Classification: Confidential

Standards for a Sustainable Future

Notice of Validation/Verification Services

User Manual

1 Introduction

1.1 Overview

This guide provides information about the functionalities of the Notice of Validation/Verification Services (NOVS) form. Validation/verification bodies (VVBs) must submit a NOVS form 15 days before an on-site meeting with project proponents.

The following document includes a step-by-step guide to the process of creating and submitting the NOVS form, as well as an overview of other features.

1.2 Audience

Users of this form include stakeholders such as VVBs. The NOVS form is accessed through the Verra Project Hub.

2 Getting Started

2.1 Signing In to the Verra Project Hub

- Users can get started by signing in to the Project Hub (https://projecthub.verra.org/) with the credentials sent in their onboarding email.

3 Notice of Validation/Verification Services

3.1 Overview

- After logging in to the Project Hub, users will be directed to the home screen of the Forms navigation menu. To access the NOVS form, users can simply click on the Forms menu and select the NOVS option (fig. 1).

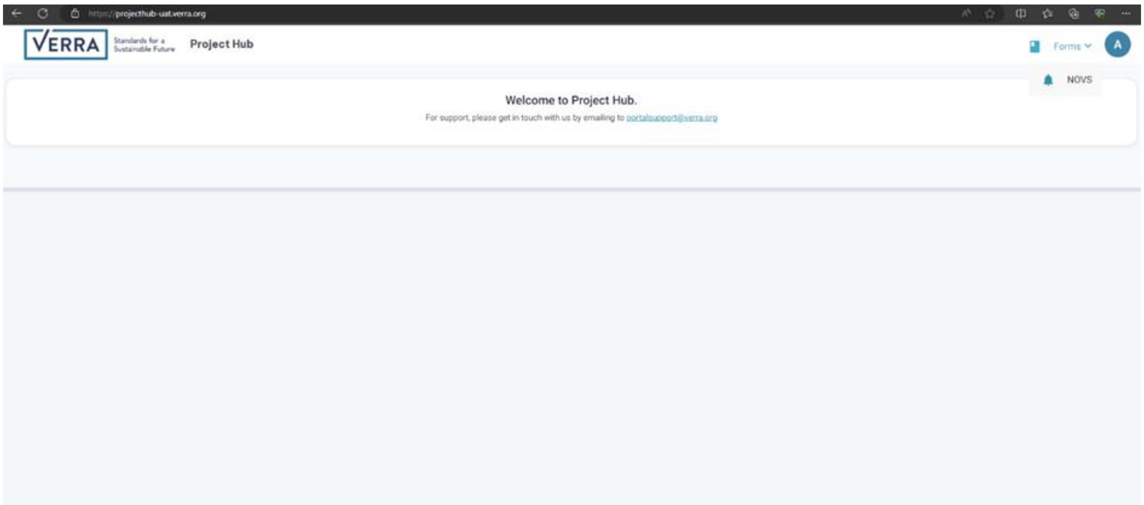
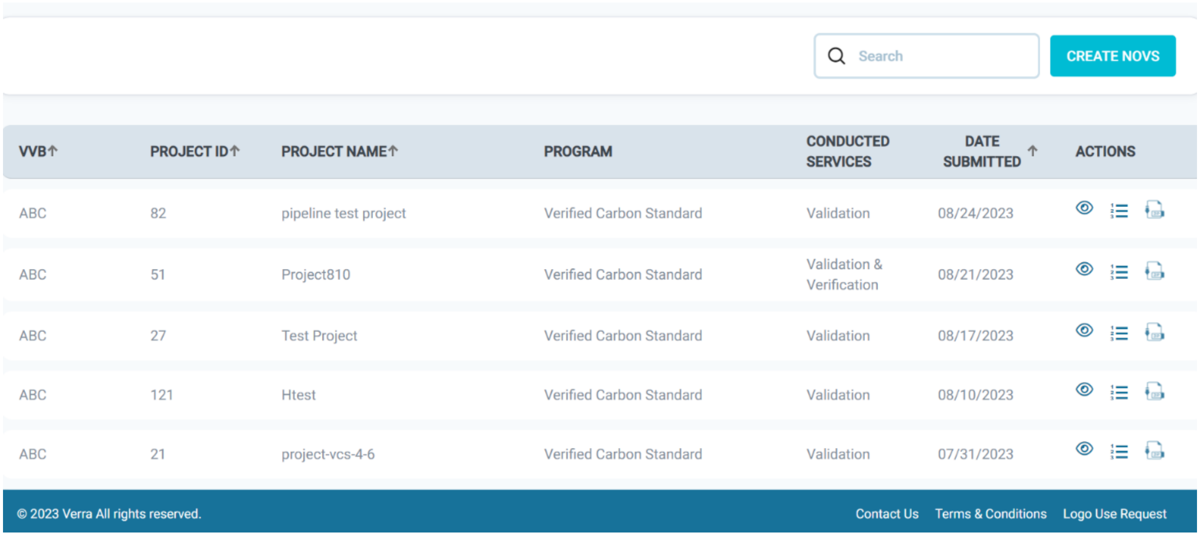


Figure 1. Project Hub homepage.

- If a user has access to the NOVS application and is assigned to an organization, they will be presented with a dashboard associated with their organization (fig. 2).



VVB	PROJECT ID	PROJECT NAME	PROGRAM	CONDUCTED SERVICES	DATE SUBMITTED	ACTIONS
ABC	82	pipeline test project	Verified Carbon Standard	Validation	08/24/2023	
ABC	51	Project810	Verified Carbon Standard	Validation & Verification	08/21/2023	
ABC	27	Test Project	Verified Carbon Standard	Validation	08/17/2023	
ABC	121	Htest	Verified Carbon Standard	Validation	08/10/2023	
ABC	21	project-vcs-4-6	Verified Carbon Standard	Validation	07/31/2023	

Figure 2. NOVS dashboard showing data for a user's organization.

- Users with an assigned organization will see the NOVS page with a search input box, a “Create NOVS” button, and a list of submitted NOVS forms for all the VVBs the user is associated with.
- By default, the landing page will be blank. Once NOVS forms are submitted, users will be able to view submitted forms for their respective organizations on the NOVS landing page.
- The form listing table contains the following columns:
  - VVB
  - Project ID
  - Project Name
  - Program

- Conducted Services
- Date Submitted
- Actions

In the Actions column, users can click on the icons to preview the report, view previous NOVS forms, view NOVS form drafts, or download the NOVS form.

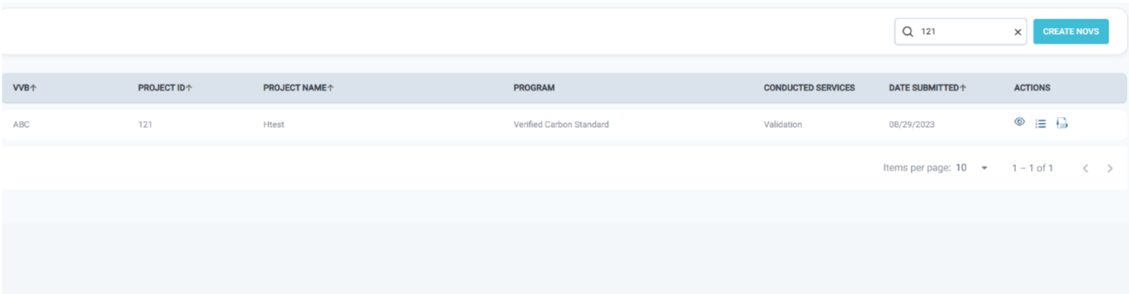
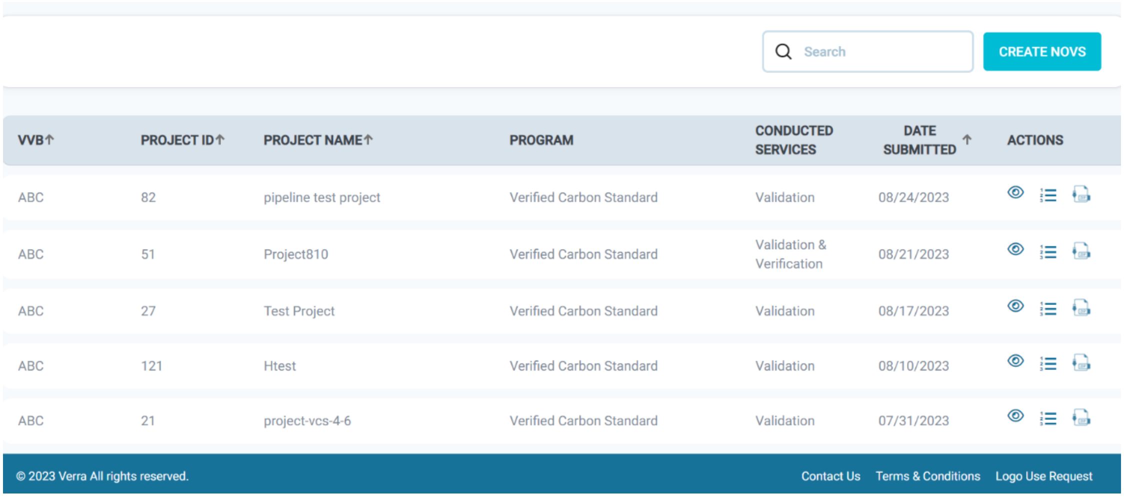


Figure 3. Listing table in the NOVS application.

- Sorting items within the table of submitted forms defaults to the ascending order by VVB. Users can click on the arrow over each column header, which will sort the table in ascending/descending, numerical, or alphabetical order.
- Users can view the details of an individual form by clicking on the eye-shaped icon in the Actions column.
- Users can search for specific forms using the search input box (fig. 3). The search query entered in the box will be applied to both the VVB and Project ID columns within the table.

3.2 Creating a NOVS Form

- After landing on the NOVS page, users must click the "CREATE NOVS" button to begin filling out the form.
- Users will find a list displaying NOVS submissions that their VVB organization previously completed (fig. 4). This list will be blank if there have been no submissions to date.



Search | CREATE NOVS

VVB	PROJECT ID	PROJECT NAME	PROGRAM	CONDUCTED SERVICES	DATE SUBMITTED	ACTIONS
ABC	82	pipeline test project	Verified Carbon Standard	Validation	08/24/2023	
ABC	51	Project810	Verified Carbon Standard	Validation & Verification	08/21/2023	
ABC	27	Test Project	Verified Carbon Standard	Validation	08/17/2023	
ABC	121	Htest	Verified Carbon Standard	Validation	08/10/2023	
ABC	21	project-vcs-4-6	Verified Carbon Standard	Validation	07/31/2023	

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Figure 4. NOVS landing page.

- The form is divided into five main sections (listed below) and users must provide information in all the required fields.

3.2.1 General Information

- The first section of the form is General Information (fig. 5). The VVB's organization name will be auto-populated if the user is associated with only one VVB organization. When the user is associated with more than one VVB organization, this field will display a dropdown list of the user's VVB organizations and the user will need to select one. The accreditation body will be auto-populated as per the selected VVB organization.
- Contact name and contact email will also be auto-populated. Users can edit those fields if needed.

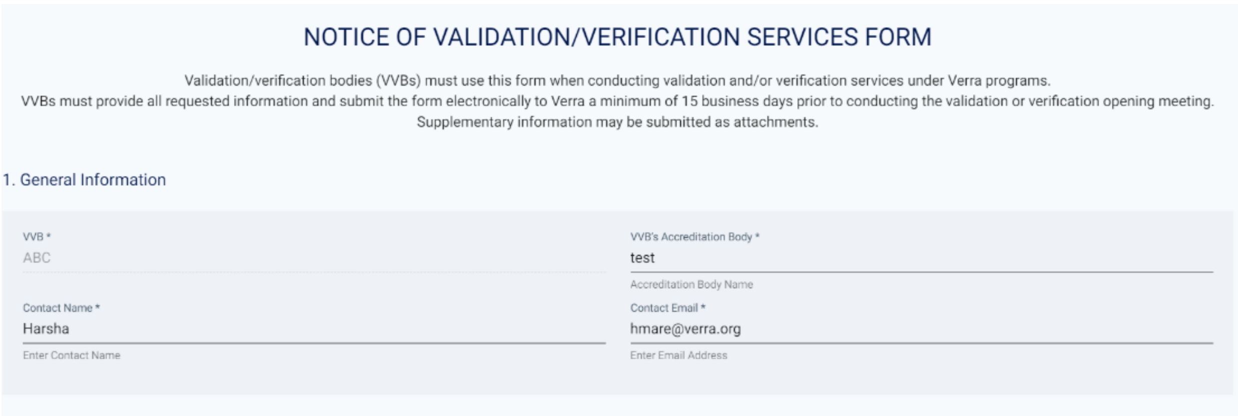


Figure 5. General Information section of the form.

3.2.2 Validation/Verification Services

3.2.2.1 Project Information

- The second section of the form is Validation/Verification Services (fig. 6). It includes two subsections, the first of which is Project Information.
- For this subsection, users must select the Project ID from the dropdown list (fig. 7).
- Per selected Project ID, the following fields will auto-populate: Project Name, Project Proponent(s), Programs, Methodology, and Estimated annual emission reductions or annual amount of plastic collected/recycled.

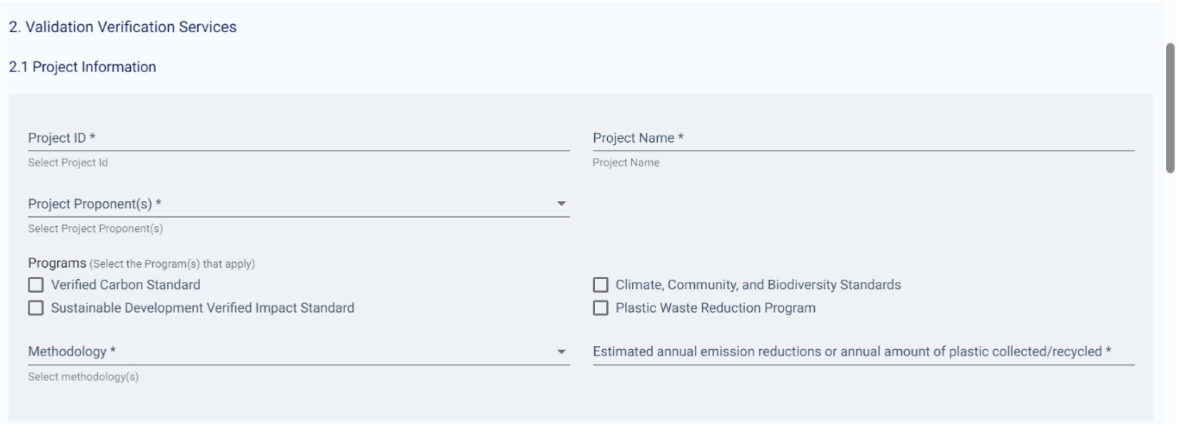


Figure 6. Project Information section of the form.

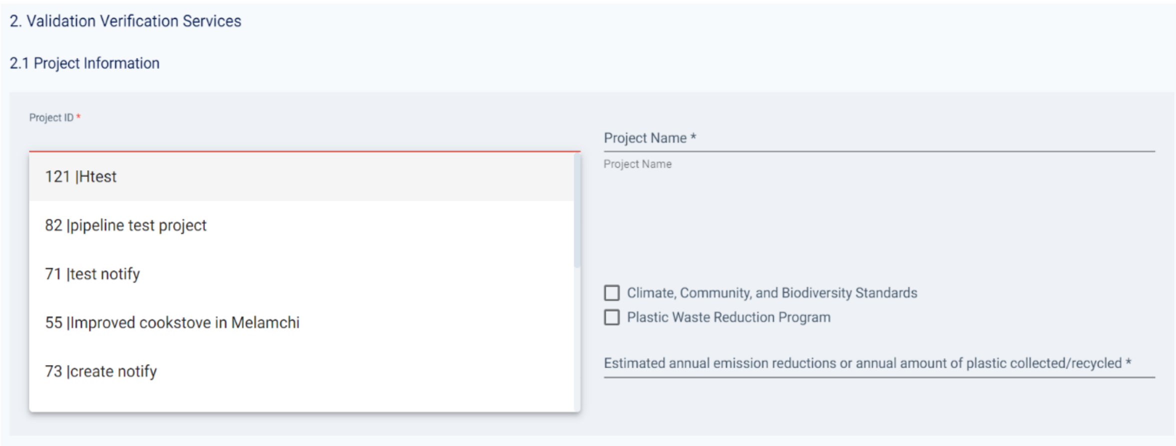


Figure 7. Project Selection section of the form with dropdown list.

3.2.2.2 Services and Site Visit Information

- For the Services and Site Visit Information subsection (fig. 8), users must select the “Validation” checkbox and/or the “Verification” checkbox.
- If the "Verification" option is selected, users will be presented with additional date fields, prompting them to enter the "Verification Period Start" and "Verification Period End" by selecting dates from the calendar.
- Users must provide information in the “Service per program” field if more than one program is being assessed.

- If the selected program is the Verified Carbon Standard (VCS) and/or Sustainable Development Verified Impact Standard (SD VISta), the category of VCS Sectoral Scope(s) and/or SD VISta Sectoral Scope(s) will be auto-enabled. If the program does not fall into either category, then the field will be disabled.
- The AFOLU categories will be auto-populated if the selected project is an AFOLU project. Otherwise, the field will be disabled.
- The “Has the Public Comment Period in the Verra Registry Started?” field will be auto-populated.
- Users must select either “Yes” or “No” for “Is the audit being witnessed by the VVB’s Accreditation Body (AB)?”
- If the user checks “Yes” for accreditation body, they must then provide the accreditation body name in the “AB Name” field. If the user checks “No,” the name is optional.
- The “Country” category will be auto populated based on the Project ID.
- Users must select one of the radio buttons based on whether it is an On-site visit or a Remote visit. Based on user’s selection, the date selection will be available.
- Users must click the calendar icons to provide information for the following categories:
    - Opening Meeting Date
    - Site Visit Start Date and Site Visit End Date
    - Remote/Desk Audit Date, and Site Visit Date.
- Users can add new site visit dates by clicking on the “Add New Site Visit Date” button.
- Users must provide the description in the “Description” box.

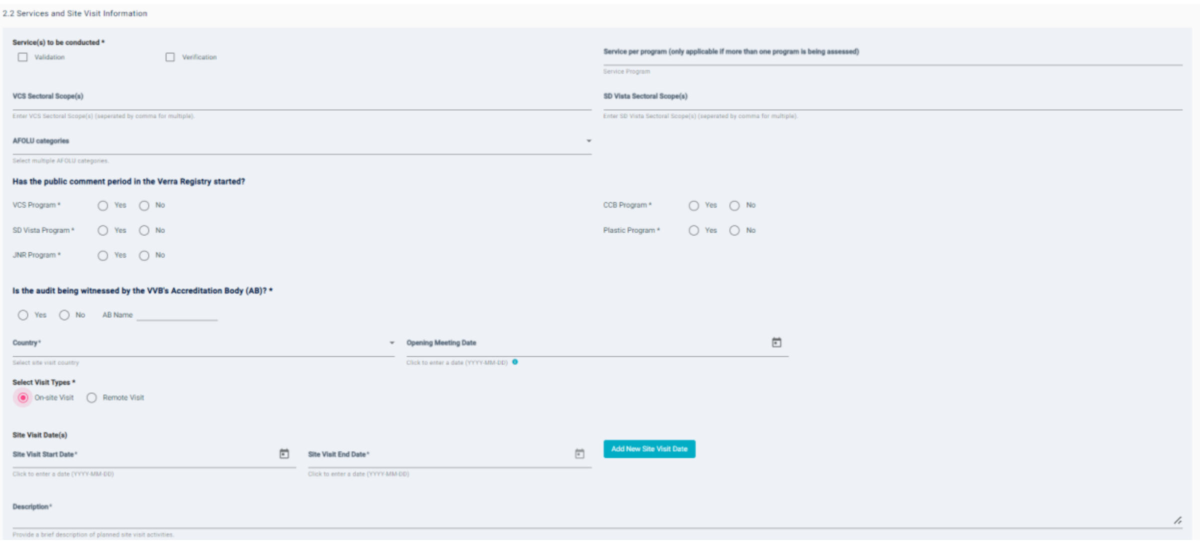


Figure 8. Services and Site Visit Information section of the form.

3.2.3 Assessment Team

- The third section of the form is Assessment Team (fig. 9).

- Users must provide information under the Name and Organization categories according to Type in the respective fields.
- The Lead Assessor and Independent/Technical Reviewer Type are required categories. The Technical/ Regional Expert and Translator Type are optional.
- Users can change the type of member by clicking on the dropdown of the Type.
- Users can delete the member by clicking on the delete icon.
- To add a new member and organization, users can click on the “Add New Assessment Team” button. New fields will appear where users must fill in the Name, Organization, and Type.
- For the Site Visit Team Members Type, users can check/uncheck the assessment team members.

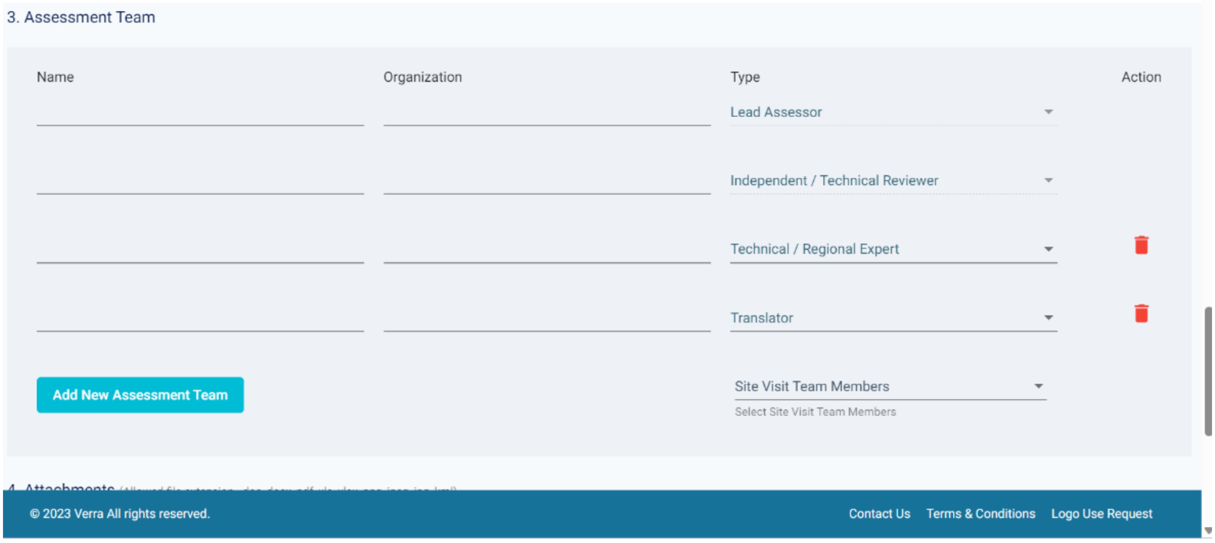


Figure 9. Assessment Team section of the form.

3.2.4 Attachments

- In the Attachments section (fig. 10), users can upload file(s) by clicking on the "Upload" button and selecting the desired files from their computer. This feature supports the simultaneous upload of multiple files for added convenience.

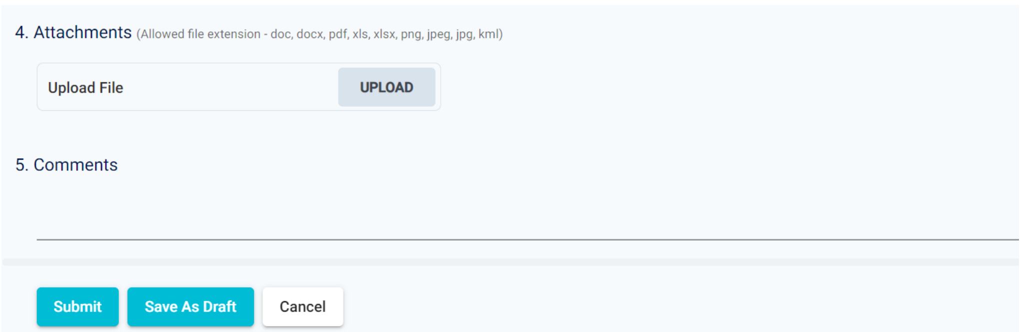


Figure 10. Attachments section.

3.2.5 Comments

- In the Comments section (fig. 11), users can add any notes, concerns, or additional information regarding their NOVS submission.
- After all the information is entered, users must either click on “Save as Draft” button to save the NOVS form draft or the “Submit” button to submit the form.
- Users can click on the “Cancel” button to cancel the form submission. They will be redirected to the NOVS landing page.
- Changes cannot be made to a NOVS form once submitted. If changes need to be made to the submitted form, a new NOVS form must be submitted.

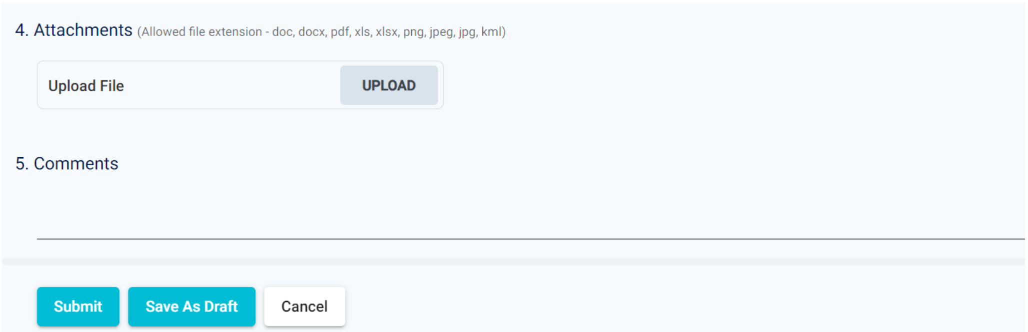
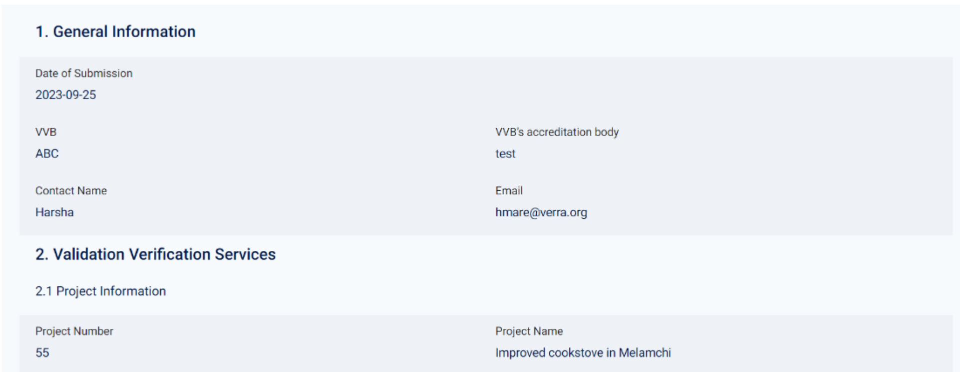


Figure 11. Comments section with the option to submit or cancel.

3.3 NOVS Form Preview

- After clicking the “Submit” button, a preview of the submitted form will appear (fig. 12).
- Users can scroll through the preview window to view the entire form.
- Users can click on the “Close” button to exit the preview.



Project Proponent(s) Name
Shibu Proponent

Programs
Verified Carbon Standard

Methodology
VMR0006

Estimated annual emission reductions or annual amount of plastic collected/recycled
999

2.2 Services and Site Visit Information

Service(s) to be conducted
Validation

Service per program (only applicable if more than one program is being assessed)
X

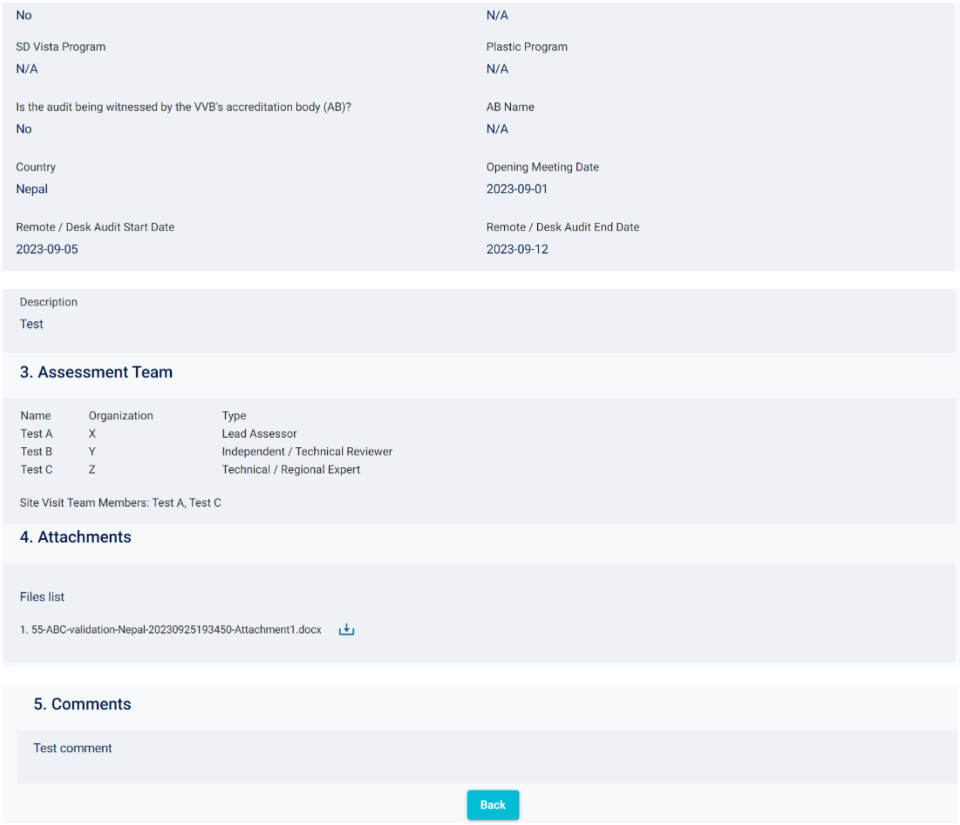
VCS Sectoral Scope(s)
Agriculture Forestry and Other Land Use

SD Vista Sectoral Scope(s)
N/A

AFOLU categories
ARR

Has the public comment period in the Verra Registry started?
VCS Program

CCB Program



No

N/A

SD Vista Program
N/A

Plastic Program
N/A

Is the audit being witnessed by the VVB's accreditation body (AB)?
No

AB Name
N/A

Country
Nepal

Opening Meeting Date
2023-09-01

Remote / Desk Audit Start Date
2023-09-05

Remote / Desk Audit End Date
2023-09-12

Description
Test

3. Assessment Team

Name	Organization	Type
Test A	X	Lead Assessor
Test B	Y	Independent / Technical Reviewer
Test C	Z	Technical / Regional Expert

Site Visit Team Members: Test A, Test C

4. Attachments

Files list

1. 55-ABC-validation-Nepal-20230925193450-Attachment1.docx

5. Comments

Test comment

Back

Figure 12. Preview of the NOVS form.

3.4 NOVS Form Actions

After submitting or saving a NOVS form, the user can return to the NOVS landing page by clicking on the Forms menu and selecting the NOVS option. Users can preview the submitted form(s) and download its attachments. Users can also view previously saved NOVS form drafts, as well as edit and submit forms.

3.4.1 Edit Drafts

- Users can edit saved forms by clicking on the pencil icon. Users can only edit previously saved forms; submitted forms cannot be edited.

3.4.2 Preview Form

- Users can view the form, along with its attachments, by clicking the eye-shaped icon under the “Actions” column on the table of forms.

3.4.3 Download Attachments

- To download the form’s attachments, users can click on the PDF icon. The NOVS form, along with attachments, will be downloaded in a ZIP file.