

## AI TOOLS: STAFF GUIDANCE ON ETHICAL AND TRANSPARENT USE

### 1. Purpose and Alignment with Our Mission

- **Mission-Driven Use:** The deployment of AI tools, such as the use of Copilot for note-taking during Teams meetings, must align with the Foundation's mission and values. AI tools should streamline our processes and enhance our ability to serve grantees effectively.
- **Support for Grantees:** Ensure that the use of AI in meetings facilitates better communication and collaboration with grantees, aiding in the clarity and accuracy of discussions and decisions.

### 2. Transparency and Accountability

- **Clear Communication:** Inform all meeting participants when AI tools are being used for tasks such as note-taking. Clearly explain the purpose of the tool and how the generated notes will be used and stored.
- **Human Oversight:** Although AI can assist with note-taking, staff members are responsible for reviewing and validating AI-generated notes to ensure accuracy and context.
- **Pause Recording:** Every call with externals should have the option of an "AI-free" portion of the call. During this time, the recording / transcription of the call is paused.
- **Sharing of Data:** AI-outputs of the meeting, such as automated call summaries, should be made available to participants as soon as practicable, and not later than 5 working days, after the end of the call.

### 3. Ethical AI Use

- **Bias and Fairness:** Regularly review AI tools to ensure that they do not introduce bias in meeting documentation. Strive to maintain impartiality in the notes that reflect the discussions and decisions made.
- **Privacy and Data Protection:** Safeguard all information recorded by AI tools, ensuring it complies with data protection laws, including GDPR and DPA. Consent must be obtained before recording or processing sensitive information.
- **Data Retention and Deletion:** All video and audio recordings of calls will be deleted within 120 days of recording. Text transcripts will be kept in alignment with our existing retention policies.
- **Human-Centric Approach:** AI tools are here to support our work, not replace human interaction. Critical insights and decisions during meetings should be derived through human dialogue, with AI serving as a supplementary tool.

### 4. Inclusivity, Accessibility, and Improvement

- **Engagement and Feedback:** Actively seek feedback from staff and grantees on their experiences with AI tools in meetings to improve their effectiveness and inclusivity.
- **Training and Education:** Regularly train staff on the effective and ethical use of AI in meetings. Keep the team updated on new developments and best practices in AI technology to ensure its responsible use.

- **Iteration and Improvement:** Use feedback loops to continually refine how AI tools are integrated into our meeting processes. Adapt and improve practices based on user experiences and emerging technologies.

## 5. Collaboration and Sharing

- **Internal Collaboration:** Encourage collaboration across departments to ensure that AI tools are integrated smoothly into meetings and other relevant processes, enhancing overall efficiency and effectiveness.
- **Knowledge Sharing:** Share best practices and lessons learned from using AI tools in meetings with other organizations, particularly our grantees, to support their capacity building.

## 6. Risk Management

- **Risk Assessment:** Evaluate the risks associated with using AI tools in meetings, particularly regarding data security and the potential for misunderstanding AI-generated content. Mitigate these risks through careful planning and oversight.
- **Preparedness and Response:** Have a clear protocol in place for addressing any issues that arise from the use of AI in meetings, such as data breaches or inaccurate note-taking. Ensure swift action to correct any problems and communicate transparently with those affected.