Project Review Report

User Guide for Validation/Verification Bodies

Version 1.0

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3 Introduction

3.1 Overview

The project review report (PRR) is how Verra and validation/verification bodies (VVBs) communicate any non-conformance with Verra program rules and requirements (findings) that Verra identifies during its review of a validation and/or verification report. This user guide sets out how stakeholders (project proponents and VVBs) can view and respond to a PRR digitally using the Verra Project Hub.

3.2 Audience

PRRs are available to both project proponents and VVBs of the project whose review resulted in a PRR. Only the users to whom a PRR is sent are allowed to view it and respond.

3.3 Signing in to the Verra Project Hub

PRRs can be accessed through the Verra Project Hub (https://projecthub.verra.org/). Project proponents, registry account holders, and VVB representatives can access the Verra Project Hub. To request access, email hubsupport@verra.org.

4 Accessing PRRs in the Hub

4.1 Finding the PRR dashboard

Users can access the PRR dashboard by logging in to the Verra Project Hub and selecting the "Tools" menu bar icon in the upper right-hand corner, then "Project Review," and then "Project Review Report" (figure 1). If you do not see this option, please contact hubsupport@verra.org to request access to PRRs in the Project Hub.
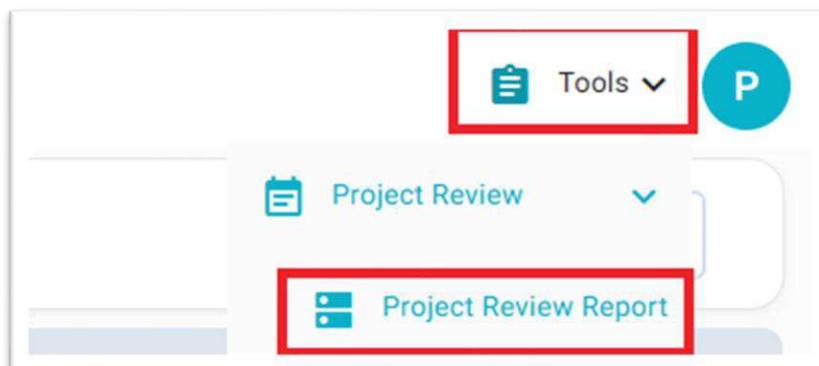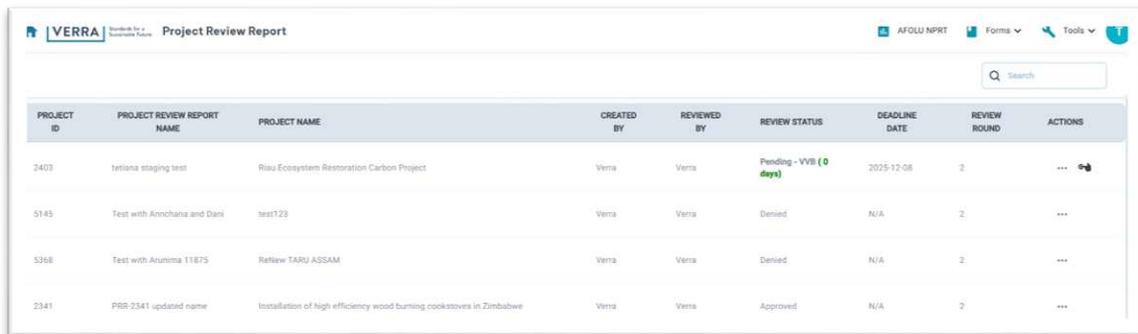

Figure 1. Red boxes indicating the dropdown menus used to access the PRR dashboard.

4.2   PRR dashboard overview

The PRR dashboard (figure 2) contains the following columns:

- Project ID
- Project Review Report Name
- Project Name
- Created By
- Reviewed By

- Review Status
- Deadline Date
- Review Round
- Actions

Figure 2. PRR dashboard.

PRR records appear in the dashboard only after a PRR is sent to a VVB for a response. If a VVB or project proponent has nothing in its dashboard, it means there are no PRRs. PRRs stay in the dashboard permanently; after a case is closed, they can no longer be edited.

A PRR can have one of the following statuses:

- Pending – Verra: An action is required by Verra to continue.

- Pending – VVB: An action is required by the VVB to continue.

- Approved: The PRR has been approved by Verra.

- Denied: The PRR has been denied by Verra.

The possible "Actions" are:

- Edit Project Review Report

- View Project Review Report

- Download PDF

- View Denial Detail (only available if the PRR is in the Denied status)

5 Responding to Findings

5.1 Notification

After Verra submits a PRR to a VVB, an email notification gets sent to the VVB's account manager with a cc to the PP. The email addresses are as follows:

- The one listed for the VVB's account manager in the Verra Registry; if this needs to be updated, please contact auditing@verra.org.

- The project proponent's account manager in the Verra Registry; if this needs to be updated, please contact registry@verra.org.

The email will contain a link to the Verra Project Hub, where the VVB can edit and the project proponent can view the PRR.

5.2 Navigating to a specific PRR

All PRRs accessible to a VVB or project proponent will show up in their PRR dashboard. A hand pointing at the ellipsis in the Actions column indicates that a PRR is pending action (figure 3). The number of days that the PRR has been with the VVB will also be displayed. This number will appear green for the first 30 days, then orange for days 31 to 45, and red from days 45 to 60.

Figure 3. Red box around the "action" icon.

The PRR will load when the action icon is clicked.

5.3   Viewing findings

When a user clicks the action icon, they are directed to the Project Information tab of the PRR. Click the Finding Description tab to view the findings (figure 4).
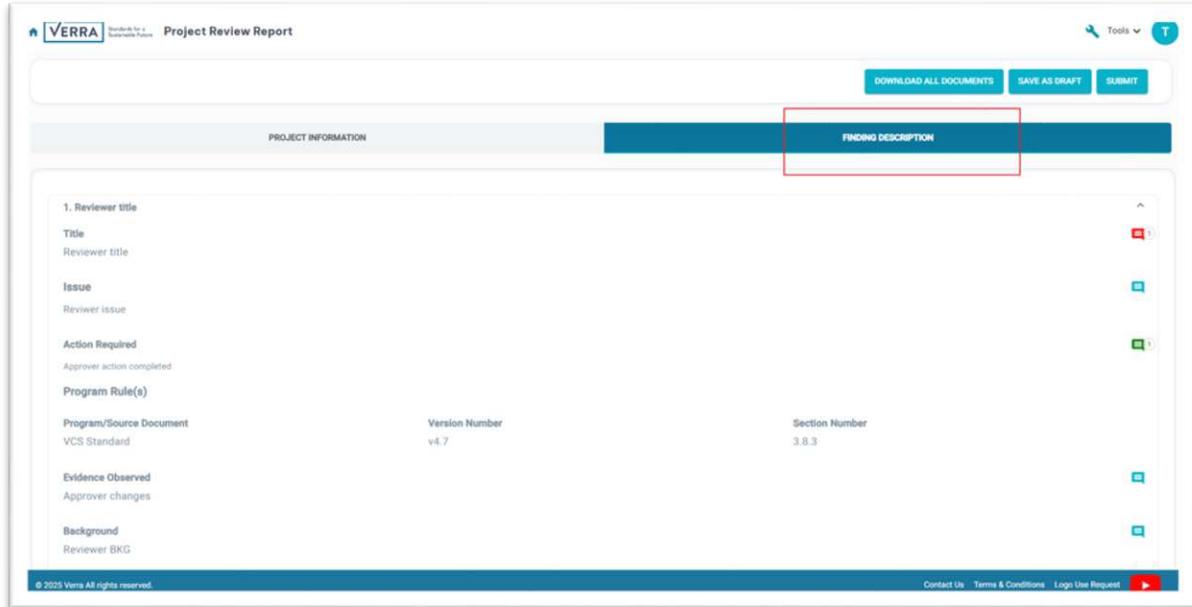

Figure 4. Red box around the header for the finding description tab.

In the upper right-hand corner of the PRR are four buttons.

- PDF icon: Enables VVB to download a PDF copy of the PRR by clicking the PDF download icon (figure 5). The PDF can then be opened in Microsoft Word to work on offline.[1]

- "Download All Documents:" Enables VVBs to download all project files associated with the case.

- "Save As Draft:" Enables VVBs to save responses as a draft to finish later

- "Submit:" Submits the PRR responses to Verra, after which point they cannot be edited.

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[1] An offline way to access PRRs in the Hub is planned for future development.
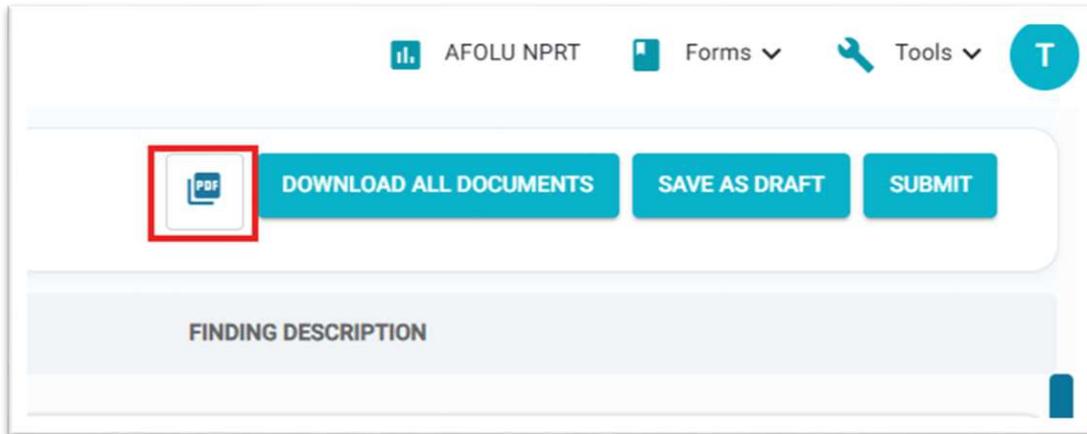
Figure 5. Red box around the PDF download icon.

The issues, action required, and other finding details are revealed by clicking on a finding title (figure 6) to expand that finding.
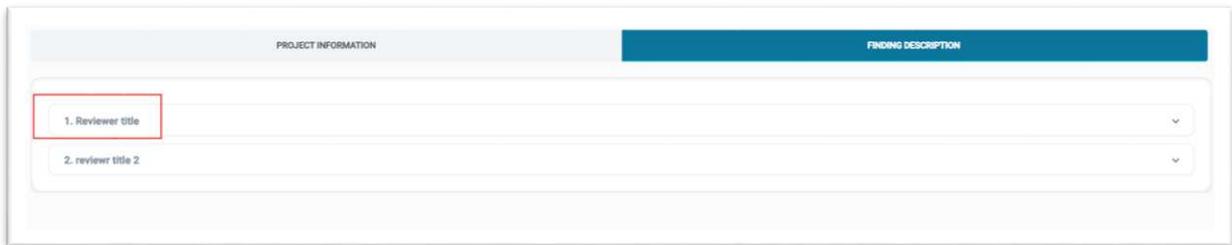

Figure 6. Red box around a finding title.

5.4   Responding to findings

The VVB's response can be entered in the "VVB Response [review round number]" text box (figure 7).
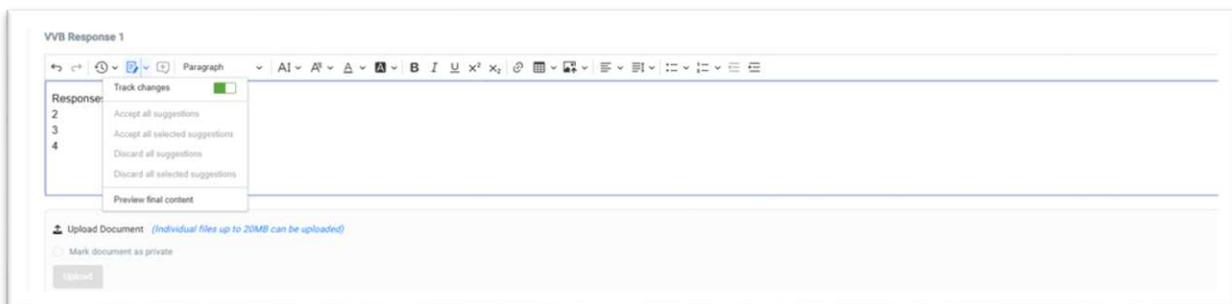

Figure 7. Example VVB response field (in this case, for the first round of findings).

<u>Uploading documents</u>

Supporting documents must be attached to the relevant response field using the "Upload Document" feature below the VVB response box.[2] Sensitive information should be

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[2] The file size limit for uploads is 20 MB per file; anything larger can be shared via a third-party file share system such as Google Drive by putting a link in the relevant response field.

designated as such by checking the "Mark document as private" box; these files will not be available to the public on the public registry.

If a VVB is required to upload the red-line and final versions of the document, these documents should carry the suffixes "red-line" and "final" in the file name.

<u>Tracking changes and commenting</u>
A track change feature is available on the VVB response field. Please click on the "Track change" button to turn track changes on or off.

VVBs can use the comment feature to leave comments for another user at their organization or the project proponent to view, reply to, or resolve (figure 8). Project proponents can't make any edits to or provide any response within the PRR. Commenting is the only method of communication between the VVB and the project proponent in the digital PRR. Comments made by VVBs and project proponents are visible to all parties, including Verra.
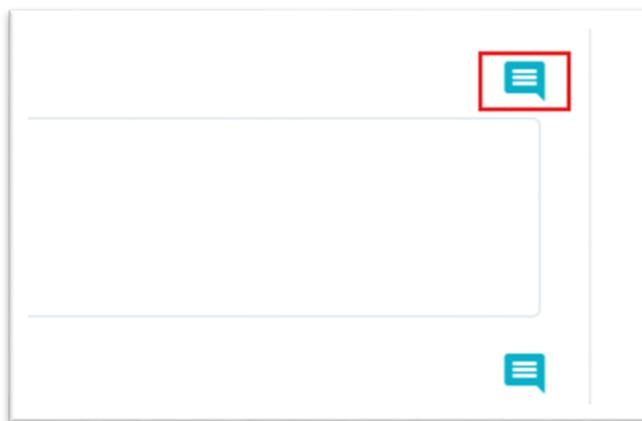

Figure 8. Red box around the comment icon.

Once created, a comment can be deleted by any user. Comments can also be replied to or resolved by another user (figure 9).

Figure 9. Comment function.

The comment icon will be red when a new comment is available to view, and green when it has been resolved (figure 10). The number of comments is shown in the circle. These comments made by VVBs are available to project proponents.
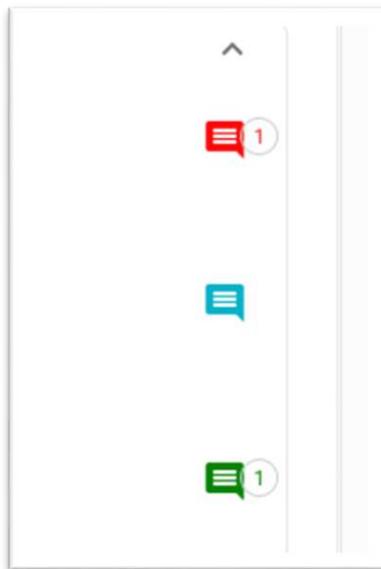

Figure 10. From top to bottom: New (unread), read, and resolved comments.

3.5   Submitting the response

Once the VVB response is ready, it can be submitted back to Verra by clicking the "Submit" button at the top of the page. **All findings must be addressed before the PRR can be returned to Verra;** otherwise, the "Submit" function will not work**.**

After the submission, Verra will be notified that the VVB has responded to the findings, and the PRR's status in the dashboard will update to "Pending – Verra." **Once a PRR has been submitted to Verra, it cannot be edited by the VVB until Verra reviews it and sends it back for another round of findings.**

5.5   Subsequent review rounds

If Verra responds to the PRR to indicate that findings are unresolved, an email notification will be sent to the VVB account manager, with the project proponent's account manager copied. **The review round number will be updated, and the review status will once again be "Pending – VVB."**

The VVB can now edit the PRR and input responses. If any findings have been closed by Verra, the VVB will no longer be able to edit that finding.

After responding to all active findings, the PRR can be submitted to Verra.

5.6   Review closure

At any point in the PRR process, Verra can approve or deny a request. When this happens, an email notification will be sent to the VVB account manager, with the project proponent's account manager copied, indicating the outcome.

If a request has been denied by Verra, the status in the dashboard will change to "Denied." A denial letter can be viewed by clicking the action item button and then selecting "View Denial Detail" (figure 11).
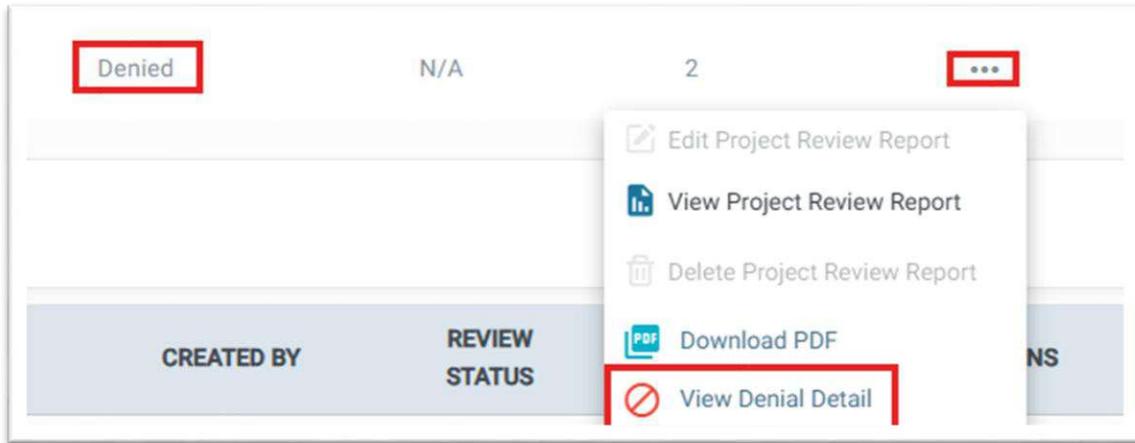
Figure 11. Red boxes illustrating the review status "Denied" and how to view the denial letter.