Peer Review Report Template

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

Date: YYYY-MM-DD

Model version:

Reviewer name(s) and affiliation(s):

## Executive summary

Provide a brief overview of the project, findings, recommendations and conclusion.

Background

**This section is 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 the review approach and summarize the evidence examined. Include a conflict of interest disclosure that a) confirms the absence of any real or perceived interest or b) describes the nature and extent of the interest in relation to reviewer duties and how this has been mitigated.

## Findings

### Accuracy and completeness of the Algorithmic Impact Assessment (AIA)

Include a statement validating the assigned impact level and confirmation that the AIA was completed accurately or that there are no outstanding discrepancies.

### Major issues

Identify significant flaws in the system design, data or interpretation of the results, and any evidence of bias or inaccuracy 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, such issues could include editorial revisions, minor factual errors or ambiguities.

## Recommendations

Offer constructive feedback and specific recommendations for improvement in a numbered list.

Indicate major revisions that should be made and 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

Describe whether the risk mitigation and ongoing risk monitoring strategies are sufficiently robust in the opinion of the reviewer. In addition, the conclusion could highlight aspects of the project that are well executed, encourage further exploration, and acknowledge whether the work is likely to contribute to improved service delivery and operational efficiency.

## Annex

List all references, external sources and supplementary materials used to support the review, including documents provided by the department and the [Complete the Review Checklist](https://wiki.gccollab.ca/File%3AComplete_the_review_checklist.docx).