

## AI Ethics Committee: Role and Responsibilities

The AI Ethics Committee is committed to the alignment of responsible and ethical AI practices within an company. Working closely with the AI Governance Board and the Designated AI Officer, the committee plays a vital role in upholding ethical considerations, conducting ethical impact assessments, developing guidelines, and providing ethical guidance. This collaborative approach helps organizations navigate complex ethical dilemmas, promote transparency, and ensure the development and use of AI systems that align with societal values and ethical principles.

### I. Composition of the AI Ethics Committee

The AI Ethics Committee should consist of individuals with diverse backgrounds and expertise to provide comprehensive ethical guidance in AI decision-making processes. The following roles and responsibilities are recommended for the composition of the AI Ethics Committee:

- 1) **Ethical Experts:** Ethical experts should be included in the AI Ethics Committee to provide a deep understanding of moral and ethical considerations related to AI. Their expertise helps guide the committee in addressing complex ethical dilemmas.
- 2) **Legal and Compliance:** Including legal and compliance professionals on the AI Ethics Committee ensures that AI initiatives align with relevant laws, regulations, and ethical guidelines. They offer insights into privacy, data protection, intellectual property rights, and compliance with industry-specific regulations.
- 3) **Domain Experts:** Domain experts with knowledge and experience in the organization's industry should be part of the committee. These experts understand the specific ethical challenges and implications related to AI in their respective domains and contribute valuable insights.
- 4) **Social Impact Representatives:** Including individuals who can represent the interests of diverse stakeholders and marginalized communities is essential. Social impact representatives bring awareness to potential biases, discrimination, and societal impacts, ensuring that AI systems are developed and deployed in a fair and equitable manner.

### II. Responsibilities of the AI Ethics Committee

The AI Ethics Committee collaborates closely with the AI Governance Board and the Designated AI Officer to uphold ethical considerations within the organization's AI initiatives. The following responsibilities are recommended for an effective AI Ethics Committee:



- 1) **Ethical Framework Development:** The AI Ethics Committee should develop and maintain an ethical framework that outlines the organization's values, principles, and guidelines for AI development and use. This framework should address issues such as fairness, transparency, accountability, and the prevention of biases in AI systems.
- 2) **Ethical Impact Assessment:** The committee should conduct ethical impact assessments of AI projects and initiatives. This involves evaluating the potential ethical implications, societal impact, and consequences of AI systems on individuals and communities. Assessments help identify and mitigate any adverse effects and ensure alignment with ethical guidelines.
- 3) **Policy and Guideline Development:** Collaborating with the AI Governance Board and the Designated AI Officer, the AI Ethics Committee should contribute to the development of policies and guidelines that govern ethical AI practices. This includes addressing issues related to data privacy, consent, algorithmic transparency, and the use of AI in sensitive areas.
- 4) **Ethical Decision-Making Support:** The committee should provide guidance and support in ethical decision-making processes related to AI. They should be available as a resource to stakeholders within the organization, assisting in navigating complex ethical dilemmas and providing recommendations on ethical best practices.
- 5) **Awareness and Education:** The committee should promote awareness and education on AI ethics throughout the organization. This involves organizing training programs, workshops, and awareness campaigns to foster an understanding of ethical considerations in AI among employees and stakeholders.

### III. Execution of Duties of the AI Ethics Committee

To ensure the effective functioning of the AI Ethics Committee, it is important to establish clear processes and procedures. The following processes are recommended for the AI Ethics Committee:

- 1) **Meeting Frequency and Structure:** The AI Ethics Committee should establish a regular meeting schedule to maintain ongoing discussions and decision-making. The frequency of meetings will depend on the organization's AI activities and the need for timely ethical guidance. Typically, monthly or quarterly meetings may be appropriate. Special meetings can be scheduled to address urgent ethical considerations or emerging issues.
- 2) **Communication with Stakeholders:** The committee should maintain open and transparent communication channels with various stakeholders. Regular updates, reports, and recommendations should be shared with the AI Governance Board, the

Designated AI Officer, executive leadership, and relevant departments. This ensures that ethical guidance and insights are effectively communicated throughout the organization.

- 3) **Ethical Recommendations and Reporting:** The AI Ethics Committee should document its recommendations and decisions in a clear and concise manner. Formal reports should be prepared to summarize key discussions, ethical considerations, and proposed actions. These reports should be shared with the AI Governance Board, the Designated AI Officer, and other relevant stakeholders. The committee should also ensure that recommendations are actionable and provide guidance for the implementation of ethical practices.
- 4) **Training and Awareness:** The committee should prioritize its own training and awareness initiatives to stay informed about emerging ethical considerations in AI. This includes attending relevant conferences, workshops, and educational programs. Additionally, the committee should promote awareness and education on AI ethics throughout the organization, organizing training sessions and disseminating ethical guidelines to employees and stakeholders.
- 5) **Continuous Evaluation and Improvement:** Regular self-assessment and evaluation are essential for the AI Ethics Committee to continually improve its processes and effectiveness. The committee should periodically review its own performance, assess the impact of its recommendations, and seek feedback from stakeholders. This evaluation helps identify areas for improvement and ensures the committee's ongoing alignment with evolving ethical standards and practices.