Corporate · Legal

Contract Summarisation Agent

CAI Score L4 · Decide — Senior human accountable for every decision

▲ this agent

L1 Assist	L2 Draft	L3 Operate	L4 Decide	L5 Autonomous

TIER	PILLAR	AUTOMATION	HUMAN ROLE
L4 · Decide	**Corporate**	**≈35% of routine effort**	**Named accountable decision-maker**

01 — Executive summary

Contract Summarisation Agent is a CAI Score L4 (Decide (supervised)) agent for corporate. Reads contracts and extracts the key risks and obligations, giving legal and business teams a fast, consistent summary. It operates with senior human accountability: a named person owns every decision it supports. Indicatively, it can redirect around 35% of the routine effort this work consumes.

02 — Problem & context

- Lawyers read every contract end-to-end just to find the key risks.
- Business teams wait on legal for a summary they could have had instantly.

03 — Representative use cases

- Produces a consistent risk-and-obligation summary from any contract, MSA, or SLA in minutes.
- Flags items requiring legal review, directing lawyer time to the matters that need it most.
- Provides business teams with a plain-language contract summary without waiting for legal availability.
- Enforces consistent summarisation structure across all contracts, enabling portfolio-level risk analysis.
- Produces the evidence to track summarisation time saved, flagged-item rate, and legal-review efficiency.

04 — How to use it

1. Connect it in your tenant to the systems this work already touches (legal).
2. Obtain senior sign-off and confirm the named accountable person before go-live.
3. Receives the case or work product
4. Assembles evidence and flags risk or discrepancy
5. Presents structured findings to the named human
6. Named human makes the decision; rationale is logged
7. Review decision outcomes and the audit trail after each cycle; adjust scope as needed.

05 — Where it fits in the process

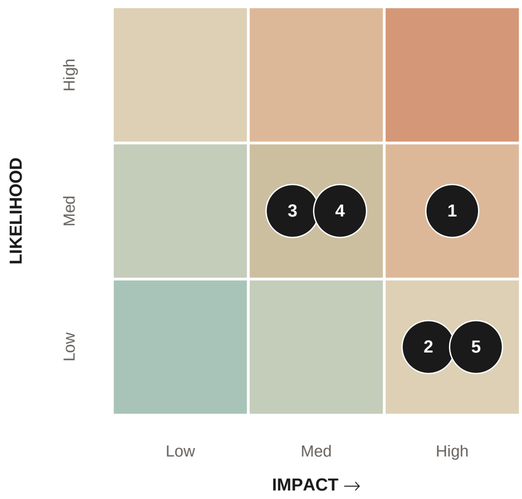
The opening step of the contract lifecycle — it produces a consistent risk-and-obligation summary and flags items that need a lawyer eye.

01 Receives the case or work product	02 Assembles evidence and flags risk	03 Presents findings to named human	04 Human decides — decision logged

Decision-support loop for a L4 agent — human owns every call.

06 — Risk assessment

#	RISK	LIKELIHOOD	IMPACT	MITIGATION / CONTROL
1	**Incorrect evidence assembly**	Medium	High	Named human reviews all agent output before any decision is made; the human owns the conclusion.
2	**Over-reliance on agent assessment**	Low	High	L4 tier structure: agent evidences, human decides. Decision authority cannot be delegated to the agent.
3	**Exposure of sensitive data**	Medium	Medium	Runs inside your own tenant; Colleague AI processes none of your data.
4	**Behavioural drift over time**	Medium	Medium	Periodic review against case outcomes detects drift; scope and prompts are version-controlled.
5	**Out-of-policy or edge-case handling**	Low	High	Hard scope boundary: the agent flags anything outside policy; senior sign-off is required at go-live.



Residual likelihood × impact after the tier's built-in controls. Numbers map to the table above.

07 — Regulatory & compliance impact

FRAMEWORK	RELEVANCE	HOW THIS AGENT ALIGNS
EU AI Act	Operational use under human oversight; logging and risk-tiering apply.	Documented risk tier, human oversight and event logging per agent — designed to map to the obligations.
DORA	Relevant where the function is in scope for financial-sector operational resilience.	Actions are logged and attributable, supporting resilience and traceability requirements — designed to map to.
GDPR	Applies wherever personal data is in scope of the workflow.	Data stays in your tenant; Colleague AI processes none of it. Purpose limitation and minimisation are preserved.
ISO/IEC 42001	AI management-system controls: roles, monitoring, review.	The agent operates within a documented management system — defined tier, named roles, logging and review. Designed to meet; not certified.

“Designed to map to” / “designed to meet” describe alignment with the CAI Score framework, not external certification. Confirm obligations with your compliance function.

08 — Value & illustrative ROI

Reads contracts and extracts the key risks and obligations, giving legal and business teams a fast, consistent summary.

Assumptions (illustrative — replace with your own)	Result
4 FTE engaged · 1840 productive h/FTE/yr · 35% addressable · €75/h blended	≈ 2,576 hours/yr redirected · ≈ €193,000/yr indicative value

≈35% of routine effort redirected

Figures are an illustrative model to be validated against your own volumes and rates — not a guarantee.

KPIs to track

Reduced contract review workload.

09 — Recommendations

— Obtain senior sign-off before go-live — mandatory for L4 deployments.

— Lawyers own interpretation and legal advice; the agent summarises and flags, it does not advise.

— Assign a named legal lead as the accountable reviewer for all summaries.

— Pilot on 10 contracts before scaling; compare agent summaries against manual summaries for accuracy.

10 — Governance & method

This agent runs in your own Microsoft/Azure tenant; Colleague AI hosts only the control plane (score, policy, audit) and processes none of your data. A named senior person owns every decision the agent supports. Every action is time-stamped and attributable. The CAI Score classification is documented and open to challenge.