

Factual Check of Review Reports Policy

Revised 4 February 2011



Prior to finalisation of a Review Report by the Panel, the Convenor will send a copy of the Report to the Head of the Unit to check for factual inaccuracies. The Head will have two weeks from receipt of the Report to reply with any factual corrections. If no corrections are received within the two weeks, it will be assumed that the Report is factually accurate and the Report will go forward “as is” to the Report Approval Meeting.

Notes:

The Review Report reflects the views of the Review Panel only.

No response by the Head does not constitute “approval of” or “agreement with” the Report in any way other than to accept its factual accuracy.

The Status Reports provide the Unit with an opportunity to respond to the Review Report and its recommendations as well as to provide information about any implementation steps taken and/or planned.

Confidentiality Reminder: Until formally released by the DVC(A&I), this Report remains confidential to the Review Panel and the Head of Unit only. Although limited consultation to verify factual accuracies may be required, the Report has not yet been finalised and is not to be shared or circulated with others.