**Terms of reference (ToR) for participants in the OECD Network of Experts on Artificial Intelligence (ONE AI)**

**Roles and expectations**

This document provides background information on roles and expectations for participants in the OECD Network of Experts on Artificial Intelligence.

**For further questions please contact: Al@oecd.org**

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# 1. Background

1.      This Terms of Reference (ToR) document sets out the roles and expectations for participants in the OECD Network of Experts on Artificial Intelligence (ONE AI). This first section describes the structure within which the Network operates.

2.      The OECD Council is the OECD's official overarching decision-making body, composed of ambassadors from member countries and the European Commission. The Resolution of the Council of 1 April 1982 established the Committee for Information, Computer and Communications Policy, which became the Committee on Digital Economy, which was then renamed Committee on Digital Economy Policy (CDEP), and finally Digital Policy Committee (DPC) in 2024.

3.      The Digital Policy Committee is comprised of delegates nominated from OECD member countries and partners, to examine policy issues related to digitalisation and innovation through various working parties. In 2018, CDEP formed an informal "expert group" with representation from all stakeholder groups to conduct foundational work in developing a scoping proposal for the OECD AI Principles. Then in July 2019, based on the success of this approach, the CDEP agreed to create an informal OECD.AI Network of Experts on Artificial Intelligence (ONE AI) to help deliver its programme of work on AI. The network first met in early 2020, and in light of the valuable advice provided by the network to the OECD, CDEP/DPC has renewed its mandate every year since.

4.      The network provides AI-specific expertise and advice about policy, technical, societal and business topics in the OECD programme of work and budget on digital economy policy. Over time, additional expert groups were formed under the broader umbrella of the network, which have evolved slightly in title and composition.

5.      In early 2022, CDEP elevated the informal expert group working on national AI policies, turning it into an official OECD body, the Working Party on Artificial Intelligence Governance (AIGO),  to examine AI policy issues and trends and serve as the serve as the conduit for the remaining expert groups to feed into the OECD work programme.

6.      The network also contributes to the OECD.AI Policy Observatory, a flagship project of the OECD's work on digital policy. OECD.AI facilitates information exchange and collaboration between member countries, the OECD Secretariat and other international organisations and initiatives that focus on AI. It also provides live data and trends analysis on key AI indicators, raises awareness about AI policy developments and considerations, and identifies synergies and avenues for co-operation in AI at the OECD and beyond.

## 2. OECD.AI Expert Groups and Network

7.       This section describes the roles and expectations for participants in the OECD.AI Network of Experts (ONE AI) and offers best practices for expert participation and communication. The network's role is advisory and consists of volunteer experts who give invaluable input on critical AI issues. The network operates primarily virtually, and experts participate in the network in a member or observer capacity.

8.       The OECD Secretariat coordinates each expert group with the assistance of two or more co-chairs responsible for guiding the group's work streams and outputs. The co-chairs are nominated by the OECD Secretariat and selected in consultation with member countries and various relevant experts, as appropriate. The co-chairs of each expert group should have the profiles that can best achieve the objectives of the expert group.

9.       The OECD.AI expert groups are multi-stakeholder advisory groups, which are not official bodies of the OECD. As such, participants do not represent the OECD or OECD Secretariat. They are not governed by the rules applicable to official OECD bodies and do not make official decisions or issue official guidance or guidelines on behalf of the OECD. The network includes representatives from governments, and intergovernmental organisations (IGOs), civil society, academia, the private sector, trade unions and the technical community, notably:

- AI policy experts from national governments, intergovernmental or supranational institutions, such as the European Union (EU), IGOs, companies and other institutions;

- AI technical experts, such as computer scientists, data scientists and engineers; and,

- Experts in social sciences and humanities, including AI-related legal and ethical issues.

10.      Experts participating in the network are expected to be knowledgeable about AI policy and related issues. In order to fully participate in work of OECD.AI expert groups, experts should be aware and able to use the online tools and platforms used by the expert groups for communications and collaboration (notably Microsoft Teams, Microsoft Office). Photos and short biographies of participants may be listed online at oecd.ai/community.

### 2.1. Nomination to OECD.AI expert groups

11.      Experts can be nominated to the OECD.AI expert groups as members or observers (collectively referred to as participants). In practice, there is no substantive difference between member and observer status, with the exception that if physical space or other logistical constraints limit participation in in-person meetings, members may be given priority for in-person attendance at meetings.

12.      Participants of OECD.AI expert groups are nominated by government and stakeholder group delegates to DPC, AIGO and other OECD bodies as described in Section 5. This includes experts nominated by OECD member and partner countries, the European Commission and by the four DPC stakeholder groups: Business at OECD (BIAC); the Trade Union Advisory Committee (TUAC); the OECD Civil Society Information Society Advisory Council (CSISAC); and the Internet Technical Advisory Committee (ITAC). As appropriate, experts can also be invited to attend expert group meetings and become participants of OECD.AI expert groups by expert group co-chairs or the Secretariat, in cases of substantive and specialised expertise, to balance diversity and address other

relevant concerns. Members and observers are expected to participate actively in the discussions of the expert groups.

13.     To nominate experts to OECD.AI expert groups, delegates from governments and stakeholder groups are invited reach out via email to ai@oecd.org, set forth qualifications, qualities and experience of their prospective participants to a particular expert group. The OECD Secretariat conveys this information to co-chairs of the relevant expert group, who decide whether to proceed with an invitation. Participant status of the OECD.AI expert groups has the following characteristics:

- Member and observer statuses are issued for a period of one year, which may be renewed upon agreement between the Secretariat and relevant expert group co-chairs when status is reviewed at the end of each year.

- Participation is usually tied to professional roles. If a participant's professional role changes (e.g., employment status) they are required to inform the OECD Secretariat via email at ai@oecd.org and their nominating body, who will assess this change and agree to maintain the expert's participation or to nominate a replacement as appropriate.

- OECD member countries may nominate up to 2 experts per group as members. Co-chairs and the Secretariat may invite a partner country to nominate up to two experts per expert group. In some cases, countries may nominate additional observers.

- DPC stakeholder groups are invited to appoint up to 2 members and observers to OECD.AI expert groups, after which subsequent experts will be considered as observers. Stakeholder groups are: Business at OECD (BIAC); the Trade Union Advisory Committee (TUAC); the OECD Civil Society Information Society Advisory Council (CSISAC); and the Internet Technical Advisory Committee (ITAC).

- International Governmental Organisations (IGOs) with relevant work on AI policy may be invited to participate as members or observers of OECD.AI expert groups.

14.     To ensure that OECD.AI expert groups are balanced in terms of multi-disciplinary expertise and sectoral, gender and regional representation, as well as other relevant diversity considerations, the Secretariat strives to ensure that the composition of OECD.AI expert groups is as diverse and representative as possible. As such, if the co-chairs believe that there is an underrepresentation of a stakeholder group or diversity consideration, they should inform the Secretariat. With the approval of the co-chairs, the Secretariat may identify and invite additional experts with complementary expertise .

## 2.2. Participation in OECD.AI expert groups

15.     OECD.AI expert groups primarily operate virtually via videoconference. Each expert group meets virtually every 6 to 8 weeks for approximately 90 minutes and uses email as well as an online collaborative platform (e.g., Microsoft Teams) to exchange documents and ideas between meetings.

16.     In as much as possible, in-person meetings are scheduled to coincide with other related meetings such as the DPC, AIGO, DGP, GPAI or other international meetings on AI policy taking place in Paris, France and potentially other locations. Attendance at some events or meetings may be limited to individuals whose expertise is directly relevant to the specific topic(s).

17.     At the start of every meeting, the co-chairs assess expert group quorum to their satisfaction in order to proceed . The Secretariat takes note of the attendance for each meeting to inform the end of year participant status review for expert groups where the Secretariat and co-chairs will renew actively contributing members and observers.

18.     In order to maintain status as an active participant in OECD.AI expert groups, members and observers are expected to make the following commitments as much as possible:

- Actively participate in all expert group meetings and contribute to the substantive work of OECD.AI expert groups (e.g., providing input or monitoring discussions). Experts should formally withdraw if they find that they can no longer reasonably meet this expectation.

- Leverage asynchronous channels such as through emails and collaboration platforms (e.g., Microsoft Teams), to advance the work of OECD.AI expert group.

- Suggest agenda items to the Secretariat to help with the preparation of upcoming meetings, including the proposal of guest speakers and topics relevant to each expert group.

- Commit a reasonable amount of time per month to preparatory meetings or work in between meetings. Time between expert groups can vary, so this can amount to approximately 2.5 hours per months as a minimum, comprised of 90 minutes for expert group meetings and 60 minutes for co-chair preparatory calls.

- Act as ambassadors for the work of OECD.AI expert groups and for each relevant expert group in public fora and promote the work of OECD.AI expert groups on social media (while making the distinction that they do not represent the OECD nor OECD Secretariat).

19.     OECD.AI expert groups members and observers, as well as expert group co-chairs, are not remunerated by the OECD for activities related to their work in OECD.AI expert groups, nor for travel expenses to attend expert group meetings. In exceptional circumstances, OECD.AI expert group   participants may raise certain reimbursement considerations with the co-chairs and Secretariat.

## 2.3. Standards of conduct for OECD.AI expert group  participants

20.     OECD.AI expert group members and observers are expected to follow standards of conduct in the context of their participation in the expert groups. Such standards apply to conduct both within expert group meetings and regarding an individual's online presence as related to expert group participation, such as on professional networking platforms and social media. Experts are expected to:

- Act in a reasonable, objective and informed manner when participating in group discussions as well as policy development and decision-making processes. This includes regularly attending scheduled meetings and exercising judgment irrespective of personal interests and the interests of the entity to which an individual might owe their appointment;

- Respect all members of the OECD.AI expert groups or any meeting attendee equally, behaving in a professional manner and demonstrating appropriate conduct;

- Listen to the views of all members and stakeholders when considering policy issues and express themselves in a respectful manner, especially in possible in cases of disagreement;

- Work to build consensus with other stakeholders in order to find solutions to the issues that fall within the areas of responsibility of OECD.AI expert groups;

- Facilitate transparency and openness when participating in meetings and decision-making processes;

- When necessary, clarify that they do not represent the OECD nor the OECD Secretariat;

- Act fairly and in good faith with other participants of OECD.AI expert groups and the Secretariat.

## 2.4. Renewal of ONE AI participation for members and observers

21.     On an annual basis, typically at year-end, experts will be asked to indicate whether they would like to renew their term the following year. The co-chairs will renew individual expert's participation annually, considering interest, attendance and participation and the group's expertise requirements. At this time, AIGO national and stakeholder delegations are also invited to make recommendations to the Secretariat to renew members they nominated or nominate another representative to the network of experts, as appropriate. The Secretariat may inform national and stakeholder delegations of their appointed AI experts' attendance to meetings annually, as appropriate. Experts may also not be renewed the following year if the expert group's evolving objectives require different sets of expertise.

## 2.5. Confidentiality of discussions and materials

22.     Meetings will be recorded by the Secretariat for research and documentation purposes, such as preparing the summary notes for each meeting. The Secretariat will provide a meeting summary, synthesis of key points from the discussion or other form of recap to expert group participants. The Secretariat may also publicly publish a version of the recap without individual attribution, unless authorised by individual participants (e.g., quotes).

23.     OECD.AI expert groups participants shall not release to any person any material obtained during their service as an OECD.AI expert group participant unless specifically authorised by the source of the material. Participants in OECD.AI expert groups should not use, disclose or copy, in whole or in part, the discussions and content (such as documents, presentations, etc.) produced by and for the work of OECD.AI expert groups, for purposes other than those of OECD.AI expert groups.

## 2.6. Personal data protection notice

24.     The OECD is committed to protecting the personal data it processes, in accordance with its Personal Data Protection Rules. In the context of the OECD.AI Network of Experts, the Secretariat will collect and process personal data, including personal and professional contact and related details as appropriate and as needed. The data will be used to coordinate and manage the activities of the OECD.AI expert groups. Additionally, the Secretariat will make recordings of the meetings to assist internally in the preparation of meeting summaries and follow-on analytical work. Access to these recordings is limited to

appropriate members of the OECD Secretariat. Participant photos and short biographies may be posted online at oecd.ai/community to enhance communication and awareness.

25.     Such data is stored by the OECD Secretariat and retained for the duration of the OECD.AI Network of Experts' mandate. The OECD implements physical, technical and policy security controls to protect this personal data against theft, loss, unauthorised access or misuse.

26.     Experts part of the OECD.AI Network of Experts have rights to access and rectify their personal data, as well as to object to its processing, and request erasure in certain circumstances. To exercise these rights in connection with the OECD.AI Network of Experts, experts are invited to please contact ai@oecd.org.

27.     If experts have further queries or complaints related to the processing of personal data, the OECD  Data Protection Officer may be contacted at dpo@oecd.org.

## 2.7. Conflict of interest

28.     OECD.AI expert groups participants are expected to conduct themselves with objectivity and impartiality and avoid any conflict of interest, or appearance of conflict of interest, in their activities and engagement in the network. If a conflict of interest or an appearance thereof arises during a participant's time as part of the network, they are to be given the option to recuse themselves from relevant discussions or to appoint an ad-hoc replacement as needed. Real or perceived cases of conflict of interest are to be brought to the attention of the Secretariat and co-chairs immediately and handled on a case-by-case basis.

## 2.8. Process integrity and decision-making

29.     OECD.AI expert groups' participants should be mindful that, once input/comment periods have been closed, discussions or decisions should not be reconsidered unless there is group consensus that the issue should be discussed again in light of new information that has been introduced. Public comments received as a result of a public consultation held in relation to the activities of the expert groups will be carefully considered and analysed in accordance with privacy and data protection rules and guidance.

30.      With regards to decision-making in the expert groups, the co-chairs aim to achieve full consensus but rough consensus can be acceptable. However, there may be instances in which these levels of consensus are not possible, which may be of interest itself as it may indicate a variety of opinions or ideas. In such cases, the OECD Secretariat may leverage these discussions for outputs (e.g., reports), but will remain neutral and fact-based in referring to the nature of the discussion and lack of consensus.

- *Full consensus:* when no one in the group speaks against a deliverable or recommendation in its last meetings or through official communication channels. This is also sometimes referred to as unanimous consensus.

- *Rough consensus:* a situation in which only a minority disagrees with the deliverable/recommendation under discussion, but a broad majority of participants (at least 50% plus 1) agrees.

## 2.9. Communication and collaboration tools

31.     Each expert group has a dedicated collaborative workspace, which consists of an email mailing list and a collaborative tool to be decided for each group (e.g., Microsoft

Teams). Members are encouraged to use these channels to share any relevant material or information in between meetings. Expert groups may conduct public engagement and consultations in order to collect relevant input and feedback to improve the quality of expert group inputs and outputs, in line with OECD guidelines.

# 3. Roles and responsibilities of expert group co-chairs

32.     At least two co-chairs may be named to lead the work of the expert groups. The co-chairs are responsible for helping the Secretariat to set the strategic policy direction of the expert groups and to conduct and advance related work and outputs. Efforts are to be made to ensure sufficient diversity in terms of nationality, stakeholder group, gender, and other relevant diversity criteria, with regard to the composition of the co-chairs. This includes ensuring a balance between government, private sector, and civil society representation among the co-chairs.

33.     The co-chairs are selected by the Secretariat in consultation with member countries and various relevant experts, as appropriate. The co-chairs are subject to the same conduct expectations on conduct as all OECD.AI expert groups participants. The responsibilities of co-chairs include to:

- Commit 3-5 hours per month in order to help prepare the expert group meetings with the Secretariat.

    - Moderate each expert group session;

    - Join meetings of the OECD, in particular the DPC and AIGO (and other OECD bodies, as applicable, see Section 5) to present relevant work or as expert observers/advisors, as appropriate.

    - Respond in a timely manner to queries related to the activities of the expert group or redirect them to the Secretariat.

    - Keep track of the progress made by the expert group in delivering its expected outputs.

    - As appropriate, be active ambassadors for the work of OECD.AI expert groups in public fora and on social media (while clarifying that they do not represent the OECD nor OECD Secretariat, when needed).

34.     As appropriate, an informal steering group may be convened to assist the co-chairs in expert group activities and planning, comprised of other OECD.AI expert group participants.

# 4. Roles and responsibilities of the OECD.AI Secretariat

35.     The OECD.AI Secretariat is located within the OECD Directorate's for Science, Technology and Innovation (STI) Digital Economy Policy Division (DEP). The Secretariat supports OECD.AI expert groups by:

- Supporting general meeting logistics by preparing agendas for expert group meetings in consultation with the co-chairs and circulating the agenda in advance of each meeting, keeping meeting records, drafting meeting summary notes and producing progress reports.

- Sharing meeting slides and/or summaries and other relevant materials to expert group members and observers in a timely manner after each meeting.

- Drafting deliverable reports, which should accurately reflect the deliberations and choices of the expert groups, and presenting these to DPC and AIGO as appropriate.

36.     In addition, workload permitting, the Secretariat may perform the following distinct roles for an expert group as requested and appropriate:

- Expertise (technical, legal, economic, etc.).

- Liaison with other staff or experts.

37.     In cases where the Secretariat believes that one set of interests or expertise is missing from a group, special efforts can be made to bring that interest or expertise into the group via invitation or other methods, with prior consultation with the respective co-chairs.

# 5. Joint management of OECD.AI Expert Groups within the OECD Secretariat

38.     Where useful given the thematic focus, expert groups can be co-managed by the OECD Secretariat of AIGO and another OECD body. In this case, members of both respective bodies can nominate experts to the Expert Group, with the provisions in the previous section applying *mutatis mutandis*.

39.     Special attention should be paid to:

- Substantive and specialised expertise of the experts: where the focus of an expert group is the intersection of AI with a specific policy area, participants should have intimate knowledge of both of AI and the policy area;

- Choosing complementary topics: where possible, the issues addressed by the expert group should have clear links to issues on the agenda of both AIGO and the respective other body;

- Expert backgrounds: delegates of AIGO and the respective other body should aim to align when putting forward the respective (national) experts.