

# Peer review report template

Title: Name of the project developing or procuring the automated decision system

Date: YYYY-MM-DD

Model version:

Reviewer names and affiliations:

## Background

To be completed by the department. Provide a description of the project including:

- what service or program is being supported
- which clients will be impacted
- what decision about the client is made or influenced by the system
- how the system will be integrated in the decision-making process and the extent that automation impacts the decision (full or partial)
- the technology used by the system
- safeguards in place
- recourse options

## Methodology

Describe review approach and summarize evidence examined.

## Major issues

Identify significant flaws in the system design, data or interpretation of the results that should be addressed before system launch.

## Minor issues

Identify relatively less critical concerns that don't undermine the overall quality of the system. For example, this could include editorial revisions, minor factual errors or ambiguities.

## Recommendations

Offer constructive feedback and specific recommendations for improvement as part of a numbered list.

Indicate major revisions that should be made, as well as best practices or additional testing that could be undertaken to supplement the project.

Statements should be written in neutral language and supported by clear examples or evidence.

## Conclusion

Indicate whether the department should proceed with system production.

## Annex

List all references, external sources and supplementary materials used to support the review including supporting documents provided by the department as well as the 'Complete the review' checklist.