

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.

VERRA Standards for a Sustainable Future					
Welcome to Verra's Public Consultation Feedback Submission Form Please verify some information before submitting your feedback.					
Email*					
First Name*					
Last Name*					
Country*					
Organization Name*					
Stakeholder Type*					
Indicate here if you wish for your feedback to be published anonymously* Publish my feedback listed with my name and affiliation on the Verra website					
Publish my feedback anonymously					

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).

Verify Your Email D Inbox ×	
Project Hub UAT projecthubuat-no-reply@verra.org <u>via</u> sendgrid.info to me ▼	
Hello Tino Wallace.	
Please click the link below to verify your email address and begin submitting your feedback for Verra's Public Consultation for Blue Carbon De	
Blue Carbon Demo	
← Reply → Forward ⊕	

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.

Stakeholder Found We've found your information via your email address. You may edit your information here before submitting feedback if you	u wish.
	Okay

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).

Bise Carbon Demo Bise Carbon program This is the update to our new Blae Carbon program I.1 - Hello I.1 - This is a test I.1 - This is a test I.2 - Blue Carbon Excended Submission DeadIne: 22.2 - Blue Carbon Excended Submission Exc		
Description: This is the update to our new Blue Carbon program 1.1 - Hello 2.1 - This is a test 2.2 - Blue Carbon Peechook Submision Deadline: 222-90:0 Omer: This Test Account: Static Static		Blue Carbon Demo
This is the update to our new Blue Carbon program. 1.1 - Hallo 2.1 - This is a test 2.2 - Blue Carbon Feedback Submission Desdine: 2024-09-06 Wine: This Exactly a submission Desdine: 2024-09-06 Program Too Test Account Program Your name and organization will be visible with your feedback. 1. How do you feed about this program? Which Option Do you Prefer? Peoprase 1 Peoprase 1 Peoprase 2 Peopr	Description:	
1.1 - Helio 2.1 - This is a test 2.2 - Blue Carbon Eccolored Biomesion Beedline: 2.2 - Blue Carbon Eccolored Biomesion Beedline: 2.2 - Blue Carbon Eccolored Biomesion	This is the update to our new Blue Carbon program	
2.1 - This is a test 2.2 - Blue Carbon E-Carbods Submission Deadline: 2024-09-08 2024-09-08 2024-09-0 2024-0 2024-09-0 2024-0	1.1 - Hello	
2.2 - Blue Carbon : Ecclose: Submission Deadline: 2024/09-06 Wine: Tino Test Account State: To Test Account State: To Test Account Account Account State: The Account State: S	2.1 - This is a test	
Feedback Submission Deadline: 2024-09-06 Owner: Tino Test Account Exture: Protestant Your name and organization will be visible with your feedback. 1. How do you feel about this propsal? . Which Option Do you Prefer? Response 1 Response 2.	2.2 - Blue Carbon	
Over: Tino Test Account Stute: * Unit of the about this propsal?	Feedback Submission Deadline: 2024-09-06	
Status Your name and organization will be visible with your feedback. 1. How do you feel about this propsal? K. Which Option Do you Prefe? Response 1 Organization 2.	Owner: Tino Test Account	
Your name and organization will be visible with your feedback. 1. How do you feel about this propsal? 2. Which Option Do you Prefer? C. Response 1 C. Response 2.	Status: Published	
1. How do you feel about this propsal? 2. Which Option Do you Prefer? C. Response 1 C. Response 2.		Your name and organization will be visible with your feedback.
2. Which Option Do you Prefer? Response 1 Response 2.	1. How do you feel about this propsal?	
2. Which Option Do you Prefer? O Response 1 O Response 2.		
2. Which Option Do you Prefer? O Response 1 O Response 2.		
2. Which Option Do you Prefer? Response 1 Response 2.		
Response 1 Response 2	2. Which Option Do you Prefer?	
O Response 2	O Response 1	
	O 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.	
	+ 1
r	
	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.



Thank you for submitting your feedback.

Please click on the Public Consultation link in your email to view or update your comments.

Program Update 22

Feedback submitted by Tino Wallace

Figure 6. Feedback confirmation page