



Public Consultation Tool

User Guide

September 2024

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1. Introduction

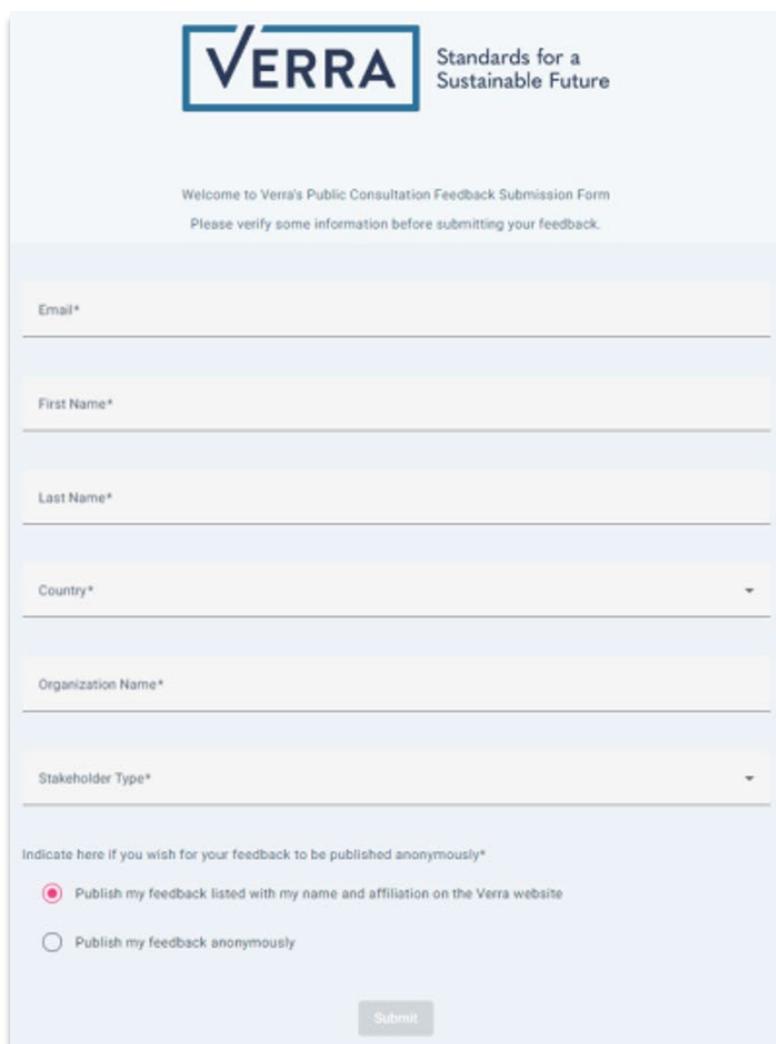
Welcome to the user guide for Verra's Public Consultation Tool. This guide assists stakeholders in filling out feedback submission forms.

2. Feedback Submission Form

Stakeholders use the feedback submission form to share their comments on a program update, methodology etc. with Verra. They must enter their email address, first and last name, country, organization, and stakeholder type. Stakeholders can select to have their name and affiliation listed with their feedback or to have the feedback published anonymously.

2.1 Email Verification

Stakeholders must verify their email address before they can access a public consultation feedback submission form. The email verification for the feedback submission form is shown below in Figure 1.



The screenshot shows the Verra Public Consultation Feedback Submission Form. At the top left is the Verra logo, and to its right is the text "Standards for a Sustainable Future". Below the logo, the text reads: "Welcome to Verra's Public Consultation Feedback Submission Form" and "Please verify some information before submitting your feedback." The form contains several input fields: "Email*", "First Name*", "Last Name*", "Country*" (a dropdown menu), "Organization Name*", and "Stakeholder Type*" (a dropdown menu). Below these fields, there is a section titled "Indicate here if you wish for your feedback to be published anonymously*" with two radio button options: "Publish my feedback listed with my name and affiliation on the Verra website" (which is selected) and "Publish my feedback anonymously". A "Submit" button is located at the bottom right of the form.

Figure 1. Email verification for feedback submission form

After the stakeholder information for email verification has been submitted, the stakeholder is prompted to check their email for a verification message. The verification email contains the URL to access the public consultation feedback submission form (Figure 2).

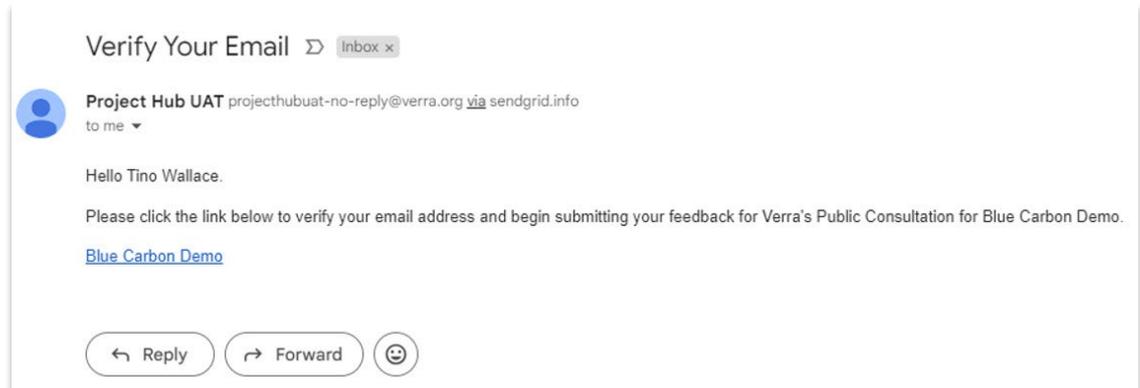


Figure 2. Verification email

When filling out any subsequent public consultation feedback submission forms, stakeholders using a verified email address will receive a notification advising them that their email address has already been verified. The feedback submission form will then be auto populated with their information (Figure 3). If the stakeholder needs to edit any of the information, they can do so.

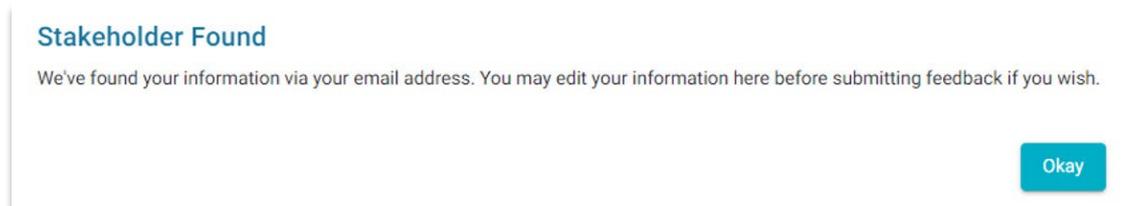
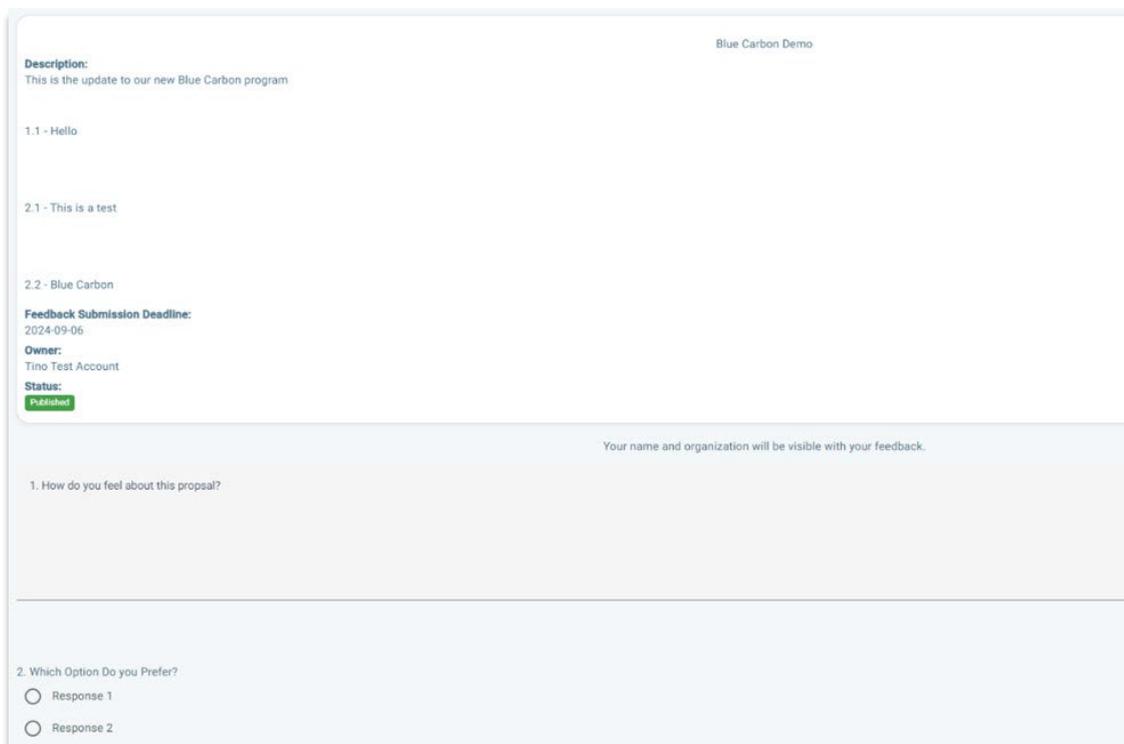


Figure 3. Stakeholder has a previously verified email address

Stakeholders who have already verified their email are still emailed a link to the public consultation feedback submission form.

2.2 Public Consultation Feedback Submission Form

The public consultation feedback submission form displays the description, feedback submission deadline, and status of the public consultation feedback submission form (Figure 4).



Blue Carbon Demo

Description:
This is the update to our new Blue Carbon program

1.1 - Hello

2.1 - This is a test

2.2 - Blue Carbon

Feedback Submission Deadline:
2024-09-06

Owner:
Tino Test Account

Status:
Published

Your name and organization will be visible with your feedback.

1. How do you feel about this proposal?

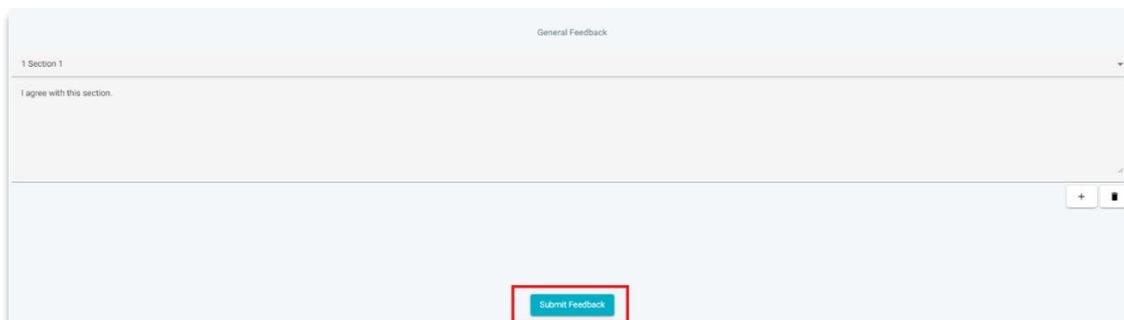
2. Which Option Do you Prefer?

Response 1

Response 2

Figure 4. Public consultation questionnaire

After the feedback submission form has been completed, the stakeholder submits the form by selecting the "Submit Feedback" button at the bottom of the form (Figure 5).



General Feedback

1 Section 1

I agree with this section.

+

Submit Feedback

Figure 5. Submit feedback button

Upon submitting the feedback, the stakeholder will see a notification page indicating the feedback has been submitted (Figure 6). The notification page advises that if the stakeholder wishes to view or update their submitted comments, they can do so using the public consultation feedback submission form link that was sent to them during email verification process. They are also sent a verification email confirming successful feedback submission.

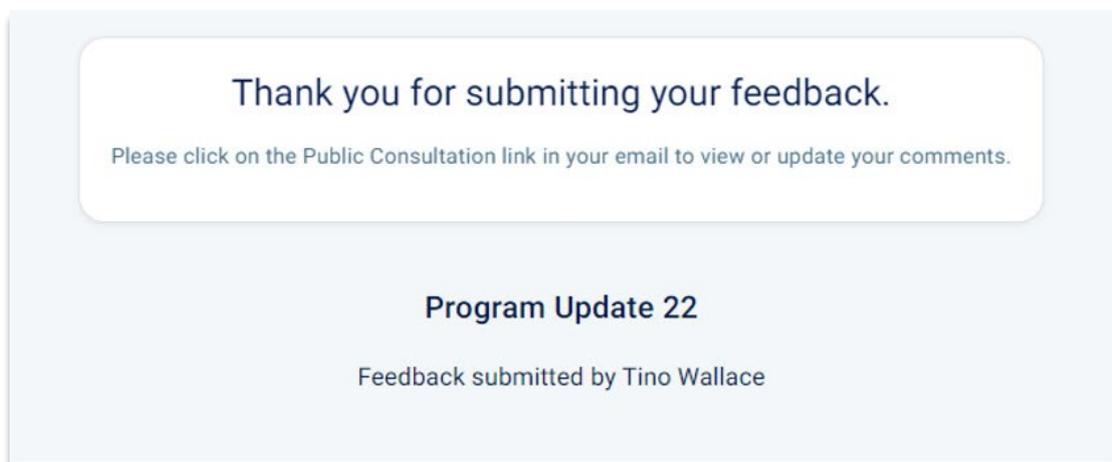


Figure 6. Feedback confirmation page