Council of the
INSPECTORS GENERAL
on INTEGRITY and EFFICIENCY

The I&E External Peer Review Process

Preparation

- Reviewed Organization and Reviewing OIG Designate POCs
- Participants Review the Guide
- Reviewed Organization Gathers Required Information
- Fill in and Sign the "Memorandum of Understanding" (Appendix C)

Training and Coordination

- POCs Attend CIGIE Peer Review Training
- Complete the "Work Plan Template" (Appendix F)
- Discuss Logistics and Documentation Sharing
- Have a Signed Memorandum of Understanding

CONDUCT REVIEW

Entrance Conference

- Hold Entrance Conference with the Reviewed Organization
- Identify I&E Reports to Review
- Revise the Work Plan, if Necessary

Execution Phase

- Follow the "Process Checklist" (Appendix G)
- Complete the "Policies and Procedures Review Checklist" (Appendix D)
- Complete the "Report Review Checklist" (Appendix E) for Selected Reports
- Develop Findings and Recommendations, as appropriate

Report Phase

- Hold Exit Meeting with the Reviewed Organization
- Draft the Report using the Peer Review Report Template (Appendix A), and if applicable, the Letter of Comment Template (Appendix B)
- Issue Draft Report* to Reviewed Organization for Comment
- Incorporate Reviewed Organization Comments in Report
- Issue Final Report to Reviewed Organization

Public Disclosure

- Provide Copies of the Final Report* to the Chairs of the CIGIE and the I&E Committee through its designated representatives
- Reviewed Organization Makes the Peer Review Report Publicly Available
- Reviewed Organization Includes the Peer Review Report Results in its Semiannual Report to Congress

SUBSEQUENT ACTIONS

- The Reviewed Organization is Responsible for Implementing Recommendations in the Peer Review Report and Letter of Comment, if issued
- Subsequent Peer Reviews Should Follow Up on the Implementation of Recommendations

**For purposes of this chart, report refers to both the Peer Review Report and the Letter of Comment, if applicable*