

Peer review statement of work template

To be completed by the department

Title

Name of the project developing or procuring the automated decision system requiring a peer review.

Background

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

Objective

Provide a description of the objective of the peer review.

For example, to provide an informed technical and ethical assessment of the [automated decision system] and its associated Algorithmic Impact Assessment. The peer review will help to ensure effective compliance with the Directive on Automated Decision Making, the system meets quality standards and industry best practices and the appropriate risk mitigations are in place.

Expertise

[Department] is looking for qualified subject matter experts with knowledge and experience in:

- Specify areas of expertise needed

Deliverable

A written report that includes an executive summary, analysis, issues and recommendations.

Location of work

All work shall be primarily conducted at the reviewer's place of business. [Department] is able to provide on-site access at [location] upon request.

Security clearance

This section is optional.

All reviewers must hold or be able to obtain a [reliability/secret/top secret] security clearance.

Timelines

Provide approximate start and completion dates for the peer review based on the overall project timelines.

Roles and responsibilities

[Department]:

- Provides comprehensive information about the system to support a detailed assessment (see applicable documents below)
- Prepares a contract or Memorandum of Understanding for any work involving remuneration
- Fosters open communication and discussions throughout the review process
- Develops a formal response to the written report that specifies changes or commitments made, or a rationale for not accepting suggested revisions
- Publishes the complete review or plain language summary on an openly available Government of Canada website

Peer reviewer:

- Critically assesses the system across the areas identified in the TBS Peer Review Guidance, including validating the completion and quality of AIA responses and supporting documentation
- Shares any additional outside information or references used to complete the review
- Provides updates in a timely manner and immediately notifies the commissioning department of any issues in relation to the work completed, as they arise
- Maintains confidentiality of the peer review process in compliance with applicable policies and laws
- Prepares a single written report that is electronically delivered to the department

Applicable documents

The following documents will be provided by [Department]

- Item 1
- Item 2
- Etc

Attestation

The reviewer confirms:

- Having the expertise, operational capacity and availability required to undertake the review
- There are no relevant conflicts of interest to disclose

Signature:

Date: YYYY-MM-DD