**Conflict of Interest Assessment (COI) Form1**

The Verifier conducting the Peer Verification should fill out this Conflict of Interest form and submit it to the Offset Network prior to verification. Responses will be assessed for conflict of interest by the Peer Review Committee of the Offset Network to ensure the robustness of verification activities and Peer Reviewed or Innovative carbon offset credits issued thereafter.

|  |
| --- |
| 1. Project Verification Information |
| Lead Verifier  | *Include name, title, telephone, and e-mail address of lead verifier.* |
| Project Site Location | *Where is the project located? Provide an address and/or GPS coordinates.*  |
| Project Reporting Period  | *What reporting period is being verified?*  |
| Project Protocol Used | *What protocol was used in the project and will be followed during verification?* |
| The verification for this project is:  |

|  |  |
| --- | --- |
|  | The first verification done by your organization for this specific project |
|  | A renewal (i.e. subsequent) verification for this project |
|  | A follow-up to a previous verification for this project done by another organization |

***Choose the most applicable answer(s) above by placing an “X” in the column to the left of the most appropriate option.*** |

|  |
| --- |
| 2. Parties Involved with the Project |
| Project Operator Contact | *Provide name, title, telephone number, e-mail and mailing address for the project operator.* |
| Facility Owner  | *Provide name, title, telephone number, e-mail and mailing address for the facility owner.* |
| Technical Consultant to the Project | *Provide name, title, telephone number, e-mail and mailing address for the technical consultant (if any).* |
| Other parties relevant to the project (i.e. buyer, project contractors, or others with a large role in the project) | *For all other parties relevant to the project, provide their name, title, telephone number, e-mail and mailing address.* |
| Other parties relevant to the project  | *For all other parties relevant to the project, provide their name, title, telephone number, e-mail and mailing address.* |

# 3. Evaluation of Potential for Conflict of Interest

3.1. Employment

*Have you ever been employed by the entity funding the project or any of the partners involved with the project? If yes, what was that relationship like? To what extent, if any, does this represent a potential conflict of interest?*

3.2. Academic Credit and Funding

*Is a positive verification in any way tied to academic credit for verifers? Who will be responsible for providing a grade or assessing the work and what is their relationship to the project implementer/funder? If the project funder was involved in assessing the verifier’s work, to what extent were they involved? Do responses to these questions represent a conflict of interest? Explain why or why not.*

3.3. Verification Expenses

*How will verification expenses be covered? Is a travel stipend involved? How will this payment be made? If no funds were exchanged, was some other agreement reached? If so, explain the agreement that will lead to the verification expenses (travel, equipment, etc.) being covered, including all forms of payment, inclusive of in-kind contributions and exchanges of service.*

3.4. Project Partners

*Identify any preexisting relationships between project partners and the verifier. Explain why you believe there is or is not a conflict of interest posed by previous relationships, if they exist.*

# 4. Written Attestation Regarding Conflict of Interest

Based upon the information provided, we believe that our risk of COI for the present project is:

*Respond with* ***High****,* ***Medium****, or* ***Low****. Reviewing the information provided throughout this document, identify the potential conflicts of interest and explain how they will be managed to minimize/reduce the risk of an invalid verification.*

*(Answer this question in narrative form; <500 words)*

The undersigned, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Peer Verification Body”), represents and warrants to the Offset Network that information provided herein is true and correct, to the best of my knowledge, and that I have complied with the Offset Network’s policy for determining the potential for COI between project operators and peer verification bodies outlined on the Offset Network website (2018). I understand and acknowledge that if any of the above representations made are amended, including personnel changes, I will notify the Offset Network via e-mail of such changes.

**Lead Verifier**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Title Date