



This cover sheet should be used by an expert who is preparing a report for the purpose of a proceeding in the Administrative Review Tribunal to provide information required by the *Administrative Review Tribunal (Expert Evidence) Practice Direction 2024*.

SECTION 1 - DETAILS OF PROCEEDING

Use this section to provide details of the Tribunal proceeding for which the expert report is being provided.

Tribunal case number(s):

Applicant:

Respondent:

Expert engaged by:

SECTION 2 - DETAILS OF EXPERT

Use this section to provide your details as the expert providing the report.

Name:

Professional Address:

Profession:

SECTION 3 - CHECKLIST

Use this section to ensure you have provided the relevant information.

- I have attached my CV or included in the report details of my qualifications and/or experience.
- I have attached the letter of instruction or included in the report details of the questions or issues that I was asked to address and a reference to any documents or other materials that I was given to consider.
- I have included in the report details of any facts and assumptions that inform the report and the sources for those facts and assumptions.
- I have included any other relevant matters such as details of examinations, tests or other investigations that I have relied upon or details of any literature or other secondary sources that I have relied upon.

SECTION 4 - DECLARATION

I understand that I have an overriding duty to provide impartial assistance to the Tribunal. No matters of significance have been withheld from the Tribunal.

Signature:

Date: