ASPEN POLICY ACADEMY
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Implementation Charter

Sample CAIR Implementation Charter

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This implementation charter was developed by an Aspen Policy Academy Fellow while participating in the 2026 Science and Technology Policy Fellowship. This implementation charter helps organizations identify responsible parties for their coordinated approach to evaluating artificial intelligence. The full project, including a policy brief explaining the Fellow's core recommendations, is available here. Please note that the author's opinions published here are their own. This project was created with the help of AI. Generative AI is experimental and information quality may vary. The content has been reviewed, edited, and finalized by the author. This publication does not reflect the views of the Aspen Policy Academy or the Aspen Institute. This project was developed between June 26 and August 31, 2026, with initial submission on August 31, 2026. The content reflects information available during this period.

Instructions

The process owner completes this template with input from participating departments. Each section lists what to include. Attach additional pages or supporting documents (such as the signed decision matrix) as needed. When complete, the executive sponsor, process owner, and each participating department lead sign below.

Section	Your entry
Executive sponsor *Name and title. Duties: staffing, funding, deadlines, dispute resolution, monthly status review.*	
Process owner *One specific position accountable for implementation and daily operation.*	

Section	Your entry
Participating departments *Governance, cybersecurity, accessibility, legal, procurement, IT, operations, others as needed.*	
Decision authority *Who accepts risk, requires fixes, delays, or rejects; who breaks ties. Attach signed decision matrix.*	
Scope *Which AI systems and use cases are covered, including embedded AI features.*	
Approval gate *The existing checkpoint (e.g., contract signature, deployment approval) CAIR controls.*	
Mandatory triggers *Purchase, build, pilot, public or employee use, renewal, major change, incidents, monitoring.*	
Enforcement *What happens on bypass or incomplete submission; stop work authority and who backs it.*	
Resources and capacity *Named reviewers per domain, named change liaison, workload adjustments, turnaround expectations by review type (default: fast track 5–10 business days; full evaluation 20–30 business days).*	
Deadlines *90-day milestone dates and the named owner for each.*	

Section	Your entry
Pilot system *A small, low risk system chosen for the first end-to-end evaluation.*	
Success measures *Baseline data and indicators to be tracked; quarterly reporting dates; 6-month review date at which numeric targets are set.*	

Signatures

By signing, each party confirms the roles, responsibilities, and commitments described in this charter.

Role	Name, title, and department	Signature	Date
Executive sponsor			
Process owner			
Department lead			
Department lead			
Department lead			
Department lead			
Department lead			

Keep the signed charter with the official CAIR records. Review and reconfirm it at the 6-month review.

If you'd like to learn more, see the full project, including a policy brief explaining the Fellow's core recommendations, at aspenpolicyacademy.org/project/texas-ai-evaluation-2026.



Luke Jones via Unsplash

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