# **Methodology** **Eligibility** **Checklist**

**Current as at 1 July 2024**

*Instructions: the purpose of the checklist is to guide the Secretariat’s preliminary review of the draft Methodology documentation for completeness and consistency with the Methodology approval requirements under the Reef Credit Guide and Reef Credit Standard before the documentation 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 documentation at this stage is only a preliminary determination of the Methodology’s compliance with the Methodology approval process under the Reef Credit Guide and Reef Credit Standard. The final approval of the draft Methodology is confirmed in later phases.*

*The Secretariat’s preliminary review 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 draft Methodology fails to meet eligibility requirements.*

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