



ReFuelEU Aviation Sustainability Portal

30/01/2025
Sesión Informativa Implementación
Reglamento ReFuel EU Aviation

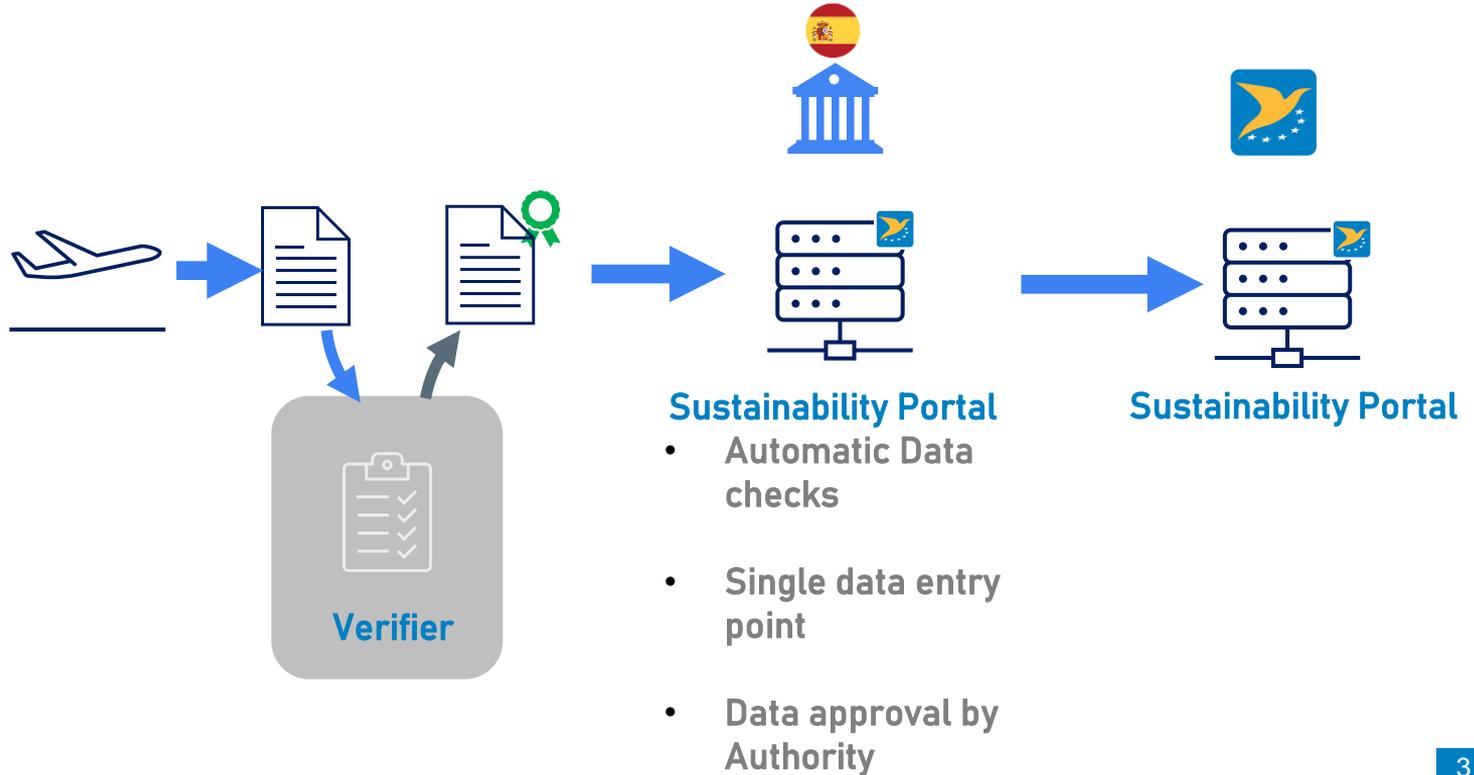
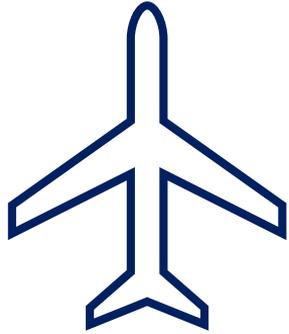


Agenda

Operator onboarding
Data reporting function and new
functions

ReFuelEU Aviation: Sustainability Portal

Art.8



ReFuelEU Aviation: The Sustainability Portal

 Sustainability portal [Manuals & FAQs](#) [Contact support](#) [Notification](#)

[Home](#) [National Competent Authorities](#) [Reporting period](#)

ReFuelEU - 01/01/2024 - 31/12/2024

[+ Import list](#) [+ Opt-in](#)

[Open for submissions](#)

Reporting period: 01/01/2024 - 31/12/2024 [Submission period: 01/01/2025 - 31/03/2025](#)

[Aircraft operators \(10\)](#) [Union airports \(144\)](#)

Administering country: Has data submission: All Yes No

Show aircraft operators who cannot report data under Article 8 (No admin users)

[Filter](#) [Reset](#) [CSV table export](#) [CSV export](#)

CRCO code	Aircraft operator name	Primary contact	Available/Max seats	Administering country	Competent authorities
12798	NORTH FLYING 1991	Michael Rønaa	0 / 3	Denmark	Denmark National Competent Authority
142	ATLANTIC AIRWAYS	Marius Davidsen	1 / 3	Denmark	Denmark National Competent Authority
31954	FLEXFLIGHT	Not specified	3 / 3	Denmark	Denmark National Competent Authority
3456	AIR ALSIE	Not specified	3 / 3	Denmark	Denmark National Competent Authority
366	DANISH AIR TRANSPORT A/S	Halldór Sigurðarson	0 / 3	Denmark	Denmark National Competent Authority
379	COPENHAGEN AIR TAXI	Dorthe Lovnholm Larsen	1 / 3	Denmark	Denmark National Competent Authority

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Current
Status



Sustainability Portal

- Minimum 1 admin user per operator
- Recommended 2 admin users per operator

To ensure data reporting can happen during
leave/sick leave

User account / Permission	AO member	AO Admin	CA Member	CA Admin
Create new AO Member		X	X	X
Make AO Member and AO Admin			X	X
Create submission request	X	X		
Report data		X		
View reported data	X	X	X	X
Approve / reject reported data				X

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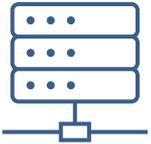
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[Manuals & FAQs](#)

[Contact support](#)

 [Notifications](#)

Need help?



Sustainability Portal

Guide: Knowledge Base

- Publicly accessible
- Manuals and FAQs for CA and AO

Support: Contact system

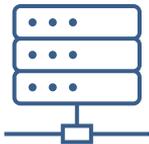
- AO would contact CA directly

Stay informed: Notification Centre

- Portal sends daily email digest with notifications
Example: CA approved your data submission

ReFuelEU Aviation: The Sustainability Portal

Need help?



Sustainability Portal

EASA sustainability

Submit a request Morgan MILET

Search

User manuals
Find your way in EASA's Sustainability portal

Announcements
Find out what's happening

Recent activity

User manuals
How to report feedback and issues and how to get help
Article created 1 day ago 0

User manuals
<https://easa-sustainability.ec.europa.eu/en/operational/1606000271645-user-manuals>
Article created 2 days ago 0

User manuals

- How to report feedback and issues and how to get help
- First application login
- Navigating in the application
- Managing organization members
- Impersonating users
- Data submission by an Aircraft Operator
- Data submission approval
- Template file columns definition

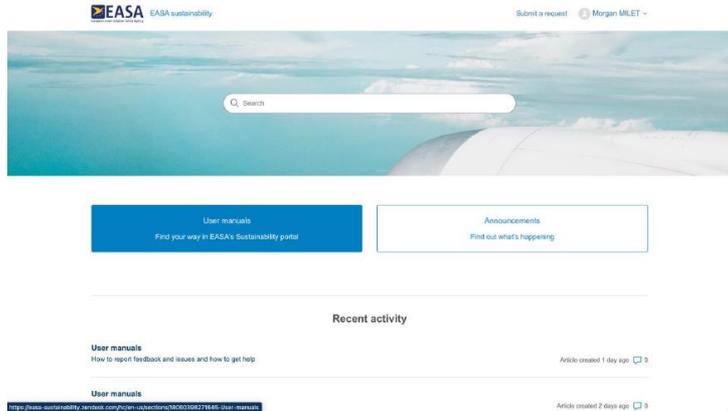


Info session ReFuelEU Aviation Sustainability Portal

Data reporting function and new features

Data reporting(Art. 8) Step-by-step guide for Aircraft Operators

Data reporting(Article 8) Step-by-step guide for Aircraft Operators – EASA sustainability



The data reporting feature contains the following main steps:

- 1- Upload: Aircraft Operators upload their data using the [template](#), supporting documentation (if needed) and verifier certificate
- 2- Automatic checks: The **portal** checks the uploaded data and provides an error report if needed
 - Blocking errors? Aircraft Operator provides explanations for errors
- 3- Manual audit: Competent Authority audits the submission request
 - Any questions? Return data submission back to AO with feedback
- 4- Approve: Competent Authority approves data or requests more information
- 5- Notify: When approved, the relevant stakeholders are informed via email

Data reporting(Art. 8) Step-by-step guide for Aircraft Operators

1. Upload: Aircraft Operators upload their data using the [template](#), supporting documentation (if needed) and verifier certificate



2. Automatic checks: The portal checks the uploaded data and provides an error report if needed. [Automated data checks on the data reporting template – EASA sustainability](#)

- Click 'Data reporting' in the top menu
- Click 'Start submission' to create a Data submission request
- Now there are 3 tabs to fill in:
 - Data
 - Supporting documents
 - Verifiers certificate

Error report

Sheet	Position	Type	Value	Description	Explanation	Status	Actions
1. Fuel Reporting	B3	Error	LROP	The LROP airport is not part of this reporting period. ⓘ			Provide explanation
2. SAF Purchase Reporting	F2	Error	0	This value should be positive. ⓘ			Provide explanation

- Status: Status of error, the following statuses
 - **Pending:** Competent Authority has not received the explanation yet or still needs to review it.
 - **Accept:** Competent Authority has accepted the explanation
 - **Reject:** Competent Authority has rejected the explanation

▶ Click **submit** or **submit with explanations** in case you have errors. Click 'Yes, submit' to confirm your submission and send it to the Competent Authority.

Data reporting(Art. 8) Step-by-step guide for Aircraft Operators

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4. Approve: Competent Authority approves data or requests more information

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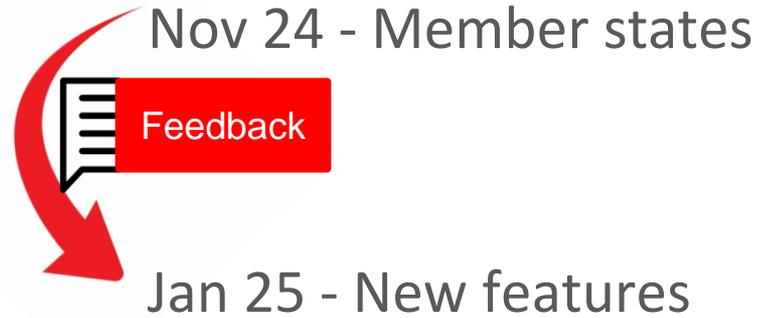
There are two possibilities for the Competent Authority

Approve submission

Request amendment/information

The data submission request status will change to In Progress.

New features based on Feedback



New: Detailed version history



- Full traceability in data reporting
- Every interaction and its details are stored (when, what by whom)
- Accessible via 'See version history' on the data submission screen

Data submission ID#75

[Request amendment / information](#) [Approve submission](#)

Aircraft operator NETJETS TRANSPORTES AÉREOS, S.A.	Status Submitted (needs audit)	Submission date 21/01/2025	See version history
Submitted by Netjets Transportes Aéreos, S.A. Group admin	Compliance status Non-compliant (24121.1 tonnes)		



Data submission ID#77

- V12** [Portugal National Aviation Authority \(Artur Sousa\)](#) has approved this Submission request
Submitted (needs audit) → Approved
January 21, 2025 at 06:55
- V11** [SATA INTERNACIONAL, S.A. \(Sata Internacional, S.A. Group admin\)](#) has submitted this Submission request
Ready for submission → Submitted (needs audit)
January 21, 2025 at 06:52 - [version details](#)
- V10** [SATA INTERNACIONAL, S.A. \(Sata Internacional, S.A. Group admin\)](#) has uploaded new data for this Submission request
Error report
1 error, 0 warnings
January 21, 2025 at 06:50 - [version details](#)
- V9** [SATA INTERNACIONAL, S.A. \(Sata Internacional, S.A. Group admin\)](#) has uploaded new data for this Submission request
Error report
5 errors, 0 warnings
January 21, 2025 at 06:50 - [version details](#)
- V8** [Portugal National Aviation Authority \(Artur Sousa\)](#) has requested more info for this Submission request

Reminder: Try yourself via the training environment

How to access the training environment?



- Login to the **live** environment
- Click on your profile(top-right)



- Click on 



- You will **automatically be logged into the training environment**



Remember you can imitate an operator by using the masquerade function

Last login	Joined	Operations
24/04/2024	08/04/2024	<ul style="list-style-type: none">Unset adminBlockCancelMasquerade as



Info session ReFuelEU Aviation Sustainability Portal

Thank you!
Any questions/feedback

24/01/2025
Virtual