



Standards for a
Sustainable Future

AFOLU Non-Permanence Risk Tool

User Manual

Version: 2.0

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1 Introduction

1.1 Overview

- This guide supplies information about the functionalities of the Non-Permanence Risk Tool (NPRT) for Agriculture, Forestry, and Other Land Use (AFOLU) projects. The NPRT provides the procedures for conducting the non-permanence risk analysis for AFOLU projects and calculating their buffer pool contributions.
- The following section includes step-by-step instructions on the process of using the AFOLU NPRT. AFOLU NPRT is interchangeably referred to as AFOLU Non-Permanence Risk Assessment Calculator.

1.2 Audience

- Users of the tool include stakeholders such as project proponents, general account holders, and validation/verification bodies (VVBs) who already have an AFOLU project in the Verra Registry or who plan to register an AFOLU project. The AFOLU NPRT is accessed through the Verra Project Hub.

1.3 Signing In to the Verra Project Hub

- Users can get started by signing into the Project Hub (<https://projecthub.verra.org/>) with the credentials sent in their onboarding email. Users who already have access to Verra project hub will see this tool on the top right corner of the screen.

2 AFOLU Non-Permanence Risk Tool

2.1 Overview

- After logging in to the Project Hub (fig. 1), users with AFOLU NPRT permission will be presented with the “AFOLU NPRT” menu item on the top right corner of the page.

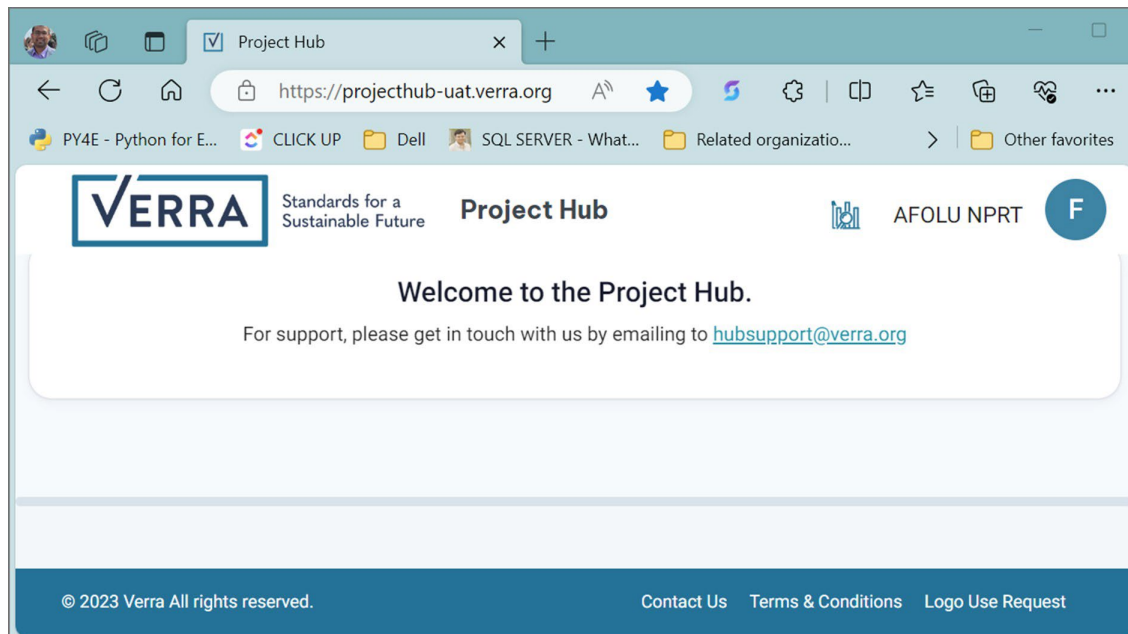


Figure 1. Project Hub main page with AFOLU NPRT Menu visible.

2.2 Risk Assessment Dashboard

- Created assessments will be available to the users as a list in their organization-specific dashboard (fig. 2).

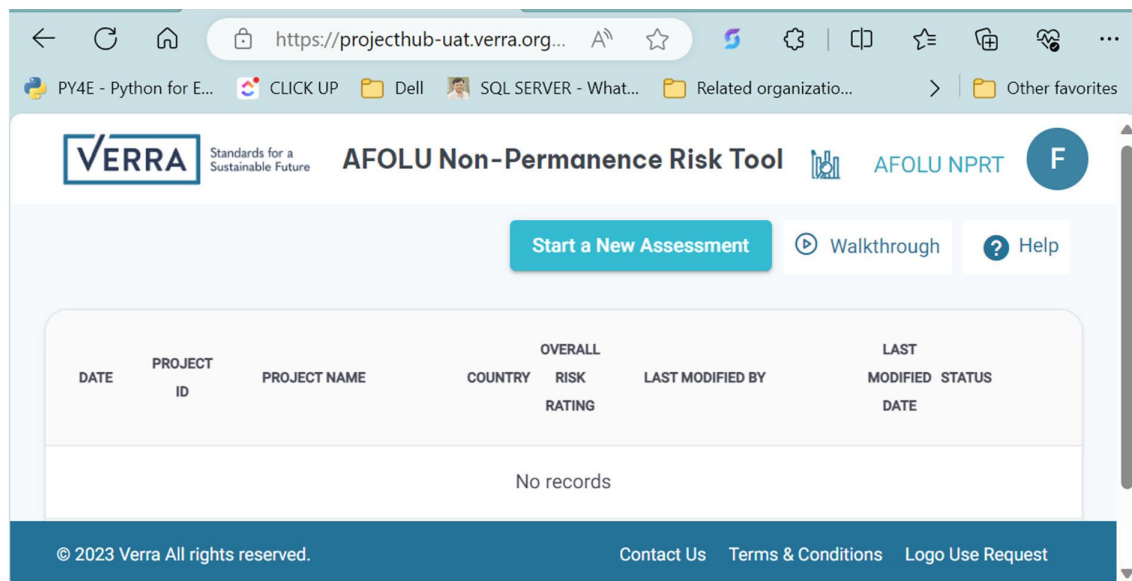


Figure 2. View of organization-specific dashboard for the AFOLU NPRT.

- The dashboard contains a list view of the projects recorded for risk assessment and displays the following information in a grid form:

- Date
- Project ID
- Project Name
- Country
- Overall Risk Rating
- Last Modified By
- Last Modified Date
- Status

2.3 Getting Help

- On the top right above the table, there are three buttons: “Start a New Assessment,” “Walkthrough,” and “Help.”
- Users can access a step-by-step guide on using the tool by clicking on “Walkthrough.”

Note: For better understanding of the risk assessment analysis and the underlying calculations, users can click on "Help," which will open a popup window where two downloadable PDF documents explaining the AFOLU NPRT will be available (fig. 3).

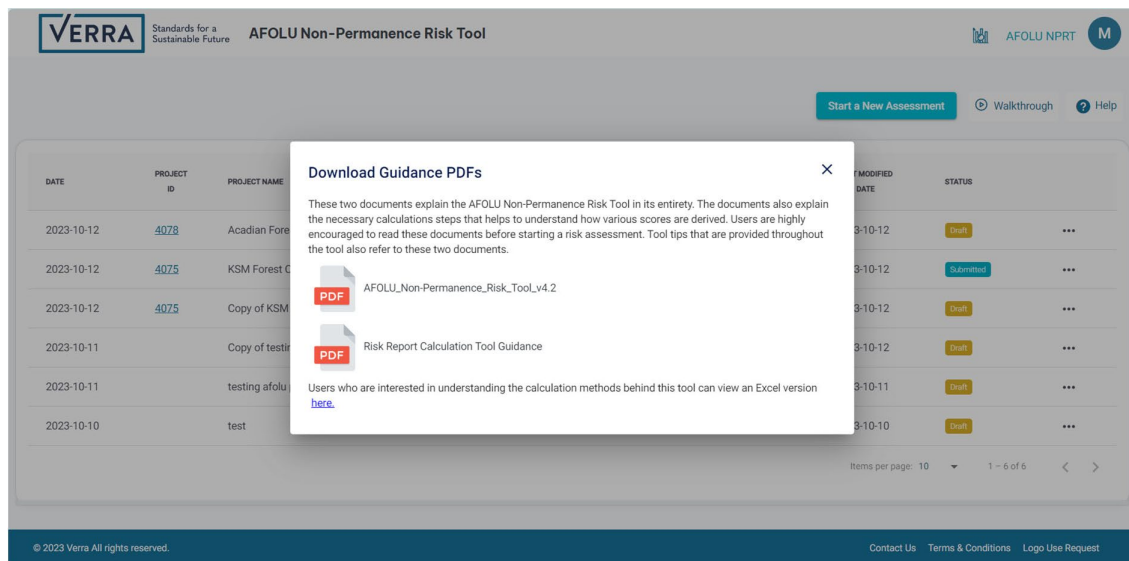


Figure 3. Dashboard with popup window

- Users interested in understanding the calculation logic can download the Excel version of the tool by clicking the link "here" at the bottom of the popup window.

2.4 Creating a New Assessment

- Users can create a new assessment by clicking on the “Start a New Assessment” button. A popup window will appear, which will allow users to begin a new risk assessment (fig. 4).

The screenshot shows a web application interface with a navigation bar at the top containing 'AFOLU Non-Permanence', 'AFOLU NPRT', 'Forms', 'GCS NPRT', 'Projects', 'Registry', and 'Scheduler'. Below the navigation bar is a table of projects with columns for 'PROJECT NAME' and 'LAST MODIFIED DATE'. A modal window titled 'Add New Risk Assessment' is open in the center. The modal contains the following fields and controls:

- Risk Assessment Report Name ***: A text input field.
- Project Id**: A text input field with a note below it: "Project Id is NOT required for a new project. Skip to Project Name".
- Project Name ***: A text input field.
- Country ***: A dropdown menu.
- Net Carbon Stock (Tonnes CO₂e) ***: A text input field.
- Monitoring Period Start Date ***: A date picker with the text "Click to enter a date (YYYY-MM-DD)".
- Monitoring Period End Date ***: A date picker with the text "Click to enter a date (YYYY-MM-DD)".
- Organization ***: A text input field with the placeholder text "Name of the organization who was involved in preparing this assessment."
- Contact ***: A text input field with the placeholder text "Organization Address, Country, Email and Phone Number".
- Buttons**: "Save" (in blue) and "Cancel" (in grey).

Figure 4. Popup window for the creation of a new risk assessment.

- Users can enter a unique report name to distinguish between multiple assessments for the same project.
- Users can create a new risk assessment for registered projects (those that have a Project ID) or a completely new project.
- For registered projects, users can choose “Project ID” from the dropdown and, after selecting the correct project ID, the corresponding project name and country will be automatically populated (fig. 5 and fig. 6).
- For completely new projects, users can create a new risk assessment without selecting the project ID by entering the project name and country. In that case, the project ID field can be left blank (fig. 7).
- Users can enter the net carbon stock, monitoring period start and end dates, organization



and contact details, and then click "Save."

Add New Risk Assessment

Project Id

- 3230 |Abu Ali Island Mangrove Planting Project - Eastern Province Saudi Arabia
- 2547 |ACAP Albania Vjosë-Nartë A/R project
- 2899 |Adjusted Water Management in Rice Cultivation In Dawu County
- 2900 |Adjusted Water Management in Rice Cultivation In Daye City
- 3314 |Adjusted Water Management in Rice Cultivation in East Wuhua County

Figure 5. List of projects with corresponding Project IDs.

Add New Risk Assessment

Risk Assessment Report Name *

Project Id

Project Id is NOT required for a new project. Skip to Project Name

Project Name *

Country *

Net Carbon Stock (Tonnes CO₂e) *

Monitoring Period Start Date *

Monitoring Period End Date *

Organization *

Contact *

Figure 6. Project name and country are automatically populated for the selected project.

Add New Risk Assessment

Risk Assessment Report Name *

Project Id

Project Id is NOT required for a new project. Skip to Project Name

Project Name *

Country *

Net Carbon Stock (Tonnes CO₂e) *

Monitoring Period Start Date *

Monitoring Period End Date *

Click to enter a date (YYYY-MM-DD)

Organization *

Contact *

Save Cancel

Figure 7. Details of the risk assessment for a new project.

- After successfully creating the risk assessment for an existing or entirely new project, users will be redirected to a page that includes various forms (fig. 8). Initially, the page shows the “Internal Risk” tab. For this tab and the subsequent pages (“External Risk” and “Natural Risk”), the top right displays three clickable icons for different actions:
 - Preview Report
 - Download Report
 - Help

	SCORE
Q1 Does the project have an adaptive management plan in place that includes a monitoring plan? If No, the project fails the risk assessment. If Yes, proceed to Q2.	<input type="checkbox"/>
Q2 Do any of the following project management risks apply to the project ?	<input type="checkbox"/>
<input type="checkbox"/> a Species planted (where applicable) associated with more than 25 percent of the stocks on which GHG credits have previously been issued are not native nor proven to be adapted to the same or similar agro-ecological zone(s) as the project area.	2
<input type="checkbox"/> b Ongoing enforcement to prevent encroachment by outside actors is required to protect more than 50 percent of stocks on which GHG credits have previously been issued.	2
<input type="checkbox"/> c Management team does not include individuals with significant experience in all skills necessary to successfully undertake the project activities (i.e., any area of required experience is not covered by an individual with at least five years experience in that area).	2
<input type="checkbox"/> d Management team does not maintain a presence in the country or is located more than one day of travel from the project site, considering all parcels or polygons in the project area.	2
<input type="checkbox"/> e Management team has previously failed to submit a loss report within two years of detecting a loss event.	2

Figure 8. Project risk assessment page with various forms highlighted.

- Project and risk details are shown in a single collapsible panel on the top (green box in fig. 8) where the user can click on “^” in the right-hand corner to collapse the panel. Collapsing the panel will provide users more working space underneath. Categories of risks are shown below the panel in three main tabs (red box in fig. 8).

2.5 Risk Categories and Subcategories

2.5.1 Main Risk Categories

- There are three main risks category forms that need to be completed for a risk assessment (red box in fig. 8):
 - Internal Risk
 - External Risk
 - Natural Risk
- Each main risk category has multiple sub-risks. For example, in the internal risk assessment, there are four risk subcategories, each with its own form. Users can access these forms by clicking on the respective sub-tabs.

- A summary of how to use each form in each risk subcategory is included at the top of each form (yellow box in fig. 8). Users can click the “i” button (blue box in fig. 8) following each summary to open a popup window with additional details that are relevant to completing the form (fig. 9).

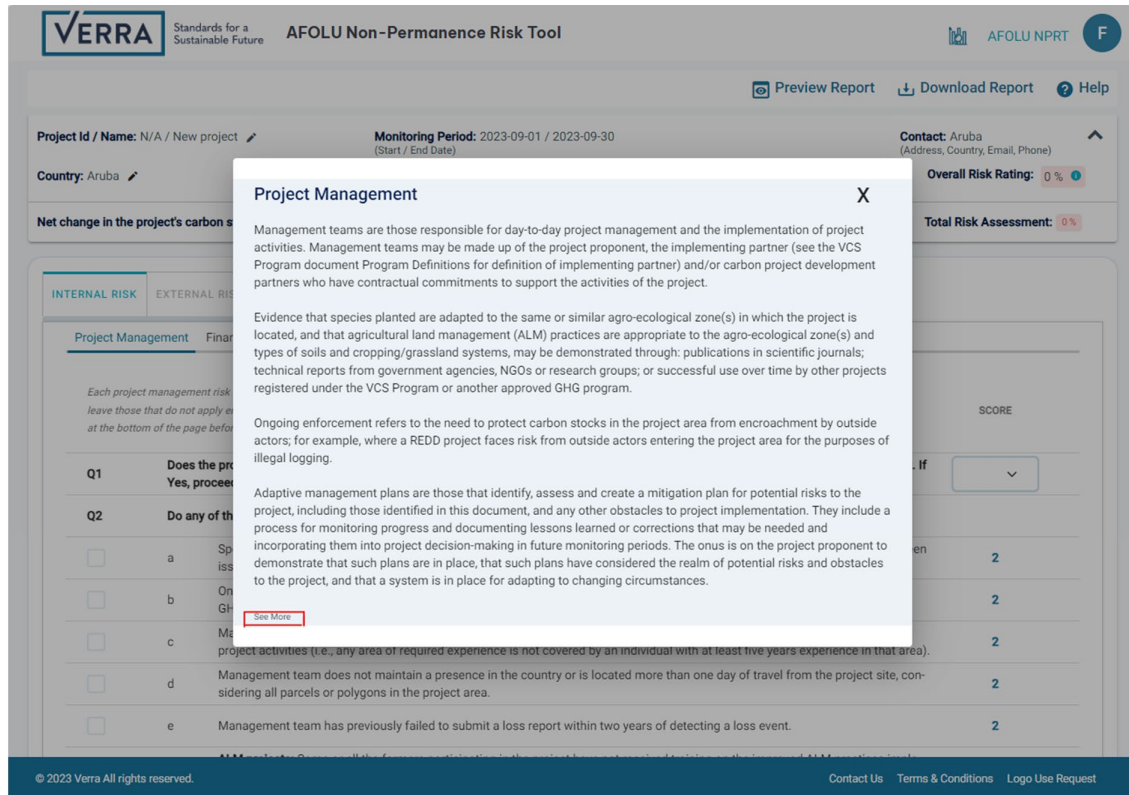


Figure 9. Popup window with further explanation on each risk sub risk.

- The “See More” button at the bottom of the popup window will open a new browser window with detailed sections of two documents—the “AFOLU Non-Permanence Risk Tool_v4.2” and “Risk Report Calculation Tool Guidance”—that users can refer to (fig. 10).

2.2.1 Project management (PM) shall be assessed using Table 1, noting the following:

1. Each project management risk factor set out in Table 1 shall be assessed.
2. Management teams are the individuals responsible for day-to-day management and implementation of project activities. Management teams may include the project proponent, the implementing partner (see the VCS Program document *Program Definitions* for the definition of implementing partner), or carbon project development partners who have contractual commitments to support the project activities.
3. Evidence that species planted are adapted to the same or similar agro-ecological zone(s) in which the project is located and that ALM practices are appropriate to the agro-ecological zone(s), soil types, and cropping/grassland systems may be demonstrated through publications in scientific journals; technical reports from government agencies, NGOs or research groups; or successful use over time by other projects registered under the VCS Program or another approved GHG program.
4. Ongoing enforcement refers to protecting carbon stocks in the project area from encroachment by outside actors; for example, where a REDD project faces risk from external actors entering the project area for illegal logging.
5. Projects shall have an adaptive management plan. Adaptive management plans identify, assess, and create a mitigation plan for potential risks to the project, including those identified in this document, and any other obstacles to project implementation. They include a process for monitoring progress, documenting lessons learned or corrections that may be needed, and incorporating them into project decision-making in future monitoring periods. The onus is on the project proponent to demonstrate that such plans are in place and have considered potential risks and obstacles to the project. Further, a system is in place for adapting to changing circumstances.

Table 1: Project Management

Project Management		Score
Q1	Does the project have an adaptive management plan in place that includes a monitoring plan? If <i>No</i> , the project fails the risk assessment. If <i>Yes</i> , proceed to Q2.	
Q2	Do any of the following project management risks apply to the project?	
a)	Species planted (where applicable) associated with more than 25 percent of the stocks on which GHG credits have previously been issued are not native nor proven to be adapted to the same or	2

Figure 10. New browser window showing the detail section of the Project Management risk subcategory.

- Users can view the detailed guidance information of each risk subcategory by clicking on the “i” button followed by the “See More” button on any risk subcategory page.

2.6 Making a Selection in the Form

This tool requires five types of primary user inputs.

1. Checkboxes (users can select one or more options [fig. 11])

Q2	Do any of the following project management risks apply to the project ?	
<input checked="" type="checkbox"/>	a	Species planted (where applicable) associated with more than 25 percent of the stock similar agro-ecological zone(s) as the project area.
<input type="checkbox"/>	b	Ongoing enforcement to prevent encroachment by outside actors is required to protect
<input checked="" type="checkbox"/>	c	Management team does not include individuals with significant experience in all skills by an individual with at least five years experience in that area).
<input checked="" type="checkbox"/>	d	Management team does not maintain a presence in the country or is located more than
<input checked="" type="checkbox"/>	e	Management team has previously failed to submit a loss report within two years of de
<input checked="" type="checkbox"/>	f	ALM projects: Some or all the farmers participating in the project have not received tra cedures implemented during the crediting period.
<input type="checkbox"/>	g	ALM projects: Some or all the farmers participating in the project are unaware of the p

Figure 11. Checkboxes for the selection of project management risks applicable to the project.

2. Radio buttons (user can only select one option [fig. 12])

Project Management Financial Viability Opportunity Cost Project Longevity

The financial viability of a project is based on 1) the number of years until cash flow breakeven is reached and 2) the funding that has already been secured relative to what is needed to implement and operate the project until reaching the cash flow breakeven. Select the radio button that corresponds to the correct response for each question. Also, please select the mitigation checkbox if it applies to the project. Please upload any required documentary evidence using the link provided to justify your selection. Then click on the 'Save' button at the bottom of the page before moving to the next section. SCORE

Q1	How long is the project's payback period (i.e., how many years will it take to breakeven)?		SCORE
<input type="radio"/>	a	The payback period is greater than 20 years from the current risk assessment.	
<input type="radio"/>	b	The payback period is greater than 10 years from the current risk assessment, but less than or equal to 20 years.	3
<input checked="" type="radio"/>	c	The payback period is greater than seven and up to and including 10 years from the current risk assessment.	2
<input type="radio"/>	d	The payback period is greater than four and up to and including seven years from the current risk assessment.	1
<input type="radio"/>	e	The payback period is four years or less from the current risk assessment.	0

Figure 12. Radio buttons for the selection of financial viability applicable to the project.

3. Dropdowns (users can only select one option [fig. 13])

Figure 13. Dropdown options to select the historical significance of fire applicable to the project.

4. Textbox (users can enter alphanumeric characters [fig. 14])

Figure 14. Textbox to enter alphanumeric characters in Project Longevity sub-tab.

- 5. File uploads (users can add multiple files one at a time and write notes [fig. 15])
 - Apart from these four primary user inputs, users also must provide supporting documents or enter appropriate reasons to substantiate their selections that are applicable to their projects. The uploaded documents or explained reasons do not directly contribute to the calculation of the risk rating for the project but will be used by the project reviewers as evidence or justification for the selections made.

- Users can upload a supporting document and/or enter a reason for their selected response by clicking on the upload button that appears next to the selected item. Once the upload button is clicked, the following pop-up window appears. Users can upload a file from their computer using the “upload” button at the left and/or write a reason to justify their selection in the textbox on the right (fig. 15)

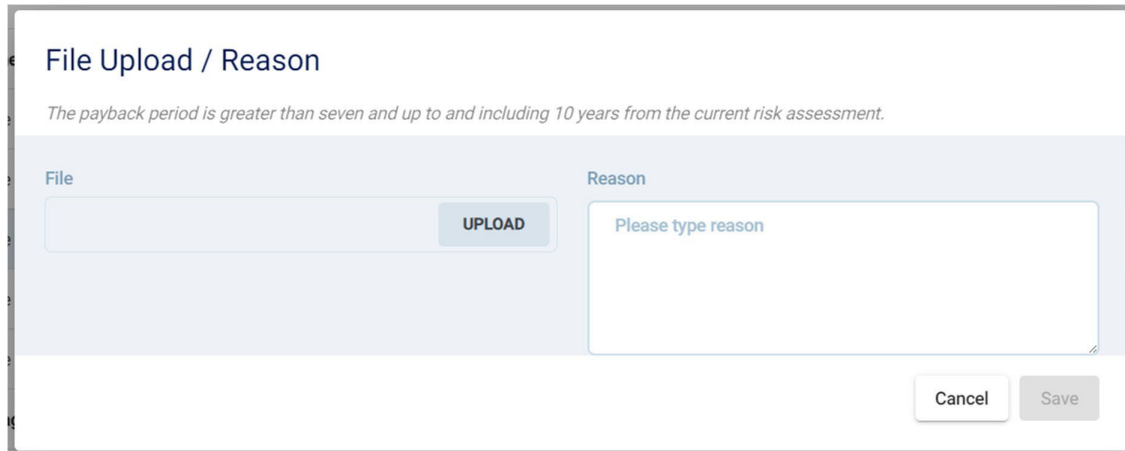


Figure 15. File upload option with text box to enter reason information.

Based on the user’s input in each form, the tool automatically calculates the risk score and displays it at the bottom of each table as well as on the collapsible panel at the top.

2.7 Switching between Tabs

Users can begin the risk assessment by filling in the form’s sub-tabs that are arranged in three main tabs: “Internal Risk,” “External Risk,” and “Natural Risk.” While users can fill in the sub-tabs in any order, Verra recommends that they follow the sequence of risk tabs and sub-tabs from left to right. Once users select the appropriate user inputs (checkbox, radio button, dropdown, or textbox), they must click “Save.” If required, they must provide a required reason or documentary evidence to move to the next form. After users save their work, a message will be displayed at the bottom right corner of the window. Messages will be highlighted in one of three colors:

- Green: All required fields in the form are complete and saved (fig. 16).
- Orange: This warning message indicates that some requirements are not met. The user must rectify those requirements to save the data in the form (fig. 17).
- Red: This is a critical message, meaning that the user’s data is saved but the assessment can’t move forward until the requirements are met (fig. 18).

Standards for a Sustainable Future **AFOLU Non-Permanence Risk Tool** AFOLU NPRT M

Preview Report Download Report Help

Project Id / Name: N/A / Test 1 Monitoring Period: 2023-09-01 / 2023-09-30 Contact: New address (Address, Country, Email, Phone)

Country: India Total Internal Risk: 0% Total External Risk: 0% Total Natural Risk: 0% Overall Risk Rating: 0%

Net change in the project's carbon stocks: 45 Total number of credits to be deposited in the AFOLU pooled buffer account: 0 Total Risk Assessment: 0%

INTERNAL RISK EXTERNAL RISK NATURAL RISK

Project Management Financial Viability Opportunity Cost Project Longevity

Each project management risk factor set out below shall be assessed. Select the checkbox(es) for the risk factors and/or mitigation options that apply to the project and leave those that do not apply empty. Please upload any required documentary evidence using the link provided to justify your selection. Then click on the 'Save' button at the bottom of the page before moving to the next section. SCORE

Q1 Does the project have an adaptive management plan in place that includes a monitoring plan? If No, the project fails the risk assessment. If Yes, proceed to Q2. Yes

Project Management saved successfully

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Figure 16. A green message shows that required fields in the form are complete and saved.

Standards for a Sustainable Future **AFOLU Non-Permanence Risk Tool** AFOLU NPRT M

Preview Report Download Report Help

parcels or programs in the project area.

<input type="checkbox"/>	e	Management team has previously failed to submit a loss report within two years of detecting a loss event.	2
<input type="checkbox"/>	f	ALM projects: Some or all the farmers participating in the project have not received training on the improved ALM practices implemented as part of the project or the monitoring and reporting procedures implemented during the crediting period.	2
<input type="checkbox"/>	g	ALM projects: Some or all the farmers participating in the project are unaware of the potential for yields to decrease temporarily due to the transition to improved agricultural practices.	2
Q3 Do any of the following mitigations apply to the project?			
<input type="checkbox"/>	h	Mitigation: Management team includes individuals with significant (i.e., more than five years) experience in AFOLU project design and implementation, carbon accounting, and reporting (e.g., individuals who have successfully managed projects through validation, verification, and issuance of GHG credits) under the VCS Program or other approved GHG programs.	-2
<input type="checkbox"/>	i	Mitigation (ALM projects): A comprehensive training plan for all farmers participating in the project is in place, covering implementation of planned ALM practices, monitoring and reporting obligations and their potential costs.	-2
Total Project Management (PM) = [as applicable, (a + b + c + d + e + f + g + h + i)]			0
Total shall not be less than zero.			
Selected identifiers = []			
Submit Report Save Cancel			

Figure 17. An orange warning message shows that some data requirements are not met.

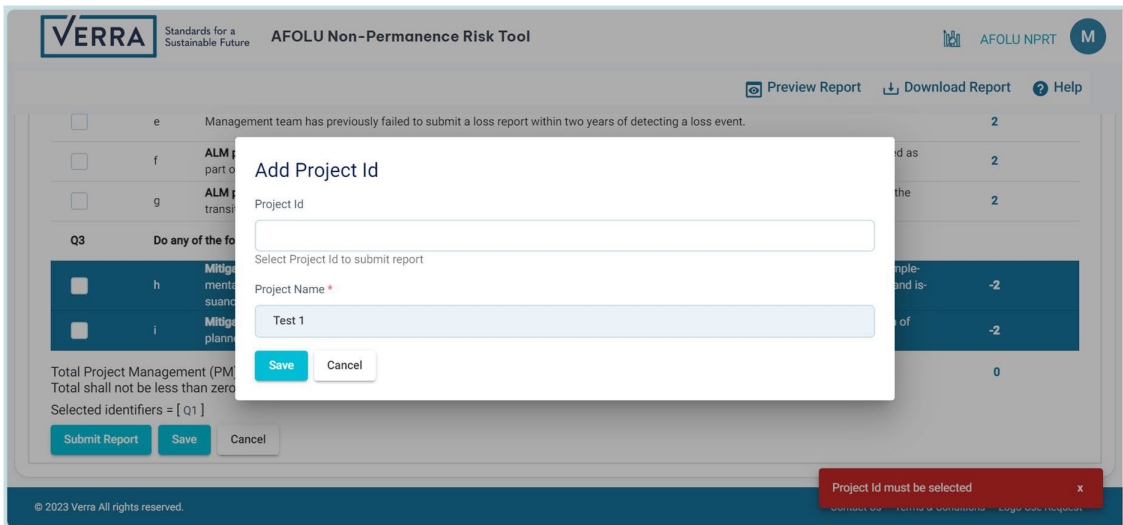


Figure 18. A red critical message shows that the assessment cannot move forward until the requirements are met.

2.8 Preview Report

- The “Preview Report” feature allows users to preview the entire risk assessment in a single document (fig. 19). This is a read-only view where users can review all their selections and associated scores for all risk categories and subcategories. Users can view all information by scrolling up and down the screen.

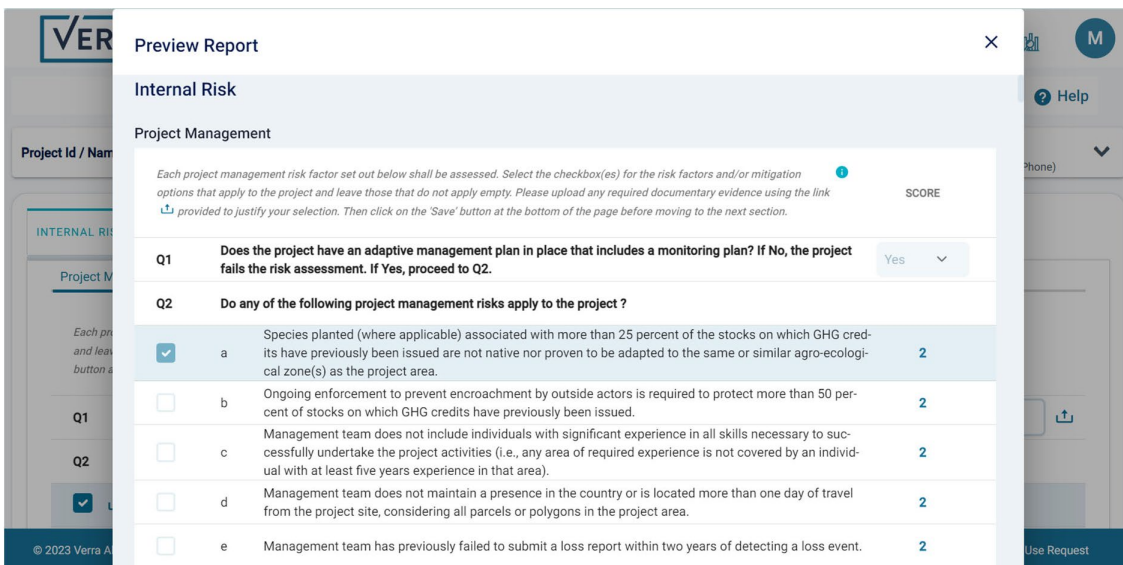


Figure 19. The “Preview Report” window.

2.9 Download Report

- Users can download their draft report at any time by clicking on the “Download Report” button.
- A new window will open in the browser with the PDF version of the report, including its cover page and all the forms in it (fig. 20). This report will have a “DRAFT” watermark on it, which signifies that the report has not been validated or checked for completeness.
- Reports that are successfully validated and submitted will have the Risk Assessment Status listed as “Submitted.” Only the reports with the “Submitted” status can be downloaded without the “DRAFT” watermark (fig. 21).

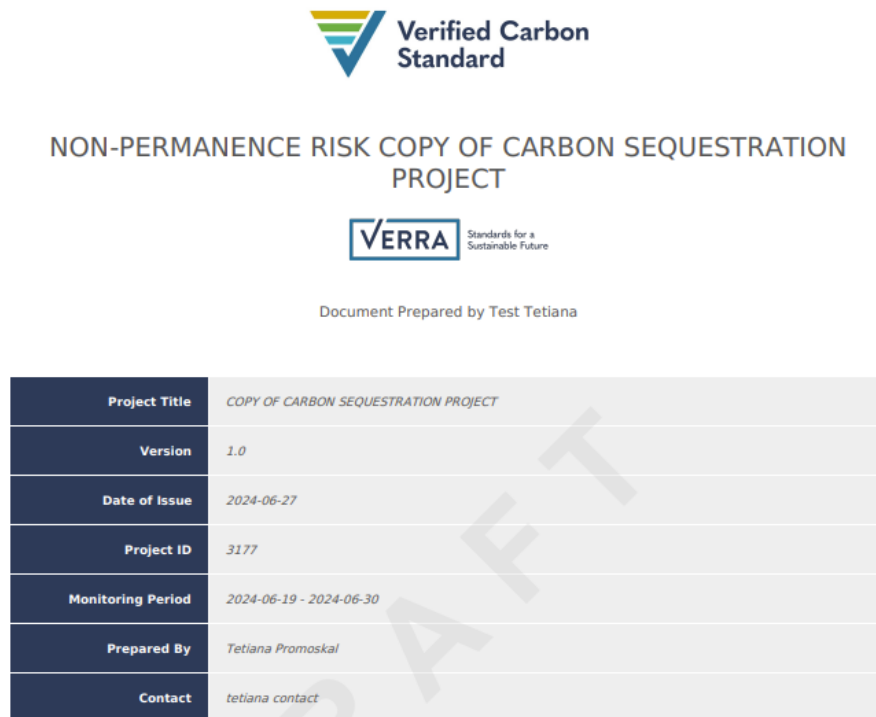


Figure 20. An unvalidated draft risk assessment report in PDF form using the “Download Report” function.



NON-PERMANENCE RISK CARBON SEQUESTRATION PROJECT



Document Prepared by Test Tetiana

Project Title	CARBON SEQUESTRATION PROJECT
Version	1.0
Date of Issue	2024-06-27
Project ID	3177
Monitoring Period	2024-06-19 - 2024-06-30
Prepared By	Tetiana Promoskal
Contact	tetiana contact

Figure 21. A validated risk assessment report in PDF form using the “Download Report” function without the “DRAFT” watermark.

2.10 Submit Report

Users can submit their risk assessment by clicking on the “Submit Report” button at the bottom left of the page (fig. 22).

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AFOLU Non-Permanence Risk Tool

AFOLU NPRT

M

[Preview Report](#) | [Download Report](#) | [Help](#)

<input checked="" type="checkbox"/>	c	Management team does not include individuals with significant experience in all skills necessary to successfully undertake the project activities (i.e., any area of required experience is not covered by an individual with at least five years experience in that area).	2
<input checked="" type="checkbox"/>	d	Management team does not maintain a presence in the country or is located more than one day of travel from the project site, considering all parcels or polygons in the project area.	2
<input checked="" type="checkbox"/>	e	Management team has previously failed to submit a loss report within two years of detecting a loss event.	2
<input type="checkbox"/>	f	ALM projects: Some or all the farmers participating in the project have not received training on the improved ALM practices implemented as part of the project or the monitoring and reporting procedures implemented during the crediting period.	2
<input type="checkbox"/>	g	ALM projects: Some or all the farmers participating in the project are unaware of the potential for yields to decrease temporarily due to the transition to improved agricultural practices.	2
Q3 Do any of the following mitigations apply to the project?			
<input type="checkbox"/>	h	Mitigation: Management team includes individuals with significant (i.e., more than five years) experience in AFOLU project design and implementation, carbon accounting, and reporting (e.g., individuals who have successfully managed projects through validation, verification, and issuance of GHG credits) under the VCS Program or other approved GHG programs.	-2
<input type="checkbox"/>	i	Mitigation (ALM projects): A comprehensive training plan for all farmers participating in the project is in place, covering implementation of planned ALM practices, monitoring and reporting obligations and their potential costs.	-2
Total Project Management (PM) = [as applicable, (a + b + c + d + e + f + g + h + i)]			6
Total shall not be less than zero.			
Selected identifiers = [01, c, d, e]			
<input type="button" value="Submit Report"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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Figure 22. “Submit Report” button at the bottom left corner of screen to submit the report.

When users submit a risk assessment report, the system performs checks for the following two scenarios.

1. Project ID is not provided when starting the risk assessment:
 - If the project ID for the risk assessment is not provided initially, users will be asked to select the project ID from the list of AFOLU projects that are currently listed in the Verra Registry for the selected country.
 - Once the user selects the project ID, the project name will be automatically updated to match the name of the Verra Registry project.
 - Users can now click on the “Save” button. Clicking on “Save” will validate whether all the required forms are completed. If not, a dialogue box will appear and display the list of incomplete items (fig. 23). Clicking on the item will redirect users to the respective tab so that they can complete the remaining items. Once all the required items are completed, the risk assessment can be submitted.
 - The system does not allow users to submit an incomplete risk assessment for a project that exist in the registry or has a valid project ID.
 - In a scenario where users are creating a risk assessment for an entirely new project that is not yet listed on Verra registry and hence does not have a project ID, users can save the risk assessment but cannot submit it. Hence, the downloaded report will also have the “DRAFT” watermark on it. To digitally submit the risk assessment, the project for which the risk assessment is conducted must be listed in the registry for a successful submission.

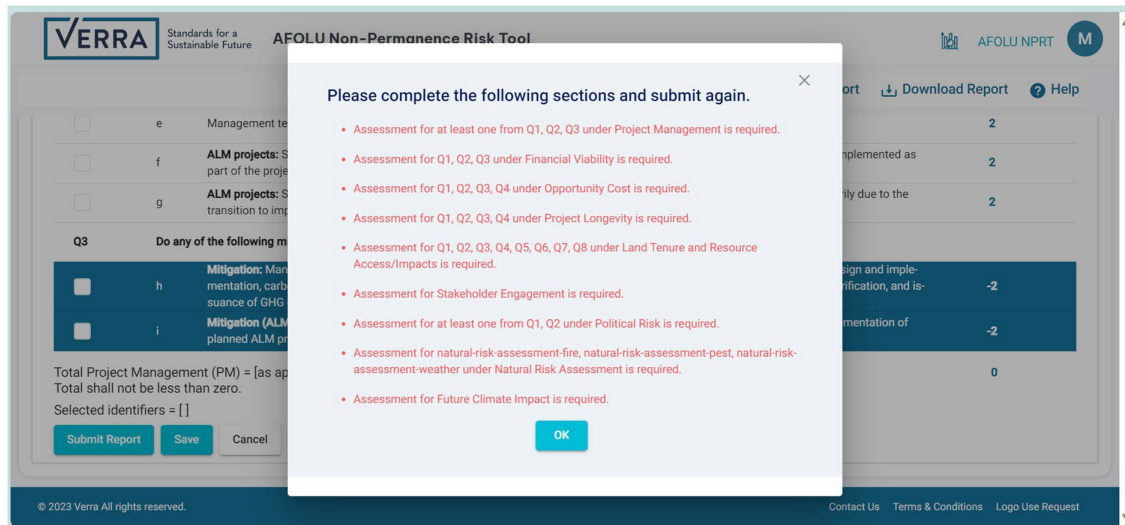


Figure 23. A dialog box during the report submission process.

2. Project ID is provided when starting the risk assessment.

- If the project ID for the risk assessment is provided initially, the system validates the project ID, project name, and country, as well as whether all the required forms are completed. If there is incomplete data, a dialog box will notify the users to complete the remaining sections.

A successful submission of the report will change the status from the “Draft” to “Submitted” in the dashboard.

2.11 Action Items

Users can choose from the following action items, which are accessible from the dashboard for each risk assessment in the “Draft” status (fig. 24).

- View: Opens the read-only view of the assessment.
- Edit: Allows the user to edit a report under “Draft” status. Not available for an assessment marked “Submitted.”
- Copy: Allows the user to copy the entire risk assessment and save it with a new name.
- Unlock: Allows the user to request unlocking the submitted assessment.
- Submit: Submits the assessment and performs the validation and completeness check.
- Delete: Deletes the assessment.
- Attachments: Downloads all attachments in a zipped folder.
- Notes: Downloads the assessment with all the notes provided by the user.
- Print Report: Downloads the report in PDF format.

Users can find the action item menu by clicking on the three dots at the far right of the dashboard.

The screenshot shows the Verra NPRT dashboard interface. At the top, there are navigation tabs for 'AFOLU NPRT', 'Forms', 'GCS NPRT', 'Projects', 'Registry', 'Scheduler', 'Tools', and 'User Management'. Below the navigation, there is a search bar and a 'Start a New Assessment' button. The main content area is a table with the following columns: PROJECT ID, PROJECT NAME, COUNTRY, OVERALL RISK RATING, LAST MODIFIED BY, LAST MODIFIED DATE, and STATUS. The table contains several rows of project data. A context menu is open over the 'Draft' status of the second row, showing options: View, Copy, Unlock, Delete, Attachments, Notes, Print Report, and Share the Assessment.

PROJECT ID	PROJECT NAME	COUNTRY	OVERALL RISK RATING	LAST MODIFIED BY	LAST MODIFIED DATE	STATUS
3252	Amazon Renewal Farm	Afghanistan	33%	Tetiana Promoskal	2024-06-27	Submitted
3172	Copy of carbon sequestration project	Nepal	43%	Tetiana Promoskal	2024-06-27	Draft
3172	carbon sequestration project	Nepal	43%	Tetiana Promoskal	2024-06-27	Draft
	Project 1111	Barbados	0%	Tino Wallace	2024-06-25	Draft
	tetiana test 6/19	Aruba	30%	Tetiana Promoskal	2024-06-27	Draft
	wersdf	Algeria	12%	Anaya Upadhyay	2024-06-14	Draft
2624	tetiana 6/5 2024	Mexico	12%	TestAutoUser	2024-06-05	Draft
961	333333	Uruguay	0%	Anaya Upadhyay	2024-06-20	Draft

Figure 24. List of action items.

3 Sharing the NPRT Report

3.1 Sharing the NPRT Report with a VVB

- Users who create a new NPRT assessment for their project can share the NPRT report with a VVB.
- For this, VVB must have a valid log in to the Verra project hub. Users can only share their assessment that has the “Submitted” status. An assessment that is in “Draft” status can not be shared with a VVB.
- Assessments with the “Submitted” status has an extra action item “Share the Assessment” at the bottom of the items list (fig. 25).

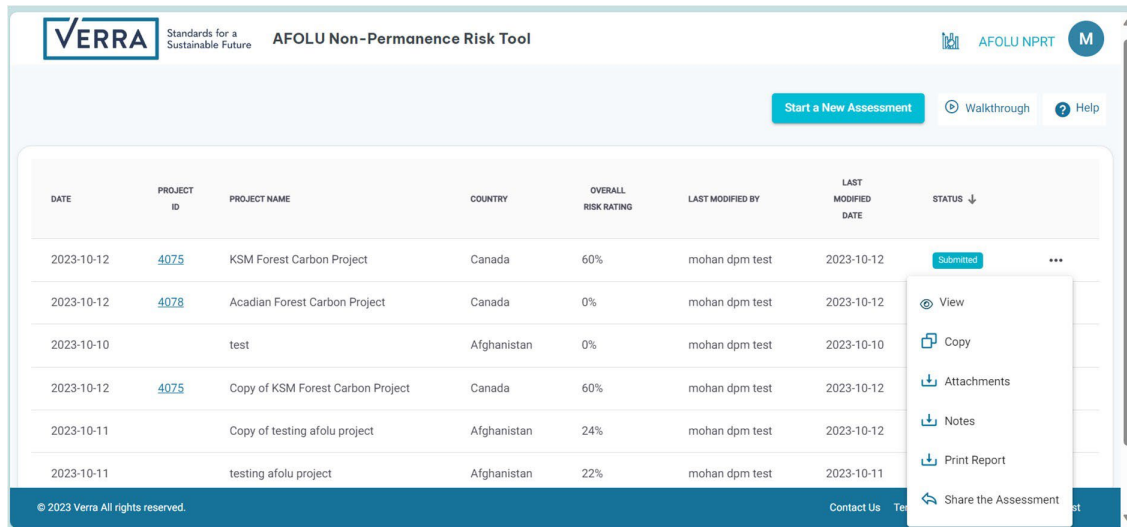


Figure 25. Action items for the Assessment that has “Submitted” status.

- When user clicks the “Share the Assessment”, a pop-up window with a search bar shows up (fig. 26). User can search for the VVB by their name and/or email address.
- The system will show the filtered list of VVBs registered in the project hub.
- Select the VVB from the list, click the checkbox on “Read” and click on the “Update Permissions” button on the pop-up window.
- This will share the assessment as a read only to the selected VVB.

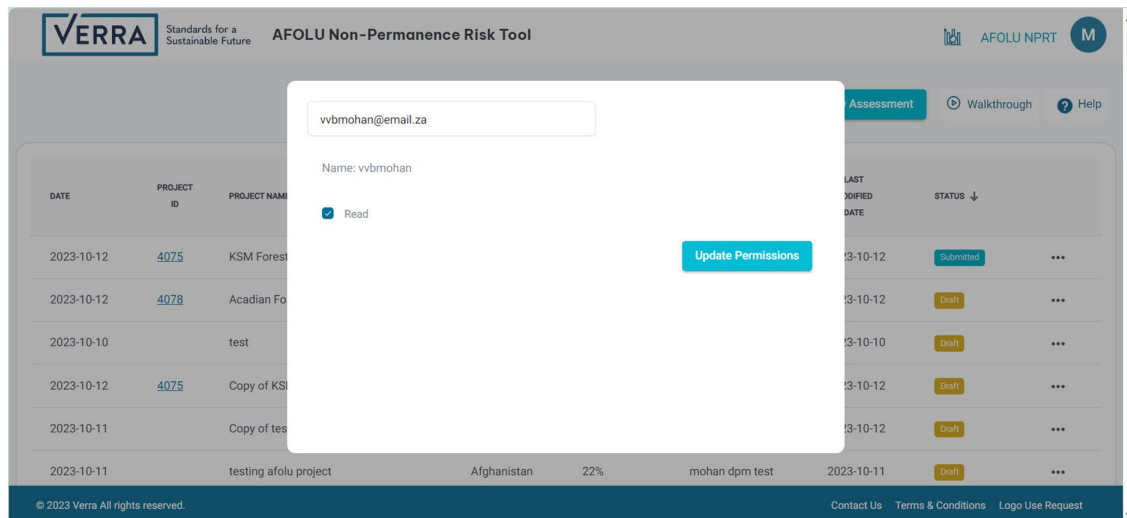


Figure 26. Search bar to search for the VVB to share the Assessment.

3.2 VVB Dashboard

- VVBs have their own dashboard. VVBs can log in to the project hub using the same steps described in section 1.3.
- Only those VVBs with whom the AFOLU NPRT report is shared will have access to this tool. VVBs will also see the AFOLU NPRT on the top right corner of the screen once they log in to the project hub (fig. 1).
- Once logged in to the Verra Project Hub when the VVB clicks on the AFOLU NPRT, the list of all the NPRT risk reports that are shared with the VVB is listed (fig. 27).
- VVBs will have read only access to these shared assessment reports.
- They can view the report, download the attachments, download the assessment with the notes and print the report in .pdf format using the action items.

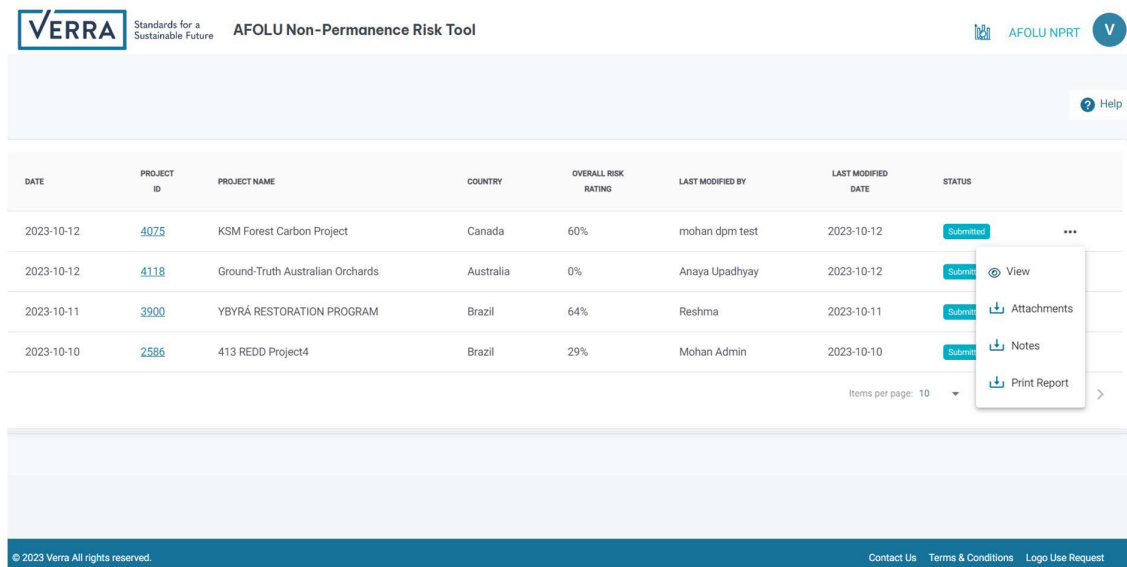


Figure 27. Action items for the Assessments shared to a VVB.

4 Signing Out

- Users can click on the top right corner of the Verra Project Hub window to access the main menu and click on “Sign Out.”
- Users are encouraged to sign out after using the tool and close the browser window.