

REEF CREDIT

Methodology Approval Procedures

Version 1.0

Current as at: 28 May 2019

Version Control

Reef Credit Methodology Approval Procedures

Version 1.0

Last updated 28 May 2019

Version Number	Author	Change	Date	Date Approved by Reef Credit Board

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Reef Credit Methodology Approval Procedures

Purpose

The purpose of this document is to describe in detail the procedure to follow when a methodology is submitted for approval under the Reef Credit Standard.

Scope

This procedure applies to all new methodology applications.

Application

This procedure is for use by methodology developers, the Reef Credit Secretariat (Secretariat), Technical Advisory Committee (TAC) and Board, Peer Reviewers, and any other parties who use the methodology approval process.

This document will be updated from time to time by the Reef Credit Secretariat.

Procedure

This procedure elaborates on each of the steps involved in the methodology approval process as set out in the Peer Review Process flowchart in Schedule 5 of the Reef Credit Standard (*Attachment 1*).

This document provides further requirements and guidance for specific elements within the process, and attaches associated forms, templates and checklists ('Related Documents'). The Related Documents referred to throughout this document are listed at the end of this document.

Terms used in this document are defined in the Reef Credit Standard Version 1.0 Schedule 1 – Definitions, unless otherwise defined at the end of this document ('Definitions').

The steps required to perform this procedure are set out below:

1. Method author submits method and up to 4 peer review nominees to Secretariat

The methodology developer must prepare and submit to the Secretariat by email to secretariat@reefcredit.org a completed:

- a. Methodology Approval Process Submission Form (*Attachment 2*); and
- b. Proposed Methodology using the Methodology Template (*Attachment 3*) ('Methodology documentation').

The methodology developer shall nominate three (3) or four (4) peer review nominees in the Methodology Approval Process Submission Form. The Secretariat will acknowledge receipt of the documents by email and issue an invoice to the methodology developer for the methodology lodgement fee set out in the Fee Schedule (*Attachment 7*).

The methodology developer is required to pay all expenses associated with the methodology approval process.

The methodology lodgement fee must be paid by the methodology developer before the Secretariat conducts a preliminary review of the methodology documentation.

2. Secretariat assesses method against Standard and Guide

The Secretariat will conduct a preliminary review of the methodology documentation to ensure that:

- a. it is complete;
- b. the requisite format has been followed and completed; and
- c. the proposed methodology is new (if the proposed methodology is covered or partly covered by another methodology or a methodology under development, modifications should be proposed).

The Secretariat's preliminary assessment is based on information provided by the methodology developer in the methodology documentation and attached documents. The Secretariat is not responsible for errors therein and is not liable if a proposed methodology fails to meet eligibility requirements.

The Secretariat will use the Methodology Eligibility Checklist (*Attachment 4*) to assist in conducting the preliminary assessment.

At the conclusion of the preliminary review, the Secretariat will notify the methodology developer that either:

- a. the draft methodology is accepted for progression through the public consultation and peer review process. The Secretariat will notify the methodology developer by email and, if the methodology developer decides to proceed with the application, will issue an invoice for the methodology review fee set out in the Fee Schedule (*Attachment 7*). Subject to receipt of the methodology review fee, the draft methodology will be submitted for Board approval subject to the public consultation and peer review process outlined below (step 3 onwards); or
- b. revisions to the draft methodology to ensure completeness and adherence to the requisite format are required before the draft methodology can be accepted for progression. The Secretariat will specify the criteria that have not been met. The methodology developer may then provide the further information or revise and resubmit the proposed methodology, as the case may be, in order for the Secretariat to continue its assessment; or
- c. the draft methodology is not accepted for progression. The methodology may be revised and resubmitted by the methodology developer. Resubmission of such methodologies will be treated as original submissions and require payment of a methodology lodgement fee.

3. Technical Advisory Committee selects 2 peer reviewers

The Secretariat will convene the Technical Advisory Committee (*TAC*) to select two (2) peer reviewers from those proposed by the methodology developer in the Methodology Approval Process Submission Form.

The Secretariat will provide the *TAC* with the methodology documentation for the purpose of making its selection.

The purpose of the peer review is to deliver an informed opinion from subject matter experts to ensure that methodologies are theoretically rigorous, scientifically robust and practically workable. In considering the suitability of proposed peer reviewers, the *TAC* will have regard to the following criteria:

- a. the reviewer's subject matter expertise and experience in an area relevant to the proposed methodology; and
- b. the reviewer's ability to provide objective and impartial advice.

In considering the reviewer's expertise and experience, the *TAC* shall have regard to the peer review nominees' CVs and general public profiles.

In considering the reviewers' ability to provide objective and impartial advice, the *TAC* shall have regard to the Conflict of Interest Policy for Peer Review (*Attachment 8*), any disclosures provided by the peer reviewers or methodology developer to the *TAC*, and the attestation provided by the methodology developer in the Methodology Approval Process Submission Form regarding conflicts of interest.

If a peer reviewer proposed by the methodology developer does not meet the suitability criteria, the TAC may request that the methodology developer propose an alternative peer reviewer/s. In this instance, the Secretariat will contact the methodology developer and request an alternative nominee/s for the peer review. The TAC retains the right to recommend to the Secretariat another peer reviewer/s if it is not satisfied with the options provided by the methodology developer.

The resolution of the TAC regarding selection of peer reviewers will be formalised through a written resolution signed by each member.

The Secretariat will contact the peer reviewers selected in writing to:

- a. request that they review the methodology;
- b. confirm their availability to complete the review of the methodology within the 30 day timeframe; and
- c. request that they complete and return the Peer Reviewer Declaration (*Attachment 10*).

The Secretariat will engage and pay the peer reviewers to conduct the review. The Secretariat will recover this cost from the methodology developer through the methodology review fee. Standard rates for peer reviewers may be set by the Secretariat based on the scope and complexity of the methodology.

The Secretariat will then provide the selected peer reviewers with the:

- Proposed Methodology; and
- Peer Review Feedback Form (*Attachment 6*),

and request that the peer reviewer complete the review and the Peer Review Feedback Form within the peer review period.

4. Public consultation period (30 days)

The Secretariat will post the draft methodology on the www.reefcredit.org website for public consultation for a period of 30 days, and the Secretariat will also send out a notice via email to key stakeholders on its mailing list informing them of the opportunity to comment.

Any comments shall be submitted to the Secretariat at feedback@reefcredit.org using the Public Consultation Feedback Form (*Attachment 5*) and respondents shall provide their name, organisation and email address. Contact details will not be published or otherwise disclosed. However, all submissions are public documents and will be published on the website at the conclusion of the public consultation and peer review process.

The Secretariat shall provide all comments received during the public consultation period to the methodology developer.

The methodology developer shall take due account of such comments and either propose to adjust the methodology or leave the methodology unchanged, in either case providing the rationale for the proposed adjustment, or reasons why the substance of the comment should not be reflected in the methodology. The methodology developer shall provide its responses to the comments using the Public Consultation Feedback Form (*Attachment 5*). The methodology developer will collate all public consultation comments and its responses and provide this to the Secretariat.

The Secretariat shall provide the collated comments and responses to the peer reviewers for consideration before the review period concludes.

Note: The public consultation process is distinct from the methodology developer's stakeholder engagement process. The Secretariat may develop separate guidelines regarding best practice stakeholder engagement processes for methodology developers.

5. Peer Review (30 days)

Over a period of 30 days, the peer reviewers will conduct their assessment of the proposed methodology.

The commencement of the peer review process (step 5) may occur during or after the public consultation period (step 4).

If the peer review coincides with the public consultation period, the Secretariat may extend the peer review period up to two (2) weeks to allow the peer reviewers time to consider how the methodology developer has proposed to account for any comments received during the public consultation in the methodology.

If the peer reviewer/s do not agree with the methodology developer's proposed response to comment/s received during the public consultation, the peer reviewer/s will provide reasons in the Peer Review Feedback Form.

6. Secretariat receives completed review

The Secretariat will receive the methodology documentation and the completed Peer Review Feedback Forms from the peer reviewers at the conclusion of the peer review period.

The Secretariat will compile comments and recommendations from the peer reviewers contained in the Peer Review Feedback Forms, and prepare a Peer Review Summary Report using the template (*Attachment 9*).

The Secretariat will provide the Peer Review Summary Report, and associated documentation, to the TAC and convene a TAC meeting to consider the result of the peer review process.

7. Peer review result

The Peer Review Summary Report will confirm whether the result of the peer review process is either:

- a. no revisions are recommended;
- b. minor revisions as specified are recommended;
- c. major revision is recommended to respond to specified matters;
- d. rejection of the methodology is recommended for specified reasons; or
- e. there are conflicting views between the reviewers.

The process to follow in relation to each of these steps, as summarised in the Peer Review Process flowchart in Attachment 1, is as follows:

- a. If both peer reviewers agree that no changes are recommended, the Secretariat will refer the draft methodology to the TAC to confirm the integrity of the process followed (step 9).
- b. If minor changes as specified are recommended, the Secretariat will return the draft methodology to the methodology developer with the peer reviewers' advice regarding the revisions required (step 8). Once the revisions are made and the revised draft methodology is provided to the Secretariat, the Secretariat will refer the draft methodology to the TAC to confirm the integrity of the process followed (step 9).
- c. If major revision is recommended to respond to specified matters, the Secretariat will refer the draft methodology to the TAC which will make a recommendation to the Board whether to:
 - i. return the draft methodology to the methodology developer with the peer reviewers' advice regarding the revisions required (step 8); or
 - ii. follow another course of action suggested by the TAC or at the discretion of the Board.

Once the revisions are made and the revised draft methodology is provided to the Secretariat, the Secretariat will refer the draft methodology to the TAC to confirm the integrity of the process followed (step 9).

- d. If it is recommended that the methodology be rejected for specified reasons, the Secretariat will refer the draft methodology to the TAC which will make a recommendation to the Board for decision to either:

- i. reject the draft methodology; or
- ii. follow another course of action suggested by the TAC or at the discretion of the Board.

The recommendation of the TAC under step 7 c. or d. will be formalised through a written resolution signed by each member. The written resolution will be presented to the Board as a formal recommendation of the TAC and the Board may, at its discretion, endorse the recommendation.

- e. If the peer reviewers have conflicting views about a substantive matter affecting the acceptability of the draft methodology, or as to whether to reject the draft methodology, the TAC will make a recommendation to the Secretariat to either:
 - i. pursue a proposed process to see if conflicting responses can be resolved;
 - ii. send the methodology back to the methodology developer seeking a solution to the contested matter;
 - iii. appoint a third peer reviewer to review the draft methodology within a period of fourteen (14) days. If the third peer reviewer proposed by the methodology developer is not acceptable to the TAC, the TAC will make a recommendation to the Secretariat that a request be made that the methodology developer propose an alternative peer reviewer/s. The TAC retains the right to recommend to the Secretariat another peer reviewer/s if it is not satisfied with the options provided by the methodology developer; or
 - iv. follow another course of action recommended by the TAC or at the discretion of the Board.

The Secretariat may in its discretion, choose to escalate the matter to the Board for decision.

8. Authors revise

If the result of the process in step 7 is that revisions are recommended, the Secretariat will refer the draft methodology to the methodology developer with the peer reviewers' advice regarding the revisions required.

The methodology developer must respond to all and any of the findings by incorporating revisions and/or justifications for the proposed approach.

9. Technical Advisory Committee Confirms Process Integrity

The Secretariat will convene the TAC to review the revised draft methodology documentation and associated documents and resolve whether or not the methodology approval process has been properly followed.

The TAC will review the most recent methodology documentation, Peer Review Summary Report and associated documents, to satisfy itself that the methodology has been assessed in accordance with Reef Credit Standard and Guide.

Where the TAC resolves that the methodology approval process has not been properly followed or the methodology has not been assessed in accordance with Reef Credit Standard and Guide, the TAC may require that the proposed methodology go through any or all of the methodology approval process steps again. The resolution of matters by the TAC will not be unreasonable or arbitrary or dictated by imperfection of process.

The resolution of the TAC will be formalised through a written resolution signed by each member. The written resolution will be presented to the Board as a formal recommendation of the TAC and the Board may, at its discretion, endorse the recommendation.

10. Accepted

If the process is found to have been properly followed, the draft methodology will be recommended by the TAC to the Reef Credit Board for approval.

The Board reserves the right not to accept the proposed methodology where it is not consistent with the Reef Credit Scheme principles or may have an adverse impact on the integrity or reputation of the Reef Credit Scheme.

11. Endorsement by Board

With the successful approval vote of the Board, the methodology is accepted as a Reef Credit Methodology.

The Secretariat will then publish the Reef Credit Methodology on the www.reefcredit.org website.

12. Publish methodology

The Secretariat will post on the website all public comments and documented responses, and all peer review comments and documented responses, together with the public comment version of the methodology and the final approved methodology to provide transparency in the development process.

Related Documents

Requirement Documents

Reef Credit Standard Version 1.0

Reef Credit Guide Version 1.0

Fee Schedule Version 1.0

Templates, Forms and Policies

Methodology Approval Process Submission Form (Attachment 2)

Methodology Template (Attachment 3)

Methodology Eligibility Checklist (Attachment 4)

Public Consultation Feedback Form (Attachment 5)

Peer Review Feedback Form (Attachment 6)

Conflict of Interest Policy for Peer Review (Attachment 8)

Peer Review Summary Report Template (Attachment 9)

Peer Reviewer Declaration Form (Attachment 10)

Definitions

Terms used in this document are defined in the Reef Credit Standard Version 1.0 Schedule 1 – Definitions, unless defined below.

Board means the Reef Credit Scheme interim Steering Committee or the final Board of Directors appointed to the not-for-profit entity incorporated to provide oversight to the Reef Credit Scheme, as the case may be.

Conflict of interest means having an actual or perceived conflict of interest associated with any current direct financial or vested-interest in the outcome of the methodology approval process.

Conflict of interest Policy for Peer Review means the policy provided in Attachment 8.

Fee Schedule means the Reef Credit Scheme fee schedule which sets out the fees payable to the Secretariat by participants in the Reef Credit Scheme, as amended from time to time.

Methodology approval process submission form means the form provided in Attachment 2.

Methodology documentation means the Methodology Submission Form and the Proposed Methodology.

Methodology eligibility checklist means the checklist provided in Attachment 4.

Methodology lodgement fee means the fee payable by the methodology developer to the Secretariat for new methodologies and substantive methodology revisions, the amount of which is set out in the Fee Schedule.

Methodology review fee means the fee payable by the methodology developer to the Secretariat where the methodology element is accepted into the public consultation and scientific peer review approval process, the amount of which is set out in the Fee Schedule.

Methodology template means the template provided in Attachment 3.

Peer reviewer declaration form means the form provided in Attachment 10

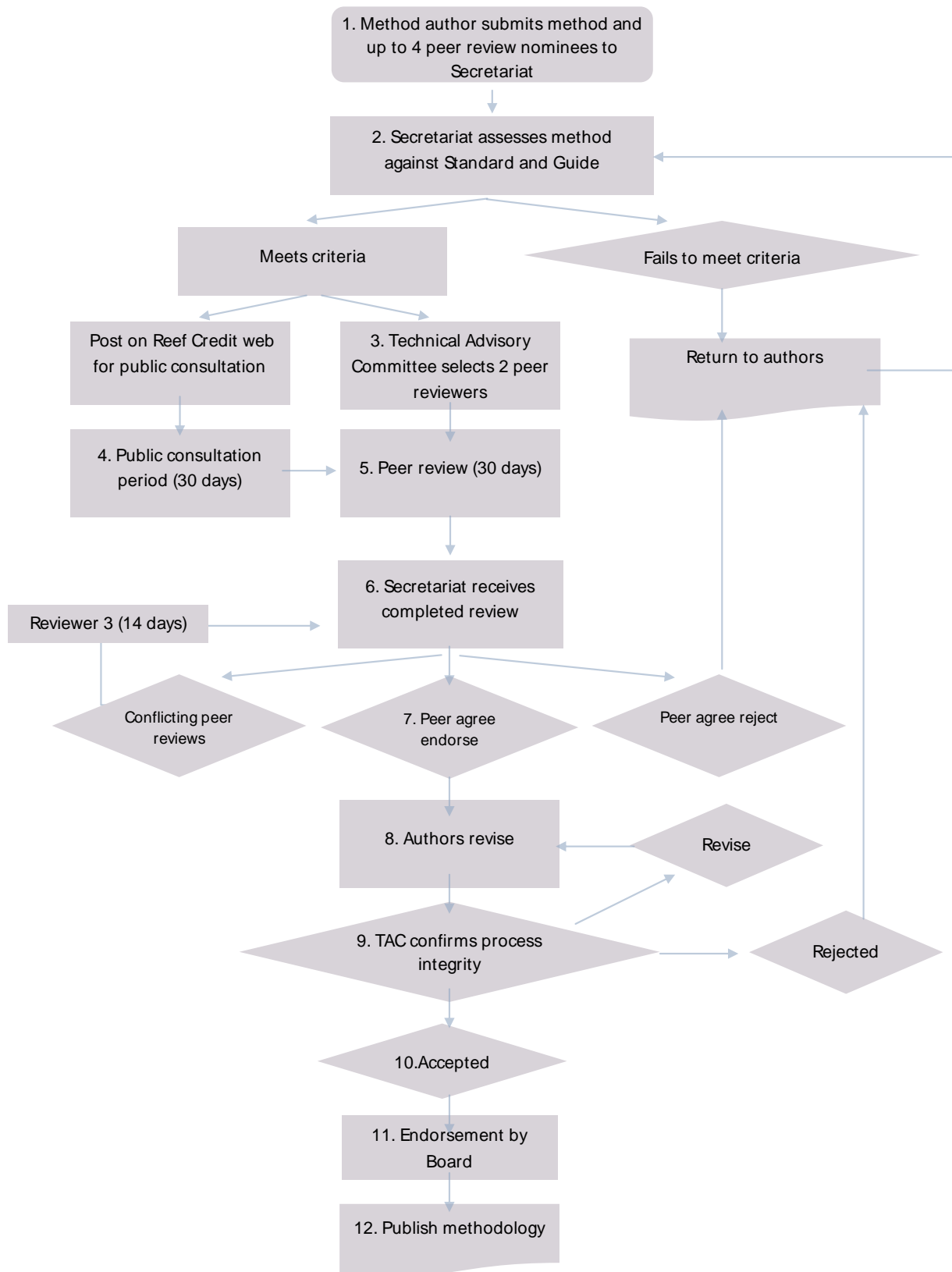
Peer review feedback form means the form provided in Attachment 6.

Peer review summary report template means the template provided in Attachment 9.

Proposed methodology means the draft methodology prepared in accordance with the methodology template provided in Attachment 3.

Public consultation feedback form means the form provided in Attachment 5.

Attachment 1 – Peer Review Process



Attachment 2 – Methodology Approval Process Submission Form

Instructions: This form is to be completed by the methodology developer and submitted together with attachments (including the proposed peer reviewers' curriculum vitae) and the Proposed Methodology (using the Methodology Template) ('Methodology documentation') to the Reef Credit Secretariat at secretariat@reefcredit.org. On receipt of the methodology documentation, the Reef Credit Secretariat will issue an invoice for the methodology lodgement fee specified in the Fee Schedule.

Reef Credit Methodology Approval Process Submission Form	
Date	[dd/mm/yr]
Methodology Developer	[Individual/Organisation]
Contact	[Name] [Organisation] [Address] [Email] [Phone]
Methodology Element Sectoral Scope	[e.g. Land management practice change]
Name of Methodology Element	[Title of methodology]
Short Description	[less than 50 words]
Methodology Element Documentation	[Document id]
Peer Reviewer 1 (3 or 4 nominees must be provided)	[Name, organisation, email address]
Peer Reviewer 2	[Name, organisation, email address]
Peer Reviewer 3	[Name, organisation, email address]
Peer Reviewer 4	[Name, organisation, email address]
Peer Reviewers have agreed to be considered and have been advised the TAC may contact them, via the Secretariat, for further information	Y/N
Peer Reviewer CV's attached	Y/N
Other details relevant to the development of the methodology	[insert relevant details, including the names and contact details of internal review or design team members]
<p>Attestation</p> <p>By signing and submitting this draft methodology, the methodology developer agrees to pay the Secretariat the non-refundable methodology lodgment fee, the rate of which is set out in the Reef Credit Fee Schedule. The methodology developer also acknowledges and agrees that it has read, understood and will comply with the Reef Credit Standard and Guide, that no perceived or actual conflict of interest exists in relation to the proposed peer reviewers, and that the acceptance or non-acceptance of this draft methodology shall be at the sole discretion of the Secretariat.</p> <p>Signed for and on behalf of:</p> <p>Name of organisation:</p> <p>Signature:</p> <p>Name of signatory:</p> <p>Date:</p>	

Attachment 3 – Methodology Template

Instructions: The methodology developer is to use this template when drafting the proposed methodology. The purpose of this template is to help ensure clarity and consistency in methodologies developed for use under the Reef Credit Scheme. If the draft methodology deviates from the template in any way, the methodology developer must provide reasons.

METHOD TITLE	
VERSION	
AUTHOR/S	
ACKNOWLEDGEMENTS	
TABLE OF CONTENTS	
1. PROJECT DESCRIPTION	
1.1 Governing Documents	<i>[e.g. Reef Credit Standard and Guide version 1.0]</i>
1.2 References	<i>[indicate key documents and/or tools upon which the proposed methodology is based]</i>
1.3 Summary Description of Methodology	<i>[concise summary of the proposed methodology (less than 100 words)]</i>
1.4 Project Activities	<i>[include a description of the project activities to which the methodology applies]</i>
1.5 Definitions	<i>[include definitions of terms used in the methodology unless already defined in the Reef Credit Standard]</i>
1.6 Documentation Requirements	<i>[outline the documentation required for project application and for issuance of Reef Credits]</i>
2. ELIGIBILITY	<i>[describe the conditions under which the methodology can (and cannot) be applied. Note: the proposed methodology must not be related to an activity that will lead to a pollutant reduction included on the negative list]</i>
2.1 Location	<i>[provides requirement that proposed project area is within the geographical boundaries of the GBR catchment]</i>
2.2 Project Land Characteristics	<i>[provides guidelines for defining land characteristics of the project area]</i>
2.3 Project Activities	<i>[provide guidelines for defining the scope of activities and pollutant pools to be accounted for in the project]</i>
2.4 Land Use Change	<i>[any necessary permits to demonstrate that the project will not have a significant negative impact]</i>
2.5 Additionality	<i>[establish procedures for the demonstration and assessment of additionality. The proposed methodology may adopt any of the following approaches to the assessment of additionality a. implementation barriers b. common practice c. performance benchmark]</i>
2.6 Consultation process	<i>[include a description of the consultation process the</i>

	<i>methodology developer went through in developing the methodology.]</i>
2.7 Leakage	<i>[include procedures for identifying the risk of project leakage and provide a method for accounting in the calculation of reef credits the deduction as a result of project leakage]</i>
2.8 Determine if the project may be at risk of leakage	
3. PROJECT MAPPING	<i>[Provide guidelines for delineating project area boundaries]</i>
3.1 Geospatial capture	<i>[describe how the spatial boundary is defined and specify the maps or GIS shape files required]</i>
3.2 Fitness for purpose	<i>[specify appropriateness of dataset for purpose]</i>
3.3. Accuracy	<i>[specify minimum requirements for spatial data]</i>
3.4 Reef Credit Accounting Zones	
4. LAND MANAGEMENT PLAN	<i>[provide requirements for plan outlining management strategies]</i>
5. PROJECT ACCOUNTING	
5.1 Relevant Pools	<i>[provide guidelines for defining the pollutant pools to be accounted for in the project. Identify all sources and sinks of relevant pollutant source within the project area]</i>
5.2 Baseline scenario	<i>[provide an explanation of why the baseline was chosen and guidelines for determining average pollutant loss for the baseline scenario. E.g. Methodologies must be founded on a comparative assessment of the Business As Usual scenario and the alternatives to determine the Baseline Scenario. This must include an assessment of the barriers to implementation of the proposed Methodology activities.]</i>
5.3 Project monitoring period calculations	<i>[provide guidelines for quantifying project pollutant loss for the monitoring period]</i>
5.4 Calculation of change in pollutant loss	<i>[assumptions, parameters and procedures involved in calculation of pollutant reduction must be clearly stated]</i>
5.5 Calculation of change in pollutant entering the Great Barrier Reef	<i>[detail how to determine pollutant reductions resulting from project activities at end of catchment for the monitoring period]</i>
5.6 Calculation of monitoring period Reef Credits	<i>[outline the steps to determine the number of reef credits based on calculated pollutant reductions]</i>
6. MONITORING AND RECORD KEEPING REQUIREMENTS	<i>[provides guidelines for the implementation of a monitoring plan and identify monitored parameters to assess management strategy]</i>
APPENDICES	

Attachment 4 – Methodology Eligibility Checklist

Instructions: The purpose of the checklist is to guide the Secretariat's preliminary assessment of the draft methodology documentation for completeness and consistency with the methodology approval requirements under the Reef Credit Standard and Guide before the proposed methodology is progressed through the peer review and public consultation process. The checklist is to be completed by the Secretariat.

The Secretariat's review of the methodology documents at this stage is only a preliminary determination of the methodology's compliance with the methodology approval process under the Reef Credit Standard and Guide. The final approval of the proposed methodology is confirmed in later phases.

The Secretariat's preliminary assessment is based on information provided by the methodology developer in the methodology documentation and attached documents. The Secretariat is not responsible for errors therein and is not liable if a proposed methodology fails to meet eligibility requirements.

Methodology Title	
Methodology Developer	
Decision	Accept / Revise minor / Decline
Date	
Assessment Question	Response (Yes/No)
Is the Methodology Approval Process Submission Form complete (including signature and attachments)?	Y/N
Is the proposed methodology written in accordance with the Methodology Template and have all sections of the Methodology Template been completed?	Y/N
Is the proposed methodology new? [If the proposed methodology is partly covered by another approved methodology or a methodology under development, modifications should be proposed]	Y/N

Attachment 5 – Public Consultation Feedback Form

Current as at May 2019

Methodology Feedback Form – (draft method name)

The Reef Credit Secretariat is seeking comment on the following methodology/ies for use under the Reef Credit Standard.

[insert details]

The Methodology/ies will be subject to peer review prior to adoption under the Reef Credit Standard in accordance with the rules set out in the Standard.

Specific feedback on the draft methodology is sought on:

- [insert details e.g. whether the assumptions, parameters and procedures involved in the calculation of pollutant reduction are clearly stated?]*

Publication

All submissions are public documents and will be published on the website. Please do not include personally identifying information or comments about other persons in the body of your submission. Contact details will not be published or disclosed to others.

Submission Deadline - 5pm (AEST) [day], [date].

Any submissions received after this date will be considered at the Reef Credit Secretariat's discretion. All submissions must include this cover sheet.

Submissions should be emailed to: feedback@reefcredit.org

Your contribution is greatly appreciated. For further information, please contact the Reef Credit Secretariat: secretariat@reefcredit.org

Contact details

Name (required)	
Position within organisation (if applicable)	
Organisation (if applicable)	
Postal address (required)	
Email address (required)	
Phone number (required)	

Which Draft Methodology are you commenting on?		
Please use a separate Methodology Feedback Form for each Methodology you wish to comment on]		
[Methodology title]		
Do you have any feedback on the each section of the Methodology?		
Section	Comment	Response by methodology developer
1. PROJECT DESCRIPTION		
1.1 Governing Documents		
1.2 References		
1.3 Summary Description of Methodology		
1.4 Project Activities		
1.5 Definitions		
1.6 Documentation Requirements		
1.7 Project Application		
1.8 Project Crediting		
2. ELIGIBILITY		
2.1 Location		
2.2 Project Land Characteristics		
2.3 Project Activities		
2.4 Land Use Change		
2.5 Additionality		
2.6 Consultation process		
2.7 Leakage		
2.8 Determine if the project may be at risk of leakage		
3. PROJECT MAPPING		
3.1 Geospatial capture		
3.2 Fitness for purpose		
3.3 Accuracy		
3.4 Reef Credit Accounting Zones		
4. LAND MANAGEMENT PLAN		
5. PROJECT ACCOUNTING		

5.1 Relevant Pools		
5.2 Baseline period calculations		
5.3 Project monitoring period calculations		
5.4 Calculation of change in pollutant loss		
5.5 Calculation of change in pollutant entering the Great Barrier Reef		
5.6 Calculation of monitoring period Reef Credits		
6. MONITORING AND RECORD KEEPING REQUIREMENTS		
APPENDICES		
Specific questions from the Reef Credit Secretariat		
Any other comments on the Draft Methodology?		

Attachment 6 – Peer Review Feedback Form

Current as at May 2019

Instructions for Reviewers: Please contact the Secretariat immediately if the topic is outside your area of expertise or if you cannot meet the deadline for review comments. Please complete and return this template (and the draft methodology if it contains review comments) to the Secretariat, who will provide it to the Technical Advisory Committee.

The Secretariat will send a copy or a summary of information submitted by all reviewers to the methodology developer. Please consider the criteria below in order to determine the scientific validity of the methodology. The following information will be used to reach decisions on approval of the proposed methodology for use under the Reef Credit Standard. Please provide detailed comments on this form. Attach additional pages to provide specific comments that support your recommendations.

Methodology Title		
Peer Reviewer Name		
Peer Reviewer Position		
Recommendation	Approve / Revise minor / Revise major / Decline	
Review criteria	Yes/No	Comments
Relationship to approved or pending methodologies: could existing method be revised?		
Public consultation: has the methodology developer taken account of comments made during the public consultation process?		
Presentation: is methodology written in clear and concise way?		
Definitions: are key terms defined clearly and consistently?		
Applicability conditions: does the methodology set appropriate criteria for eligibility of projects?		
Project boundary and scope: are appropriate guidelines provided for defining the geographical and temporal boundaries of the project, scope of activities and pollutant pools to be accounted for in the project?		
Baseline scenario: is the approach for determining the baseline appropriate and in compliance with the Reef Credit Standard?		
Additionality: is the approach/tools provided for assessing additionality appropriate and in compliance with the Reef Credit Standard?		
Baseline emissions: are guidelines for determining average pollutant loss for the baseline period appropriate and in compliance with the Reef Credit Standard?		

Project emissions: are guidelines for determining project pollutant loss for the monitoring period appropriate and in compliance with the Reef Credit Standard?		
Leakage: is the approach to assessment and deductions for leakage appropriate and in compliance with the Reef Credit Standard?		
Net pollutant reductions: is the approach for calculating project pollutant reductions at end of catchment appropriate and in compliance with the Reef Credit Standard?		
Project Reporting and Credit Issuance: are requirements for reporting project abatement and the application process for the issuance of Reef Credits appropriate and in compliance with the Reef Credit Standard?		
Monitoring: are guidelines for the implementation of a monitoring plan and monitored parameters to assess management strategy appropriate and in compliance with the Reef Credit Standard?		
Data and parameters: are specifications for data and parameters appropriate and in compliance with the Reef Credit Standard?		
Does the methodology meet the requirements of the Reef Credit Standard and Guide, including (without limitation) the requirements set out in section 4 of the Reef Credit Standard?		
Other considerations		

Attachment 7 – Fee Schedule

Current as at May 2019

This document sets out the fees payable by the methodology developer to the Secretariat under the Reef Credit Scheme in relation to the methodology approval process.

All applicable fees must be paid before any review will commence.

The Reef Credit Scheme operates on a not-for-profit basis and fees are designed to cover costs only.

The fees may be revised from time to time.

All fees are quoted in Australian dollars (AUD).

This fee schedule will be reviewed in December 2019, with any increases to take effect from January 2020.

Fee	Rate (AUD)
Lodgement fee (for new methodologies)	\$TBD
Review fee (where methodology element is accepted into the public consultation and scientific peer review approval process) The review fee will include: <ul style="list-style-type: none"> • Peer reviewer fees • Public consultation costs • Secretariat costs • Technical Advisory Committee fees 	\$TBD

Attachment 8 – Conflict of Interest Policy for Peer Review

Current as at May 2019

An actual or perceived conflict of interest may arise when a peer reviewer's professional judgment about the consideration of the methodology for approval is influenced by a secondary interest such as financial gain or career advancement, business or personal relationship, academic competition or intellectual or ideological beliefs.

All participants in the peer-review and approval process, must identify potential conflicts of interest when fulfilling their roles and disclose all relationships that might be viewed as inappropriate.

Authors

When authors submit a methodology they are responsible for disclosing all financial and personal relationships with peer review nominees that might bias or be seen to bias the review. If there are no conflicts of interest, authors should state that none exist.

Authors may identify reviewers or editors they wish to exclude from handling their methodology due to an existing conflict of interest.

Reviewers

When asked to review a methodology, reviewers should disclose any conflicts of interest that could bias their opinions of the methodology. If reviewers believe that they cannot judge a methodology impartially because of a possible conflict of interest, they should decline the invitation to review and provide an explanation. Possible conflicts of interest may occur when reviewers:

- a. have a financial or business relationship; or
- b. were part of an internal review panel for the methodology before submission.

If a reviewer is unsure whether the potential for bias exists, advice should be sought from the Technical Advisory Committee.

Reviewers must not use knowledge of the methodology under review before its publication to further their own interests.

Technical Advisory Committee and Board Members

If a Technical Advisory Committee or Board Member has a conflict of interest or a relationship that may bias their treatment of the methodology under consideration, they should excuse themselves from handling the methodology.

Attachment 9 – Peer Review Summary Report Template

Instructions: This template is for the peer review of new methodologies. The template is to be completed by the Secretariat and signed by each of the peer reviewers.

Report Title – ‘Summary Report of Peer Review in relation to *[insert name of methodology]*’

Prepared by *[Secretariat]*

Peer Reviewers *[names of peer reviewer/s]*

Date *[insert date review completed]*

Summary *[describe methodology and peer review purpose, scope and process including criteria and conclusions]*

1. Introduction *[purpose and scope]*
2. Description of methodology *[short description]*
3. Approach to review and criteria *[refer to the review criteria listed in the Peer Review Feedback Form, Methodology Approval Process Operating Procedures, note any qualifications/limitations]*
4. Documentation reviewed *[e.g. CVs, conflict of interest declaration/disclosures, Methodology documentation]*
5. Review team *[names, roles, qualifications]*
6. Findings *[describe the process used to resolve points raised and the results]*
7. Relationship to approved or pending methodologies *[consider whether an existing method could be revised]*
8. Public consultation comments *[identify any comments submitted under the public consultation process and responses]*
9. Presentation *[assess whether the draft methodology is written in a clear and concise way]*
10. Definitions *[consider whether key terms are defined clearly and consistently]*
11. Applicability conditions *[consider suitability of criteria for eligibility]*
12. Project boundary and scope *[assess guidelines provided for defining the geographical and temporal boundaries of the project, scope of activities and pollutant pools to be accounted for in the project]*
13. Baseline scenario *[assess suitability of approach for determining the baseline and compliance with the Reef Credit Standard]*
14. Additionality *[consider suitability of approach/tools provided for assessing additionality and compliance with Reef Credit Standard]*
15. Baseline pollutant loss *[assess suitability of guidelines for determining average pollutant loss for the baseline period and compliance with Reef Credit Standard]*
16. Project pollutant loss *[consider suitability of guidelines for determining project pollutant loss for the monitoring period and compliance with Reef Credit Standard]*

- 17. Leakage *[consider suitability of approach to assessment and deductions for leakage and compliance with Reef Credit Standard]*
- 18. Net pollutant reductions *[assess approach for calculating project pollutant reductions at end of catchment and compliance with Reef Credit Standard]*
- 19. Project reporting and credit issuance *[assess requirements for reporting project abatement and the application process for the issuance of Reef Credits and compliance with Reef Credit Standard]*
- 20. Monitoring *[assess guidelines for the implementation of a monitoring plan and monitored parameters to assess management strategy for suitability and compliance with Reef Credit Standard]*
- 21. Data and parameters *[assess appropriateness of specifications for data and parameters and compliance with Reef Credit Standard]*
- 22. Overall compliance with Reef Credit Standard *[assess whether the methodology meets the requirements of the Reef Credit Standard and Guide, including the requirements set out in section 4 of the Reef Credit Standard?]*
- 23. Other considerations *[e.g other comments/feedback for improvement]*
- 24. Conclusion *[confirm whether or not the methodology complies with the review criteria]*

ANNEXURES [Completed Peer Review Feedback Forms]

Peer Review Summary Report approved by:

Peer Reviewer Name _____
Signature _____
Date: _____

Peer Reviewer Name _____
Signature _____
Date: _____

Attachment 10 – Peer Reviewer Declaration

Instructions: All persons involved in the peer review process are required to disclose any conflict of interest, real or apparent, that is relevant to their individual role and responsibilities.

A real conflict of interest exists if the personal interests of an individual improperly influence the performance of his or her official duties. An apparent conflict of interest exists if the personal interests of an individual appear to, or could appear to, improperly influence the performance of his or her official duties.

Refer to the Conflict of Interest Policy for Peer Review for additional guidance on identifying real or apparent conflicts of interest.

Participants in the peer review process are also required to maintain strictest confidence in relation to the methodologies under review and the peer review process.

Methodology Title	
Methodology Developer	
Reviewer Name	
Reviewer Position	

I. Conflict of interest declaration

I do not have any conflicts of interest that prevent my full and unbiased participation in the peer review process except as disclosed below.

I will inform the Secretariat immediately, should my circumstances change in any way that effects this declaration.

II. Confidentiality declaration

I declare and agree that all the information that comes into my possession and that is deliberated upon during the peer review process, shall not be disclosed to any other person, and to treat all matters discussed in connection with the peer review process in absolute confidence.

I further agree that I will not submit public comments on the methodologies during the public consultation phase of the methodology approval process.

I confirm that the declarations I have made above are, to the best of my knowledge, correct.

Peer Reviewer Name

Signature

Date:

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