Advanced Technology Academic Research Center
www.atarc.org
info@atarc.org

GENERATIVE AI WORKING GROUP
CHARTER

Mission Statement

The mission of ATARC's Generative AI Working group is to leverage government, industry, and academic experience with the procurement and deployment of Generative AI capabilities to mitigate business risk, improve employee productivity, and enhance the quality of customer experience when consuming government services.

Context

The adoption of Generative AI in government is emerging as a crucial step toward building a more responsive, efficient, and innovative public sector. Generative AI technologies, such as natural language processing and machine learning, offer transformative potential for automating routine tasks, improving decision-making processes, and fostering transparency. Critical considerations must be taken to ensure cybersecurity and ethical use through continuous evaluation and adaptation of regulatory policies, which are necessary to keep pace with technological advancements.

The Generative AI working group aspires to promote modernization and innovation by sharing modern practices of implementation, exploring new technologies, and providing guidance to achieve IT transformation success through Generative AI.

Scope

The Generative AI working group will provide information and guidance from across government and industry regarding the implementation, investigation, and infrastructure of Generative AI.

Objective

The Generative AI working group will establish best practices in each of these areas:
1) Governance
2) Human Capital
3) Procurement, Planning, and Piloting
4) Effective Use of Generative AI

Deliverables

Within the scope and objective focus areas, the group suggests producing the following deliverables:
1) Governance:
   - Guidelines for Trustworthy Use of Generative AI
2) Human Capital:
   - Pointers for training at the executive, technical procurement, and end user levels
3) Procurement, Planning, and Piloting:
   - Guidelines for choosing a product/management team for Generative AI
4) Effective Use of Generative AI:
   - Pilot program examples and lessons learned
   - Lab demonstrations

Advanced Technology Academic Research Center
designed by government · led by government · attended by government
www.atarc.org   info@atarc.org

Working Group Membership

Working Group Chairs
Frank Indiviglio, NOAA, Government Chair
Nathan Manzotti, GSA, Government Vice Chair
KJ Lian, AWS, Industry Chair
Mike Adams, Carahsoft 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 industry involvement in the working group
- Referee requests and suggestions for working group membership regarding agenda, deliverables, and representation

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

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

ATARC Support
Elizabeth Wyckoff, Associate Director, Working Groups
Amy Karpowicz, Working Groups Associate
Tim Harvey, Director, Government Engagement

ATARC support will:
- Serve as program management for the Working Group
- Coordinate and drive group projects and deliverables forward
- 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 2024 to 2025, or until amended by ATARC Support
- 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. All members of the Working Group have a voice and will be listened to.
- 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 Wednesday from 11:00-12:00 EST
- Form Sub-Working Groups (breakout teams/project teams) as needed
- Follow the group's ground rules ad developed in the charter
- 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 Working Group or ATARC plans to the extent disclosure is not required by law, regulation, or valid court order.

File Sharing and Collaboration Tools

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

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

Revision: December 11, 2024