ART approved Validation and Verification Bodies (VVBs) should include the following information in their verification reports. VVBs may use this outline or may use their own reporting template if it includes all of the required information. Additional information may included in order to improve transparency and completeness or to meet internal reporting requirements.

#### Title Page

*Provide a cover sheet identifying at a minimum the Participant, the reporting period being verified, the VVB, and the date of the report.*

#### Contact Information

*Provide the names and information for the primary contacts from the Participant and the VVB.*

#### Verification scope

*Provide a summary of the scope of the verification.*

#### Verification Team

*List the verification team members, their roles, and demonstration of each individual’s competency.*

#### Verification Process

*Provide an overview of verification procedures and activities including sampling approaches employed.*

#### Verification Results

*Provide a summary of Participant’s REDD+ program’s conformance to TREES, including a discussion of stakeholder comments received and how these were addressed by the Participant.*

#### Major and Minor Nonconformances

*Provide a list of the major and minor nonconformances identified and how each was or will be addressed by the Participant.*

#### Observations

*Provide a list of observations identified.*

#### verification conclusion

*Provide the verification conclusion including identification of verified ERRs available for crediting, if applicable.*