



CLIMATE
ACTION
RESERVE

Conflict of Interest Mitigation Plan

SUBMISSION INSTRUCTIONS:

1. If you have determined on the Notification of Verification Activities and Conflict of Interest (NOVA/COI) Assessment Form that the risk of conflict of interest is medium or high, you must complete this form.
2. Before the verification body completes this form they should review, understand and be in compliance with the Project Verification Manual for detailed information regarding conflict of interest.
3. This form is a protected Word document; use the tab to move from field to field or use your cursor to select a specific field. If you need to add more space to any section of the form, please contact the Reserve staff for assistance.
4. Please respond fully and in detail to all of the following questions. It is required that you answer every question.
5. This form will only be considered for projects already submitted and listed on the Reserve. Verification bodies should ensure that projects have been listed prior to submitting this form.
6. Upload this completed form to the Reserve's online software with the NOVA/COI form.
7. All information disclosed on this form will be kept confidential and only used by the Reserve to determine the risk of conflict of interest.

NOTE: Please note that verification activities should not proceed until a determination has been received from the Reserve. Verification bodies should allow sufficient turnaround time for processing, and allow additional time for situations where there may be a conflict of interest.



Date:	
Verification Body:	
Lead Verifier:	
Title:	
Telephone:	
Email:	
Mailing address:	
Project Developer Company:	
Project Name:	
Project Site Location:	
Project Start Date:	
Project Protocol Used: <input type="checkbox"/> Urban Forest Project Protocol (<i>Version</i>) <input type="checkbox"/> Landfill Project Protocol (<i>Version</i>) <input type="checkbox"/> Livestock Project Protocol (<i>Version</i>) <input type="checkbox"/> Organic Waste Digestion (<i>Version</i>) <input type="checkbox"/> Forest Project Protocol (<i>Version</i>) <input type="checkbox"/> US Ozone Depleting Substances (<i>Version</i>) <input type="checkbox"/> Article 5 Ozone Depleting Substances (<i>Version</i>)	<input type="checkbox"/> Coal Mine Methane Project Protocol (<i>Version</i>) Does your verification body plan to verify multiple CMM projects on the same site? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list other CMM projects:
Project Developer Contact:	
Title:	
Telephone:	
Email:	
Mailing address:	

Mitigation Plan

For each situation in which there may be a conflict of interest, please provide a mitigation plan. This plan should include at least the following:

- Demonstration that any conflicted individuals (verifier or subcontractor staff) have been removed and insulated from the project.
- Explanation of any changes to organizational structure or verification team. Demonstration that any conflicted unit has been divested or moved into an independent entity or any conflicted subcontractor has been removed.
- Other circumstances that specifically address other sources for potential COI.

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