



# AABoard Pilot Framework

Version 1.1 — Formal Framework for Review, Alignment, Implementation, Monitoring, and Evidence Documentation of AI Education Pilots

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*Prepared as a formal AABoard pilot-governance and documentation framework for structured AI education pilots.*

**Use of this framework requires the companion annex volume containing controlled templates for each mandatory pilot artifact.**

## Document Control

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<b>Owner</b>	AI Assessment Board (AABoard)	<b>Framework family</b>	Pilot Governance and Documentation
<b>Applies to</b>	All AAB-affiliated pilots and partner-submitted pilots reviewed under the AABoard framework	<b>Companion volume</b>	AABoard Pilot Framework – Official Annex Volume
<b>Supersedes</b>	New issuance	<b>Review cycle</b>	24 months, or earlier when major policy, safety, or governance changes occur

## Foreword

This document establishes the formal AABoard Pilot Framework for planning, reviewing, implementing, documenting, and closing AI education pilots under a controlled evidence and governance process.

The framework is intended for use in structured pilot settings involving K–12 learners, teacher professional development, community AI literacy programmes, adult training, workforce AI literacy, and related physical AI or robotics-enabled learning contexts, where appropriate.

AABoard’s role within this framework is to provide a neutral, structured, and comparable pilot-governance and documentation process. Consistent with AABoard’s public briefings and roadmap materials, the framework is designed to preserve evidence, improve transparency, support cross-context learning, and enable gradual progression toward stronger evidence maturity over time rather than to endorse specific products or act as a curriculum vendor or commercial implementation operator.

### Interpretive note on sources

- The substantive educational and governance content of this framework is anchored in AI- and education-specific references such as UNESCO’s AI competency frameworks, AI4K12, OECD AI Principles, NIST AI RMF, IEEE 7000, ISO/IEC AI standardization work, national AI literacy guidance, and related public-policy references [1]–[10].
- The five-phase pilot structure is additionally informed by cross-domain implementation and evaluation frameworks—specifically MRC complex intervention guidance, the CDC Program Evaluation Framework, and EPIS. These are used as methodological scaffolds for pilot process design rather than as authorities on AI education content [11]–[14].
- Accordingly, this document treats educational and AI-governance references as primary content authorities and treats MRC, CDC, and EPIS as informative methodological authorities.

## 1 Scope

This framework specifies the minimum governance, documentation, review, readiness, implementation, monitoring, and reporting requirements for pilots carried out under the AABoard pilot process.

It applies to pilots that seek structured review under the AABoard framework regardless of whether the pilot is initiated by an educational institution, a public agency, a community organisation, a partner implementation body, or another collaborating entity.

This framework covers:

- K–12 AI literacy pilots;
- teacher professional development pilots;
- adult and workforce AI literacy pilots;
- community and public-programme AI literacy pilots;
- physical AI / robotics-enabled AI learning pilots where AI literacy, human oversight, and real-world interaction are material elements;
- single-site, multi-session, institutional, and multi-site deployment pilots within the AABoard pilot classification.

This framework does not prescribe a national curriculum, a single pedagogical model, or a vendor-specific implementation path. It defines how a pilot shall be reviewed and documented, not what a jurisdiction must adopt as its AI education policy.

## 2 Conformance and Use

A pilot claiming use of the AABoard Pilot Framework shall conform to the mandatory requirements designated by the term “shall” in this document.

Recommendations designated by the term “should” indicate strongly preferred practices that improve comparability, credibility, and auditability but may be adapted with documented justification.

Permissions designated by the term “may” indicate allowable options within the framework.

A pilot shall not be represented as reviewed under this framework unless the required phase artifacts have been generated, retained, and subjected to the applicable decision gate defined herein.

## 3 Normative References

The following references are normative in the sense that they inform the educational, ethical, competency, governance, or AI-risk expectations against which a pilot may be aligned. These references do not all apply in identical depth to every pilot; however, the framework expects explicit consideration of their relevant principles [1]–[10].

**3.1** UNESCO Recommendation on the Ethics of Artificial Intelligence [1].

**3.2** UNESCO AI Competency Framework for Teachers [2].

**3.3** UNESCO AI Competency Framework for Students [3].

**3.4** AI4K12 Five Big Ideas in AI and related progression guidance [4].

**3.5** OECD AI Principles [5].

**3.6** NIST AI RMF 1.0 [6].

**3.7** IEEE Std 7000-2021 [7].

**3.8** ISO/IEC JTC 1/SC 42 scope and associated AI standardization work [8].

**3.9** NSF AI-Ready America programme and solicitation materials [9].

**3.10** U.S. Department of Labor AI Literacy Framework [10].

#### **Use of normative references**

- UNESCO and AI4K12 are particularly relevant for competency, learner progression, and education alignment.
- OECD, NIST, IEEE, and ISO/IEC are particularly relevant for risk, ethics, transparency, accountability, and lifecycle governance.
- NSF and Department of Labor references are particularly relevant for literacy framing, capacity-building, readiness, and delivery principles across education and workforce contexts.

## **4 Informative Methodological References**

The following references are informative methodological references. They justify the structure of the pilot lifecycle and the logic of staged review, readiness assessment, implementation monitoring, and follow-up. They are not treated as substantive authorities on AI education content [11]–[14].

**4.1** MRC complex intervention guidance (development and evaluation) [11].

**4.2** MRC process evaluation guidance [12].

**4.3** CDC Program Evaluation Framework [13].

**4.4** EPIS implementation framework [14].

In this framework, MRC supports the treatment of pilots as complex interventions that require theory, context sensitivity, feasibility consideration, process evaluation, and structured reporting; CDC supports the evidence-gathering and action-on-findings logic; EPIS supports the phase logic of exploration, preparation, implementation, and sustainment; and NIST AI RMF supports lifecycle monitoring, governance, mapping, measurement, and management of AI-related risks [6], [11]–[14].

## **5 Terms and Definitions**

**5.1 AI education pilot.** A time-bounded and structured implementation used to test, adapt, observe, or evaluate an AI education programme, model, pathway, or delivery configuration under defined governance and documentation conditions.

**5.2 alignment.** The documented relationship between the pilot’s intended objectives, learner group, pedagogy, delivery conditions, ethical safeguards, risk controls, and relevant external or internal reference frameworks.

**5.3 AABoard review team.** The designated reviewers assigned to evaluate phase deliverables, pose questions, identify concerns, and recommend advancement, hold, or revision decisions.

**5.4 artifact.** A controlled document, note, report, checklist, matrix, or record generated under this framework.

**5.5 EMI.** Evidence Maturity Index; A structured indication of the maturity and comparability of available evidence surrounding a pilot or related body of evidence.

**5.6 implementing partner.** The organisation or consortium responsible for operational delivery of the pilot.

**5.7 methodological authority.** A source used to justify process design, implementation logic, monitoring, or evaluation steps rather than substantive educational content.

**5.8 normative authority.** A source used to justify substantive expectations regarding competency, ethics, governance, literacy, risk, or alignment in the pilot.

**5.9 readiness disposition.** The formal conclusion reached at the end of Phase 2 indicating whether a pilot is ready, conditionally ready, or not ready for Phase 3 / Phase 4.

**5.10 registry publication metadata.** The structured set of approved public-facing metadata fields suitable for inclusion in the AABoard pilot registry.

## 6 Framework Principles

### 6.1 Evidence before endorsement

Participation in the framework does not itself imply endorsement, certification, or recommendation of a product, institution, curriculum, or implementation partner. Structured documentation precedes any stronger conclusion.

### 6.2 Human responsibility

AI may be used within a pilot, but responsibility for educational design, supervision, safety, and local compliance remains with accountable human actors.

### 6.3 Structural neutrality

Review functions shall be separated from commercial promotion or sales functions. AABoard credibility depends on restraint, transparency, and documented process.

### 6.4 Data minimization

The framework is designed to preserve metadata, evidence summaries, and governance information rather than to centralize raw personally identifiable learner data unless expressly justified and locally compliant.

### 6.5 Cross-context comparability

Artifacts shall be designed so that pilots can be compared across sites, audiences, tools, and jurisdictions without losing essential context.

### 6.6 Iterative improvement

The framework assumes that early pilot materials are often incomplete or imperfect. Advancement shall depend on structured revision cycles rather than one-pass acceptance.

## 6.7 Transparency of limitations

Challenges, adaptations, constraints, and unresolved issues shall be documented alongside positive outcomes.

## 7 Authority, Governance, and Roles

AABoard operates within this framework as an independent public-interest evidence and standards body that structures documentation, review, and evidence synthesis rather than acting as a market operator or commercial implementer. This positioning is consistent with AABoard's government and researcher briefings, roadmap materials, and volunteer governance structure.

**7.1** AABoard or the authorized framework owner shall maintain the master framework, controlled annex volume, and revision history.

**7.2** The AABoard review team shall conduct phase review, issue written findings, maintain question logs, and issue advancement or disposition notes.

**7.3** The implementing partner shall provide accurate, timely, and complete information; respond to findings; revise materials; and execute the pilot in accordance with the approved disposition.

**7.4** Facilitators, teachers, volunteers, observers, and documentation personnel shall perform only roles assigned under Phase 3 records and shall comply with safeguarding, neutrality, privacy, and documentation requirements.

**7.5** Conflicts of interest shall be disclosed and, where material, mitigated through reviewer substitution, role separation, or other documented controls.

### Role separation

- The framework distinguishes between governance and documentation functions, implementation functions, and ecosystem / narrative functions.
- A pilot may involve partner organisations, public agencies, schools, community groups, or commercial tool providers, but the review process shall preserve an independent documented record.

## 8 Pilot Classification

Pilots reviewed under this framework shall be classified using the AABoard pilot classification model. Classification does not change the phase logic, but it influences expected scale, documentation depth, and likely EMI pathway.

Type	Label	Typical Scale	Indicative Description
A	Micro Pilot	5–15 learners; short duration	Small-group, short-duration implementation with structured lesson plan and educator reflection.
B	Structured Pilot	Multi-session implementation	Four or more sessions with documented outcomes,

			assessment or feedback, and implementation reporting.
C	Institutional Pilot	Semester / centre-level / multi-class	Institutionally embedded deployment, usually involving multiple cohorts, classes, or facilitators.
D	Product Deployment Pilot	Multi-site or commercial-scale	Piloting or structured deployment across multiple sites or implementation partners.

## 9 Document Control Architecture

Every pilot shall maintain a controlled document set. A pilot shall not be considered complete if mandatory artifacts have not been generated, versioned, and retained.

**9.1** Each artifact shall carry, at minimum, the pilot ID, artifact title, template or document ID, version, date, preparer, reviewer (where applicable), and current status.

**9.2** Phase outputs shall be version-controlled such that revised partner submissions and revised review conclusions remain traceable.

**9.3** Mandatory artifacts shall use the controlled templates contained in the companion annex volume unless an officially approved local equivalent preserves all required fields.

**9.4** No phase shall be closed without its designated advancement, disposition, or decision note.

### 9.5 Phase Deliverables Summary

Phase	Mandatory artifact outputs	Annex references
Phase 1	Internal Review Report; Question Log; Partner Response Memo; Phase Advancement Decision Note	Annex B–E
Phase 2	Preparation & Alignment Report; Alignment Matrix; Risk and Safeguard Screen; Partner Alignment Response Memo; Readiness Disposition	Annex F–J
Phase 3	Roster of Trained Personnel; Volunteer and Facilitator Role List; Training Completion Records; Readiness Checklist; Training & Readiness Report	Annex K–O

Phase 4	Implementation Notes; Issue and Adaptation Log; Approved Feedback Summaries; Implementation Monitoring Report(s)	Annex P–S
Phase 5	Final Pilot Summary Report; EMI Note; Registry Decision Note; Publication-Ready Metadata	Annex T–W
Phase 6	Follow-up / Sustainment Review Note; Updated EMI Pathway Statement	Annex X–Y
Cross-cutting	Volunteer Requirements; Volunteer Orientation and Training Template	Annex Z–AA

## 10 Pilot Lifecycle Overview

The AABoard Pilot Framework establishes a mandatory five-phase lifecycle and an optional sixth follow-up / sustainment phase.

**10.1** Phase 1 — Internal Review.

**10.2** Phase 2 — Preparation and Alignment.

**10.3** Phase 3 — Training and Readiness.

**10.4** Phase 4 — Implementation and Monitoring.

**10.5** Phase 5 — Final Summary and Registry Decision.

**10.6** Phase 6 — Follow-up / Sustainment (optional but recommended for pilots requiring post-pilot review, ongoing delivery, or updated maturity assessment).

### Why five phases, and why an optional sixth?

- The five-phase structure is an adapted synthesis rather than a direct copy of any single external framework.
- MRC guidance supports viewing pilots as complex interventions requiring development, feasibility, implementation, process evaluation, and reporting [11], [12].
- CDC supports structured evidence-gathering, conclusion formation, and action on findings across many programmes and settings, including outside public health [13].
- EPIS supports the logic of exploration, preparation, implementation, and sustainment [14].
- NIST AI RMF supports lifecycle governance, mapping, measurement, and management of AI-related risks [6].
- The optional sixth phase corresponds to follow-up, sustainment, re-measurement, and updated pathway assessment where the pilot does not end at immediate closeout.



## 11 Phase 1 — Internal Review

### 11.1 Purpose

Phase 1 establishes whether the proposed pilot is in scope, sufficiently defined to justify structured review, and suitable to enter the formal alignment process. This phase corresponds most closely to the exploration logic found in implementation science and to early-stage intervention clarification in complex intervention guidance [11], [13], [14].

### 11.2 Minimum inputs

- Pilot intake submission and identification/classification data;
- initial statement of pilot purpose, target audience, and proposed delivery model;
- preliminary description of tools, platforms, or learning materials involved;
- known constraints, dependencies, and timeline assumptions.

### 11.3 Required process

- The review team shall assess fit to scope, pilot classification, clarity of educational purpose, plausible audience definition, and obvious governance or safeguarding concerns.
- The review team shall issue written questions, gaps, and concerns in the Question Log and the Internal Review Report.
- The implementing partner shall respond point-by-point using the Partner Response Memo, including revised attachments or clarifications.
- The review cycle may repeat until the review team concludes that the pilot is ready to proceed, requires major redesign, or should be held or closed as out of scope.
- No pilot may advance to Phase 2 without a formal Phase Advancement Decision Note.

### 11.4 Mandatory outputs

- Internal Review Report (Annex B);
- Question Log (Annex C);
- Partner Response Memo (Annex D);
- Phase Advancement Decision Note (Annex E).

### 11.5 Decision gate

Advancement shall occur only where the review team determines that the pilot is within scope, conceptually coherent, and sufficiently defined for structured preparation and alignment.

## 12 Phase 2 — Preparation and Alignment

### 12.1 Purpose

Phase 2 is the structured design, alignment, and readiness-shaping phase. It corresponds to the preparation logic in EPIS and to planning, context, and process design expectations in CDC and MRC guidance [11]–[14].

## 12.2 Minimum inputs

- Approved Phase 1 Advancement Decision Note;
- revised pilot design materials;
- draft session plans, curriculum map, or facilitation outline;
- draft governance, consent, risk, and operational information.

## 12.3 Required process

- The review team shall examine educational alignment, competency alignment, audience fit, logistics, platform use, human oversight, privacy posture, risk profile, and documentation readiness.
- The Alignment Matrix shall explicitly map the pilot to relevant competencies, literacy outcomes, governance principles, and internal AABoard categories as appropriate.
- The Risk and Safeguard Screen shall record risks, safeguards, ownership, and unresolved conditions.
- The implementing partner shall respond to required changes and recommended changes using the Partner Alignment Response Memo.
- The phase may involve multiple revision cycles until the review team issues a Readiness Disposition.

## 12.4 Mandatory outputs

- Preparation & Alignment Report (Annex F);
- Alignment Matrix (Annex G);
- Risk and Safeguard Screen (Annex H);
- Partner Alignment Response Memo (Annex I);
- Readiness Disposition (Annex J).

## 12.5 Decision gate

The pilot may advance only when the disposition is Ready or Conditionally Ready and all conditions are explicitly documented, assigned, and time-bounded.

# 13 Phase 3 — Training and Readiness

## 13.1 Purpose

Phase 3 establishes whether the people responsible for delivery, observation, documentation, and support are prepared to execute the pilot consistently and safely. This phase translates the approved design into an accountable human operating model and is directly relevant to UNESCO's emphasis on human agency, teacher capacity, and responsible AI use in education [1]–[3].

## 13.2 Minimum inputs

- Approved Readiness Disposition from Phase 2;
- finalized pilot protocol and documentation templates;
- identified personnel, volunteers, facilitators, trainers, and observers.

### 13.3 Required process

- All personnel with delivery, observation, feedback, or documentation responsibilities shall be identified and assigned roles before implementation.
- Training shall include pilot purpose, role boundaries, documentation method, privacy and safeguarding rules, issue escalation, and neutrality expectations.
- Completion of training shall be recorded at the individual level.
- The readiness checklist shall confirm that operational, staffing, documentation, and escalation conditions are in place.
- A Training & Readiness Report shall conclude whether implementation may begin.

### 13.4 Mandatory outputs

- Roster of Trained Personnel (Annex K);
- Volunteer and Facilitator Role List (Annex L);
- Training Completion Records (Annex M);
- Readiness Checklist (Annex N);
- Training & Readiness Report (Annex O).

### 13.5 Decision gate

No pilot may enter implementation unless Phase 3 records show that required personnel have been trained, roles assigned, and readiness confirmed.

## 14 Phase 4 — Implementation and Monitoring

### 14.1 Purpose

Phase 4 is the live delivery phase. It requires observation, documentation, issue tracking, adaptation recording, and one or more formal monitoring reviews. This phase aligns with MRC process evaluation and with the implementation and monitoring logic in EPIS and NIST AI RMF [6], [12], [14].

### 14.2 Minimum inputs

- Approved Training & Readiness Report;
- scheduled sessions or observation periods;
- available controlled templates for notes, logs, and summaries.

### 14.3 Required process

- Implementation Notes shall be produced for each session or defined observation period.
- Issues, deviations, safeguards triggered, and adaptations shall be logged in real time or at the earliest practical interval.
- Feedback summaries may be collected from learners, teachers, facilitators, adult participants, or other relevant stakeholders where approved and appropriate.
- At one or more defined checkpoints, the review team or designated monitoring authority shall synthesize progress, concerns, and adaptations into an Implementation Monitoring Report.

- Monitoring reports may recommend continuation, continuation with adjustment, temporary hold, or early closeout.

#### **14.4 Mandatory outputs**

- Implementation Notes for each session or observation period (Annex P);
- Issue and Adaptation Log (Annex Q);
- Approved Feedback Summaries (Annex R), where feedback is collected;
- Implementation Monitoring Report(s) (Annex S).

#### **14.5 Decision gate**

The pilot may continue, pause, or move to closeout based on documented monitoring findings. Phase 4 shall not be treated as complete until all required notes, logs, and reports are assembled.

### **15 Phase 5 — Final Summary and Registry Decision**

#### **15.1 Purpose**

Phase 5 closes the pilot record, evaluates the available evidence, and determines what may be published, retained, or advanced. This phase corresponds to CDC's generate-and-support-conclusions / act-on-findings logic and to AABoard's own commitment to structured registry documentation and evidence maturity development [13].

#### **15.2 Minimum inputs**

- Completed Phase 4 document set;
- all approved monitoring reports;
- available evidence summaries, outcome descriptions, and publication constraints.

#### **15.3 Required process**

- The Final Pilot Summary Report shall synthesize context, design, implementation, adaptations, outcomes, limitations, and recommended next steps.
- The EMI Note shall assign or describe the provisional evidence maturity position reached on the basis of the available record.
- The Registry Decision Note shall state whether the pilot is approved for registry inclusion, approved with limitations, held pending revision, or withheld from publication.
- Publication-ready registry metadata shall include only approved fields and shall not exceed the data-release scope authorized for the pilot.

#### **15.4 Mandatory outputs**

- Final Pilot Summary Report (Annex T);
- EMI Note (Annex U);
- Registry Decision Note (Annex V);
- Publication-Ready Registry Metadata (Annex W).

## 15.5 Decision gate

Phase 5 is complete only when the registry decision is documented and, where publication is approved, public metadata has been finalized in controlled form.

## 16 Optional Phase 6 — Follow-up / Sustainment

### 16.1 Purpose

Phase 6 is used where the pilot continues beyond immediate closeout, where a follow-up measurement point is needed, where implementation has transitioned into ongoing operation, or where the EMI pathway requires updating after additional evidence accrues.

### 16.2 When Phase 6 should be used

- multi-term or multi-cohort pilots requiring post-closeout review;
- institutional or community pilots that continue in live delivery after the initial pilot window;
- pilots whose evidence maturity is expected to change after additional data, replication, or persistence evidence becomes available;
- pilots where sustainability conditions, governance durability, or scaling conditions need explicit review.

### 16.3 Mandatory outputs

- Follow-up / Sustainment Review Note (Annex X);
- Updated EMI Pathway Statement (Annex Y), where relevant.

### 16.4 Interpretation

Phase 6 corresponds most closely to sustainment logic in EPIS and to continued lifecycle monitoring in NIST AI RMF. It is optional because not every pilot requires a structured post-closeout phase; however, it is strongly recommended for pilots with institutional continuation or intended scale-up [6], [14].

## 17 Decision Gates and Allowed Dispositions

Decision gate	Trigger point	Allowed dispositions
Gate 1	End of Phase 1	Advance / Revise and Re-Review / Hold / Close as Out of Scope
Gate 2	End of Phase 2	Ready / Conditionally Ready / Not Ready
Gate 3	End of Phase 3	Proceed to Implementation / Proceed with Conditions / Delay
Gate 4	During Phase 4 monitoring	Continue / Adjust / Pause / Early Closeout
Gate 5	End of Phase 5	Registry Approved / Registry Approved with Limits / Hold Pending Revision / Not Published

Gate 6	End of Phase 6	Sustainment Confirmed / Sustainment with Conditions / EMI Pathway Updated / Follow-up Closed
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## 18 Evidence, EMI, and Registry Treatment

The framework distinguishes between pilot completion and evidence maturity. Completion of a pilot does not automatically imply high maturity or wide transferability.

The EMI Note shall be based on what is actually documented, including the quality of records, clarity of implementation conditions, observable outcomes, reproducibility signals, and the strength of safeguards and limitations disclosure.

The AABoard roadmap anticipates phased maturity development from exploratory framework to stronger guidance and more mature standardization. Pilots reviewed under this framework contribute to that pathway by increasing the quantity and quality of controlled evidence records.

- Exploratory / early maturity: pilot record is structured but limited in duration, scale, or replication;
- pilot validated / mid-maturity: pilot has stronger documentation, repeated delivery, or clearer evidence structure;
- advanced pathway: multi-site or sustained implementation yields stronger comparability and external review value.

## 19 Data Governance, Safeguards, and Neutrality

AABoard documentation shall be compatible with privacy, consent, institutional review, and safeguarding requirements applicable in the pilot's jurisdiction and setting.

This framework does not replace institutional IRB or ethics review and shall not be used to imply such replacement.

Publicly releasable materials shall be limited to approved metadata and summary fields within the scope authorized for release.

Neutrality safeguards shall include reviewer conflict-of-interest disclosure, separation from implementation decisions, separation from product promotion, and transparent statement of the framework's limits.

- No mandatory framework artifact shall require unnecessary personally identifiable learner data.
- Where media, quotes, or direct feedback are collected, release conditions shall be documented.
- Safeguard events, inappropriate outputs, technical incidents affecting safety or integrity, and major deviations shall be documented and escalated.

## 20 Rationale for the Five-Phase Structure

The five-phase AABoard pilot lifecycle should be read as a practical and jurisdiction-neutral synthesis.

It is not derived from any single sector-specific model, nor is it intended to import medical or public-health content into AI education. Rather, it adapts the best-available logic from general

implementation, process-evaluation, programme-evaluation, and AI-governance frameworks to the needs of structured AI education pilots.

MRC is relevant because AI education pilots are complex interventions: they involve interacting components, human facilitation, adaptation, context, and implementation variability. MRC guidance explicitly discusses the relevance of complex intervention thinking beyond health alone [11], [12].

CDC is relevant because its evaluation framework is expressly described as a practical, nonprescriptive framework usable across many programmes and settings within and outside public health, and because it provides a coherent evidence-gathering and action-on-findings logic [13].

EPIS is relevant because it defines an implementation sequence of exploration, preparation, implementation, and sustainment that maps naturally to the review–alignment–implementation–follow-up logic required in education pilots [14].

NIST AI RMF is relevant because many AI education pilots involve actual AI systems, AI-enabled tools, or AI-risk exposures and therefore require lifecycle monitoring, mapping, measurement, and management of risk [6].

UNESCO, AI4K12, OECD, IEEE, ISO/IEC, NSF, and Department of Labor references remain primary for the substantive expectations of the framework—namely AI literacy, competency, ethics, governance, and system readiness [1]–[10].

## 21 Companion Annex Volume and Template Control

The companion annex volume to this framework provides controlled templates for all mandatory phase outputs. Use of that annex volume is required unless an approved equivalent has been formally authorized.

Annex	Title
Annex A	Annex Register and Template Use Guide
Annex B	Internal Review Report Template
Annex C	Question Log Template
Annex D	Partner Response Memo Template
Annex E	Phase Advancement Decision Note Template
Annex F	Preparation & Alignment Report Template
Annex G	Alignment Matrix Template
Annex H	Risk and Safeguard Screen Template
Annex I	Partner Alignment Response Memo Template
Annex J	Readiness Disposition Template
Annex K	Roster of Trained Personnel Template
Annex L	Volunteer and Facilitator Role List Template
Annex M	Training Completion Record Template
Annex N	Readiness Checklist Template
Annex O	Training & Readiness Report Template

Annex P	Implementation Notes Template
Annex Q	Issue and Adaptation Log Template
Annex R	Feedback Summary Template
Annex S	Implementation Monitoring Report Template
Annex T	Final Pilot Summary Report Template
Annex U	EMI Note Template
Annex V	Registry Decision Note Template
Annex W	Publication-Ready Registry Metadata Template
Annex X	Follow-up / Sustainment Review Note Template
Annex Y	Updated EMI Pathway Statement Template
Annex Z	Volunteer Requirements
Annex AA	Volunteer Orientation and Training Template

## 22 Revision History

Version	Date	Summary of change	Approved by
1.1	Current issue	Initial formal master document issuance with full annex-volume reference architecture	AABoard Standards Council

## 23 References

- [1] UNESCO. Recommendation on the Ethics of Artificial Intelligence. UNESCO, 2021. Official overview and implementation resources.
- [2] UNESCO. AI Competency Framework for Teachers. UNESCO, 2024. Defines 15 competencies across five dimensions and positions the framework as a reference for national competency development, teacher training programmes, and assessment parameters.
- [3] UNESCO. AI Competency Framework for Students. UNESCO, 2024. Defines 12 competencies across four dimensions and supports integration of AI learning objectives into official school curricula.
- [4] AI4K12 Initiative. Five Big Ideas in AI and Grade-Band Progression Charts. AI4K12.org. A K–12 framework intended to assist standards writers and curriculum developers by grade band.
- [5] OECD. OECD AI Principles. Adopted in 2019 and updated in 2024. Described by OECD as the first intergovernmental standard on AI.
- [6] NIST. Artificial Intelligence Risk Management Framework (AI RMF 1.0), NIST AI 100-1. January 2023. Voluntary framework to help manage AI risks and promote trustworthy development and use.
- [7] IEEE. IEEE Std 7000-2021, IEEE Standard Model Process for Addressing Ethical Concerns during System Design.



- [8]** ISO/IEC JTC 1/SC 42. Artificial Intelligence. ISO committee scope and programme information.
- [9]** NSF. TechAccess: AI-Ready America / NSF 26-508. March 2026. National-scale initiative to help all Americans understand, apply, and create with AI.
- [10]** U.S. Department of Labor. Artificial Intelligence Literacy Framework / ETA release, 13 February 2026. Provides foundational content areas and delivery principles across workforce and education systems.
- [11]** Skivington K, et al. A new framework for developing and evaluating complex interventions: update of Medical Research Council guidance. BMJ 2021;374:n2061.
- [12]** Moore GF, et al. Process evaluation of complex interventions: Medical Research Council guidance. BMJ 2015;350:h1258.
- [13]** Centers for Disease Control and Prevention (CDC). Program Evaluation Framework. Updated 2024. Practical, nonprescriptive framework usable across many programs and settings within and outside public health.
- [14]** EPIS Framework. What is EPIS? Exploration, Preparation, Implementation, Sustainment. Official EPIS framework resource.



# AABoard Pilot Framework — Official Annex Volume

Controlled Templates for All Mandatory Phase Artifacts and Cross-Cutting Operational Records

<b>Document ID</b>	AAB-PF-001-ANNX
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This annex volume contains the controlled templates referenced by the master AABoard Pilot Framework. Each annex defines the minimum structure for one required artifact or one cross-cutting operational template. Templates may be reproduced locally provided that all required fields, decision points, and control elements are preserved.

## Annex A (Informative/Normative Guide) — Annex Register and Template Use Guide

### A.1 Purpose and scope

This annex defines how the official annex volume shall be applied across pilot types and phases. It establishes the controlled register for Annex B through Annex AA, defines requirement codes, and introduces differentiated documentation requirements for Type A, Type B, Type C, and Type D pilots.

### A.2 General application rule

Unless a stricter local or commissioning requirement applies, templates in Annex B through Annex AA shall be applied according to the requirement matrix in Clause A.6. For Type A pilots, abbreviated or short-form versions may be used where permitted; for Type D pilots, full-form records shall be used unless the framework expressly provides otherwise.

### A.3 Requirement codes

**R - Required:** The template shall be completed and retained for the pilot type and phase indicated.

**C - Conditional:** The template becomes required when the relevant phase is invoked or the triggering condition exists, such as revisions requested, volunteers used, feedback collected, or follow-up conducted.

**O - Optional / Recommended:** The template is not mandatory but is recommended where it improves clarity, comparability, or future EMI progression.

**SF - Short form permitted:** A shorter, proportionate version may be used, provided all mandatory fields and decisions are preserved.

**FF - Full form expected:** The complete template structure shall be used; summary substitution is not sufficient.

## A.4 Common core documentation requirement

All pilot types shall maintain a minimum common core comprising: pilot identification and classification; implementing organization and context; educational intent; basic safeguard and privacy statement; documentation of what occurred; observed outcomes or reflections; and a closure, advancement, or decision note.

Differentiation shall affect the depth, format, and number of documents required, but shall not remove the obligation to preserve the minimum public-evidence core needed for comparability, review traceability, and registry governance.

Templates may be combined only where this annex expressly allows consolidation or where an approved short-form structure preserves all mandatory decision points.

## A.5 Annex register

The following table is the controlled register for the official annex volume.

Annex	Title	Phase / Use	Primary function
B	Internal Review Report Template	Phase 1	Review record
C	Question Log Template	Phase 1	Question tracking
D	Partner Response Memo Template	Phase 1	Partner response
E	Phase Advancement Decision Note Template	Phase 1	Decision record
F	Preparation & Alignment Report Template	Phase 2	Alignment review
G	Alignment Matrix Template	Phase 2	Framework alignment
H	Risk and Safeguard Screen Template	Phase 2	Risk screening
I	Partner Alignment Response Memo Template	Phase 2	Partner revisions
J	Readiness Disposition Template	Phase 2	Readiness decision
K	Roster of Trained Personnel Template	Phase 3	Personnel roster

Annex	Title	Phase / Use	Primary function
L	Volunteer and Facilitator Role List Template	Phase 3	Role allocation
M	Training Completion Record Template	Phase 3	Training completion
N	Readiness Checklist Template	Phase 3	Readiness check
O	Training & Readiness Report Template	Phase 3	Phase report
P	Implementation Notes Template	Phase 4	Session/observation record
Q	Issue and Adaptation Log Template	Phase 4	Issue log
R	Feedback Summary Template	Phase 4	Feedback record
S	Implementation Monitoring Report Template	Phase 4	Monitoring report
T	Final Pilot Summary Report Template	Phase 5	Closure report
U	EMI Note Template	Phase 5	EMI classification
V	Registry Decision Note Template	Phase 5	Registry decision
W	Publication-Ready Registry Metadata Template	Phase 5	Metadata sheet
X	Follow-up / Sustainment Review Note Template	Phase 6	Follow-up review
Y	Updated EMI Pathway Statement Template	Phase 6	EMI pathway update
Z	Volunteer Requirements	Cross-cutting	Volunteer governance
AA	Volunteer Orientation and Training Template	Cross-cutting	Orientation and training

## A.6 Differentiated documentation requirement matrix

Requirement levels below apply by pilot type. “SF” indicates that a proportionate short form may be used. “FF” indicates that the full template structure is expected. Where a template is marked conditional, it becomes mandatory when the relevant phase or trigger condition is present.

Phase	Annex	Template	Type A	Type B	Type C	Type D	Notes
Phase 1	B	Internal Review Report	R / SF	R	R	R / FF	Core review record
Phase 1	C	Question Log	R / SF	R	R	R / FF	Short form permitted for Type A
Phase 1	D	Partner Response Memo	R / SF	R	R	R / FF	Partner response required for phase closure
Phase 1	E	Phase Advancement Decision Note	R	R	R	R	Decision note mandatory for all types
Phase 2	F	Preparation & Alignment Report	R / SF	R	R	R / FF	Short form permitted for Type A
Phase 2	G	Alignment Matrix	C	R	R	R / FF	Mandatory for Types B-D; Type A if external alignment claimed or required
Phase 2	H	Risk and Safeguard Screen	R / SF	R	R	R / FF	Short form permitted for Type A
Phase 2	I	Partner Alignment Response Memo	C	R	R	R / FF	Required where revisions are requested; normally expected for Types B-D
Phase 2	J	Readiness Disposition	R	R	R	R	Mandatory gate record
Phase 3	K	Roster of Trained Personnel	C	R	R	R	Conditional for Type A; required where Phase 3 is invoked
Phase 3	L	Volunteer and Facilitator Role List	C	R	R	R	Conditional for Type A
Phase 3	M	Training Completion Record	C	R	R	R	Conditional for Type A

Phase	Annex	Template	Type A	Type B	Type C	Type D	Notes
Phase 3	N	Readiness Checklist	C	R	R	R	Conditional for Type A
Phase 3	O	Training & Readiness Report	C	R	R	R / FF	Conditional for Type A
Phase 4	P	Implementation Notes	R / SF	R	R	R / FF	Required for each session or observation period
Phase 4	Q	Issue and Adaptation Log	R / SF	R	R	R / FF	May be embedded in short-form Type A notes if approved
Phase 4	R	Feedback Summary	C	C	C	C	Required when approved feedback is collected
Phase 4	S	Implementation Monitoring Report	R / SF	R	R	R / FF	At least one monitoring report required; multiple checkpoints for Types C-D
Phase 5	T	Final Pilot Summary Report	R / SF	R	R	R / FF	Core closure record
Phase 5	U	EMI Note	R / SF	R	R	R / FF	Concise note permitted for Type A
Phase 5	V	Registry Decision Note	R	R	R	R	Mandatory for all types
Phase 5	W	Publication-Ready Registry Metadata	C	R	R	R / FF	Conditional for Type A; mandatory for Types B-D
Phase 6	X	Follow-up / Sustainment Review Note	O	C	C	R	Optional for Type A, conditional for Types B-C, required for Type D follow-up
Phase 6	Y	Updated EMI Pathway Statement	O	C	C	R	Optional for Type A, conditional for Types B-C, required for Type D follow-up

Phase	Annex	Template	Type A	Type B	Type C	Type D	Notes
Cross-cutting	Z	Volunteer Requirements	C	C	C	C	Becomes required whenever volunteers or non-staff facilitators are used
Cross-cutting	AA	Volunteer Orientation and Training	C	C	C	C	Becomes required whenever volunteers or non-staff facilitators are used



## A.7 Additional application rules

- For Type A pilots, the review team may authorize short-form versions of required records, but shall not omit decision fields, safeguard statements, or the final closure and EMI records.
- For Type B pilots, the default expectation is the standard template set with no omissions except where a template is expressly conditional.
- For Type C pilots, alignment, readiness, and monitoring records shall be sufficiently detailed to support institutional review, cross-session comparability, and later EMI progression.
- For Type D pilots, the full documentation package shall be used, including full-form review, monitoring, registry metadata, and follow-up documentation where deployment continues beyond the initial pilot cycle.
- Where feedback is collected, it shall be summarized using Annex R or an approved equivalent preserving source group, collection method, positive themes, difficulty themes, and proposed revisions.
- Where Phase 3 is not invoked, the pilot record shall explicitly state that no volunteer/facilitator training phase was required and shall give the basis for that determination.

## A.8 Use of Continuation Sheets and Additional Pages

Where the space provided is insufficient, the preparer shall attach additional pages or a continuation sheet. This instruction applies to Annex B through Annex AA. All attachments shall be dated and shall clearly reference the relevant Pilot ID, document title, section, and question/item number.

## Annex B (Normative) — Internal Review Report Template

<b>Annex ID</b>	Annex B	<b>Template ID</b>	AAB-PF-001-ANN-B
<b>Applies to</b>	Phase 1	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			
<b>Review cycle no.</b>			

### B.1 Pilot summary

- State the proposed pilot purpose.
- Identify target learner / participant group.
- State proposed setting, duration, and likely pilot type.
- State whether AI tools, data systems, or robotics / physical AI elements are involved.

### B.2 Review findings

- Scope fit and pilot-type suitability.
- Concept clarity and audience definition.
- Preliminary governance, safeguarding, or compliance issues.
- Major documentation gaps or ambiguities.
- Dependencies that must be clarified before alignment work.

### B.3 Strengths noted by review team

- Record strengths, enabling conditions, or reasons the pilot is a plausible candidate for structured review.

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### B.4 Required clarifications and required revisions

- List items that must be addressed by the implementing partner before phase advancement can be considered.

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### **B.5 Recommended improvements**

- List non-blocking improvements that would strengthen readiness or documentation quality.
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## Annex C (Normative) — Question Log Template

<b>Annex ID</b>	Annex C	<b>Template ID</b>	AAB-PF-001-ANN-C
<b>Applies to</b>	Phase 1	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			
<b>Question log version</b>			

No.	Raised by	Source section / issue area	Question or issue	Partner response reference	Status	Closed date

Note: Use additional

### Status options

- Open
- Responded
- Partially resolved
- Resolved
- Deferred to later phase

## Annex D (Normative) — Partner Response Memo Template

<b>Annex ID</b>	Annex D	<b>Template ID</b>	AAB-PF-001-ANN-D
<b>Applies to</b>	Phase 1	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Response cycle no.</b>	
<b>Prepared by</b>		<b>Date</b>	
<b>Reviewed by</b>		<b>Version</b>	1.1
<b>Responding organisation</b>			

### D.1 Response summary

- State what has been revised since the review report.
- State whether any submitted materials are superseded and list them.

Question / issue no.	Review team question or concern	Partner response	Revision made	Residual limitation / note

### D.2 Attachments submitted with response

- List revised schedules, curriculum maps, tool notes, consent notes, or other supporting documents.

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## Annex E (Normative) — Phase Advancement Decision Note Template

<b>Annex ID</b>	Annex E	<b>Template ID</b>	AAB-PF-001-ANN-E
<b>Applies to</b>	Phase 1	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Decision authority</b>	
<b>Decision date</b>			

### E.1 Decision

<input type="checkbox"/>	Advance to Phase 2
<input type="checkbox"/>	Advance to Phase 2 with stated conditions
<input type="checkbox"/>	Remain in Phase 1 for further revision
<input type="checkbox"/>	Hold
<input type="checkbox"/>	Close as out of scope

### E.2 Basis for decision

- Summarize why the decision was reached, including any conditions or unresolved issues.

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### E.3 Conditions to be met before or during next phase

- List mandatory conditions and ownership.

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## Annex F (Normative) — Preparation & Alignment Report Template

<b>Annex ID</b>	Annex F	<b>Template ID</b>	AAB-PF-001-ANN-F
<b>Applies to</b>	Phase 2	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Readiness recommendation</b>	
<b>Alignment review cycle no.</b>			

### F.1 Alignment domains reviewed

- Educational intent and learning outcomes.
- Learner / participant fit and age appropriateness.
- Human roles and AI roles.
- Operational feasibility.
- Privacy, ethics, and data governance.
- Documentation readiness.

### F.2 Key findings

- Summarize major findings by domain.

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### F.3 Required revisions

- List blocking issues that must be resolved before readiness may be granted.

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### F.4 Recommended improvements

- List non-blocking improvements.

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## Annex G (Normative) — Alignment Matrix Template

<b>Annex ID</b>	Annex G	<b>Template ID</b>	AAB-PF-001-ANN-G
<b>Applies to</b>	Phase 2	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			

Reference area / framework	Relevant principle / competency / outcome	Pilot design element	Evidence of alignment	Gap / action needed

### Typical reference areas

- UNESCO teacher or student competency dimensions
- AI4K12 concept / progression areas
- OECD / UNESCO ethics and governance principles
- NIST risk / lifecycle considerations
- Jurisdiction-specific literacy or workforce requirements

## Annex H (Normative) — Risk and Safeguard Screen Template

<b>Annex ID</b>	Annex H	<b>Template ID</b>	AAB-PF-001-ANN-H
<b>Applies to</b>	Phase 2	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Safeguard owner</b>	
<b>Risk review date</b>			

<b>Risk area</b>	<b>Description of risk</b>	<b>Likelihood / severity</b>	<b>Safeguard / control</b>	<b>Owner</b>	<b>Residual risk</b>	<b>Status</b>

### H.1 Minimum risk categories

- Age appropriateness and learner protection
- Privacy / data exposure
- Inappropriate AI output or hallucination exposure
- Bias / fairness concern
- Operational / infrastructure failure
- Unclear human accountability
- Unapproved publicity or release of information

**Annex I (Normative) — Partner Alignment Response Memo Template**

<b>Annex ID</b>	Annex I	<b>Template ID</b>	AAB-PF-001-ANN-I
<b>Applies to</b>	Phase 2	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Documents revised</b>	
<b>Response cycle no.</b>			

<b>Report item / requirement</b>	<b>Review team finding</b>	<b>Partner response</b>	<b>Change made</b>	<b>Remaining constraint / rationale</b>

## Annex J (Normative) — Readiness Disposition Template

<b>Annex ID</b>	Annex J	<b>Template ID</b>	AAB-PF-001-ANN-J
<b>Applies to</b>	Phase 2	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Disposition authority</b>	
<b>Disposition date</b>			

### J.1 Disposition

<input type="checkbox"/>	Ready
<input type="checkbox"/>	Conditionally Ready
<input type="checkbox"/>	Not Ready

### J.2 Conditions and required actions

- List all conditions, due dates, and owners.

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### J.3 Notes for Phase 3 / Phase 4

- Record implementation assumptions, staffing conditions, or pre-launch cautions.

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## Annex K (Normative) — Roster of Trained Personnel Template

<b>Annex ID</b>	Annex K	<b>Template ID</b>	AAB-PF-001-ANN-K
<b>Applies to</b>	Phase 3	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Lead trainer</b>	
<b>Training batch / cohort</b>			

Name	Organisation	Role category	Sessions completed	Date trained	Approved for deployment (Y/N)	Notes

## Annex L (Normative) — Volunteer and Facilitator Role List Template

<b>Annex ID</b>	Annex L	<b>Template ID</b>	AAB-PF-001-ANN-L
<b>Applies to</b>	Phase 3	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			

Role title	Assigned person	Primary responsibilities	Boundary / escalation line	Session coverage / site	Notes

## Annex M (Normative) — Training Completion Record Template

<b>Annex ID</b>	Annex M	<b>Template ID</b>	AAB-PF-001-ANN-M
<b>Applies to</b>	Phase 3	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Role</b>	
<b>Individual name</b>			

### M.1 Training modules completed

<input type="checkbox"/>	Pilot overview and purpose
<input type="checkbox"/>	Role and boundary briefing
<input type="checkbox"/>	Documentation method
<input type="checkbox"/>	Privacy and safeguarding
<input type="checkbox"/>	Issue escalation
<input type="checkbox"/>	Feedback collection protocol

<b>Competency check outcome</b>	
<b>Trainer comments</b>	
<b>Approved for deployment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Trainer signature / approval</b>	

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## Annex N (Normative) — Readiness Checklist Template

<b>Annex ID</b>	Annex N	<b>Template ID</b>	AAB-PF-001-ANN-N
<b>Applies to</b>	Phase 3	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			

<b>Checklist item</b>	<b>Status (Y/N/NA)</b>	<b>Owner</b>	<b>Evidence / note</b>
Roles assigned			
Personnel trained			
Templates distributed			
Escalation contacts confirmed			
Tools tested			
Site logistics confirmed			
Consent / safeguarding conditions reviewed			
Monitoring schedule established			



## Annex O (Normative) — Training & Readiness Report Template

<b>Annex ID</b>	Annex O	<b>Template ID</b>	AAB-PF-001-ANN-O
<b>Applies to</b>	Phase 3	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Launch recommendation</b>	
<b>Readiness review date</b>			

### O.1 Summary of personnel readiness

- Summarize training coverage, role assignment status, and any readiness gaps.

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### O.2 Outstanding conditions

- List any remaining pre-launch conditions or cautions.

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### O.3 Recommendation

<input type="checkbox"/>	Proceed to implementation
<input type="checkbox"/>	Proceed with conditions
<input type="checkbox"/>	Delay implementation

## Annex P (Normative) — Implementation Notes Template

<b>Annex ID</b>	Annex P	<b>Template ID</b>	AAB-PF-001-ANN-P
<b>Applies to</b>	Phase 4	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Observer / recorder</b>	
<b>Session no. / observation period</b>			

<b>Planned objective(s)</b>	
<b>Planned activity flow</b>	
<b>Actual attendance / participant range</b>	
<b>Delivery conditions / constraints</b>	

### P.1 What actually happened

- Record key stages of delivery, participant response, and deviations from plan.

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### P.2 Observed learning / engagement signals

- Record descriptive observations only; distinguish observation from interpretation.

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### P.3 Teacher / facilitator observations

- Record pacing, scaffolding, management, or delivery observations.

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### P.4 Safeguard and privacy notes

- Record any relevant privacy, safeguarding, or AI-output events.

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## Annex Q (Normative) — Issue and Adaptation Log Template

<b>Annex ID</b>	Annex Q	<b>Template ID</b>	AAB-PF-001-ANN-Q
<b>Applies to</b>	Phase 4	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			

Date	Issue / deviation	Impact	Immediate action	Adaptation adopted	Owner	Status / closure note

## Annex R (Normative) — Feedback Summary Template

<b>Annex ID</b>	Annex R	<b>Template ID</b>	AAB-PF-001-ANN-R
<b>Applies to</b>	Phase 4	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Collection method</b>	
<b>Feedback source group</b>			

### R.1 Main positive themes

- Summarize recurring positive responses.

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### R.2 Main difficulty themes

- Summarize confusion points, pain points, or barriers.

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### R.3 Suggested revisions

- Summarize improvements suggested by respondents or observers.

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## Annex S (Normative) — Implementation Monitoring Report Template

<b>Annex ID</b>	Annex S	<b>Template ID</b>	AAB-PF-001-ANN-S
<b>Applies to</b>	Phase 4	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Monitoring authority</b>	
<b>Monitoring checkpoint</b>			

### S.1 Scope of monitoring review

- State what sessions, observations, or records were reviewed.

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### S.2 Key implementation findings

- Summarize fidelity, deviations, strengths, and problems.

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### S.3 Recommended action

- State whether the pilot should continue, continue with adjustment, pause, or close early.

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### S.4 Monitoring disposition

<input type="checkbox"/>	Continue as planned
<input type="checkbox"/>	Continue with adjustment
<input type="checkbox"/>	Pause
<input type="checkbox"/>	Early closeout recommended

## Annex T (Normative) — Final Pilot Summary Report Template

<b>Annex ID</b>	Annex T	<b>Template ID</b>	AAB-PF-001-ANN-T
<b>Applies to</b>	Phase 5	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Summary prepared on</b>	
<b>Pilot period covered</b>			

### T.1 Pilot context and design

- Describe setting, participants, objectives, delivery model, tools, and safeguards.

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### T.2 Implementation summary

- Summarize what was delivered, what changed, and why.

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### T.3 Outcomes and evidence

- Describe observed outcomes, evidence sources, and limitations.

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### T.4 Lessons learned and next steps

- Describe transferability conditions, remaining questions, and recommendations.

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## Annex U (Normative) — EMI Note Template

<b>Annex ID</b>	Annex U	<b>Template ID</b>	AAB-PF-001-ANN-U
<b>Applies to</b>	Phase 5	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Preliminary EMI position</b>	
<b>EMI reviewer</b>			

<b>Evidence basis reviewed</b>	
<b>Strengths supporting maturity judgement</b>	
<b>Limitations constraining maturity judgement</b>	
<b>Recommended EMI pathway / next evidence step</b>	

### U.1 Indicative EMI position

<input type="checkbox"/>	Exploratory / early structured record
<input type="checkbox"/>	Pilot validated / strengthened record
<input type="checkbox"/>	Higher pathway pending replication or sustainment review



## Annex V (Normative) — Registry Decision Note Template

<b>Annex ID</b>	Annex V	<b>Template ID</b>	AAB-PF-001-ANN-V
<b>Applies to</b>	Phase 5	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Decision date</b>	
<b>Decision authority</b>			

### V.1 Registry decision

<input type="checkbox"/>	Approved for registry publication
<input type="checkbox"/>	Approved for registry publication with limitations note
<input type="checkbox"/>	Held pending revision
<input type="checkbox"/>	Not approved for publication

### V.2 Basis for decision

- Summarize evidence, restrictions, and publication constraints.

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**Annex W (Normative) — Publication-Ready Registry Metadata Template**

<b>Annex ID</b>	Annex W	<b>Template ID</b>	AAB-PF-001-ANN-W
<b>Applies to</b>	Phase 5	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>			

<b>Metadata field</b>	<b>Approved value</b>
Pilot ID	
Pilot title	
Pilot type	
Setting / sector	
Target audience	
Geographic location (approved level of specificity)	
Pilot dates	
Implementing partner(s)	
Summary description	
Safeguard / privacy note	
Registry classification tags	
Publication note / limitations	

## Annex X (Normative) — Follow-up / Sustainment Review Note Template

<b>Annex ID</b>	Annex X	<b>Template ID</b>	AAB-PF-001-ANN-X
<b>Applies to</b>	Phase 6	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Review date</b>	
<b>Follow-up interval</b>			

### X.1 Current implementation status

- Describe whether the pilot continued, expanded, adapted, paused, or concluded.

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### X.2 Sustainment findings

- Describe governance durability, staffing continuity, operational viability, and evidence added since Phase 5.

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## Annex Y (Normative) — Updated EMI Pathway Statement Template

<b>Annex ID</b>	Annex Y	<b>Template ID</b>	AAB-PF-001-ANN-Y
<b>Applies to</b>	Phase 6	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Updated pathway date</b>	
<b>Original EMI note date</b>			

<b>Original EMI pathway statement</b>	
<b>New evidence considered</b>	
<b>Updated EMI pathway statement</b>	
<b>Implication for future registry or guidance treatment</b>	

## Annex Z (Normative) — Volunteer Requirements

<b>Annex ID</b>	Annex Z	<b>Template ID</b>	AAB-PF-001-ANN-Z
<b>Applies to</b>	Cross-cutting / Phase 3 / Phase 4	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

### Z.1 Volunteer categories

- Student volunteer
- Volunteer teacher / educator
- Documentation volunteer / observer
- Lead volunteer / session coordinator

### Z.2 Minimum requirements

- Understand pilot purpose and assigned role.
- Complete required orientation and training.
- Follow privacy, safeguarding, neutrality, and documentation requirements.
- Avoid unnecessary personal data collection.
- Escalate concerns promptly.

### Z.3 Prohibited conduct

- Commercial promotion under AAB affiliation.
- Recording unapproved personal data or media.
- Acting outside assigned role boundaries.
- Misrepresenting observation as verified outcome evidence.

## Annex AA (Normative) — Volunteer Orientation and Training Template

<b>Annex ID</b>	Annex AA	<b>Template ID</b>	AAB-PF-001-ANN-AA
<b>Applies to</b>	Cross-cutting / Phase 3	<b>Requirement code</b>	
<b>Owner</b>	AI Assessment Board (AABoard)	<b>Use</b>	Controlled template

<b>Pilot ID</b>		<b>Pilot title</b>	
<b>Pilot type</b>		<b>Phase</b>	
<b>Implementing partner</b>		<b>Date</b>	
<b>Prepared by</b>		<b>Version</b>	1.1
<b>Reviewed by</b>		<b>Trainer(s)</b>	
<b>Training date</b>			

### AA.1 Modules

- AABoard role and framework overview
- Pilot purpose and session flow
- Role assignments and boundaries
- Privacy and safeguarding rules
- Observation and documentation method
- Feedback collection protocol
- Issue escalation

### AA.2 Completion confirmation

<input type="checkbox"/>	Orientation completed
<input type="checkbox"/>	Documentation method practiced
<input type="checkbox"/>	Issue escalation understood
<input type="checkbox"/>	Approved for deployment

<b>Trainer comments</b>	
<b>Volunteer / facilitator acknowledgement</b>	
<b>Signature / confirmation</b>	