

## AI AND DATA POLICY WORKING GROUP CHARTER

### **Mission Statement**

The Advanced Technology Academic Research Center (ATARC) Artificial Intelligence (AI) and Data Policy Working Group's (AIDPWG) mission is to promote the ethical, effective, and efficient use, development, and regulation of AI by providing research, development, engagement, and support among AI and data policy stakeholders in all levels of government, academia, non-profits, and the private sector.

### **Context**

The AIDPWG is chartered to serve as a collaborative body between and among government, industry, and academia.

AI is a relatively recent and fast-moving area of innovation, and the extent to which AI technologies will impact society, public policy, national security, and the economy is both not yet clear and expanding with each new development in the technology. The scale and complexity of AI, and the speed of its evolution, lead to individual subject matter expertise and policy invariably lagging behind. Moreover, public perception of AI is often problematically skewed toward assuming too much capacity and too much malignance in AI, likely caused by apocalyptic movies, media platforms that thrive on controversy, and biased commercial interests. To help ameliorate these challenges, the AIDPWG seeks to provide clarity and currency to the discussion of AI technologies and policy, especially as they relate to government needs and operations. To this end, the AIDPWG enables engagement among multiple stakeholders in an environment focused on data-driven analysis and open, respectful, communication.

### **Scope**

The Scope of the AIDPWG includes discussions, publications, and events that contribute to, comment on, or inform government – especially the U.S. Federal Government - policies that address the gathering or use of data, especially for purposes germane to the design, development, procurement, deployment, and/or regulation of AI. AIDPWG areas of focus include but are not limited to: data and AI standards, data sharing, data definitions, data and AI ethics frameworks and policies, data and AI security frameworks and policies, research and modeling methodologies, and the tools used in any of these pursuits.

### **Objective**

The AIDPWG's objective is to support effective policy making and governance of AI technologies, standards, and practices across the Federal Government and society more broadly.

## ***Deliverables***

The WG will create for government agencies and supporting organizations resources that align with the group's scope and objective by developing, communicating, and managing engagement activities, research products, analytic tools, and communications materials. Formats for the deliverables may include but are not limited to: white papers, guidebooks, reference documents, and events. All deliverables are developed on a voluntary basis and at the discretion of the AIDPWG chairs, and will remain the property of ATARC.

## **Working Group Membership**

### ***Working Group Chairs***

- *Anthony Boese, VA-NAII, Government Chair*
- *Ken Farber, TekSynap, Industry Chair*

Working Group Chairs will:

- Attend and contribute to each Working Group meeting
- Prepare the meeting agenda, solicit topics for discussion, assign members to address discussion topics, and distribute meeting materials
- Share information of relevance; provide an update/introduction at the beginning of each meeting to encourage member engagement
- Define and oversee Working Group initiatives and activities
- Assist in all stages of the deliverable production process
- Advocate for government, academic, and commercial involvement in the AIDPWG
- Referee requests and suggestions for working group membership regarding agenda, deliverables, and representation

### ***Working Group Members***

- Working Group members are strictly voluntary, and we strive for a broad representation across government, private sector, and academia, and across demographic groups and expertise.

Working Group Members will:

- Participate in meetings, including exchanging technical information, experiences, and best practices to develop a shared understanding of the topic(s) discussed
- Gather information and work on group deliverables outside of meetings as needed
- Provide feedback on draft deliverables as requested
- Co-lead or participate in Sub-Working Groups (breakout teams/project teams) as needed
- Provide input on meeting agendas as requested
- Advocate for the working group when opportunities to advance the group's membership and/or mission present themselves
- Maintain a professional and respectful engagement with all AIDPWG participants

### **ATARC Support**

- *Elizabeth Wyckoff, Working Group Program Manager*
- *Chris Kirkendale, Working Group and Lab Coordinator*
- *Tim Harvey, Director of Government Engagement*

#### ATARC support will:

- Serve as program management for the Working Group
- Coordinate and drive forward group projects and deliverables
- Schedule Working Group meetings
- Develop Working Group meeting agendas along with the chairs
- Facilitate Working Group meetings along with the chairs
- Assist in distributing relevant documents and materials to Working Group members
- Record meeting minutes, post-meeting decisions, and action items and distribute them to Working Group members after each meeting
- Assist in preparing final proposals/recommendations
- Provide marketing services for the Working Group (promoting completed deliverables, etc.)
- Develop strategies to improve Working Group engagement, including applicable cross-overs with other Working Groups and relevant events
- Coordinate Working Group Labs as applicable

### **Rules of Engagement**

#### The Working Group rules of engagement are described as below:

- Meet bi-weekly from 2023 to 2024, or until amended by ATARC Support
- Comport with the scope, responsibilities, and other rules of engagement presented in this Charter
- Join Working Group meetings prepared and with requested action items completed
- Provide respectful and constructive feedback to yield the best decisions for the Working Group's objectives
- Endeavour to balance time among members so that all may contribute
- Final decisions are made by the Working Group Co-Chairs and ATARC Support
- If a Working Group member misses a meeting, decisions will be made in their absence. The Working Group will consider on a case-by-case basis at the request of the absentee if a decision made in the absence of a member shall be revisited.

#### The Working Group will:

- Meet every other Thursday from 10:00- 10:30 AM EST.
- Form Sub-Working Groups (breakout teams/project teams) as needed
- Follow the group's ground rules as developed in the charter
- Strive to make decisions by unanimous agreement. All members of the Working Group have a voice and will be listened to.
- Meet critical deadlines in the creation of deliverables by mutual and balanced effort
- Keep in confidence draft versions of deliverable, off-the-record conversations, and non-public AIDPWG or ATARC plans

## **File Sharing and Collaboration Tools**

Access to the ATARC Box Account is managed by ATARC Support.

*Disclaimer: Products and communications by ATARC's AI and Data Policy Working Group do not necessarily represent the plans or preferences of any company or government agency.*

