

# ENVOMARK

Methodology Application and Review  
Procedure

---

February 2026

# Version Control

ENVOMARK Methodology Application and Review Procedure

Version 1.0

Version Number	Author	Change	Date Approved
1.0	Secretariat		February 2026

# Table of Contents

Purpose.....	4
Scope.....	4
Application.....	4
Procedure for revisions to approved Methodologies.....	4
Procedure for new Methodology applications.....	5
1. Methodology Developer submits application to the Secretariat.....	5
2. Preliminary review of Methodologies against the ENVOMARK Standard.....	5
3. Technical Advisory Committee selects two (2) peer reviewers.....	6
4. Public consultation period (30 days).....	7
5. Peer review period (30 days).....	7
6. Secretariat receives Peer Review documentation.....	8
7. Peer review result.....	8
8. Methodology Developers revise.....	9
9. Technical Advisory Committee to confirm process integrity.....	9
10. Methodology is recommended for approval.....	10
11. Approved by Board.....	10
12. Publish Methodology.....	10
Definitions.....	11
Related Documents.....	11
Attachment 1 – Methodology Application and Review Procedure Flowchart.....	12
Attachment 2 – New Methodology Application.....	13
Attachment 3 – Methodology Explanatory Statement Template.....	16
Attachment 4 – Methodology Eligibility Checklist.....	17
Attachment 5 – ENVOMARK Methodology Template.....	18
Attachment 6 – Peer Review Feedback Form.....	21
Attachment 7 – Conflict of Interest Policy for peer review.....	23
Attachment 8 – Peer Review Summary Report Template.....	24
Attachment 9 – Peer Reviewer Declaration.....	25
Attachment 10 – Guidance Note for selection of peer reviewers.....	26
Attachment 11 – Example Public Consultation Feedback Form.....	27

# Purpose

The purpose of this document is to detail the procedure to follow when applying for approval of a draft Methodology, or a revision to an approved Methodology under an ENVOMARK Standard, administered by Eco-Markets (EMA).

# Scope

This procedure applies to all draft and approved Methodologies under an approved ENVOMARK Standard such as, but not limited to:

1. Australasian Catchment Water Improvement Standard (ACWIS).
2. Reef Credits Standard

This procedure describes the steps to apply for approval of a draft Methodology as set out in the ENVOMARK Methodology Application and Review Procedure Flowchart (Attachment 1) and the steps to apply to revise an approved Methodology.

This procedure 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 and available online on the Eco-Markets website.

Terms used in this procedure are defined in the Definitions.

# Application

This procedure is for use by Methodology Developers, the Secretariat (Secretariat), Technical Advisory Committee (TAC) and Eco-Markets Australia Board (Board), Peer Reviewers, and any third-party applying to revise an approved Methodology.

This document will be updated periodically by Eco-Markets, and the Secretariat via delegated administrative functions.

# Procedure for revisions to approved Methodologies

Applications to revise approved Methodologies may be initiated by a Methodology Developer, the Secretariat or a third-party ('the applicant').

Eco-Markets will periodically review methodologies to ensure they continue to be fit for purpose at the discretion of the Secretariat and Board. The procedure to apply to revise a methodology is as follows:

- a. Email to the Secretariat ([secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au)) outlining the scope of the proposed revision.

- b. The Secretariat will determine whether the revision constitutes a minor error or correction, a minor revision, or a major revision.
  - a. For minor revisions or correction of a minor error:
    - i. the Secretariat will liaise with the applicant to review the proposed revision
    - ii. the Secretariat will review the proposed revision with the TAC
    - iii. the Secretariat will consult with the Methodology Developer on the proposed revisions
    - iv. The Secretariat may decide to open the proposed revision for a 30-day public consultation period, taking into account:
      - 1. guidance (if sought) provided by the TAC.
      - 2. views of the Methodology Developer (if different to the applicant).
  - b. For major revisions:
    - i. the process is the same as for new Methodology applications.

For clarity, responsibility for bearing the costs of revisions:

- a. initiated by a Methodology Developer, costs will be met by the Methodology Developer;
- b. initiated by a third-party, costs will be met by the third-party, except where the Secretariat at its discretion determines otherwise on a case-by-case basis.

The Secretariat will issue an invoice for the New Methodology Assessment Fee set out in the Fee Schedule, prior to assessment.

# Procedure for new Methodology applications

## 1. Methodology Developer submits application to the Secretariat

The Methodology Developer must prepare all relevant Methodology documentation and submit to the Secretariat by email to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) a completed:

- a. New Methodology Application Form (Attachment 2);
- b. Draft Methodology using the Methodology Template (Attachment 5)
- c. Draft Methodology Explanatory Statement Template (Attachment 3)

The Methodology Developer must nominate three (3) or four (4) peer reviewers in the Methodology Application Form. Upon receipt of the Methodology documentation the Secretariat will issue an invoice for the New Methodology Application Fee set out in the Fee Schedule.

The New Methodology Application Fee must be paid by the Methodology Developer before the Secretariat can proceed to the next step.

## 2. Preliminary review of Methodologies against the ENVOMARK Standard

Using the Methodology Eligibility Checklist (Attachment 4) the Secretariat will conduct a preliminary review of the Methodology documentation to evaluate whether:

- a. it is complete;
- b. the requisite format has been followed and completed; and
- c. the draft Methodology is new [or includes revisions to an existing Methodology that require re-submission through these procedures].

For clarity, where major revisions to an existing methodology are proposed by a third-party, consultation with the original Methodology Developer will be required. This will be facilitated via the Secretariat.

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 or for a draft Methodology failing to meet eligibility requirements. At the conclusion of the preliminary review, the Secretariat will notify the Methodology Developer within 14 days via reply email of the outcome and next steps.

If the draft Methodology is accepted it will progress to public consultation and peer review, and the Secretariat will issue an invoice for the New Methodology Assessment Fee set out in the Fee Schedule. Upon receipt of the New Methodology Assessment Fee, the draft Methodology documentation will proceed to the next step.

If the Secretariat considers the Methodology documentation to be incomplete, not in the requisite format, covered or partly covered by another Methodology or a draft Methodology being assessed for approval, or otherwise ineligible under the relevant ENVOMARK Standard, the Secretariat will:

- a. identify aspects requiring additional completion or adherence to the requisite format,
- b. propose modifications, or
- c. reject the application and invite a revised application.

The Methodology Developer may revise and resubmit the documentation. However, at the discretion of the Secretariat, if such revisions are substantial the application may be considered a new application and subject to a New Methodology Application Fee. In this case, the Methodology Developer will be advised upon resubmission, before a new review process begins.

### 3. Technical Advisory Committee selects two (2) peer reviewers

The purpose of the peer review is to aid evaluation by subject matter experts to ensure methodologies are conceptually rigorous, scientifically robust and practically workable.

The Secretariat will provide the application documentation to the TAC to select two (2) peer reviewers from those nominated by the Methodology Developer.

To assess the suitability of proposed peer reviewers, the TAC will consider:

- a. the reviewer's subject matter expertise and experience in an area relevant to the draft Methodology, having regard to the reviewer's qualifications and experience (CV) and professional standing and the Guidance Note for selection of peer reviewers (Attachment 10); and
- b. the reviewer's ability to provide objective and impartial advice having regard to:
  - i. the Conflict of Interest Policy for peer review (Attachment 7);
  - ii. any disclosures provided by the peer reviewers or Methodology Developer to the TAC; and

- iii. the attestation provided by the Methodology Developer in the Methodology Application and Review Procedure Forms (Attachments) regarding conflicts of interest as well as the level of involvement, if any, of the peer reviewer(s) in the Methodology development process.

If two (2) or more peer reviewers proposed by the Methodology Developer do not meet both suitability criteria, the TAC (via the Secretariat) may request that the Methodology Developer propose an alternative peer reviewer/s, or may recommend selection of another peer reviewer/s if it is not satisfied with the options provided by the Methodology Developer.

The TAC's recommendation regarding selection of peer reviewers will be formalised through a written resolution.

The Secretariat will contact the selected peer reviewers and:

- a. request their review of the Methodology documentation;
- b. confirm their availability to complete the review of the Methodology documentation within a 30-day timeframe; and
- c. request that they complete and return the Peer Reviewer Declaration (Attachment 9).

The cost of the peer review is included in the New Methodology Assessment Fee and will be paid to the peer reviewers on the Methodology Developer's behalf. Rates for peer review may be set by the Secretariat based on the scope and complexity of the Methodology.

The peer reviewers will be provided by the Secretariat with the:

- a. Draft Methodology;
- b. Draft Methodology Explanatory Statement ; and
- c. Peer Review Feedback Form (Attachment 6), for completion and return within the peer review period.

## 4. Public consultation period (30 days)

The Secretariat will post the draft Methodology and draft Methodology Explanatory Statement on the Eco-Markets website for public consultation for a period of 30 days. Public consultation will include communication days with key stakeholders, and may include promotion via other channels such as social media and online discussion forums at the discretion of the Secretariat.

Comments must be submitted to the Secretariat at [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) using the Public Consultation Feedback Form (Attachment 11). Apart from contact details, the content of submissions will be considered public documents free of any claims to intellectual property and will be published on the website at the conclusion of the public consultation and peer review process.

The Secretariat shall collate all comments received during the public consultation period and provide these to the Methodology Developer and peer reviewers.

## 5. Peer review period (30 days)

The peer reviewers will conduct their assessment of the Methodology documentation over a period of 30 days.

The commencement of the peer review process may occur during or after the public consultation period (Attachment 1).

If the peer review coincides with the public consultation period, the Secretariat may opt to extend the peer review period to allow the peer reviewers time to consider any comments received during the public consultation.

## 6. Secretariat receives Peer Review documentation

The Secretariat will receive the completed Peer Review Feedback Form(s) and any marked-up versions of the draft Methodology and draft Methodology Explanatory Statement from the peer reviewers (Peer Review documentation) at the conclusion of the peer review period.

## 7. Peer review result

The Secretariat will consider the peer review feedback and determine if the peer review resulted in one of the following recommendations:

- a. Endorse with no revisions
- b. Endorse with minor revisions as specified
- c. Major revisions are needed to respond to specified matters before the Methodology can be endorsed
- d. The Methodology is rejected for specified reasons
- e. There are conflicting views between the reviewers on substantive elements of the Methodology.

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

- a. If both peer reviewers agree that no changes are recommended, the Secretariat will refer the Methodology documentation and peer review feedback to the TAC to confirm the integrity of the process followed (step 9).
- b. If specified minor changes are recommended, the Secretariat will return the Methodology documentation to the Methodology Developer with the peer reviewers' feedback regarding the revisions required (step 8). Once the revisions are made and the revised Methodology documentation is submitted to the Secretariat, the Secretariat will refer the revised documentation and peer review feedback 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 return the Methodology documentation to the Methodology Developer with the peer reviewers' feedback regarding the revisions required (step 8). The Secretariat will prepare a Peer Review Summary Report (Attachment 8) summarising key topics arising from the peer reviewer's comments and the public consultation comments and the Methodology Developer's responses, including advice from the peer reviewers about the extent to which the revisions adequately respond to the matters raised.

After the Methodology documentation is revised, the Secretariat may send the revised documentation back to the peer reviewers for further review and provide an opportunity for the Methodology Developer to explain their response. The peer reviewers will be given the opportunity to recommend any of options 1 (a– d) again (step 7) after reviewing the revised Methodology documentation.

After the Methodology Developers have responded to any further peer review (step 8), the Secretariat will then refer the Methodology documentation and peer review feedback 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 Methodology documentation and peer review feedback 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. will be formalised by the Secretariat through a written resolution. The written resolution will be presented to the Board as a formal recommendation of the TAC and the Board may, at its discretion, approve 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 documentation back to the Methodology Developer seeking a solution to the contested matters;
  - iii. identify and select a third peer reviewer, as per the EMA Fee Schedule, to review the Methodology documentation within a period of fourteen (14) days; 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. Methodology Developers revise

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

The Methodology Developer must respond to all of the peer reviewer findings by incorporating revisions and/or justifications for the proposed approach within a reasonable timeframe.

The Methodology Developer must provide its responses to the public consultation comments by annotating the received Public Consultation Feedback Form(s) within a reasonable timeframe.

The Methodology Developer must take due account of all comments received 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 documentation.

## 9. Technical Advisory Committee to confirm process integrity

The Secretariat will convene the TAC to review the revised draft Methodology documentation and associated documents and determine the extent to which the Methodology approval process has been properly followed.

The TAC will review the most recent Methodology documentation, and associated documents, to satisfy itself that the Methodology has been assessed in accordance with the ENVOMARK Standard.

Where the TAC resolves that the Methodology approval process has not been properly followed or the Methodology has not been assessed in accordance with the ENVOMARK Standard, the TAC may resolve to recommend that the Methodology documentation 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. The written resolution will be presented to the Board as a formal recommendation of the TAC and the Board may, at its discretion, approve the recommendation.

## 10. Methodology is recommended for approval

If the process is found to have been properly followed, the Methodology documentation will be recommended by the TAC to the Board for approval at the next Board Meeting, or via Circular Resolution if necessary.

## 11. Approved by Board

The Board reserves the right not to accept the Methodology documentation where it is not consistent with the ENVOMARK Standard principles or may have an adverse impact on the integrity or reputation of the Scheme.

With the successful approval vote of the Board, the Methodology is accepted and approved.

An approved Methodology may be used by any Project Proponent, including the Methodology Developer.

## 12. Publish Methodology

The Secretariat will post on the Eco-Markets website comments and responses from peer review and public consultation to provide transparency in the development process.

The Secretariat will publish the Methodology, Methodology Explanatory Statement, and a simplified Guide (prepared by the Secretariat) on the Eco-Markets website.

# Definitions

Terms used in this document are defined in the Definitions.

## Related Documents

### *Requirement Documents*

Australasian Catchment Water Improvement Standard (ACWIS) Version 1.0  
Australasian Water improvement Credit Guide Version 1.0  
Australasian Water improvement Credit Definitions Version 1.0  
Reef Credits Scheme Standard  
Reef Credits Scheme Guide  
Reef Credits Scheme Definitions  
Cassowary Credits Standard  
Cassowary Credits Guide  
Cassowary Credits Definitions

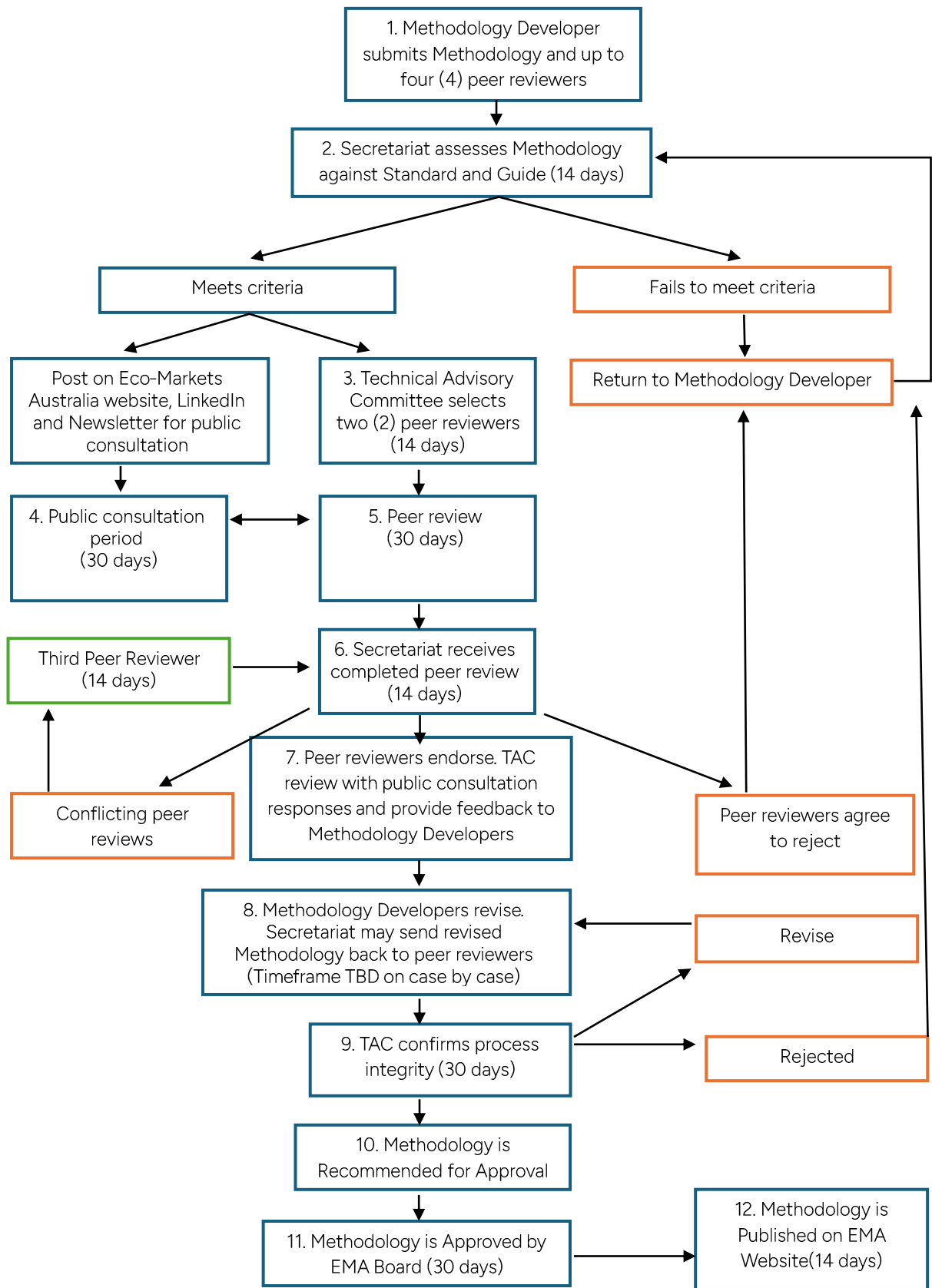
### *Supporting Documents*

Eco-Markets Australia Fee Schedule  
Australasian Catchment Water Improvement Additionality Tool Version 1.0

### *Templates, Forms and Policies*

Attachment 1 – Methodology Application and Review Procedure Flowchart  
Attachment 2 – New Methodology Application  
Attachment 3 – Methodology Explanatory Statement Template  
Attachment 4 – Methodology Eligibility Checklist  
Attachment 5 – Water improvement Methodology Template  
Attachment 6 – Reef Credits Methodology Template  
Attachment 7 – Peer Review Feedback Form  
Attachment 8 – Conflict of Interest Policy for peer review  
Attachment 9 – Peer Review Summary Report Template  
Attachment 10 – Peer Reviewer Declaration  
Attachment 11 – Guidance Note for selection of peer reviewers  
Attachment 12 – Example Public Consultation Form

# Attachment 1 – Methodology Application and Review Procedure Flowchart



## Attachment 2 – Methodology Application

Methodology Developers must submit this form to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) as part of the ENVOMARK Methodology Application and Approval Process under an ENVOMARK Standard.

It must be accompanied by a Draft Methodology, a Methodology Explanatory Statement and New Methodology Application Fee.

Please fill out the below information as completely and accurately as possible.

Methodology Application Form	
Date of Application	dd/mm/yr
Type of Application	<input type="checkbox"/> New Methodology <input type="checkbox"/> Revised Methodology
Methodology Developer	Contact Name  Email Address  Phone Number
ENVOMARK Standard to be approved under	e.g. Australasian Catchment Water Improvement Standard
Methodology element sectoral scope	e.g. Project Activity Type
Name of Methodology element	Title of Methodology
Short description	Less than 50 words
Methodology element documentation	Document id (Secretariat to assign)  This will appear in the format of 6-digit code, followed by the package name and reverse date e.g. 80000XXPROJECTEXAMPLE20260306
Consultation with Method Developer (where major revisions are proposed by third-parties)	<input type="checkbox"/> N – not applicable <input type="checkbox"/> Y - If Yes, provide an overview of the consultation process and outcome/s.
Peer reviewer 1 (3 or 4 nominees must be provided)	Contact Name  Organisation  Email Address  Phone Number
Peer reviewer 2	Contact Name  Organisation  Email Address  Phone Number
Peer reviewer 3	Contact Name  Organisation

	<p><i>Email Address</i></p> <p><i>Phone Number</i></p>
Peer reviewer 4	<p><i>Contact Name</i></p> <p>Organisation</p> <p><i>Email Address</i></p> <p><i>Phone Number</i></p>
Peer reviewers have agreed to be considered and have been advised the TAC may contact them, via the Secretariat, for further information	<p><input type="checkbox"/> <i>N – ineligible</i></p> <p><input type="checkbox"/> <i>Y</i></p>
Peer reviewer CV's attached (required)	<p><input type="checkbox"/> <i>N – ineligible</i></p> <p><input type="checkbox"/> <i>Y</i></p>
Provide a brief rationale for the nomination of each proposed peer reviewer, outlining their relevant technical expertise, their capacity to assess scientific rigour and identify methodological risks or vulnerabilities, and the specific value they are expected to contribute to the development of the draft Methodology.	<p><i>Peer Reviewer 1</i></p> <p><i>Peer Reviewer 2</i></p> <p><i>Peer Reviewer 3</i></p> <p><i>Peer Reviewer 4</i></p>
List of technical experts engaged in the development of the draft Methodology	<p><i>Contact Name</i></p> <p>Organisation</p> <p><i>Email Address</i></p> <p><i>Phone Number</i></p>
Please provide a statement of the scope and extent of involvement, if any, that peer review nominees have had in the development of the draft Methodology.	<p><i>Peer Reviewer 1</i></p> <p><i>Peer Reviewer 2</i></p> <p><i>Peer Reviewer 3</i></p> <p><i>Peer Reviewer 4</i></p>

**Methodology Application Fee (AUD GST exclusive)**

New Methodology Application Fee	\$2,000
	Total GST 10%
	<b>Total AUD 2,200.00</b>

Pay via direct transfer to	Eco-Markets Australia Limited BSB: 084730 Account: 414911891
----------------------------	--------------------------------------------------------------------

Include Trading Name as reference

If invoice is required prior to payment, please request by emailing [finance@eco-markets.org.au](mailto:finance@eco-markets.org.au) and attach this form

**Declaration:**

- Non-refundable Methodology Application Fee payment has been submitted.
- Have read, understood and complied with the relevant ENVOMARK Standard
- That no perceived or actual conflict of interest exists in relation to the proposed peer reviewers

Name of organisation:	Click or tap here to enter text.
Signature:	
Print Name:	Click or tap here to enter text.
Position Title:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

*Upon validation by Secretariat for completeness and initial review by the TAC, New Methodology Assessment Fee will follow (See EMA Fee Schedule)*

# Attachment 3 – Methodology Explanatory Statement Template

Method Developer must submit this form to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) as part of the Methodology Application and Review Procedure.

It must be accompanied by the Draft Methodology, Methodology Application and New Methodology Application Fee.

The Explanatory Statement (5-10pages) must provide an overview and easy to understand explanation of a Methodology for a wider audience including Project Proponents and Stakeholders.

Please provide examples where possible to help explain various processes in the Methodology, and how modelling tools are accessed and applied (where applicable).

Methodology Explanatory Statement	
Methodology Title	
Version control	
Methodology overview	Provide a description of the Project activities for this Methodology and how the Methodology was developed.
Methodology concept and logic	Provide an explanation of the Methodology concept and logic.
Section 1: Project Description	Provide an explanation of the Project Description requirements of the Methodology.
Section 2: Project Eligibility	Provide an explanation of the Project Eligibility requirements of the Methodology.
Section 3: Project Mapping and Data Requirements	Provide an explanation of the Project Mapping and Data Requirements of the Methodology.
Section 4: Project Plan	Provide an explanation of the Project Plan using examples as required.
Section 5: Project Accounting	Step through the Project Accounting requirements of the Methodology using examples as required.
Section 6: Monitoring and Record Keeping Requirements	Provide an explanation of any Monitoring and Record Keeping Requirements that are required by the Methodology.

# Attachment 4 – Methodology Eligibility Checklist

Completed by the Secretariat following application submission.

Methodology Eligibility Checklist	
Methodology title	
ENVOMARK Standard	
Methodology Developer	
Decision	<i>Accept / Revise minor / Decline</i>
Date	
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
Is the draft Methodology submitted under an approved ENVOMARK Standard	Y/N

# Attachment 5 – ENVOMARK Methodology Template

Methodology Developers must submit this form to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) as part of the ENVOMARK Methodology Application and Approval Process. This form is applicable to all ENVOMARK Methodology applications and must be accompanied by a Methodology Application, Methodology Explanatory Statement and New Methodology Application Fee.

It is the responsibility of the Methodology Developer to ensure each section meets the requirements of the governing ENVOMARK Standard.

Please fill out the below information as completely and accurately as possible.

ENVOMARK Methodology Template	
Methodology title	
Version	
Author/s	
Acknowledgments	<i>[provide a complete list of all experts and organisations involved in the development of the Methodology, including First Nations contributions]</i>
Consultation Process	<i>[include a description of the consultation process in developing the Methodology, including First Nations participation]</i>
Table of Contents	
1. Project Description	
1.1 Governing Standard/ documents	<i>[e.g. ACWIS, REEF CREDITS, CASSOWARY CREDITS]</i>
1.2 References	<i>[list key documents and/or tools upon which the draft Methodology is based]</i>
1.3 Summary description of Methodology	<i>[provide a concise summary of the draft 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 Regional Benefits	<i>[where applicable, include a description of the benefits to regional communities and/or Aboriginal People such as the inclusion of Approved Operators under the Cassowary Credits]</i>
1.6 Definitions	<i>[include definitions of terms used in the Methodology unless already defined in the Definitions]</i>
1.7 Documentation requirements	<i>[outline the documentation required for Project Application and for issuance of Credits]</i>
2. Eligibility	
2.1 Location	<i>[show that the proposed Project Area is within the geographical boundaries defined by the relevant Standard.</i>
	<i>Note:</i>
	<i>To be eligible under Reef Credits Scheme Project Area MUST be within the geographical boundaries of the GBR catchment</i>
	<i>To be eligible under Cassowary Credits Scheme Project Area MUST be within the geographical boundaries of the Wet Tropics Bioregion</i>
	<i>To be eligible under ACWIS Project Area is within the</i>

	<i>geographical boundaries of a catchment setting defined in a water quality improvement plan or comparable strategy, or a river basin for which Environmental Values (EVs) and Water Quality Objectives (WQOs) have been set under regulatory instruments, and where such EVs or WQOs specify metrics for pollutant targets or caps]</i>
2.2 Project land characteristics	<i>[provide guidelines for defining land characteristics of the Project Area]</i>
2.3 Land use change	<i>[any necessary permits to demonstrate that the Project will not have a significant negative impact]</i>
2.4 Additionality	<i>[establish procedures for the demonstration and assessment of Additionality. The draft Methodology may adopt any of the following approaches to the assessment of Additionality a. implementation barriers b. Common Practice c. Performance Benchmark]</i>
2.5 Leakage	<i>[include procedures for identifying the risk of Project Leakage and provide a method for accounting in the calculation of Credits the deduction as a result of Project Leakage]</i>
2.6 Permanence	<i>[establish procedures for the demonstration and assessment of Risk of Reversal/Buffer/Pollutant reduction where applicable]</i>
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 data/data sets, 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. Accounting Zones	<i>[specify how accounting zones/management units are to be defined]</i>
4. Project Plan	<i>[provide requirements for the plan outlining management strategies]</i>
5. Project Accounting	<i>[provide guidelines for project accounting consistent with the Standard]</i>
5.1 Relevant pools/biodiversity improvements	<i>[provide guidelines for defining the Pollutant or biodiversity improvement to be accounted for in the Project. Identify all sources and sinks of relevant source within the Project Area]</i>
5.2 Baseline Scenario	<i>[provide an explanation of how the baseline is to be established and guidelines for determining average Pollutant loss or biodiversity improvement 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 draft Methodology activities.]</i>
5.3 Project monitoring period calculations	<i>[provide guidelines for quantifying Project Pollutant loss or improvements to biodiversity for the monitoring period. Describe how the draft Methodology uses either direct measurement and/or modelling approaches to estimate Pollutant reduction or biodiversity improvements.]</i>
5.4 Calculation of change in Pollutant loss or improvements to biodiversity	<i>[assumptions, parameters and procedures involved in calculation of Pollutant reduction or improvements to biodiversity must be clearly stated]</i>
5.5 Calculation of change in Pollutant loss or improvements to biodiversity impacting the asset of concern.	<i>[detail how to determine the quantum of pollutant reductions or improvements to biodiversity that have been delivered to the asset of concern, resulting from the Project for the monitoring period.]</i>
5.6 Credit base unit and	<i>[provide an explanation of how the Conversion Factor has been</i>

conversion factors	<i>set according to the relevant Standard]</i>
5.7 Calculation of monitoring period Credits	<i>[outline the steps to determine the number of Credits based on calculated Pollutant reductions or improvements to biodiversity]</i>
5.8 Uncertainty	<i>[provide details of how the Methodology takes into account any uncertainty and makes an appropriate confidence deduction (correction factor).]</i>
6. Monitoring and Record Keeping Requirements	<i>[provide guidelines for the implementation of a monitoring plan and identify monitored parameters or indicators to assess management strategy.</i>  <i>For Methodologies submitted under ACWIS, where applicable and appropriate, include procedure to map Sustainable Development Goals and associated indicators]</i>
7. Verification Requirements	<i>[provide guidelines for verification where applicable]</i>
Appendices	

# Attachment 6 – Peer Review Feedback Form

Peer Reviewer are to complete and submit this form to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) as part of the Methodology Application and Review Procedure.

The following information will be used to reach decisions on approval of the draft Methodology for use under an ENVOMARK Standard

Please contact the Secretariat immediately if the topic is outside your area of expertise or if you cannot meet the deadline for review comments.

Peer Review Feedback Form		
Methodology title		
ENVOMARK Standard		
Peer reviewer name		
Peer reviewer position		
Recommendation	<i>Approve / Revise minor / Revise major / Decline</i>	
Review criteria	Yes/No	Comments
Relationship to approved or pending methodologies: could existing Methodology be revised?		
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 Area, timeline and scope: are appropriate guidelines provided for defining the geographical and temporal boundaries of the Project, scope of activities and Pollutant pools/biodiversity improvements to be accounted for in the Project?		
Baseline Scenario: is the approach for determining the baseline appropriate and in compliance with the ENVOMARK Standard?		
Additionality: is the approach/tools provided for assessing Additionality appropriate and in compliance with the ENVOMARK Standard?		
Baseline emissions: are guidelines for determining average Pollutant loss or biodiversity improvement for the baseline period appropriate and in compliance with the ENVOMARK Standard?		
Project emissions: are guidelines for determining Project Pollutant loss or biodiversity improvement for the monitoring period appropriate and in compliance with the ENVOMARK Standard?		
Leakage: is the approach to assessment and deductions for Leakage appropriate and in compliance with the ENVOMARK Standard?		
Net Pollutant Reductions: is the approach for calculating Project Pollutant reductions at end of catchment appropriate and in compliance with the ENVOMARK Standard? The draft Methodology must use either direct measurement and/or modelling approaches to estimate Pollutant reduction. Methodologies must take into account any uncertainty and make an appropriate confidence deduction (correction factor).		
Net Biodiversity Improvements: is the approach for calculating Project biodiversity improvements appropriate and in compliance with the ENVOMARK Standard? The draft Methodology must use either direct measurement and/or modelling approaches to estimate. Methodologies must take into account any uncertainty and make an appropriate confidence deduction (correction factor).		

Project Crediting Period: is the proposed duration of the Crediting Period appropriate for the Methodology and Project type? For Crediting Periods that are 10 years or longer, particular attention should be paid to any risks or uncertainties associated with the Baseline Scenario, underlying data or models used to estimate ENVOMARK Credits, and how any risks or uncertainties are mitigated.		
Project Reporting and Credit issuance: are requirements for reporting Project abatement and the application process for the issuance of credits appropriate and in compliance with the ENVOMARK Standard?		
Monitoring: are guidelines for the implementation of a monitoring plan and monitored parameters/indicators to assess management strategy appropriate and in compliance with the ENVOMARK Standard?		
Data and parameters: are specifications for data and parameters appropriate and in compliance with the ENVOMARK Standard?		
Does the Methodology meet the requirements of the ENVOMARK Standard.		
Other considerations		

# Attachment 7 – Conflict of Interest Policy for peer review

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

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

## Methodology Developers

When Methodology Developers submit a draft 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, Methodology Developers should state that none exist.

Methodology Developers 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 draft Methodology, reviewers should disclose any actual or perceived conflicts of interest that could bias their opinions of the Methodology. If reviewers believe that they cannot judge a Methodology impartially because of a 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 an actual or perceived conflict of interest exists, advice should be sought from the Technical Advisory Committee.

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

## Technical Advisory Committee and Eco-Markets Australia Board

If a member of the Technical Advisory Committee or Eco-Markets Board has a conflict of interest or a relationship that may bias their treatment of the Methodology under consideration, they should excuse themselves from involvement in the Methodology approval process.

# Attachment 8 – Peer Review Summary Report Template

*The template is to be completed by the Secretariat.*

Peer Review Summary Report	
Report Title	<i>Summary Report of Peer Review in relation to [insert name of methodology]</i>
Prepared by	<i>[Secretariat]</i>
Date	<i>[insert date review completed]</i>
Summary	<i>[describe Methodology and peer review purpose, scope and process including criteria and conclusions]</i>
1. Introduction	<i>[purpose and scope]</i>
2. Description of Methodology	<i>[short description]</i>
3. Approach to review and criteria	<i>[refer to the review process and criteria listed in the Methodology Application and Review Procedure, Peer Review Feedback Form, note any qualifications/limitations]</i>
4. Documentation reviewed	<i>[Methodology documentation]</i>
5. Review team	<i>[names, roles, qualifications]</i>
6. Findings	<i>summarise key topics arising from the peer reviewer's comments and the public consultation comments and the Methodology Developer's responses, including advice from the peer reviewers about the extent to which the revisions adequately respond to the matters raised]</i>
7. Conclusion	<i>[confirm whether or not the Methodology complies with the review criteria]</i>
<b>ANNEXURES</b>	<i>[Final version of draft Methodology and draft Methodology Explanatory Statement ]</i>

# Attachment 9 – Peer Reviewer Declaration

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

*An actual conflict of interest exists if the personal interests of an individual improperly influence the performance of his or her official duties. A perceived 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 actual or perceived 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 affects 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.

## III. Publication of peer review feedback

I understand and agree that the Secretariat may post on the Eco-Markets website peer review comments (together with the name and position of the peer reviewer who provided the comments) and documented responses to provide transparency in the Methodology approval process.

*Peer Reviewer Name*

*Signature*

*Date:*

.....  
.....  
.....

# Attachment 10 – Guidance Note for selection of peer reviewers

Instructions: The purpose of this Guidance Note is to set out some more explicit considerations to assist in the nomination and selection of appropriately qualified peer reviewers for draft methodologies under the relevant ENVOMARK Standard.

The Technical Advisory Committee (TAC) Terms of Reference set out details of the TAC's role in selecting peer reviewers and the Methodology Application and Review Procedure provides additional guidance.

When selecting a combination of two (2) peer reviewers from the three (3) or four (4) prospective nominees, the TAC will generally seek a combination of technical understanding and expertise in relation to:

1. the subject matter of the draft Methodology; and
2. the rigorous design and operation of the Methodologies that have sufficient scope to cover the field within the Methodology's purpose and have a high likelihood of reliable outcomes.

However, as knowledge and expertise in relation to the subject matter of a Methodology is of specific importance, in some circumstances the selection of two (2) subject matter experts may be preferred.

In such cases assurance of the rigour of the design and operation of the Methodology may rely on the accumulated experience of the Secretariat, Eco-Markets Board (Board) and TAC from previously approved Methodologies, and/or the expertise and experience of ENVOMARK Credit partners or other parties recognised by the Board.

Beyond the above two considerations, the TAC will look for:

1. indications of the peer reviewers' likelihood of providing a pragmatic assessment of the draft Methodology's fitness for purpose. This may include their contextual knowledge about the aspirations, norms, capability and capacity of the relevant industry(ies) and catchment community(ies), that may help finesse the draft Methodology to increase confidence in or reduce barriers to its acceptance, uptake and efficacy.
2. In relation to prospective peer reviewers, the TAC will take into consideration, their: overall reputation and standing; and experience in peer review processes.

# Attachment 11 – Public Consultation Feedback Form (ACWIS Example)

Eco-Markets is seeking comment on the following methodology for use under the Australasian Catchment Water Improvement Standard (ACWIS):

*[Name Methodology]*

The Methodology will be subject to peer review prior to adoption under the water improvement Scheme in accordance with the rules set out in the ACWIS.

## Publication

Please do not include personally identifying information or comments about other persons in the body of your submission, as responses received through public consultation will be published on the Eco-Markets website. Contact details will not be published or disclosed to others.

## Submission Deadline – [Insert Date and Time]

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

Submissions should be emailed to: [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au)

Your contribution is greatly appreciated. For further information, please contact the Secretariat.

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

Water improvement Methodology Template	Comment
Methodology title	
Version	
Author/s	
Acknowledgments	
Consultation Process	
1. Project Description	
1.1 Governing documents	
1.2 References	
1.3 Summary description of Methodology	
1.4 In-Scope Project activities	
1.5 Definitions	
1.6 Documentation requirements	
2. Eligibility	
2.1 Location	
2.2 Project land characteristics	
2.3 Land use change	
2.4 Additionality	
2.5 Leakage	

2.6 Permanence	
<b>3. Project Mapping</b>	
3.1 Geospatial capture	
3.2 Fitness for purpose	
3.3. Accuracy	
3.4. Accounting Zones	
<b>4. Water improvement Project Plan</b>	
<b>5. Project Accounting</b>	
5.1 Relevant pools	
5.2 Baseline Scenario	
5.3 Project monitoring period calculations	
5.4 Calculation of change in Pollutant loss	
5.5 Calculation of change in Pollutant impacting the asset of concern.	
5.6 Water improvement Credit base unit and conversion factors	
5.7 Calculation of monitoring period water improvement Credits	
5.8 Uncertainty	
<b>6. Monitoring and Record Keeping Requirements</b>	
<b>Appendices</b>	
Specific Questions from the Secretariat	
a)	
b)	
Other	