

**Universal® received the following message from the  
UK Competent Authority on 3 August 2012:**

## **UK Helpdesk provides guide to Phase III AEM plan update**

This message contains important information to help guide  
you through updating your existing AEM plan.

Dear Aircraft Operator,

Please find below and attached information to help you comply with the RFI 'Notice Requiring Information' you have received via email on 30th July 2012:

[EU-ETS Aviation Phase III Newsletter – June 2012](#)

[ETSWAP Work Queue Screenshot](#)

Why have aircraft operators been sent this request?

At present aircraft operators must comply with their AEM plan and the EU Commission Monitoring and Reporting Guidelines (MRG). The EU Commission is replacing the MRG with Monitoring and Reporting Regulations (MRR). The MRR was adopted on the 21st June 2012 and comes in to effect on 1st January 2013. The new MRR requires aircraft operators to provide some further information in their AEM plans before the Regulation comes into effect. We then have to go through a review and approval process so that we are in a position to issue your Phase 3 plan on the 1st January 2013.

How do I find out more about the MRR?

Further information explaining why your AEM plan must be amended can be found in our last Newsletter publication dated June 2012, see attached.

What do I need to do?

- You have to complete two tasks which you will find in your ETSWAP work queue; 'Batch RFI Response' & 'Phase III Plan Application', see attached a screenshot of what you should see.
- This application does not need to be Verified.
- There is no application fee
- We need aircraft operators to complete their Phase III plan task and submit it to us by 5th September 2012.

- Even if your operation has not changed, you still need to complete these tasks and amend your plan.
- The 2 tasks should be completed in this order 1) 'Phase III Plan Application' 2) 'Batch RFI Response'.
- The first task 'Phase III Plan Application', requires you to open a form and complete the blank sections highlighted by a red \*.
  - When you open the form you will notice that most of the information from your current AEM plan has been pre-populated for you.
  - Please note, any attachments you previously submitted need to be attached again e.g. copy of your AOC (if applicable) and information in the 'Additional Information' section, also the 'Confidentiality' section needs completing again.
- Please note the following which may apply to some operators;
- Please include any changes that you have made as part of a variation request, which have not yet been approved.
- Also, where applicable, include any plan updates identified in your Improvements Report, if the updates are to be made before 1st January 2013.
- The second task 'Batch RFI Response' is a very simple task and only requires you to click a button to tell us that you have completed the RFI (Request for Further Information).
- For Small Emitters the additional information required in this form includes extra input in the following sections; Management.
  - Please note, you will see that some sections are no longer included in your plan e.g. the Data Gaps section.
- For Large Emitters the additional information required in this form includes extra input in the following sections; Fuel Density, Uncertainty, Data Gaps, Management.
- To help you complete these sections, please find attached example AEM plans for both [Small](#) and [Large](#) Emitters. These plans show the type of information we would expect to see in your application.

We hope this helps you complete these tasks, in the meantime if you have any further queries please do not hesitate to contact us at [etaviationhelp@environment-agency.gov.uk](mailto:etaviationhelp@environment-agency.gov.uk)

Kind regards,

ET Aviation Helpdesk

Aviation Website: <https://euets.environment-agency.gov.uk/Authentication/Logon.aspx>

Universal is a registered trademark of Universal Weather and Aviation, Inc.

© 2012 Universal Weather and Aviation Inc. 8787 Tallyho Road, Houston, Texas 77061-3420 USA.