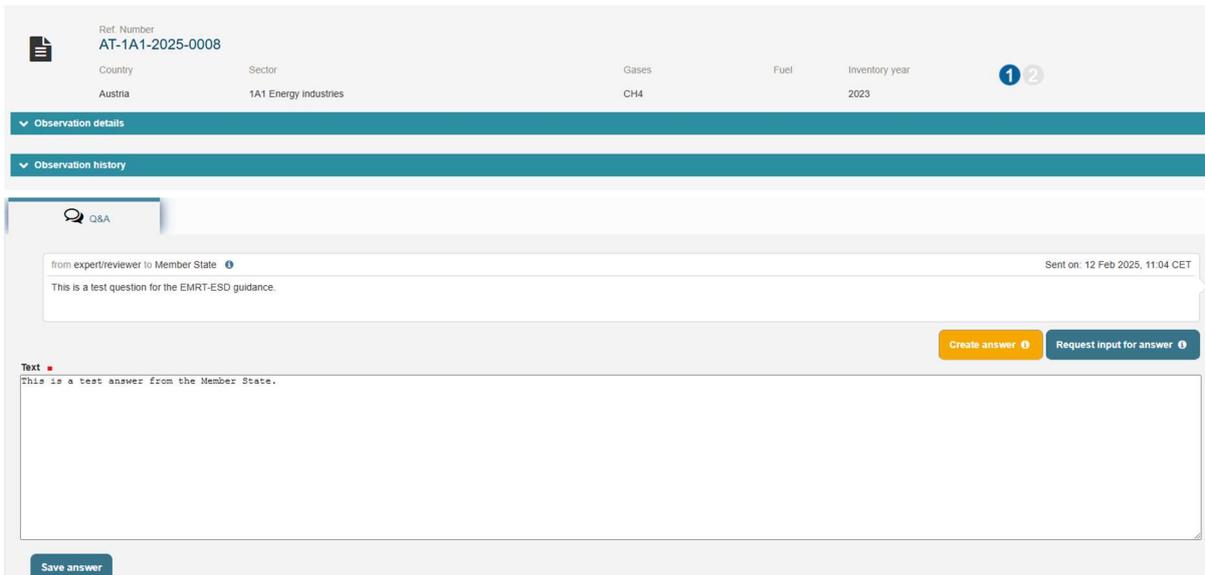


Figure 33 – Member State Coordinator drafting an answer

After saving the answer the MS Coordinator has four choices: 'edit answer', 'upload file', 'submit answer' or 'request comments'.

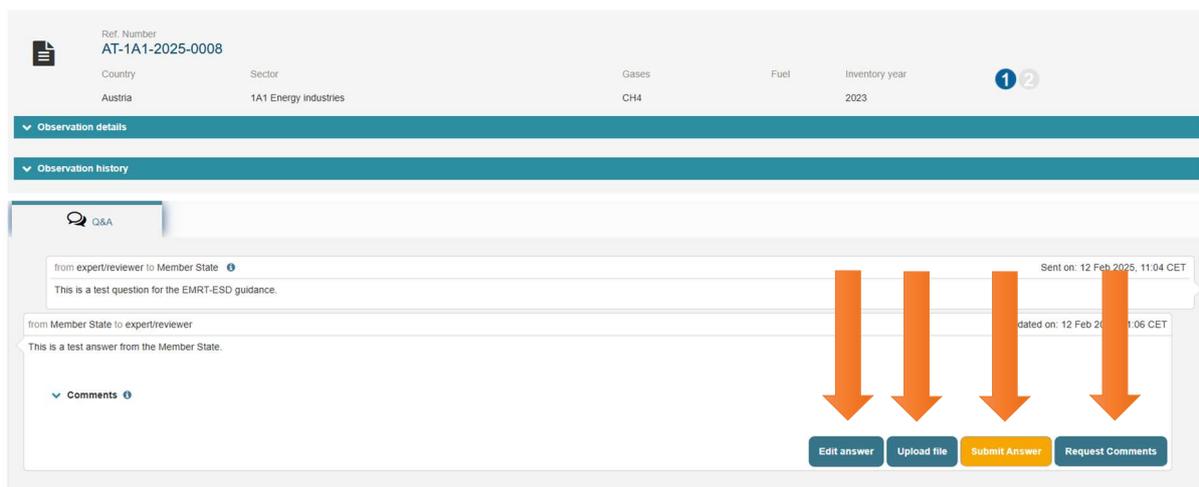


Figure 34 – Member State Coordinator options after drafting an answer

3.4.2 Requesting comments/ input from Member State Expert

Note on visibility: Internal commenting loops between members of the Member States will not be visible to review teams; only the final submitted answer will be visible to the review teams.

After drafting a conclusion, the Member State Coordinator can 'request comments', additionally they can 'request input for answer' from the Member State Expert as soon as the request for an answer has been received i.e. from the screen shown in **Figure 32**.

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

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



Figure 35 – Member State Coordinator request comments/ input from Member State Expert.

3.4.3 Member State Expert provides comments to an answer

The MS Expert then logs into the EMRT 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 Member State Expert adds a proposed answer to the question received from the review team and can also upload useful files. The Member State Expert can then 'Save Comment'. Additional comments can be added, if required. A notification email is sent to the MS Coordinator.

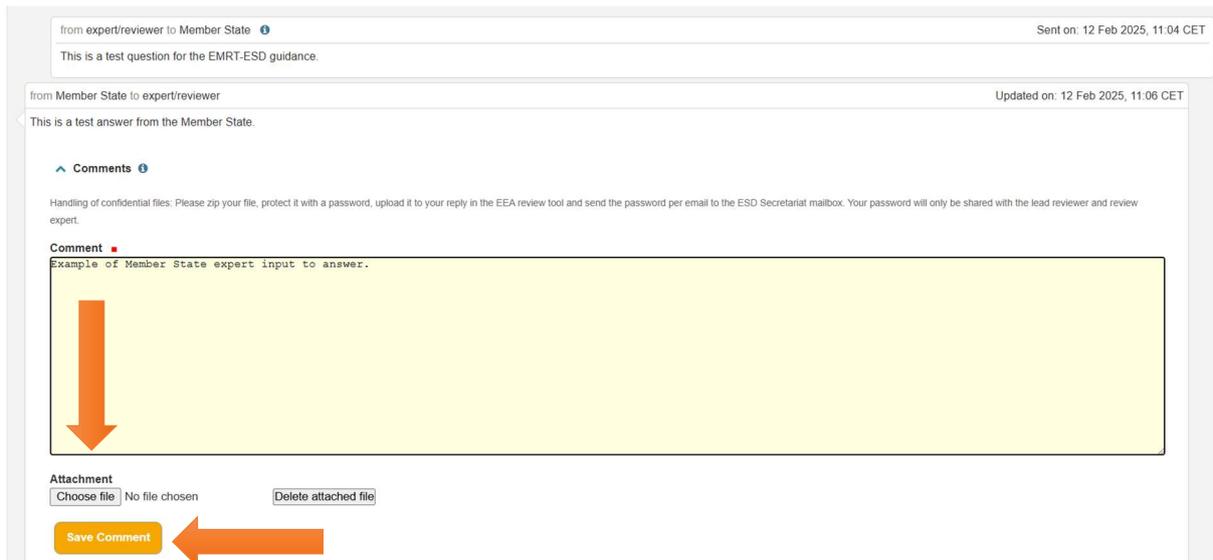


Figure 36 – Member State Expert input for drafting an answer

3.4.4 Member State Coordinator: Send answer to Sector Expert / Review Expert.

Following the input given from the Member State Expert, the Member State Coordinator must first close the comments.

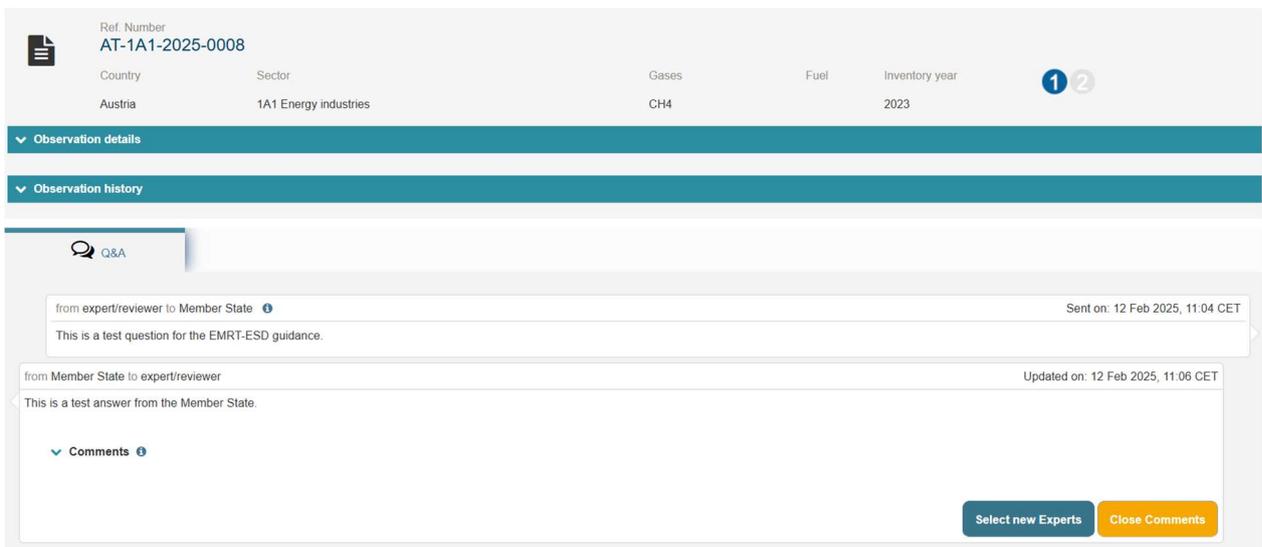


Figure 37 – Member State Coordinator closing comments following input from the Member State Expert

However, if no input was requested this step may be taken from the screen presented in **Figure 34**. After closing comments, the MS Coordinator can edit the answer, upload a file, reopen the commenting loop if further comments are required, and submit answer. Once the answer has been submitted, an email notification is sent to the review team: *'New answer from country'*.

Note that the review team will not be able to see any of the commenting loop between the MS Coordinator and the MS Expert. The review team will only be able to see the answer, which is automatically filled as 'For MS Coordinator: please draft, edit and finalise your consolidated reply here'. Therefore, **it is very important that the answer is edited** to reflect any information that is conveyed in the internal commenting loop.

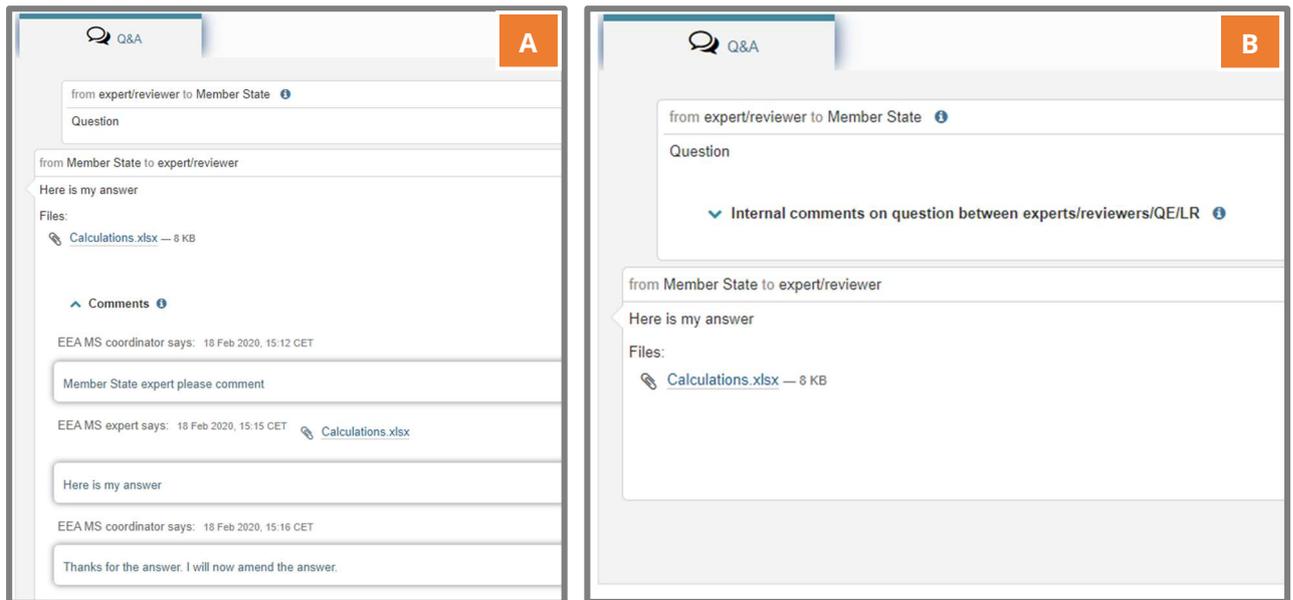


Figure 38 - A) The view for a MS Coordinator of the Q&A and internal commenting loop with MS Expert; B) The view of the same Q&A for the Sector Expert/Review Expert, without the internal commenting loop

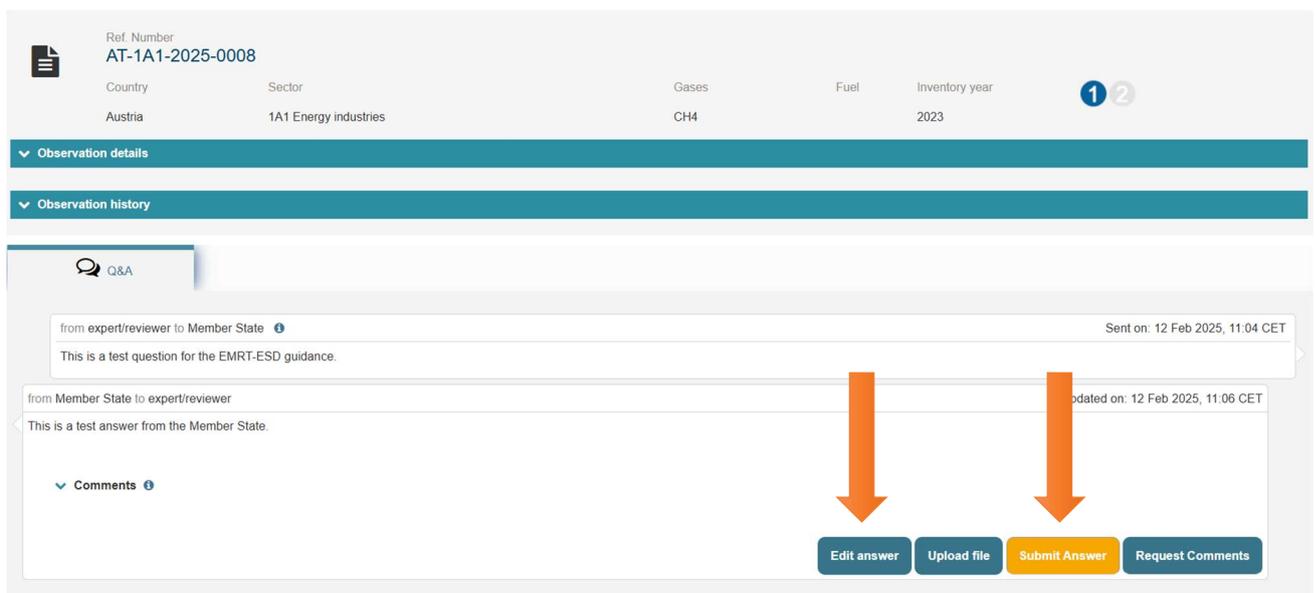


Figure 39 – Options for the Member State Coordinator after closing comments and drafting an answer

The MS Coordinator can recall the answer up until the point that the TERT Sector Expert presses the 'Acknowledge Answer' button. After recalling the answer, the screen returns to the one presented in **Figure 34**.

3.5 Sector Expert/ Review Expert: acknowledge MS answer

In this stage of the workflow the Sector Expert/ Review Expert receives the answer from the MS coordinator (MSA) and has two choices: Add a question and go back to **section 3.1.3** or draft a conclusion.

3.5.1 Sector Expert / Review Expert acknowledge an answer

The SE logs in and in the 'My View' tab finds the observation under the 'MS answers to review' menu.

Before any action can be taken, the Sector Expert must first 'Acknowledge Answer'. A notification email is sent to MS Coordinator to make them aware of this.

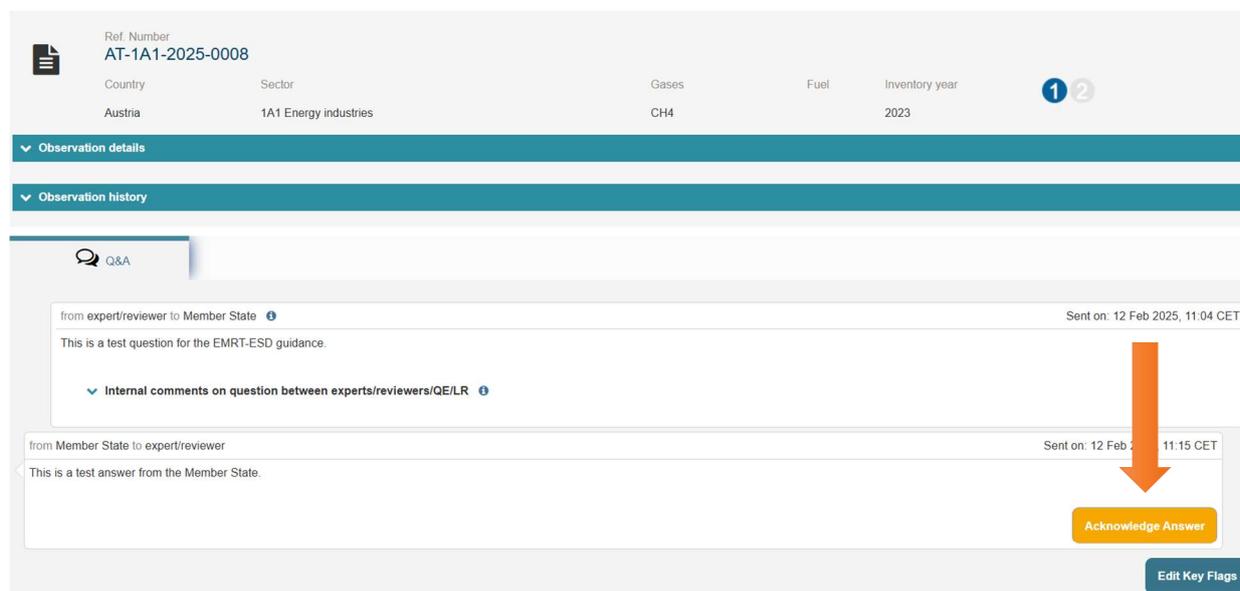


Figure 40 – Sector Expert opens the answer and acknowledge answer

Following the acknowledgement of the answer the Sector Expert/ Review Expert is presented with the options to 'Add follow up question', 'Add conclusions' or 'Edit Key Flags'.

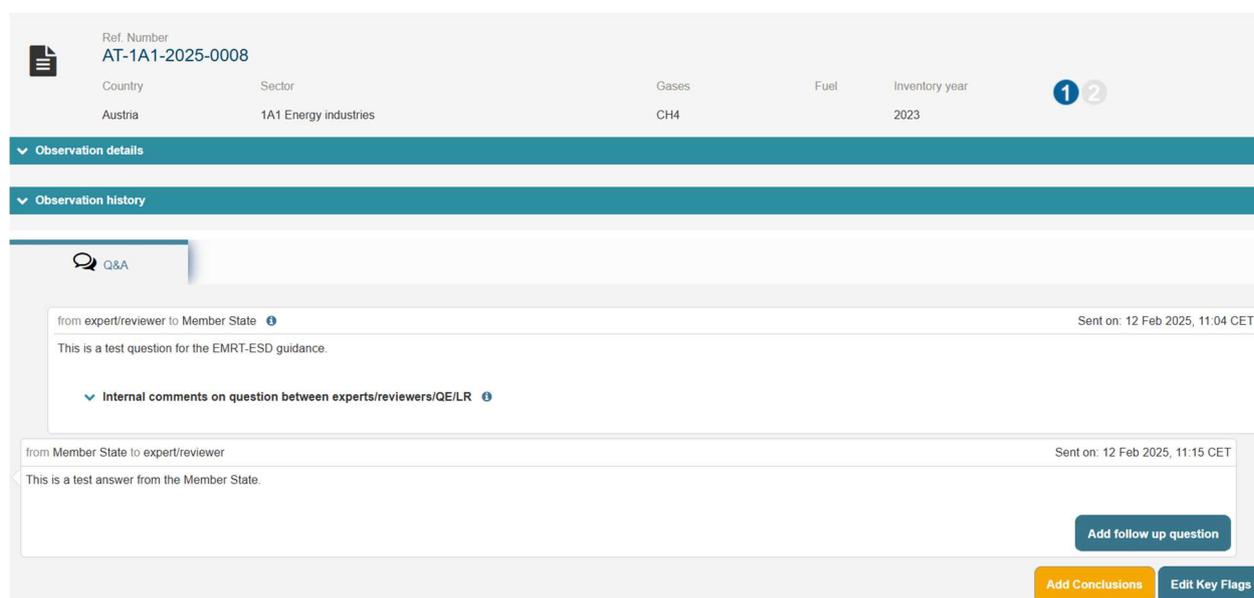


Figure 41 - Options for Sector Expert/ Review Expert following acknowledging an answer

If the Sector Expert/ Review Expert opts to 'Add follow up question' the process starts from **section 3.1.3.**

3.5.2 Sector Expert/ Review Expert drafts a conclusion

If satisfied with the response from the Member State, the Sector Expert/ Review Expert may draft a conclusion. By clicking 'Add Conclusions' from the screen presented in **Figure 41** the following input screen appears.

Status of observation ■

Partly resolved ▼

Internal note for expert/reviewers ■

This is internal conclusion text.

Concluding remark

(visible to MS when observation finalised)

This is the external concluding remark.

Description flags

Description flags highlight important information that is closely related to the main purpose of 'initial checks'

Not estimated (NE) Gap filling Recalculation (compared to previous year submission) Recalculation (compared to same year submission) UNFCCC recommendation LULUCF Regulation 2019 Refinement Article 37 (4a) Union recommendation Not sent to Member State Potential Follow-Up LULUCF Recommendation

Save

Cancel

Figure 42 – Sector Expert/ Review Expert drafting a conclusion

The Sector Expert/ Review Expert must select from a dropdown menu if the question is 'Resolved' or 'Not Resolved' according to the Review's *Decision Tree*. For the initial checks, the option of 'Partly Resolved' is also available.

The top box is space to draft an '*Internal note for expert/reviewers*' by the initial checks team and the draft recommendation of the review by the Comprehensive Review team. In both cases, what is written here is not visible to the Member State upon finalisation of the observation. The recommendation entered here by the Comprehensive Review team will be used to compile the Review Report for the relevant Member State.

The second box provides a space to draft a '*Concluding remark*'. The contents of this box will be made visible to the Member State upon finalisation of the observation. However, this will not appear in the Review Report for that Member State.

The Sector Expert/Review Expert has to select '*Description Flags*' for the Conclusion (multiple flags can be selected). Conclusion flags can also be selected as appropriate.

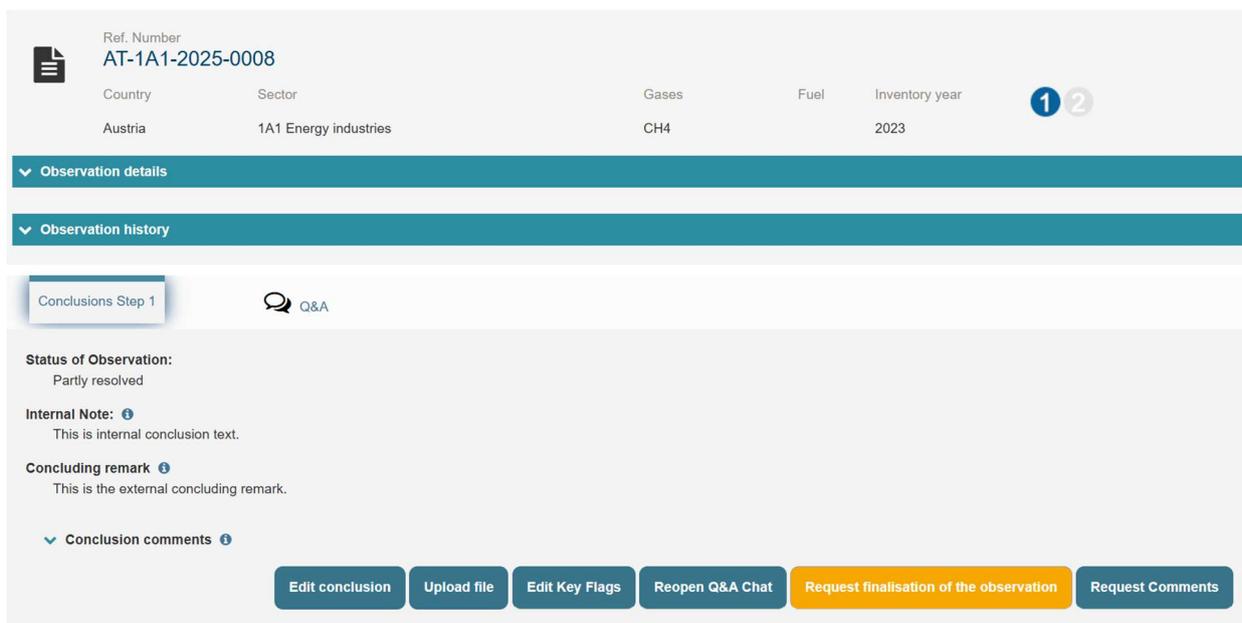


Figure 43 – Options following the drafting of a conclusion by Sector Expert/ Review Expert.

The Sector Expert/ Review 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/ Review Expert to edit the conclusion they have just drafted
- 'Upload file' allows the Sector Expert/ Review 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 (see **section 3.1.3**).

3.5.3 Sector Expert/ Review Expert request comment from Counterpart

Note on visibility: Internal commenting loops between Sector Experts/Review Experts and Counterparts will be visible to the Quality Expert/Lead Reviewer, but not to the Member State.

After drafting the conclusion, the Sector Expert/Review 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 3.2**.

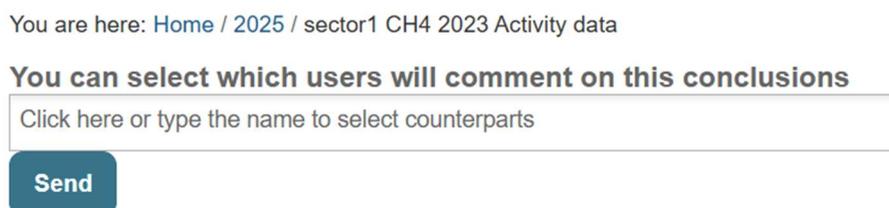


Figure 44 – Request comments for conclusions

3.5.4 SE requests finalisation of the observation

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

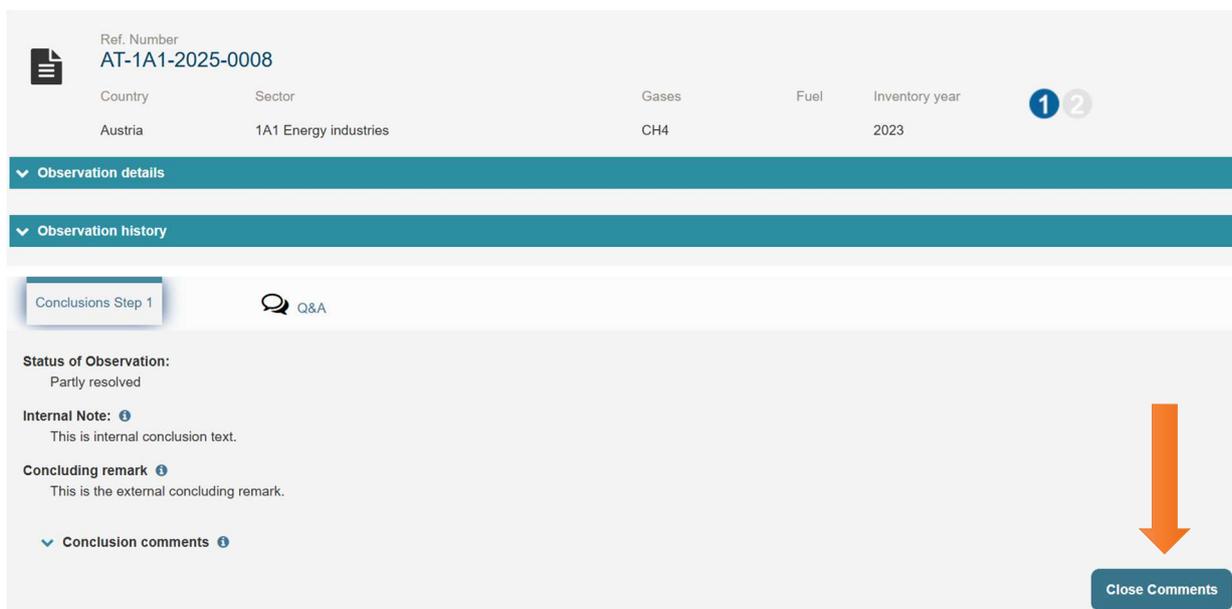


Figure 45 – Sector Expert/ Review Expert closing comments following commenting loop on conclusion text

The Sector Expert/ Review Expert may then 'Request finalization 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 Quality Expert/ Lead Reviewer along with an email notification of the update.

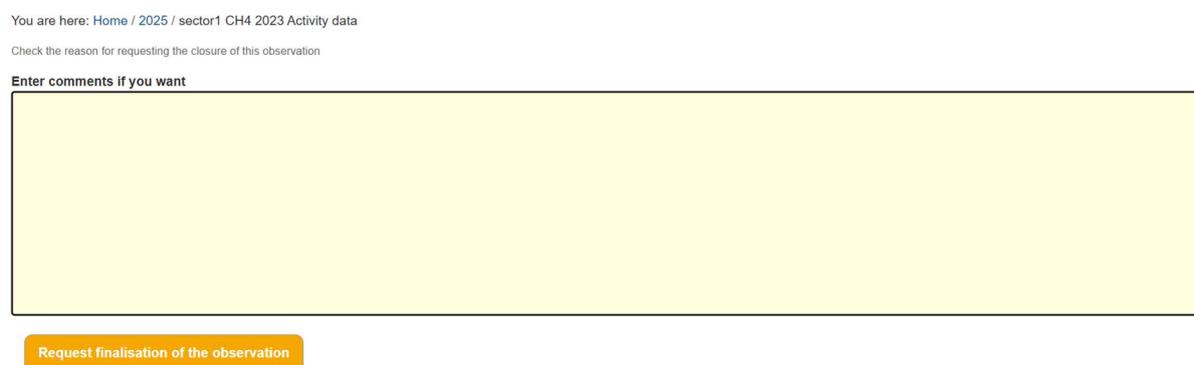


Figure 46 – Requesting finalisation of the observation

3.6 Quality Expert/ Lead Reviewer: finalises a conclusion

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

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

At this stage in the review the workflow between the initial checks team and the Comprehensive review team deviates slightly. A Quality Expert will be presented with the options shown in **Figure 47**, whereas a Lead Reviewer participating in the Comprehensive Review will be presented with options as seen in **Figure 48**.

The Quality Expert (in the initial checks team) can now confirm the conclusion drafted by the Sector Expert and “Confirm finishing observation”, “Deny finishing observation”, or “Hand over to Team 2”. Team 2 here refers to the Comprehensive Review team.

Ref. Number
AT-1A1-2025-0008

Country	Sector	Gases	Fuel	Inventory year
Austria	1A1 Energy industries	CH4		2023

Observation details

Observation history

Finish observation | Conclusions Step 1 | Q&A

Observation Finish Requested

SE comments on finish observation request:

Confirm finishing observation | Deny finishing observation | Hand over to Team 2

Figure 47 – Options when finalisation of an observation is requested by initial checks team, as seen by Quality Expert

Ref. Number
AT-1A1-2025-0008

Country	Sector	Gases	Fuel	Inventory year
Austria	1A1 Energy industries	CH4		2023

Observation details

Observation history

Finish observation | Conclusions Step 2 | Conclusions Step 1 | Q&A

Final status of observation:
Partly resolved

Recommendation: ⓘ
For category x and gases a, b, c for year[s]... the TERT noted that... In response to a question raised during the review, [the Member State] explained that... [the Member State provided [a] revised estimate[s] for year[s] [and stated that it will be included in the next submission.]] The TERT [disagreed][agreed][party agreed] with the [explanation] [revised estimate] provided by [the Member State]. [The TERT decided to calculate a technical correction.][The TERT noted that the issue is below the threshold of significance for technical correction.] The TERT recommends that... [[the Member State] include the revised estimate in its next submission.]

Internal comments on conclusion between experts/reviewers/QE/LR ⓘ

Edit conclusion | Upload file | Finish Observation | Deny finishing observation

Figure 48 - Options when finalisation of an observation is requested in the Comprehensive Review, as seen by Lead Reviewer

3.6.1 QA/ LR denies finishing observation

When either the Quality Expert or Lead Reviewer deny finishing the observation an explanation of the reason why finalisation is denied must be given. At this point a notification email is sent to the Sector Expert/ Review Expert: ‘Observation finalisation denied’.

Check the reason for denying the finishing of this observation

Enter your reasons to deny the finishing of this observation

Deny finishing observation

Figure 49 – Deny finishing observation

When finalisation is denied the Sector Expert/ Review Expert has the same options as presented in **Figure 43**.

3.6.2 QA/ LR confirm finalisation of conclusion

3.6.2.1 Initial Checks conclusion, hand over to Comprehensive Review team

The Quality Expert has the option to hand an observation to the TERT for the Comprehensive review. When this action is made the following screen is presented and the observation is passed over to the relevant Review Expert.

The screenshot displays the EMRT-ESD interface for observation AT-1A1-2025-0008. The top section shows metadata: Ref. Number (AT-1A1-2025-0008), Country (Austria), Sector (1A1 Energy industries), Gases (CH4), Fuel, and Inventory year (2023). A step flag icon (a circle with '1' and '2') is highlighted in an orange box. Below this are expandable sections for 'Observation details' and 'Observation history'. The 'Observation details' section is currently expanded, showing a 'Q&A' step. The Q&A section contains two messages: one from 'expert/reviewer to Member State' (sent 12 Feb 2025, 11:04 CET) asking a test question, and one from 'Member State to expert/reviewer' (sent 12 Feb 2025, 11:15 CET) providing a test answer.

Figure 50 - Quality Expert passed observation over to Comprehensive review team, highlighted by the step flag

Once the observation is passed to the Review Expert, they have the following options; 'Go to conclusions' or 'Add follow up question'. If they opt to go straight to conclusions the workflow continues as from **section 3.5.2**. If further Q&A with the member state team is required, the workflow will continue from **section 3.1.3**.

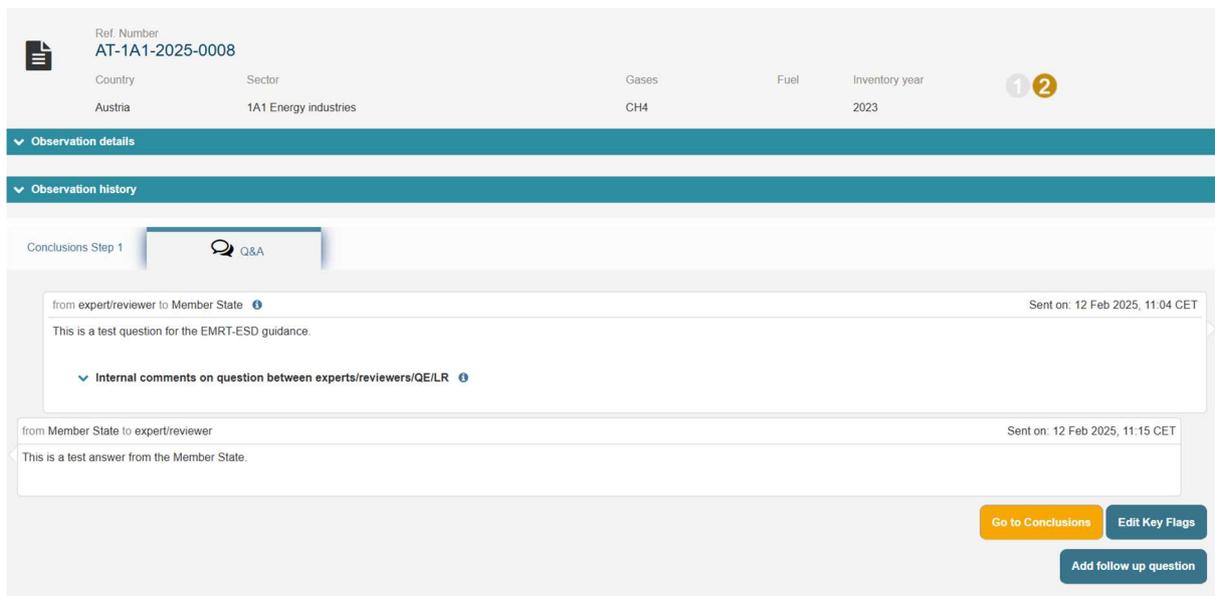


Figure 51 – Once passed over to the Comprehensive Review team, the Review Expert has these options

3.6.2.2 Comprehensive Review team conclusion

When a conclusion is finalised, no further options are given to the Lead Reviewer. Instead a summary of the observation is given as below.

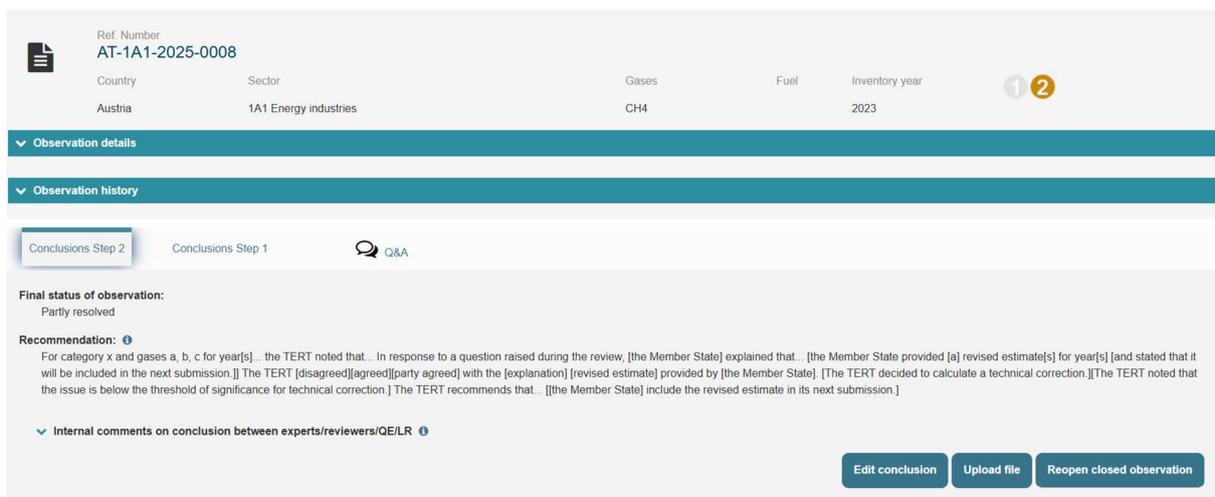


Figure 52 – Summary page given after Lead Reviewer finishes observation of Comprehensive Review.

After an observation is finalised, either by the initial checks team or the Comprehensive review team, a notification email is sent to the MS Coordinator: "An observation for your country was finalised" and to the SE/RE: "Your observation was finalised".

Important to note: Quality Experts and Lead Reviewers cannot recall a question when "Finish Observation" has been clicked in the EMRT.

Annex I – Review Timelines

Table 2 - Timeline for the GHG initial quality checks

Date	Member States	EU Team (initial checks)	EEA/ Commission
15 Jan	Submit to EU	Starts QA/QC checks	
27 Feb		Deadline for QA/QC checks	
28 Feb	Start responding to questions	Experts send questions to MS	EEA send draft Inventory report to MS
15 Mar	Deadline for response to questions	Start following up to MS responses. Prepare estimates for data missing from the national inventory (Gap-filling)	
28 Mar		Deadline for following up #1	
29 Mar		Send follow up questions to MS Start EU Inventory and Inventory report	
	Start responding to follow up questions		
30 Mar		Deadline for estimates for missing data	
4 Apr			Commission send estimates for missing data
7 Apr	Deadline for response to follow up questions Deadline for comments on missing data		
		Start following up on MS responses #2	
15 Apr	Submission to UNFCCC		
		Deadline for EU Inventory and Report	
			Commission submits EU GHG Inventory to UNFCCC
9 Apr		Deadline for following up #2	
20 Apr		Finalise all issues.	

Table 3 - Timeline for the Comprehensive Review

Activity	Task description	Timing
Preparation of review material for the 2027 and 2032 comprehensive inventory reviews	Material for the 2027 and 2032 comprehensive inventory reviews shall be prepared based on 15 April submissions of the Member States.	15 April — 25 April
Desk based review and communication of questions to Member States	The technical expert review team (TERT) shall perform checks and compile questions to Member States based on 15 April submissions of the Member States. Questions shall be sent to Member States.	25 April— 13 May

Response to desk-review questions	Member States shall respond to the TERT's questions from the desk based review.	13 May — 27 May
Centralised review and communication of additional questions to Member States	The TERT shall meet to discuss responses from Member States, identify cross-cutting issues, ensure consistency of findings across Member States, agree upon recommendations, prepare potential technical corrections, etc. Additional questions shall be identified and sent to the Member States.	One week in the time period 25 May — 15 June (For 2025: 2 nd – 6 th June)
Response to additional questions and potential technical corrections	Member States shall provide answers to additional questions and potential cases of technical corrections during the centralised review.	During the centralised review
Communication of draft technical corrections	Draft technical corrections shall be sent to Member States.	One day after the end of the centralised review
Response to draft technical corrections	Member States shall respond to draft technical corrections or provide revised estimates.	15 days after the end of the centralised review
Compilation of draft review reports	The TERT shall compile draft review reports, including any unresolved issues and draft recommendations and, where applicable, details and justification for draft technical corrections.	21 days after the end of the centralized review
Potential in-country visit	In exceptional cases, where significant quality issues continue to exist in the inventories reported by Member States or the TERT is unable to resolve questions, an ad-hoc country visit may be undertaken.	29 June — 9 August
Communication of draft review reports to Member States	Draft review reports shall be sent to Member States	21 days after the end of the centralised review
Comments to draft review reports	Member States shall provide comments on the draft review reports, mentioning any comments they wish to include in the final review report.	40 days after receipt of the draft review report
Finalisation of review reports	Informal communication with Member States to follow up any outstanding issues if needed. The TERT shall finalise the review reports. The review reports shall be quality checks and edited.	75 days after the end of the centralised review
Submission of Final Review Reports	The final review reports shall be sent to the Commission and to the Member States.	83 days after the end of the centralised review