

APPG AI Task Force

Call for Membership

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Terms of Reference (ToR)

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Objective

The objective of the **APPG AI Task Forces** is to oversee the delivery of the activities and outputs under the 2019/2020 pillars on Education, Enterprise Adoption of AI, Citizen Participation, and Data Governance. All activities and outputs should aim towards APPG AI's long-term vision:

- **A SOCIETY EMPOWERED TO SEIZE THE BENEFITS OF AI AND PROTECTED AGAINST POTENTIAL RISKS.**

Background

The All-Party Parliamentary Group on Artificial Intelligence (APPG AI) was set up in January 2017 with the aim to explore the impact and implications of Artificial Intelligence. APPG AI is co-chaired by Stephen Metcalfe MP and Lord Clement-Jones CBE. Big Innovation Centre is appointed the Secretariat.

We spent the first two years understanding key economic and socio-ethical implications and we are now ready to take action. In 2019 and 2020, we will be **EMBRACING THE AI REVOLUTION**. Based on an evaluation of the evidence we have already gathered, our work will focus on four pillars:

- EDUCATION
- ENTERPRISE ADOPTION OF AI
- CITIZEN PARTICIPATION
- DATA GOVERNANCE

Eager to move the conversation forward to tangible (and impactful) output, we have decided to redo the current APPG AI in terms of structure, event format, and types of activities.

We will be setting up Task Forces with the relevant expertise/capacity needed to provide input to each pillar. Together with the Secretariat (and the APPG AI Officers and Advisory Board), the Task Forces will be responsible for creating and implementing the activities and outputs.

Membership

The complex nature of AI's impact on the economy and the society requires that the activities and output are carried out with close collaboration between individuals representing a variety of backgrounds and disciplines, including policy, philosophy, technology, education, and business.

We welcome individuals across sectors and industries, with both the capacity and the expertise to assist APPG AI in fulfilling its objective.

If interested in joining, please email the APPG AI Secretariat (appg@biginnovationcentre.com) by 18 December 2018. Please submit the following:

- A copy of your CV
- A short paragraph explaining your expertise/interest in joining a specific task force
- A written commitment you have read the roles and responsibilities, and agree you have the capacity to fulfil them

The APPG AI Secretariat and APPG AI Officers will review candidates and start building the Task Forces in December 2018. Depending on the number of applications, APPG AI Secretariat will prioritise those who will add specific expertise and a unique perspective to the group.

All Task Forces aim to be created by the beginning of January 2019.

Roles and Responsibilities

The roles and responsibilities of each Task Force will include but not be limited to:

Figure 1: Task Force Roles and Responsibilities

Pillar	Role	Activities	Output
Education Pillar 1	<p>Each Task Force will:</p> <ul style="list-style-type: none"> • consist of 6+ individuals • attend Task Force launch (annual) 	<p>Each Task Force will <i>support</i> Secretariat in facilitating the activities related to its respective pillars:</p> <ul style="list-style-type: none"> • 4 Parliamentary Evidence Meetings (2 per year) • 2 Dinners (1 per year) • 8 APPG AI Advisory Board Meetings (per year) • 4 Receptions (2 per year) 	<p>Each Task Force will <i>support</i> Secretariat in delivering the output related to its respective pillar:</p> <ul style="list-style-type: none"> • ‘AI Highlights’ Parliamentary Briefs (All Pillars) • AI ‘How Should’ Protocols (All Pillars) • Online Recordings of Parliamentary Evidence Meetings (All Pillars) • ‘AI 101’ Course and Lesson Plan (Education Pillar) • Organisational Transformation Awards & Showcase (Enterprise Adoption of AI Pillar) • Protocol Public Surveys (Citizen Participation Pillar)
Enterprise Adoption of AI Pillar 2	<ul style="list-style-type: none"> • meet 4 times per year (in person or online) • provide input to the respective APPG AI Pillar activities and output 		
Citizen Participation Pillar 3	<ul style="list-style-type: none"> • compile the pillar specific protocols • finalise Parliamentary Evidence Meetings, suggesting speakers and confirming questions 		
Data Governance Pillar 4	<ul style="list-style-type: none"> • support in building partnerships with relevant bodies 		

Reporting

Members of the APPG AI Task Forces will be invited to participate actively in the programme of work by reviewing and commenting on all activities and output of the APPG AI programme 2019/2020.

The leadership and administration of the Task Force is with Big Innovation Centre. The Task Force will report quarterly per year at the APPG AI Advisory Board Meetings. Each Task Force will nominate a chair of the group at the annual task force launch. The Task Force Chair will be responsible for presenting all progress to the APPG AI Officers and Advisory Board.

Activities

Each Task Force will be responsible for supporting the APPG AI Secretariat, Officers, and Advisory Board to deliver the below activities.

4 Parliamentary Evidence Meetings (2 per year)

Two evidence meeting per year are allocated to each pillar. The Data Governance Pillar will have one evidence meeting per year. In each evidence meeting, representatives from Parliament, government, industry, academia, and the wider society will be invited to present and discuss evidence on a given topic. Evidence meetings will be recorded and available online for the general public.

► Task Force will support Secretariat in facilitating Evidence Meetings to be held at UK Houses of Parliament. Members of the task force can:

- suggest relevant individuals/organisations to speak
- shape questions for the discussion to focus on
- finalise event format (panel discussion, presentation, workshop, debate, etc.)

The themes for the 2019 – 2020 evidence meetings are:

Figure 2: Evidence Meetings in 2019 (please be aware that dates/locations might change throughout the year)

Type	Theme	Key Questions	Date	Location
Evidence Meeting 1: Data Governance	COLLECTION & USE Raising awareness of how different players collect, manage, and use personal data	<ul style="list-style-type: none"> • How is data currently being used by AI technologies? • What is the proper way of seeking consent for using an individual's data? • Who should ultimately oversee the use of personal data for AI systems? 	28 January 2019	Houses of Parliament TBC
Evidence Meeting 2: Education	EDUCATION TOOL Incorporating AI technologies within learning environments	<ul style="list-style-type: none"> • How can AI be used as a 'tool' in different learning environments and across diverse subjects? • What is the effect on the student experience? What is the effect on a teacher? • How can it impact assessment? 	18 March 2019	Houses of Parliament TBC

<p>Evidence Meeting 3: Enterprise Adoption of AI</p>	<p>IMPLEMENTATION Breaking barriers to AI adoption and transforming organisations</p>	<ul style="list-style-type: none"> • What are the biggest obstacles preventing enterprise from adopting AI? • Do the barriers differ based on industry and/or size? • How can Government help break these barriers? What is the role of regulatory bodies? 	<p>29 April 2019</p>	<p>Houses of Parliament TBC</p>
<p>Evidence Meeting 4: Citizen Participation</p>	<p>DIVERSITY Ensuring a diverse set of voices shape our tomorrow</p>	<ul style="list-style-type: none"> • Which demographics are underrepresented in AI? • Does AI reinforce or narrow inequality gaps? • What are the practical steps of ensuring decision-making around AI is inclusive and diverse? 	<p>3 June 2019</p>	<p>Houses of Parliament TBC</p>
<p>Evidence Meeting 5: Education</p>	<p>SKILLS Equipping children with the skillsets they will need in their futures</p>	<ul style="list-style-type: none"> • What skills will our children need to survive and thrive as employees and as citizens? • How can we ensure a broad and diverse skillset? • How should various stakeholders address current skills shortages? 	<p>8 July 2019</p>	<p>Houses of Parliament TBC</p>
<p>Evidence Meeting 6: Enterprise Adoption of AI</p>	<p>TRANSFORMING ORGANISATIONS Changing organisational models, reskilling employees, and rethinking leadership.</p>	<ul style="list-style-type: none"> • How do organisational models and cultures become more agile to deal with the changes AI brings? • What is the role of a leader in today's era? What does it mean to lead an organisation of humans and machines? 	<p>14 October 2019</p>	<p>Houses of Parliament TBC</p>

		<ul style="list-style-type: none"> How do organisations reskill and upskill their employees? 		
Evidence Meeting 7: Citizen Participation	AI & ME Building awareness of how AI impacts the daily lives of individuals	<ul style="list-style-type: none"> How do we get citizens to understand AI and its impact? How has AI already changed the daily lives of individuals? What does AI mean for wellbeing? How is AI being implemented in homes? In transportation? In hospitals? In policy? 	18 November 2019	Houses of Parliament TBC

Figure 3: Evidence Meetings in 2020 (please be aware that dates/locations might change throughout the year)

Type	Theme	Key Questions	Date	Location
Evidence Meeting 8: Data Governance	OWNERSHIP & RIGHTS Implications of data ownership, privacy rights, and user rights	<ul style="list-style-type: none"> What are the various models for data ownership? Their strengths and weaknesses? How can individuals reclaim control over their personal data? Should we think of data as a commodity or as a common good that can deliver public value? 	2020 TBC	Houses of Parliament TBC
Evidence Meeting 9: Education	CURRICULUM Embedding AI into teaching curriculums	<ul style="list-style-type: none"> What are the practical steps of embedding AI into curriculums? How should AI be introduced to different age groups? What should school curriculum (content, materials, aims and learning objectives) look like in a world of AI? 	2020 TBC	Houses of Parliament TBC

<p>Evidence Meeting 10:</p> <p>Enterprise Adoption of AI</p>	<p>BUSINESS TO CUSTOMER</p>	<ul style="list-style-type: none"> • How does AI transform the business to customer transaction? What does the transformation mean for the relationship? • To what extent is AI enabling better transactions and/or relationships? • What obligations do businesses have in transactions using AI? To consumers as customers? To other businesses as customers? To society? 	<p>2020 TBC</p>	<p>Houses of Parliament TBC</p>
<p>Evidence Meeting 11:</p> <p>Citizen Participation</p>	<p>ENGAGEMENT</p> <p>Promoting public engagement across sectors, industries, and regions</p>	<ul style="list-style-type: none"> • How do we educate citizens to be drivers of AI utility and not passive bystanders? • How can we use AI to remove barriers to achieve inclusive access? • Should AI be on the top of the policy agenda? How do we get it there? 	<p>2020 TBC</p>	<p>Houses of Parliament TBC</p>
<p>Evidence Meeting 12:</p> <p>Education</p>	<p>ETHICS</p> <p>Learning AI ethical implications</p>	<ul style="list-style-type: none"> • Should AI's ethical implications be taught in schools? If so, how? • How can education ensure all AI developers and users become ethical AI citizens? • How can we ensure that AI is adopted ethically in education? 	<p>2020 TBC</p>	<p>Houses of Parliament TBC</p>
<p>Evidence Meeting 13:</p> <p>Enterprise Adoption of AI</p>	<p>PRODUCTIVITY</p> <p>Using AI to boost productivity and</p>	<ul style="list-style-type: none"> • What infrastructure does an organisation need to successfully adopt AI? • How is AI being used by enterprise 	<p>2020 TBC</p>	<p>Houses of Parliament TBC</p>

	drive down inefficiencies	<ul style="list-style-type: none"> to improve productivity? Who within an organisation is responsible for adopting AI to drive productivity? 		
Evidence Meeting 14: Citizen Participation	YOUTH Empowering the youth and listening to their perspectives	<ul style="list-style-type: none"> How is AI impacting our youth and their futures? How do we raise AI awareness amongst young people and encourage them to engage in the conversations happening around AI? What is the mechanism to ensure young people have a voice in how we respond to AI? 	2020 TBC	Houses of Parliament TBC

2 Dinners (1 per year)

Each pillar will also be responsible for organising one stakeholder dinner per year to further deep dive into a specific issue.

► Task Force will support Secretariat in facilitating two Dinners to be held at UK Houses of Parliament. Members of the task force can:

- Suggest individuals/organisations to be invited to the dinner
- Help Secretariat create agenda for the dinner

Figure 4: Evidence Meetings in 2020

Type	Topic	Special Guest Invited	Chair	Date	Location
Education Dinner	An Education System Fit for Today Investment and Re-engineering Learning	Secretary of State for Education	Stephen Metcalfe and Lord Clement-Jones	4 March 2019	Houses of Parliament TBC
Enterprise Adoption of AI Dinner	Post-Brexit 4.0 Breaking Barriers to Innovation after Brexit	AI Council	Stephen Metcalfe and Lord Clement-Jones	24 June 2019	Houses of Parliament TBC
Citizen Participation Dinner	It Takes a Village Stakeholder Mapping of Different Voices	Minister for Digital and the Creative Industries	Stephen Metcalfe and Lord Clement-Jones	4 November 2019	Houses of Parliament TBC

Figure 5: Dinners 2020

Type	Topic	Special Guest Invited	Chair	Date	Location
Education Dinner	An Educator's Wish Come True? Unpacking how AI Transforms Assessment	Institute of Ethics for AI in Education	Stephen Metcalfe and Lord Clement-Jones	2020 TBC	Houses of Parliament TBC
Enterprise Adoption of AI Dinner	Leadership in an AI World Unpacking what it means to be a leader in an AI society	TechUK	Stephen Metcalfe and Lord Clement-Jones	2020 TBC	Houses of Parliament TBC
Citizen Participation Dinner	Individual vs. the Collective Analysing the dynamics between individual and collective rights	Minister for Small Business, Consumers and Corporate Responsibility	Stephen Metcalfe and Lord Clement-Jones	2020 TBC	Houses of Parliament TBC

8 Advisory Board Meetings (4 per year)

APPG AI holds quarterly advisory board meetings to co-set strategy on topics and provide feedback on the activities and output of each pillar. APPG AI Advisory Board Meetings are attended by Officers, Permanent Advisory Board, the Secretariat, and ad-hoc Expert Advisers.

- ▶ During the Task Force launch meeting, individuals will appoint one member as Chair for the group. The Chair will be responsible for presenting (circa 5 minutes) the Task Force progress and updates during the APPG AI Advisory Board Meetings (four per year).

Figure 6: Advisory Board Dates

2019	2020
<ul style="list-style-type: none"> • 28 January 2019 • 3 June 2019 • 14 October 2019 • 9 December 2019 	<ul style="list-style-type: none"> • Dates to be confirmed.

4 Receptions (2 per year)

The APPG AI will also organise two receptions annually to celebrate the activities and outputs of the group.

- ▶ Annually, Task Force members are invited to provide the Secretariat with input (theme ideas, invitation suggestions, presentation recommendations) for both the APPG AI Christmas Reception and the Big Innovation Centre Spring Reception.

Outputs

Each Task Force will be responsible for supporting the APPG AI Secretariat, Officers, and Advisory Board to deliver the following outputs:

AI Parliamentary Briefs

'AI Parliamentary Briefs will be created for all members from the House of Commons and selected members from the House of Lords following each Evidence Meeting. The reports will feature overviews of each Evidence Meeting and the written evidence submitted by the respective stakeholders. Furthermore, the reports will aim to inform Parliamentarians the key issues around AI and showcase handy facts, news, and relevant findings in the space of AI.

The reports will also include findings from APPG AI surveys, to be conducted periodically throughout the year as under the Citizen Participation pillar.

Hard copies will be mailed to the Parliamentarians and available for the public on the APPG AI website.

- ▶ Task Forces will help Secretariat produce the Parliamentary Briefs on the respective pillars- by providing them with case studies, report findings, quotes, and/or feedback.

AI Pillar Protocols

EDUCATION: A 'best practice' guidance for how AI should be adopted in the classroom, and under what assumptions and conditions. (see Figure 3 for more details)

ENTERPRISE ADOPTION OF AI: A 'best practice' guidance for how AI should be adopted in a business environment, and under what assumptions and conditions. & A 'best practice' guidance on the rules, norms, and standards when AI is used in B2C Transactions. (see Figure 4 for more details)

CITIZEN PARTICIPATION: A 'best practice' guidance on how citizen participation could and should use AI adoption for decision making and influencing. This could include anything from city or state governance, to how AI should be implemented in one's daily life (from health to travel). (see Figure 5 for more details)

DATA GOVERNANCE: A 'best practice' guidance on data governance at all levels in an AI world where value is created through sharing personal and business data, and on how fit for purpose policies can support those aims. (see Figure 6 for more details)

The protocols should focus on the principles: Purpose, Ethics, Safety, Trust, Sustainability, and Impact (see Figure 3, 4, 5 and 6 for more details), and used to set fit for purpose policies supporting those aims.

The protocols are created from a public survey ahead of each meeting. The results of the survey will be presented at each Parliamentary Evidence Meeting.

The design and scope of the Protocol-surveys will be created by the Secretariat, in interaction with, and with feedback from, the Task Force participants.

- ▶ Task Force will be responsible for putting together the respective pillar protocols, in coordination with the APPG AI Secretariat. The Secretariat will create the first draft of the protocol and the members of each task force will submit feedback/draft final version. The deadlines and potential meetings to put together the protocols will be finalised once the Task Force Members have been selected.

Video Recordings of Parliamentary Evidence Meetings

Each Parliamentary evidence meeting will be recorded and published on the APPG AI website approximately two weeks after the event.

- ▶ Task Forces will ensure videos are available on the website after each evidence meeting.

‘AI 101’ Course and Lesson Plan

An AI lesson plan will be developed by the Education Task Force and the Secretariat - explaining what AI is, its various use cases, as well as some of the key socio-ethical implications. The lesson plan will be created for MPs to be used across schools in their constituencies. An upgraded version of the pilot Envision the Future school competition will be part of the plan’s activities.

A workshop for all members from the House of Commons and House of Lords will be organised to present the lesson plan. The workshop will also inform Parliamentarians on the key policy issues around AI. Members will be encouraged to attend using a personalised invitation highlighting how AI is likely to influence each of their constituencies.

The workshop itself will be a short briefing about what AI is, what are the key use cases, and what are the policy implications. The workshop is to be attended by Parliamentarians, the Secretariat, and the Advisory Board.

- ▶ The Education Task Force will support Secretariat in compiling the lesson plan for the Members of Parliament. Based on the experience and background of each individual, members can assist by providing content support, partnership suggestion, media and outreach advice, etc. Task Forces will help facilitate the Course by helping the Secretariat send Parliamentary invitations (personalised showing AI impact on MP constituency), creating the agenda for the course, finding speakers, and organising the event.

Organisational Transformation Awards & Showcases

The Secretariat and the ‘Enterprise Adoption of AI’ Task Force will launch a competition encouraging companies across industries and sectors to submit examples of how they are successfully transforming their organisations in an increasingly AI economy. Categories are likely to include case studies of retraining schemes, promotion of diverse and inclusive teams, policies which reward broad skills, etc.

The submissions, in whole, will showcase ‘good practice’ in organisational transformation. APPG AI Officers will select the winners amongst the submissions.

- ▶ The Enterprise Adoption of AI Task Force will be responsible for working with the Secretariat to create the categories for the awards. With the Secretariat, the task force will map potential candidates, engage in outreach and advocacy for participation, and organise the presentation of the awards.

Protocol Public Surveys

As part of each protocol, the ‘Citizen Participation’ Task Force and the Secretariat will launch public surveys asking for the wider society to contribute to the findings of the protocol. The results will be presented at each evidence meeting and, also, highlighted as part of the AI Parliamentary Briefs.

- ▶ The Citizen Participation Task Force will be responsible for working with the Secretariat to finalise the questions for the public surveys feeding into the protocols. The task force will ensure the results reflect a diverse set of voices and perspectives.



All Party Parliamentary Group on
Artificial Intelligence

[For enquiries or further information on the APPG AI](#)

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