



Global Partnership on Artificial Intelligence (GPAI)

Terms of Reference

This document contains the revised GPAI Terms of Reference (TOR) approved by the GPAI Council on 22 November in Tokyo, Japan.

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Global Partnership on Artificial Intelligence: Terms of Reference

I. OVERVIEW

1. The Global Partnership on Artificial Intelligence (GPAI) is an initiative dedicated to artificial intelligence (AI) that will bring together countries that share the values reflected in Annex A Section 1: Principles for responsible stewardship of trustworthy AI and Section 2: National policies and international co-operation for trustworthy AI of the OECD Council Recommendation on Artificial Intelligence (hereafter the “OECD Recommendation on AI”), and many of the greatest global AI experts from all relevant areas such as science, industry, labour/trade unions, civil society, international organisations, and the public sector.

2. GPAI is a multistakeholder initiative grounded in the political will, and like-mindedness, of its Members, its experts and others participating in its work. Membership and participation do not entail any legally binding rights or obligations under domestic or international law.

1. Mission statement

3. The mission of GPAI is to bring countries and experts together to support and guide the responsible adoption of AI grounded in human rights, inclusion, diversity, gender equality, innovation, economic growth, and environmental and societal benefit, while seeking to contribute concretely to the 2030 Agenda and the UN Sustainable Development Goals. GPAI facilitates international project-oriented collaboration in a multistakeholder and multidisciplinary manner with the scientific community, industry, labour/trade unions, civil society, international organisations, and countries, taking into particular account the interests, contributions, and priorities of emerging and developing countries. GPAI collaborates with other organisations and initiatives and draws on work being done domestically and internationally to identify gaps, maximise coordination, and facilitate international collaboration on AI. GPAI seeks to leverage its multistakeholder nature and diverse membership to add a unique perspective to the international AI landscape.

4. GPAI offers unique value in the global AI ecosystem as an initiative dedicated specifically to better understanding AI challenges and understanding and shaping AI opportunities, and one that convenes expertise from a wide range of sectors, disciplines, and countries to collaborate on applied projects in its Expert Working Groups. GPAI seeks to bring together perspectives from countries and territories with differing contexts, backgrounds, and experience, including by welcoming new Members.

2. Work programme

5. GPAI undertakes applied projects on AI (“Projects”) and provides a mechanism for sharing multidisciplinary analysis, foresight and coordination on outcomes, with the objective of facilitating collaboration, maximising synergies, and reducing duplication in the area of AI. GPAI assesses – on a comprehensive, objective, open, and transparent basis – the scientific, technical and socio-economic information relevant to understanding AI impacts, encouraging its responsible development and options for adaptation and mitigation of potential challenges.

6. GPAI Projects are conducted in line with the priorities of GPAI Members to facilitate international multistakeholder analysis and understanding of key AI-related issues. GPAI Projects aim to be applicable, as appropriate, to different contexts across Members and help inform their policy-making. Projects may include, amongst other things, consolidating and assessing existing information, research, analysis, and good practices, developing datasets, developing tools related to AI application, and identifying areas for future work.

7. GPAI focuses on the application of AI and the implementation of the principles set out in Annex A, rather than on developing high-level AI norms or policy. GPAI will not work on issues of national defence.

3. *Outputs*

8. GPAI will deliver outputs, including the following:

- **From Expert Working Groups:** Reports, tools, systems, datasets, or other outputs relevant to the application of AI in practice. Expert Working Group reports may, for example, consolidate and assess existing information, research, analysis, and good practices, propose areas for deeper collaboration, or present the findings, outcomes, or outputs of Expert Working Groups' Projects. Expert Working Groups may also make practical recommendations, for example, as to how AI can be applied and adopted in practice in line with the Principles set out in Annex A.
- **From the Multistakeholder Expert Group:** An Annual Report synthesising the work of the Expert Working Groups and of the Multistakeholder Expert Group, including any practical recommendations as to how AI can be applied and adopted in practice, assessing key AI developments and trends, and taking into consideration the interests of GPAI Members. The Multistakeholder Expert Group will also propose themes for the Multistakeholder Expert Group and Expert Working Groups for the following year (these may be new or ongoing).

Disclaimers will be used in all GPAI outputs to clearly identify whose views they represent (e.g. GPAI Members, GPAI Experts, groups of GPAI Experts, etc.). A disclaimer will be included in all GPAI publications, reports, or other outputs stating clearly that GPAI is a separate entity from the OECD and that, accordingly, the opinions expressed and arguments employed therein do not reflect the views of the OECD or its Members.

II. MEMBERSHIP AND PARTICIPATION

1. *Membership*

9. Membership of GPAI is open to countries and the European Union.

10. Membership Application Process:

- Those interested in membership should contact the GPAI Secretariat and provide an application that includes a letter of intent that sets out reasons for seeking membership, as well as confirmation that the applicant endorses the shared values reflected in the OECD Recommendation on AI by adherence thereto or, for applicants which are not adherents to the OECD Recommendation on AI, the principles set out in Annex A.
- Upon receipt of an application, the Executive Council will assess:
 - The applicant's commitment to responsible AI and the shared values reflected in the OECD Recommendation on AI or the principles set out in Annex A;

- The degree to which the applicant takes a proactive role in advancing responsible AI, grounded in human rights, both on domestic and international levels, as well as with organisations and initiatives; and
- The level of expertise of AI experts working in the region, across a variety of sectors and disciplines, taking into account the differences that exist between regions and the need to integrate experts from a range of regions that is as diverse and representative as possible.
- The Steering Committee will be invited to discuss and transmit any views on applicants to the Executive Council to be taken into account in the assessment of applicants.
- Once the Executive Council's assessment is complete, it will transmit its recommendation to the Ministerial Council for decision.
- Unsuccessful applicants may apply to become GPAI Members again in the future.
- The Executive Council may develop further procedures for assessing membership applications.
- The Executive Council will take steps to foster engagement with prospective Members from under-represented regions on an ongoing basis.

2. GPAI Experts, Observers, external experts

GPAI Experts:

11. GPAI will include opportunities for participation by a broad range of international experts from a variety of stakeholder groups, disciplines, and sectors, including science, industry, labour/trade union, civil society, international organisations, and the public sector. Experts appointed to participate formally in the Multistakeholder Expert Group and assigned thereafter to any Expert Working Groups or Projects will be referred to as “GPAI Experts”.

12. GPAI Experts are selected and participate in GPAI as individuals, and do not represent any organisation or country. GPAI Experts need not be nationals of GPAI Members. GPAI Experts are appointed by the Executive Council for three-year terms. GPAI Experts may be re-appointed to successive terms. Where a GPAI Expert is assigned to a Project that is ongoing at the time of the expiry of their term and they are not re-appointed, the Steering Committee may decide to extend their appointment until the end of the Project. The maximum number of GPAI Experts serving at one time may not exceed six times the number of GPAI Members.

GPAI Expert Application Process:

- GPAI Experts may be nominated by Members or self-nominated.
- Each GPAI Member may nominate up to three GPAI Experts.
- Individuals with expertise relevant to AI that wish to be appointed as GPAI Experts may self-nominate by submitting a curriculum vitae and a statement of interest to the GPAI Secretariat comprising a letter setting out their reasons for seeking to participate in GPAI as well as confirmation that they support the shared values reflected in the OECD Recommendation on AI and set out in Annex A. Applicants may be asked to provide further information relevant to their applications.
- The Executive Council appoints GPAI Experts on the basis of a recommendation by the Steering Committee. The Executive Council and Steering Committee will

work to ensure balance between different stakeholder groups (science, industry, labour/trade union, civil society, and international organisations), balance between member-nominated and self-nominated GPAI Experts, as well as diversity, including across nationalities and gender.

Observers:

14. International organisations focused on AI may be invited to send a representative to Ministerial Council, Executive Council, Multistakeholder Expert Group, or Expert Working Group meetings as Observers, either for a period of one year, or on an ad hoc basis for individual meetings or parts of meetings.

15. Individuals or representatives of other relevant organisations may be invited to observe Ministerial Council, the Executive Council, Steering Committee, or Multistakeholder Expert Group meetings, or parts thereof, on an ad hoc basis.

16. The Executive Council will decide on inviting such Observers to Ministerial and Executive Council meetings, together with any conditions on their invitation. The Steering Committee will decide on inviting such Observers to the Multistakeholder Expert Group, together with any conditions on their invitation. The Expert Working Groups will decide on inviting Observers to their own meetings, together with any conditions on their invitation. Observers will attend relevant meetings or parts thereof and may be invited by the Chair to speak, but will not take part in decision-making. Observership may be terminated by the Executive Council or the body that granted it at any time by two-thirds majority vote.

17. OECD Members may collectively observe meetings of the Steering Committee through one “rapporteur”.

18. In its status as permanent observer, the OECD Secretariat may attend all meetings of the GPAI Council, Steering Committee, and other GPAI bodies and may contribute substantively to agenda items.

External experts:

19. Other individuals may be invited to attend Expert Working Group meetings or parts of Expert Working Group meetings as external experts on an ad hoc basis in their individual capacity pursuant to the same decision-making rules as Observers with a view to filling specific gaps in expertise or otherwise supporting the work of the Expert Working Groups.

3. Expectations of Members, GPAI Experts, Observers, and external experts

20. All GPAI Members, GPAI Experts, Observers, and external experts must commit to the advancement of responsible AI and the shared values reflected in the OECD Recommendation on AI or the Principles set out in Annex A.

21. Any Member or GPAI Expert may withdraw from GPAI at any time by submitting a letter to the GPAI Secretariat indicating their withdrawal. The GPAI Secretariat will then inform the GPAI Expert Support Centres, the Steering Committee, and GPAI Executive Council.

22. Members: The Steering Committee or Executive Council may launch a review of whether a Member is acting consistently with the shared values reflected in the OECD Recommendation on AI or the Principles set out in Annex A by simple majority vote. The Member under review will be informed in writing when the review process is initiated, and it will be invited to submit information in response for inclusion in a written report. If, upon consideration of this report, as well as any information submitted by the Member under review, the Ministerial Council agrees by a two-thirds majority vote that the Member has

not met its commitments as a GPAI Member, its membership will be terminated. GPAI Members whose membership has been terminated may re-apply for membership. The new application should include information on any steps taken to address concerns outlined in the report supporting its termination, or any other concerns communicated by the GPAI Council.

23. GPAI Members are expected to contribute to funding the GPAI Secretariat budget in equal shares, committing their annual share before the end of the preceding year, unless given an exception by Council.

24. GPAI Experts, Observers, and external experts are required, in the context of agreeing to engage with GPAI, to declare the absence of any conflict of interest and commit to avoid any actual, apparent or potential conflicts of interest, commit to the shared values reflected in the OECD Recommendation on AI or the Principles set out in Annex A, as well as to any other conditions of their engagement. Should the Executive Council decide that a GPAI Expert, Observer, or external expert has acted in a manner contrary to the shared values reflected in the OECD Recommendation on AI or the Principles set out in Annex A, or has a conflict of interest, they will no longer be invited to participate in GPAI.

III. STRUCTURE

1. GPAI Council

25. *Purpose:* Provides strategic direction to GPAI and holds ultimate decision-making authority.

26. *Formats and composition:* The GPAI Council meets in two formats:

- Once per year at Ministerial level (Ministerial Council) or as otherwise decided by the GPAI Members, with high-level representatives (Minister or Deputy-Minister equivalent) from all GPAI Members. Meetings may be held in person or virtually at the discretion of the Lead Chair.
- Three times per year at working level (Executive Council), with representatives from all GPAI Members. The Lead Chair may call further Executive Council meetings either on their own initiative or following a request from one or more GPAI Members. Meetings may be held in person or virtually.

27. The Ministerial and Executive Councils may invite ad hoc Observers, including GPAI Experts, to attend their meetings or parts thereof.

28. *Chairing arrangements:* The GPAI Council is led by three GPAI Members serving in staggered one-year terms – a current year Lead Chair supported by Outgoing and Incoming Support Chairs. The GPAI Council elects a new Incoming Chair annually by a simple majority vote.

29. The Lead Chair, with the support of the Support Chairs:

- Chairs meetings of the GPAI Council;
- Unless otherwise agreed, hosts and organises the annual Ministerial Council and GPAI Summit;
- Plays a leading role in communicating externally on behalf of GPAI Members, under the guidance of the Executive Council.

30. The Incoming Support Chair proposes themes to be addressed by the Multistakeholder Expert Group and Expert Working Groups in the following year. These

proposed themes should be developed in consultation with the Lead Chair, Outgoing Support Chair, and on the basis of the themes proposed by the Multistakeholder Expert Group and broader GPAI work and outputs. The Executive Council will discuss the Incoming Support Chair's proposal and submit a final proposal to the Ministerial Council for approval.

31. *Decision-making:*

- Decisions are made by two-thirds majority votes unless provided otherwise in these Terms of Reference. Votes will be conducted only in cases where one or more Members object to a proposed decision.
- Decisions may be taken through written procedure. Unless the Lead Chair, having consulted with the Support Chairs, considers it justified to shorten such period in a specific case, GPAI Members will be given two weeks within which to raise any objection.

32. *Responsibilities of the Ministerial Council:*

- Approves the admission of new GPAI Members;
- Approves the themes to be addressed by the Multistakeholder Expert Group and Expert Working Groups, including both the approval of new themes or the maintenance and continuation of existing themes;
- Welcomes and discusses the Multistakeholder Expert Group Annual Report and Expert Working Group outputs;
- Approves the establishment of Expert Support Centres;
- When appropriate, issues public statements or recommendations based on the work of the Multistakeholder Expert Group and Expert Working Groups;

33. *Responsibilities of the Executive Council:*

- Makes recommendations to the Ministerial Council on membership;
- Approves exceptions to the principle that Members fund GPAI in equal shares;
- Appoints the three additional government representatives (beyond the Chairs of the GPAI Council) to the Steering Committee;
- Appoints GPAI Experts, on the recommendation of the Steering Committee;
- Approves the proposal of themes to be addressed by the Multistakeholder Expert Group and Expert Working Groups in the following year to the Ministerial Council, on the basis of the draft proposed themes put forward by the Incoming Support Chair and taking into account the Multistakeholder Expert Group proposed themes and broader GPAI work and outputs;
- Establishes, maintains, and discontinues Expert Working Groups on the proposal of the Steering Committee;
- Approves Expert Working Group Projects through the approval of annual Work Plans;
- Assigns Expert Working Groups to Expert Support Centres;
- Approves the assignment of specific Projects to National AI Institutes or groups of National AI Institutes;

- Makes recommendations to the Ministerial Council on the establishment of Expert Support Centres;
- Develops a branding and communications policy in order to ensure appropriate branding, visibility, and accountability for all outputs related to GPAI taking into account reputational risk;
- Develops complementary governance procedures to support the implementation of these Terms of Reference where necessary;
- Provides substantive guidance and direction to the GPAI Secretariat and the Expert Support Centres;
- Approves the GPAI budget, including both the three-year GPAI Secretariat Budget, together with – subject to the development of governance procedures by the Executive Council – the rolling three-year budget (reviewed annually) for pooled seed funding for Expert Working Group Projects;
- As appropriate, engages the OECD Council to discuss areas of mutual interest.

2. *Steering Committee*

34. *Purpose:* Provides a forum for co-ordination and exchange between Members and GPAI Experts, ensuring that the broader views of GPAI Experts are fed into and taken into account in the preparation of GPAI Council decisions and that GPAI Members' views are taken into account in such decisions relating to the functioning of the Multistakeholder Expert Group and Expert Working Groups.

35. *Composition:*

Government participants (6 total):

- 3 government representatives, 1 from each chair of the GPAI Council.
- 2 government representatives appointed by the Executive Council.
- 1 government representative from an emerging or developing country appointed by the Executive Council.

GPAI Expert participants (6 total):

- 1 Chair of the Multistakeholder Expert Group;
- 1 science representative, 1 industry representative, 1 civil society representative; 1 labour/trade union representative; and 1 international organisation representative.

36. Where there are fewer nominations than participant seats, such seats will remain vacant. Where a seat becomes vacant during the year, a call for nominations may be launched to fill the seat pursuant to the normal Steering Committee participant election process.

37. Government participants on the Steering Committee will gather and seek to represent the views of all GPAI Members in Steering Committee meetings and decision-making.

38. GPAI Expert participants will gather and seek to represent the views of all GPAI Experts in Steering Committee meetings and decision-making.

39. The Steering Committee may meet in an extended format in which representatives of all GPAI Members and all Expert Working Group Co-chairs may attend and be invited

to comment in discussions as observers. The Steering Committee will not take decisions in extended format.

40. *Chairing arrangements:* The Chair of the GPAI Council and the Chair of the Multistakeholder Expert Group will co-chair the Steering Committee. Where the Chair of the Multistakeholder Expert Group cannot attend a meeting, they may designate another GPAI Expert participant on the Steering Committee to chair in their place.

41. *Meetings:* Twice per year or as determined by the Steering Committee. Meetings may be held in person or virtually.

42. *Decision-making:*

- Decisions are made by two-thirds majority vote. Votes will be conducted only in cases where one or more Steering Committee participants objects to a proposed decision.
- Decisions may be taken through written procedure. Unless the Co-Chairs consider it justified to shorten such period in a specific case, Steering Committee participants will be given two weeks within which to make any objection.

43. *Responsibilities:*

- Develops guidance, in consultation with the Executive Council, to support Expert Working Groups in developing Project proposals;
- Develops the Work Plan based on the Projects proposed by the Expert Working Groups and, after consulting the proposing Expert Working Group on any changes, transmits the Work Plan to the Executive Council for approval;
- Assigns GPAI Experts to Expert Working Groups, taking into account GPAI Experts' expressed interests and the importance of fostering diversity and inclusion across the Expert Working Groups;
- Makes proposals on the establishment, maintenance, and discontinuation of Expert Working Groups to the Executive Council;
- Resolves or refers to the Executive Council issues in the internal processes and functioning of Expert Working Groups, where necessary;
- Makes proposals to the Executive Council and Multistakeholder Expert Group to foster closer collaboration between Members and Experts and ensures collaboration across and between Expert Working Groups.

3. Multistakeholder Expert Group

44. *Purpose:* Brings together GPAI Experts to collaborate, including by sharing best practices and analyses, and to develop Annual Reports based on the outputs developed by the Expert Working Groups. The Multistakeholder Expert Group also proposes themes to be addressed by the Multistakeholder Expert Group and Expert Working Groups the following year.

45. *Composition:* All GPAI Experts participate in the Multistakeholder Expert Group.

46. *Chairing arrangements:* The Chair of the Multistakeholder Expert Group is elected annually from among GPAI Experts from science, industry, civil society, labour/trade unions, and international organisations by a majority vote of GPAI Experts. Chairs may be re-elected twice.

47. *Meetings:* At least once per year in person during the GPAI Summit. Meetings may be held in person or virtually. GPAI Members may participate as observers in the Multistakeholder Experts Group meeting during the GPAI Summit.

48. *Responsibilities:*

- Provides a forum and mechanisms for GPAI Experts to exchange and collaborate, including by sharing best practices and analysis;
- Proposes themes for the Multistakeholder Expert Group and Expert Working Groups for the following year (these may be new or ongoing);
- Develops an Annual Report synthesising the work of the Expert Working Groups and setting out an overview of AI developments. An editorial committee comprised of GPAI Experts and including the MEG Chair, the GPAI Expert participants on the Steering Committee, and the Expert Working Group Co-Chairs will lead the development of the Annual Report, supported by the Expert Support Centres;
- Reviews Expert Working Group outputs prior to their submission to the GPAI Council.

4. Expert Working Groups

49. *Purpose:* Expert Working Groups propose and carry out approved Projects and develop reports and other outputs.

50. *Composition:* Appointed GPAI Experts assigned by the Steering Committee.

- GPAI Experts interested in participating in an Expert Working Group must submit their expression of interest to the Steering Committee.

51. *Chairing arrangements:*

- Expert Working Groups select their own Co-Chairs. Any GPAI Experts assigned to a Working Group may self-nominate to become Expert Working Group Co-chairs by simple majority vote.
- Expert Working Group Co-Chairs serve one-year terms and may be re-elected twice. Further re-elections may occur where no other GPAI Experts assigned to a Working Group are willing or able to co-chair.

52. *Decision-making:* Decisions are made by two-thirds majority votes.

53. *Meetings:* Called by each Expert Working Group Chair(s). Meetings may be held in person or virtually. Expert Working Groups may decide to open their meetings to interested GPAI Member observers.

54. *Responsibilities and functioning:*

- Propose Projects annually to the Steering Committee for transmission to the Executive Council for approval, in the form of a Work Plan;
- Carry out the approved GPAI Projects assigned to them. Expert Working Groups will select three or more GPAI Experts as Project Leads for each Project. Where all Project Leads agree, Expert Working Groups may work with individuals or organisations, other than GPAI Experts assigned to the Working Group. GPAI Expert Working Group outputs must be approved by all Project Leads and be the sole responsibility of Expert Working Group GPAI Experts. Expert Working Group outputs must clearly indicate all GPAI Experts that have approved them, as well as

the nature and extent of the involvement of any external individuals or organisations in the Project and the development of the output;

- Submit working draft outputs or update reports to the Steering Committee and Executive Council for consultation and comments;
- Organise workshops to discuss their ongoing Projects with interested Members, with the support of the Expert Support Centres and the GPAI Secretariat;
- The OECD will be invited to participate in each Expert Working Group to ensure that the Expert Working Groups are apprised of the OECD's work on AI and to avoid duplication of the OECD's Programme of Work.

5a. GPAI Secretariat

55. *Purpose:* Supports the GPAI Council and Steering Committee.

56. *Structure:* Through an agreement between the OECD and GPAI Members, the GPAI Secretariat will be hosted by the OECD.

57. *Responsibilities* (subject to the availability of funding):

- Plans and supports GPAI Ministerial and Executive Council and Steering Committee meetings, including preparing relevant documentation and proposals for discussion and/or decision, and supporting the implementation of decisions;
- Administers the election of the Incoming Chair of the GPAI Council and the three government participants on the Steering Committee that are not GPAI Council Chairs;
- Regularly consults with the Lead Chair between meetings of the Ministerial and Executive Council on ongoing GPAI activities;
- Provides regular reports and updates to the GPAI Council and the Steering Committee on the policy analysis being done domestically and internationally in the area of AI;
- Supports Council decisions on prospective Members by preparing background materials and information to support Council discussions and decisions, in consultation with the Expert Support Centres;
- Organises and prepares documents, reports, minutes, and other materials for the GPAI Council and Steering Committee as needed;
- Provides information management for the GPAI Council and Steering Committee and maintains all official correspondence of GPAI Council and Steering Committee;
- Acts as the principal point of contact for GPAI Members, GPAI Experts, and Observers, as well as the general public, on all matters relating to the GPAI Council and Steering Committee;
- Co-ordinates cross-GPAI administrative and procedural issues under the guidance of the Executive Council, and not including any technical or substantive aspects of the work of the Multistakeholder Expert Group or the Expert Working Groups;
- Puts in place and manages a mechanism or platform through which Members can communicate with GPAI Experts, and GPAI Experts can share their work with Members on an ongoing basis, with the support of the Expert Support Centres;

- Implements the GPAI communications and branding policy under the guidance of the Executive Council, in consultation with the Lead Chair, and noting the Lead Chair's role in communicating on behalf of GPAI Members;
- Subject to the development of governance procedures by the Executive Council, accepts and administers financial contributions for pooled seed funding to support approved Expert Working Group Projects and contracting with service providers or external experts, both in line with applicable OECD rules and policies;
- Promotes and maintains GPAI's cooperation with other multilateral initiatives and organisations, among others;
- Facilitates the exchange of information and synergies between GPAI and OECD AI initiatives and Programme of Work, including the OECD AI Policy Observatory, and provides, in consultation with the Lead Chair, updates to the OECD Committee on Digital Economy Policy and its Working Party on Artificial Intelligence Governance on the scope and direction of GPAI Projects; and
- Develops, tracks, and reports on the budget of the GPAI Secretariat and – subject to the development of governance procedures by the Executive Council – the pooled seed funding for Expert Working Group Projects.

5b. GPAI Expert Support Centres

58. *Purpose:* Provide operational and administrative assistance to Expert Working Groups and to the Multistakeholder Expert Group.

59. *Structure:* GPAI Expert Support Centres are established by GPAI Members.

60. *Responsibilities:*

- Plan and support meetings of the Expert Working Groups and the Multistakeholder Expert Group;
- Support Expert Working Groups in conducting their Projects;
- Administer the election of the Chair of the Multistakeholder Expert Group and the non-governmental participants in the Steering Committee;
- Collectively support collaboration across and between Expert Working Groups;
- Support Expert Working Groups in their collaboration with external individuals, organisations, or other entities on their Projects;
- Accept, administer, and engage financial contributions to support Expert Working Group Projects, including contracting with service providers or external experts, excluding the pooled seed funding accepted and administered by the GPAI Secretariat – subject to the development of governance procedures by the Executive Council – and in accordance with these Terms of Reference and any further relevant transparency and approval procedures determined by GPAI Members;
- Develop, track, and report on the budget funding the activities of the Expert Support Centres and Expert Working Group Projects, beyond any pooled seed funding.

6. National AI Institutes

61. Where approved by the Executive Council, GPAI Members may provide operational support and administrative support, in addition to expertise, to specific Expert Working Group Projects through National AI institutes. The Executive Council will

develop procedures for assigning Projects to National AI institutes and ensuring co-ordination with the Expert Support Centres.

62. In this role, National AI institutes will follow all procedures and requirements relating to Projects set down in these Terms of Reference or as determined by the GPAI Executive Council.

IV. OTHER CONSIDERATIONS

1. GPAI Summit

63. A GPAI Summit will be held annually. The Summit will comprise the Ministerial Council meeting, as well as a plenary meeting of the Multistakeholder Expert Group. Unless otherwise agreed, the summit will be hosted and organised by the Lead Chair, with the support of the GPAI Secretariat and, in relation to the organisation of the Multistakeholder Expert Group plenary meeting, with the support of the Expert Support Centres and in consultation with the Steering Committee.

2. Working Methods

64. *Conflicts of interest:* GPAI Experts, Observers, and external experts shall strive to avoid any actual, apparent, or potential conflict of interest. They shall recuse themselves from participating and/or making any decisions where self-interest is involved. The Executive Council may establish a committee or other mechanism to address complaints and concerns related to potential conflicts of interest. In situations necessitating immediate action, the Executive Council and Steering Committee can review the complaint or concerns. The Executive Council may set out further guidance on this process.

65. *Confidentiality:* The confidentiality of all meetings will be defined by the Chair(s) of the relevant GPAI body (GPAI Council, GPAI Steering Committee, Multistakeholder Expert Group, Expert Working Groups) according to the topics discussed. To safeguard the transparency of GPAI, information on discussions of the Multistakeholder Expert Group, Expert Working Groups, the Steering Committee, and the Council will be made public, for example through summaries of discussions without attributing remarks to participants where appropriate, in line with further guidance to be elaborate by these bodies.

66. *Compensation:* GPAI Experts and Observers shall not receive any honorarium, fee or other remuneration from GPAI.

3. Funding and other contributions

67. The GPAI Secretariat is funded in equal shares by GPAI Members provided in the form of voluntary contributions. Funding for each year is expected to be committed before the end of the preceding year. The Secretariat's Programme of Work and Budget will be agreed by the Executive Council for three years every three years. Additional in-kind contributions from Members or other entities (e.g. loaning or seconding staff) may be accepted by the OECD under its accepted rules, procedures, and policies.

68. Expert Support Centres are not funded from the GPAI Secretariat's budget or the pooled seed funding for GPAI Projects to be administered by the GPAI Secretariat subject to the development of governance procedures by the Executive Council.

69. Members fund all of their representatives' travel and accommodation costs for attending GPAI meetings and events such as the GPAI Council and Steering Committee meetings. GPAI Members will take measures to facilitate and support the participation of

emerging or developing country GPAI Members where they are unable to mobilise such funds.

70. The Executive Council will consider further means to foster and support broad and diverse participation in GPAI meetings on an ongoing basis.

71. Expert Working Group Projects may be supported by financial or in-kind support. GPAI Members may submit contributions to a common pool of seed funding administered by the GPAI Secretariat subject to the development of governance procedures by the Executive Council. In addition, or alternatively, further financial or in-kind contributions may be made to approved Projects on a project-by-project basis by GPAI Members or other contributors, including via the GPAI Expert Support Centres, which will accept and administer such contributions in line with relevant procedures as determined by GPAI Members.

72. In this regard:

- a All engagement with service providers or external contributors to Expert Working Group Projects must be in line with these Terms of Reference insofar as they apply to such Projects or their outcomes, including the prerogatives and responsibilities of the Expert Working Groups and other GPAI structures;
- b In carrying out their respective roles, the GPAI Secretariat and Expert Support Centres are responsible for ensuring that GPAI Experts, Observers, and external experts meet the expectations, as well as the provisions regarding conflict of interest, set out in these Terms of Reference;
- c The GPAI Secretariat and Expert Support Centres are responsible for ensuring that all engagement with service providers and external contributors on Expert Working Group Projects, including the terms of any relevant agreements, respect these requirements and that the Projects continue to reflect the proposals as approved in GPAI;
- d To ensure accountability and oversight in relation to the provision of financial or in-kind contributions on a project-by-project basis via the Expert Support Centres, where a planned collaboration would involve the provision of funds, or other forms of support and collaboration that are significant, the Expert Support Centres will provide the Executive Council and Steering Committee with advance information on the planned collaboration. Where a Member objects to a planned collaboration, the collaboration will not proceed. Further procedures in this regard may be determined by the Executive Council.

4. Modifications to the Terms of Reference

73. The GPAI Terms of Reference, and other key governing documents, are to be reviewed at least every three years by the Executive Council, in consultation with the Steering Committee and supported by the GPAI Secretariat, and proposed changes are to be submitted for approval at the GPAI Ministerial Council by a two-thirds majority vote. The Executive Council may decide to review the GPAI Terms of Reference at any time.

Annex A. PRINCIPLES ON ARTIFICIAL INTELLIGENCE

74. The following principles are drawn verbatim from Section 1: Principles for responsible stewardship of trustworthy AI and Section 2: National policies and international co-operation for trustworthy AI of the OECD Recommendation of the Council on Artificial Intelligence:

Section 1: Principles for responsible stewardship of trustworthy AI

1.1. Inclusive growth, sustainable development and well-being

75. Stakeholders should proactively engage in responsible stewardship of trustworthy AI in pursuit of beneficial outcomes for people and the planet, such as augmenting human capabilities and enhancing creativity, advancing inclusion of underrepresented populations, reducing economic, social, gender and other inequalities, and protecting natural environments, thus invigorating inclusive growth, sustainable development and well-being.

1.2. Human-centred values and fairness

76. AI actors should respect the rule of law, human rights and democratic values, throughout the AI system lifecycle. These include freedom, dignity and autonomy, privacy and data protection, non-discrimination and equality, diversity, fairness, social justice, and internationally recognised labour rights.

77. To this end, AI actors should implement mechanisms and safeguards, such as capacity for human determination, that are appropriate to the context and consistent with the state of art.

1.3. Transparency and explainability

78. AI Actors should commit to transparency and responsible disclosure regarding AI systems. To this end, they should provide meaningful information, appropriate to the context, and consistent with the state of art:

1. to foster a general understanding of AI systems,
2. to make stakeholders aware of their interactions with AI systems, including in the workplace,
3. to enable those affected by an AI system to understand the outcome, and,
4. to enable those adversely affected by an AI system to challenge its outcome based on plain and easy-to-understand information on the factors, and the logic that served as the basis for the prediction, recommendation or decision.

1.4. Robustness, security and safety

79. AI systems should be robust, secure and safe throughout their entire lifecycle so that, in conditions of normal use, foreseeable use or misuse, or other adverse conditions, they function appropriately and do not pose unreasonable safety risk.

80. To this end, AI actors should ensure traceability, including in relation to datasets, processes and decisions made during the AI system lifecycle, to enable analysis of the AI

system's outcomes and responses to inquiry, appropriate to the context and consistent with the state of art.

81. AI actors should, based on their roles, the context, and their ability to act, apply a systematic risk management approach to each phase of the AI system lifecycle on a continuous basis to address risks related to AI systems, including privacy, digital security, safety and bias.

1.5. Accountability

82. AI actors should be accountable for the proper functioning of AI systems and for the respect of the above principles, based on their roles, the context, and consistent with the state of art.

Section 2: National policies and international co-operation for trustworthy AI

2.1. Investing in AI research and development

83. Governments should consider long-term public investment, and encourage private investment, in research and development, including interdisciplinary efforts, to spur innovation in trustworthy AI that focus on challenging technical issues and on AI-related social, legal and ethical implications and policy issues.

84. Governments should also consider public investment and encourage private investment in open datasets that are representative and respect privacy and data protection to support an environment for AI research and development that is free of inappropriate bias and to improve interoperability and use of standards.

2.2. Fostering a digital ecosystem for AI

85. Governments should foster the development of, and access to, a digital ecosystem for trustworthy AI. Such an ecosystem includes in particular digital technologies and infrastructure, and mechanisms for sharing AI knowledge, as appropriate. In this regard, governments should consider promoting mechanisms, such as data trusts, to support the safe, fair, legal and ethical sharing of data.

2.3. Shaping an enabling policy environment for AI

86. Governments should promote a policy environment that supports an agile transition from the research and development stage to the deployment and operation stage for trustworthy AI systems. To this effect, they should consider using experimentation to provide a controlled environment in which AI systems can be tested, and scaled-up, as appropriate.

87. Governments should review and adapt, as appropriate, their policy and regulatory frameworks and assessment mechanisms as they apply to AI systems to encourage innovation and competition for trustworthy AI.

2.4. Building human capacity and preparing for labour market transformation

88. Governments should work closely with stakeholders to prepare for the transformation of the world of work and of society. They should empower people to effectively use and interact with AI systems across the breadth of applications, including by equipping them with the necessary skills.

89. Governments should take steps, including through social dialogue, to ensure a fair transition for workers as AI is deployed, such as through training programmes along the working life, support for those affected by displacement, and access to new opportunities in the labour market.

90. Governments should also work closely with stakeholders to promote the responsible use of AI at work, to enhance the safety of workers and the quality of jobs, to foster entrepreneurship and productivity, and aim to ensure that the benefits from AI are broadly and fairly shared.

2.5. International co-operation for trustworthy AI

91. Governments, including developing countries and with stakeholders, should actively co-operate to advance these principles and to progress on responsible stewardship of trustworthy AI.

92. Governments should work together in the OECD and other global and regional fora to foster the sharing of AI knowledge, as appropriate. They should encourage international, cross-sectoral and open multi-stakeholder initiatives to garner long-term expertise on AI.

93. Governments should promote the development of multi-stakeholder, consensus-driven global technical standards for interoperable and trustworthy AI.

94. Governments should also encourage the development, and their own use, of internationally comparable metrics to measure AI research, development and deployment, and gather the evidence base to assess progress in the implementation of these principles.