

**This newsletter provides an important reminder for UK administered aircraft operators about the 2017 scheme year compliance deadlines.**

## **2017 Scheme Year Compliance Timeline**

**31 March 2018 (23:59 UK time)**

### **Submit your emissions report via ETSWAP**

If you are eligible to use simplified reporting (i.e. your annual 'full scope' emissions are below 25,000tCO<sub>2</sub> and/or your 'intra-EEA' emissions are below 3,000tCO<sub>2</sub>) and decide to use Eurocontrol ETS Support Facility (ETS SF) data to complete your emissions report, you must check the flight and emissions data against your own records to ensure the ETS-SF data is complete and accurate; any errors could lead to an incorrect report and/or an under-surrender of allowances, which may leave you liable to a civil penalty.

If you identify any errors or issues with your ETS SF data please contact [Eurocontrol](#) as soon as possible to get this corrected before completing your emissions report in ETSWAP. Please ensure that you attach a copy of the email you receive from Eurocontrol containing your ETS SF report to your ETSWAP emissions report prior to submission.

If you are not eligible to use simplified reporting or do not wish to use this method, your 2017 scheme year emissions report must be submitted to an independent verifier for verification before it can be submitted to us.

Failure to meet the reporting deadline is a breach of the UK Regulations, which may lead to a civil penalty.

**31 March 2018 (23:59 Brussels time)**

### **Enter your reportable emissions in the UK Registry**

You must enter your reportable emissions into your Aircraft Operator Holding Account (AOHA) within the Union Registry by this date.

Please ensure that when you enter your total domestic and non-domestic emissions figures in your AOHA, the numbers add up to your total CO<sub>2</sub> emissions figure in the Detailed Emissions Data section of your emissions report form.

If your emissions report has been verified, your verifier is also required to confirm the emissions figure in your AOHA by this date. If you are using simplified reporting we will confirm your reportable emissions figure for you if the entered emissions match your ETS SF data.

**If you have previously used an independent verifier, you must remove your verifier from your AOHA prior to entering your reportable emissions.**

**30 April 2018 (23:59 Brussels time)**

### **Surrender your allowances from your AOHA**

You must surrender allowances equivalent to your 2017 reportable emissions by this date. It is your responsibility to ensure that any allowances you require for surrender are delivered to your AOHA on time.

If you have an AOHA please login to your account and check that you have at least two Authorised Representatives (ARs) and that they will be available during March and April 2018 to carry out your compliance tasks. If you need to make any changes to your AOHA or have yet to open an AOHA, please contact our Registry Team urgently [here](#).

**Operators who fail to surrender sufficient allowances by 30 April 2018 are liable to receive a mandatory civil penalty equivalent to €100<sup>(1)</sup> per tonne for each allowance that they fail to surrender.**

### **Eurocontrol - Small Emitters Tool (SET)**

Aircraft operators who are eligible and wish to use the SET to estimate their CO<sub>2</sub> emissions should use version 5.07 of the SET for their 2017 scheme year compliance. A copy of the SET can be found [here](#).

### **Annual Subsistence Charge**

Aircraft operators who have reporting and surrendering obligations for the 2017 scheme year will soon receive an annual subsistence invoice for 2017. Further details about the subsistence charge can be found [here](#).

### **Talking to us**

If you have any questions regarding EU ETS compliance please contact our ET Aviation [helpdesk](#).

**There will be no helpdesk coverage between 17:00 (UK time) on Thursday 29 March 2018 and 08:00 (UK time) on Tuesday 3 April 2018. This is due to a public holiday weekend in the UK.**

**Please make sure you contact us as soon as possible if you have any questions about your 2017 emissions report.**