Terms of Reference (v1.0)

AI Forum New Zealand

Working Group on AI Strategy for Aotearoa

Background

The **AI Forum New Zealand** (AIFNZ) is a community established by the [New Zealand Technology Industry Association Incorporated](#) (NZTech) under rule 8.1(a) of the Constitution & Rules of NZTech and governed by the Community Charter adopted by the Board of NZTech on 24 October 2018 [1]. The

AIFNZ is governed by an Executive Council selected by its members. The AIFNZ does not have a separate corporate existence and acts through NZTech.

The AIFNZ brings together Aotearoa New Zealand's artificial intelligence community, working together to **harness the power of AI technologies to enable a prosperous, inclusive and equitable future in Aotearoa New Zealand**.

The **AI Strategy for Aotearoa Working Group** (AISA) exists within the AIFNZ community and acts on its behalf with the AIFNZ Executive Council's knowledge and endorsement to support the achievement of strategic objectives, according to predefined outcomes and associated success criteria.

AIFNZ continues to work hard to ensure there are toolsets, frameworks, information and stories available to provide the Aotearoa New Zealand context for AI. We facilitate AI advancement for the benefit of Aotearoa New Zealand across a multi-stakeholder environment. Members are encouraged to consider different points of view and to have a neutral approach to tools and resources when formulating projects, to provoke conversation within the working groups and cultivate open critique and reflection.

Working Group's purpose:

The AISA has formed to assist Aotearoa New Zealand to:

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[1] Refer to the [Charter Document Artificial Intelligence Forum of New Zealand](#) published on the AIFNZ website.

1. Develop and foster an ecosystem that empowers companies to develop innovative AI solutions for deployment and sale globally as well as for domestic use.
2. Promote the adoption of ethical and innovative AI solutions, including the AI Forum's own work, for example aigovernance.nz.
3. Build the trust needed to assure cultural and societal impacts associated with AI are managed for the benefit of all New Zealanders.

The AIFNZ continues to work hard to ensure there are toolsets, frameworks, information and stories available to provide the Aotearoa New Zealand context for AI.

We have established this working group to provide thought leadership on what an AI Strategy for Aotearoa New Zealand might look like, and, working with government, to agree the practical activities industry and academia might engage in to support the adoption of AI, and creation of a globally focused AI ecosystem, here in Aotearoa New Zealand.

The group's intentions support AIFNZ's mission to **harness the power of AI to enable a prosperous, inclusive and equitable future in Aotearoa** and to ensure Te Ao Māori is an integral part of our approach.

There is no intention for the AIFNZ to become a standards body, though we may support the creation of one.

Purpose of this Document

This document (the Terms of Reference or ToR) sets out the goals, people involved and ways of working of the AISA. The ToR should be read in conjunction with the AIFNZ New Zealand Working Group Charter,[2] which defines the function, authority and rules for conduct and governance of all the AIFNZ's working groups.

Working Group Structure & Roles

A list of the AISA members and their roles is available and kept up to date on the AIFNZ website. The AISA is operated by two co-leaders: a Chair, who is a member of the Tech Alliance Board to support the direction, values and tone; and a Deputy Chair. Below is the reference structure with the roles and responsibilities for each participant of the working group.

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[2] The New Zealand Working Group Charter is dated 6 July 2018 and available on the AISA shared drive.
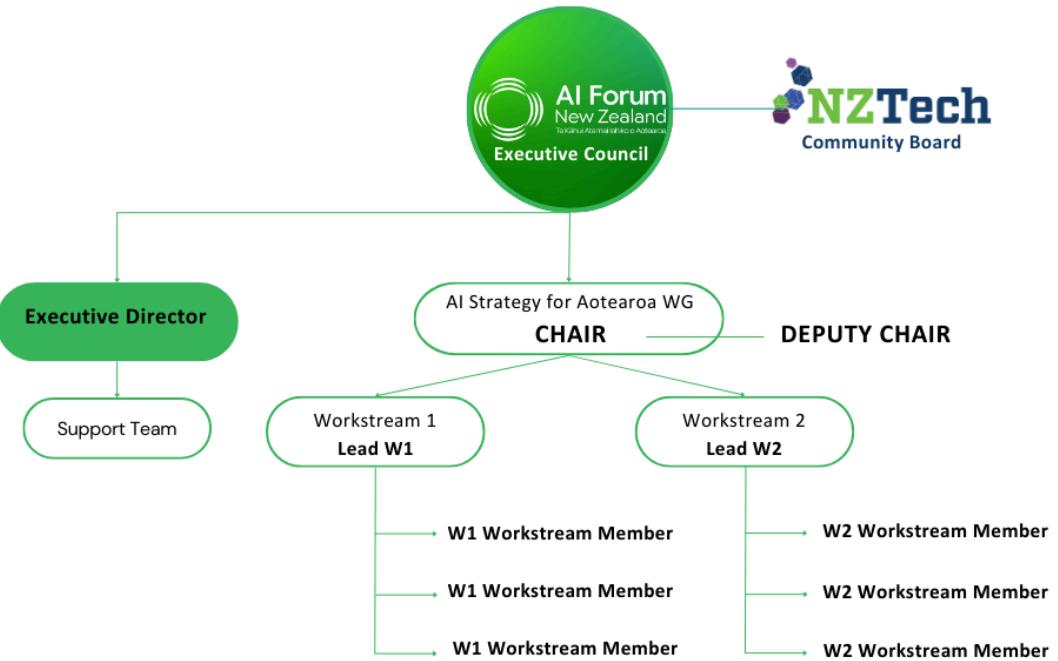
AI Strategy for AotearoaWorking Group CHAIR provides leadership and governance across the working group, ensuring the working group is active and engaged, and conducts prioritisation of strategic and cross workstream activities. The Chair's responsibilities include:

➢ preside and generally conduct working group meetings;
➢ ensure proper meeting actions are recorded, maintained and made available to all members;
➢ regularly liaise with, and provide support to, the Executive Director;
➢ be spokesperson for the working group;
➢ provide a monthly update to the AIFNZ Executive Council.

AI Governance Working Group DEPUTY CHAIR assists and supports the Chair in the role, and fulfils the role of the Chair at any time the Chair is not present at a meeting or is otherwise unable to perform the role.

AI Governance Working Group Workstream LEAD provides leadership and governance across the workstream, ensuring the workstream is active, focused and engaged, and conducts prioritisation of workstream activities. The Lead is responsible for providing monthly updates to the Chair and the Executive Director (with assistance from AIFNZ's project coordinator).

Note that for this Working Group a Workstream and it's Lead may represent another AIFNZ Working Group (e.g. AI Governance Working Group) or another aligned organisation that represents an area of expertise (e.g. WeCreate). This is intended to provide a more joined up and collaborative approach that reduces rework and unnecessary confusion.

AI Governance Workstream MEMBERS collaborate to deliver on the programme of work and deliver to the level of their ability to commit. Members are responsible for:

- Attending regular workstream meetings, supplying a proxy when not available to attend;

- Reading all pre-material prior to meetings and actively participating in open debate;

- Abiding by the conduct, authority, values, principles and governance practices outlined in the New Zealand Working Group Charter.

Reporting

Regular reporting is provided for both the Workstream membership as well as aggregated into the monthly AIFNZ Executive Council report. A template for reporting is available [here](#).

Support for Working Group

The AIFNZ Executive Council will provide quality assurance, best practice and financial oversight. It will be consulted on all major publications prior to release.

Led by the Executive Director and subject to available funds, the AIFNZ will:

- provide administrative and programme management support;

- oversee project selection and alignment to strategy;

- provide financial resources and direct support to projects as needs and funds dictate;

- provide contractual and financial terms related to sponsorship and resourcing.

Member organisations may contribute funds and resources to support the fulfilment of project goals and benefits.

Meetings

The AISA will meet at least on a monthly basis in alignment with the meeting calendar set up for the Executive Council to enable timely reporting of activities of the working group by the Chair. In consultation with the members, the Chair can agree a different cadence depending on the stage of the work being delivered and other engagement factors. Attendance by members will be recorded.

REMINDER ON CROSS COMPANY WORKING GROUPS AND COMPLYING WITH COMPETITION LAW

The AISA is committed to complying with competition law and members of this working group must not engage in cartel conduct or any other anti-competitive conduct. Therefore:

- Discussions between members of this working group must not deviate from meeting agendas.

- Discussions and information shared by members of this working group must not go beyond what is necessary to achieve the working group's purpose outlined in this Terms of Reference.

- Members must not discuss competitively sensitive information, including details of their pricing, costs and margins, commercial strategy or plans, bids and tenders, products, volumes, market share, customers, suppliers and partners.

- Members must not make, or attempt to make, an agreement or understanding which might substantially lessen competition, for example in relation to bids or tenders, markets, customers, volumes or supply arrangements.

- If a member is concerned that a discussion risks contravening competition law, they should ask for the discussion to stop, and we will cease discussion of the issue to enable members to seek legal advice as to the appropriateness of the discussion before continuing.

Review Terms of Reference

These Terms of Reference will be reviewed annually, and may be amended or updated from time to time at the discretion of the Chair. Members will be notified of any changes, and continued participation in the AISA constitutes acceptance of the revised terms. If a Working Group member does not agree with any provision in this document they should raise it with the Working Group Chair, who may then raise it with the AI Forum Chair.

Version History

Version	Changes	Approver	Date
1.0		Tom Maasland (Chair)	[xxx] 2024