

# The I&E Peer Review Process

#### **Preparation**

- OIGs Nominate Experienced I&E Staff
- Reviewed OIGs Designate POCs
- Reviewed OIGs Gather Required Information
- Participants Review the Guide

## **Training and Coordination**

- Attend I&E Peer Review Training
- Complete the "Template for I&E External Peer Review Work Plan" (Appendix F)
- Fill in the Memorandum of Understanding (Appendix C)
- Discuss Logistics and Documentation Arrangements

# CONDUCT Entrance Conference

- ► Hold Entrance Conference with the Reviewed Organization
- Have a Signed Memorandum of Understanding (Appendix C)
- ▶ Revise the Work Plan, if Necessary

#### **Report Phase**

- ▶ Hold Exit Meeting with the Reviewed Organization
- Provide a Written Product to Discuss
- ▶ Use Template for I&E External Peer Review Report (Appendix B)
- Issue Draft Report to Reviewed Organization for Comment
- Incorporate Reviewed Organization Comments in Report
- Issue Final Report to Reviewed Organization

#### **Execution Phase**

- Follow the "I&E External Peer Review Process Checklist" (Appendix G)
- Complete the "Policies and Procedures Review Checklist" (Appendix D)
- Complete the "Report Review Checklist" (Appendix E) for Selected Reports
- ▶ As a Team, Develop Findings and Recommendations

#### **Public Disclosure**

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

### **SUBSEQUENT ACTIONS**

- The Reviewed Organization is Responsible for Implementing the Peer Review Report Recommendations
- Subsequent Peer Reviews Should Follow Up on the Implementation of Recommendations

Note: This represents a notional I&E Peer Review process.