

Technical Bulletin- Primary and Regional Scheme and Quality Managers

As described in section 14 of the VB Requirements, each VB shall appoint one **Scheme Manager** and one **Quality Manager**. We've decided to formally differentiate between **Primary** and **Regional** Scheme Manager and Quality Manager roles (VB requirements will be updated accordingly).

Therefore, each VB should update their contacts in the VB dashboard to make sure the correct person is assigned as the Primary Scheme Manager and the Primary Quality Manager. These primary contacts will be our main points of communication for the Program. All other Scheme Managers and Quality Managers contacts should be clearly labelled as "Regional" in order to avoid confusion.

Please review the previously published bulletin for additional guidance on Administrator Roles and Responsibilities here: [240927 VB Roles and Responsibilities Requirement](#)

Please log into your VB Dashboard to review and make any necessary updates by Tuesday, May 20th (dashboard access refresher below).

Administrators Tab

- Review your current list of registered Administrators. Click 'Edit Details' to review the details for each individual and make any necessary changes.
- Moving forward, ensure your VB Administrator information is kept updated and reflects any changes to your SLCP team.

VB Statistics Tab

- Use the 'Update Primary Contacts' button to update the company public contact email address, company website, or carbon copy emails for SLCP communications.
- Use the 'Add Administrator' button to enter a new VB Administrator.
- To remove an Administrator, contact the VOO at slcp@sumerra.com.

How to access the VB Dashboard?

To access your updated VB dashboard, you will need to create an account with Airtable. Your username/email must exactly match the email you have provided to the VOO as a contact.

You must be registered as Primary Scheme Manager or Regional Scheme Manager with the VOO via this [form](#). If you access the dashboard but do not see your VB data, then you are not properly registered.

1. Invite Link (click this to access the dashboard for the first time): [Invite Link](#)
2. Link (bookmark/use this to return to dashboard): [Dashboard](#)

If you have any questions, reach out via the [SLCP Helpdesk](#).