

Latvia's Emission Trading Registry

Terms of Use

Account Access information

1. Combination of Username and Password of the user is used to access the account in Latvia's Emission Trading Registry (ETR).
2. Account access password:
 - 2.1 Account access password consist of at least an 8 character, which has to be a mix of both alpha and numeric characters;
 - 2.2 Account access password does not expire still user has to change its password at least every 3 months;
 - 2.3 Account access password can not repeat and it can not consist of elements that could be easily associated with user (for example, name, surname, date of birth etc).
3. If the user can't or do not want to change its password by himself/herself, ETR administrator can change the account access password for this particular user only can be changed by ETR administrator if the user calls ETR administrator and identify himself by answering on several questions:
 - 3.1 ETR administrator then sends the changed password to user's e-mail address that is recorded in the particular user's contact information in ETR;
 - 3.2 In the e-mail ETR administrator stress out that user has to change the password to the password only he/she knows taking into account the requirements of password built.
4. Password issued to the user for the access to ETR accounts is strictly personal and confidential. Do not share with and make known your password to anyone including ETR administrator, ETR Helpdesk or other user of particular or other account in ETR.
5. If in any way You are asked to input Your account access credentials or the account access information is asked with any other method, immediately inform the ETR administrator of this case by calling to ETR Helpdesk phone.
6. If You have suspects that other person could obtain or had access to Your account access information or have found out the username and password for Your account, immediately contact the ETR administrator or, in case if You found out this information in weekend, then send an e-mail to ETR Helpdesk or contact the ETR administrator in the first working day after the weekend.
7. You can change the account access password by yourself in ETR software (see user manual of ETR¹).

Technique, machine and software security used to access ETR

1. It is user's responsibility to use the most advanced anti-virus software and firewall software and update it at least once a week, as well as do the full and in depth scan using anti-virus software at least once in two weeks.

¹ http://www.meteo.lv/upload_file/SEG_REGISTRS/ETR_user_manual_CR_01112009.pdf

2. Operating System (OS) and other software that is installed on the machine used to access the ETR should be updated with the latest security patches released by their software developers.
3. Do not use links that You are received with e-mail to access Your account in ETR:
 - 3.1. Do not open any attachments attached to those e-mails;
 - 3.2. ETR administrator never sends an e-mail with the request to input or submit Your account's access information;
 - 3.3. ETR administrator never sends to ETR users e-mails with order to or request to download any particular software that as stated has to be used to access the ETR.
4. Open the attachments of e-mails with the information of ETR but that is not sent by ETR administrator only after careful consideration of their source and content.
5. Never open any attachments with e.g. in Microsoft Windows a .com, .bat, .vbs, .wsh or .exe extension on the filename.
6. If you have any cause for suspicion regarding received emails, contact the ETR administrator and/or ETR Helpdesk.
7. Access to ETR with administrator's credential only can be given only to the appointed employees of the ETR maintaining company and only official and licensed software can be used to access the ETR.
8. Computer that is used to access the ETR with ETR administrator's credentials has to be secured as much as possible.
9. To access the account of ETR the computer, to whom the access is granted only in user's level not in administrator's level, has to be used.
10. On Your computer use the screensaver that will become active in 3 minutes since the computer is not used.
11. On Your computer set the option that in 5 minutes since the computer is not used the standby mode is activated. Gain access to Your computer after the standby mode is deactivated only by input of the password.
12. Never save the access information in the software or application You are using to access the ETR account.
13. Avoid (using setup of PC BIOS) booting from CD/DVD and/or USB devices. Protect BIOS access with a reliable and strong password (see above) different from the passwords You are using for other applications in Your computer.
14. Don't set Your computer as shared computer. Do not use share function to connect to ETR with several persons.
15. Do not use the computer You are accessing using remote desktop function to access the ETR.
16. Do not share with the information on Your computer (e.g. folders and/or printers) or run servers (e.g. http(s), ftp, etc.) or filesharing (e.g. BitTorrent) in the computer You are using to access the ETR.
17. Do not connect to Your computer the USB device that is non trusted and the is not scanned with anti-virus software.

Registry information

1. Regularly check Latvia's ETR homepage <https://etrlv.lv-gmc.lv> where in front public page the newest information of Latvia's and other member states ETR activity as well as security warnings and recommendation for users is published.
2. If ETR is not used for 5 minutes after the connection to it, ETR session is closed. In this case before You access the account repeatedly completely shut the used application or browser and input the access credentials after You run the browser afresh.
3. To access the ETR, always type the ETR address directly into the address box of your browser.
4. When leaving Your work place or computer You are using to access the ETR, always before leaving logout from the ETR and close the application or browser You were using for the access.
5. When leaving the computer it is suggested to leave Your computer on standby mode that You can deactivate only typing the password again.

Registry Helpdesk

1. ETR Helpdesk or ETR administrator send the e-mail to users of the accounts opened in ETR only if there is necessity to inform immediately users of possible or real threats using ETR or to send out the warnings.
2. ETR Helpdesk send out the information of deadlines, for example, of verified emission submission or surrendering.
3. ETR Helpdesk e-mail address is lvetr.helpdesk@lv-gmc.lv.
4. ETR administrators e-mail addresses are Jelena.Lazdane@lv-gmc.lv; Aiva.Pulke@lv-gmc.lv.
5. If the e-mail is received from different e-mail address but it is stated that received information concerns ETR or it is stated that the information is sent from ETR Helpdesk or ETR administrators, immediately contact the ETR administrators by phone: [+371 67032015](tel:+37167032015).
6. The working hours of ETR Helpdesk are – every working days from 8:30 – 17:00 (Baltic state time) or 6:30 – 15:00 (GMT).

Transaction of allowances procedure

On 19th January 2011 due to several serious thefts of emission allowances in different account of Emission Trading Registries (ETR) European Commission took a decision to block all internal and external transactions in all ETRs opened within Emission Trading Scheme.

According to UN Framework Convention of Climate Change Conference of Parties decision 24/CP.8 Annex paragraphs b and c, that states that each registry system shall implement measures, including automated internal checks, to ensure that data are protected against unauthorized manipulation and that any change in data is automatically and securely recorded using journaling and auditing functionality and to ensure that it is protected against exposure to security compromises, such as through viruses, hackers and denial of service attacks, Latvia has to implement higher level authentication mechanisms.

Starting 7th March 2011 and until other higher level authentication mechanisms will be implemented in Latvia's ETR, according to European Commission request, the option that internal and external transactions are initiated and proceeded only by Registry Administrator within state limited liability company "Latvian Environment, Geology and Meteorology Centre" (LEGMC) is chosen as higher level authentication mechanism in Latvia. All users of Latvia's ETR will be blocked and their status will be set to "Read Only".

According to mentioned above, new procedure of allowance transaction is set in Latvia's ETR:

1. Latvia's ETR account holder or account contact person / approved trustee of account holder submit an application of transaction of the allowances to Latvia's ETR administrator within LEGMC (Annex):
2. Application can be submitted electronically or in person:
 - 2.1. Electronically:
 - 2.1.1. Application has to be filled, signed and stamped, and after that scanned application has to be sent to Latvia's ETR administrator and Client Service Department within LEGMC to e-mail addresses: Jelena.Lazdane@lvgmc.lv; Aiva.Pulke@lvgmc.lv; klientu.serviss@lvgmc.lv;
 - 2.1.2. Application has to be electronically signed with digital signature;
 - 2.1.3. Latvia's digital signature has to be used to electronically signed an application.
 - 2.2. In paper:
 - 2.2.1. application has to be approved – signed and stamped;
 - 2.2.2. if the submitter of application is not an account holder and / or account 1st or 2nd contact person of the particular account, the proxy of the account 1st or 2nd contact person has to be submitted;
 - 2.2.3. the application in paper has to be submitted to LEGMC in person;
 - 2.2.4. application has to be submitted to LEGMC by the same person that is indicated as initiator of the transaction in the application;
 - 2.2.5. when the application is submitted to LEGMC the responsible personnel of the Client Service Department verify the applicant's identity documents.
3. The electronic template of the application is available on the homepage of LEGMC.
4. The applicant of transaction has to take into account the working hours of the Latvia's ETR administrators therefore the transactions have to be planned in advance.

*State Limited Liability Company “Latvian Environment, Geology and Meteorology Centre”
Director Mr A. Leitass*

(name of the company from what account transaction will be proceeded)

(company’s address)

(company’s phone number, fax and e-mail address)

(VAT registration number)

Application

To proceed the transaction of the allowances from Latvia’s Emission Trading Registry

Applicant of the transaction of the allowances:	
Name, Surname	
Personal identity number	
Identity document of applicant ² : name, number	
Position in the company or proxy ³	
Account name in Latvia’s ETR	
Account number in Latvia’s ETR	
Information of preferable transaction:	
Preferable date and time of the transaction ⁴	
Type of transferred allowances ⁵	
Amount of transferred allowances	

² This part has to be filled only if application of the allowances is submitted in person

³ It the applicant of transaction of the emission allowances is not the employee of the account holding company the proxy to represent the company has to be present when submitting of the application

⁴ The working hours of Latvia’s ETR administrators have to be taken into account

⁵ EUA – European Union Allowances, CER or ERU - <http://www.meteo.lv/public/29457.html>

(signature of the applicant of transaction of the allowances, its transcription)

The certification of the 1st or 2nd account contact person of the account from what the transaction will be proceeded:⁶

(signature of 1st or 2nd account contact person, its transcription)

Stamp place

_____, 2011

⁶ If the applicant of transaction of the allowances is not account holder or 1st or 2nd contact person of the particular account from what the transaction will be proceeded, the certification of the 1st or 2nd contact person of the account is necessary.

If the applicant of transaction of the allowances is account holder or 1st or 2nd contact person of the particular account the part is not fulfilled.