

## Peatland Code Review Procedure

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## 1.0 Purpose

The Peatland Code is Governed by a structured process, to ensure transparency, credibility, and effectiveness in its implementation. Any Peatland Code version updates, methodology changes or minor revisions, must be presented to the Technical Advisory Board (TAB) for discussion and presented to the Executive Board (EB) for final sign, off.

This document outlines the process in how these decisions are made depending on the change that is required.

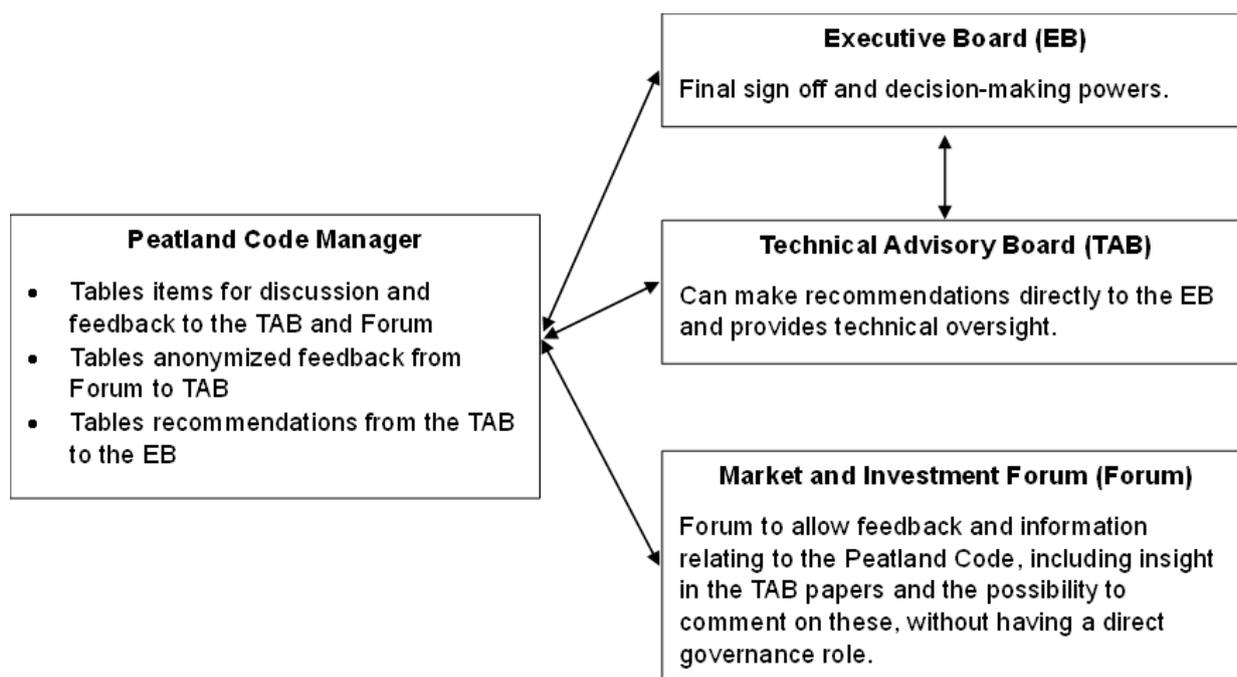
## 1.2 Definitions

For the purpose of this document, we are using the following definitions:

- i. **Relevant party:** person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity.
- ii. **Technical Advisory Board (TAB):** provides technical oversight and recommendations to the Peatland Code Executive Board.
- iii. **Executive Board (EB):** The Executive Board makes all management decisions regarding the Peatland Code on behalf of the IUCN UK National Committee and is responsible for strategic development of the Peatland Code in line with the objectives of the IUCN UK National Committee Peatland Programme
- iv. **Market and Investment Forum (Forum):** a forum for interest parties to allow account holders to receive comment and feedback on Peatland Code updates.
- v. **Secretariat:** The Secretariat serves as the administrative arm of the Peatland Code governance structure. They facilitate communication among stakeholders, organize meetings, maintain documentation, and support the overall functioning of the code development process.

## 1.3 Peatland Code Decision Making Process

The diagram below illustrates the process before a change can be approved.



## 2.0 Identifying a change to Peatland Code Methodology

The Peatland Code team will be actively working with stakeholders, carbon market specialist, scientist and Government organizations to keep up to date with developments. Any discussion which might result in a change to Peatland Code Methodology will be logged in our Evidence log and tracked through the discussions at our TAB and Executive board meetings,

If sufficient scientific evidence or revisions required result in an updated version of the Peatland Code the Peatland Code team will work on a draft version.

### 2.1 Technical Review staged

The Peatland Code Manager and the Peatland Code team will prepare draft Peatland Code documentation in a redline format with specific questions for the TAB members to input and provide comments on. The secretariat will then share these papers ahead of the TAB advisory meeting via email and share the paper with the Market and Investment Forum for feedback. Any feedback received from the forum is anonymously shared with the TAB members. All questions, decisions made, and feedback is logged internally in our evidence log.

Following a TAB meeting the minutes and actions are circulated to the members before being published on the website. Once all the comments have been addressed, which can take multiple TAB meetings, the new version or methodology change can be presented to the EB for comment and sign off for public consultation. If this has been approved the proposed change will go to a 30-day public consultation period.

## 2.2 Public Consultation

The total public consultation process is divided into four main phases: preparation, public consultation, feedback review, and results.

### 2.2.1 Preparation:

The following takes place before the launch of a public consultation:

- i. The Peatland Code documentation included in the public consultation is made available to view in the right format (PDF).
- ii. A questionnaire using Google or Microsoft forms is created asking specific questions linked to the changes in the new version of the Peatland Code. Ensure that there is free text feedback element at the end of the questionnaire to ensure all views have been captured.
- iii. Create a webpage within the Peatland Code section of the IUCN UK PP website with the relevant documentations, background information on the public consultation, how it works and a link to the questionnaire.

### 2.2.2 Public Consultation (30 days):

This will last for 30 days from the date of the announcement via the relevant social media channels.

- i. Announcement that the consultation phase is open via social media posts with links to the webpage.
- ii. Relevant party engagement via our, Market and Investment Forum for input.
- iii. Frequent reminders via social media to complete the questionnaire.
- iv. Sharing with our networks and forums.

### 2.2.3 Feedback review (1-2 weeks):

After the consultation period has finished and providing, we have received sufficient responses we will do the following:

- i. Review and organise the feedback/comments received from the questionnaire. Identify recurring themes and concerns.
- ii. Prepare a draft summary report summarising public responses highlighting the common themes and explaining how the Peatland Code team will address the main concerns raised in the public consultation. Share the report with IUCN UK PP colleagues and Technical Advisory Board for comment and input.
- iii. Finalise the summary report based on the input received. Seek approval from the Executive Board to publish the report.

#### **2.2.4 Results:**

Once the report has been approved for publication we will

- i. Publish a summary report on the results from the consultation on the website and share this via social media posts, Market and Investment Forum announcements and via the newsletter.
- ii. Make any necessary changes to the Peatland Code and accompanying documents.

#### **2.3 Executive Board Sign off**

Following the changes from the public consultation an updated version with the changes will be presented to the TAB and EB to sign off the final changes. Once this sign off has been received by the EB the document will go through the accreditation check.

#### **2.4 Accreditation compliance**

The last part of the process is ensuring that the new version or methodology update is still compliant with the ISO standard as the Peatland Code will be an accredited scheme. The draft version will be submitted to United Kingdom Accreditation Service (UKAS) for review by their technical assessor.

The review will produce a detailed desktop review with comments and recommendations. Once all the open comments have been addressed and confirmation from UKAS that they are satisfied the new version meets the ISO requirement. The final version is ready to be published.

### **3.0 Publishing of new version/methodology**

The final version will be published in PDF format on the IUCN UK PP website and communicated via our social media channels and forums. The Peatland Code Team will ensure that the validation and verification bodies have also been sent a copy of the new version of the Peatland Code and offer a training session/Q&A session to address any questions.

### **4.0 Minor revision/clarifications to the Peatland Code**

Any changes and revisions that occur between Peatland Code versions will follow the same technical review stage as detailed above. However, once the minor revision has been signed off by the EB the changes will be published in a version controlled Minor Revisions and Clarification document that is then published on the website and shared with the validators and project developers through the Market and Investment Forum.

This prevents confusion for small changes or clarifications and allows these changes to be easily communicated if this is a quality-controlled document.

## 5.0 If a decision can't be reached

In the event that the EB is unable to reach a decision or a consensus on a tabled matter the Peatland Code Manager and the team will carry out any additional actions required and log the outcome in the evidence log. This would then be tabled for further discussion at the next scheduled meeting until a decision can be reached.

## Annex A: Document Quality Control Information

Team	Peatland Code
Document Reference	QMS_016
Issue Date	09/01/2024
Date of last revision	31/07/2024
Current version	Version 2
Created by	Garance Wood-Moulin
Role	Peatland Code Development Lead
Reviewed by	Renée Kerkvliet-Hermans
Role	Peatland Code Coordinator
Review date	

### Risks mitigation

Publishing a new version of the Peatland Code methodology or Peatland Code version that is not viable for projects and reducing the usability of the Peatland Code which will impact the amount of peatland restoration overall.

### Linked documents

QMS\_022 Evidence Log