

CONCISE SNAPSHOT: Eight elements of effective, safe and responsible AI governance



ROLES & RESPONSIBILITIES

- Identify the **management and board individual/body accountable for AI decision-making**.
- Identify those involved in, and responsible for, AI system procurement, development and use.
- Consider whether decision-making processes applied by key accountable persons incorporate consideration of AI risk and opportunity.



PEOPLE, SKILLS & CULTURE

- Verify that management have assessed the organisation's AI skills, capabilities and training needs, and implement **upskilling programs** (including at the director-level).
- Discuss the **potential for AI to impact the workforce and workforce planning**.
- Consider how AI governance structures can incorporate a diversity of perspectives, including **expert views**, to aid diversity of thought and avoid 'group think'.



GOVERNANCE STRUCTURES

- Determine which existing or new board and management governance structure would most appropriately support AI oversight.
- Review board and management committee charters to determine whether and how they incorporate AI issues.
- Consider how external experts can be leveraged within existing governance structures.
- Consider the nature and frequency of management reporting to the board/relevant board committee.



PRINCIPLES, POLICIES & STRATEGY

- Require that AI is considered and, where appropriate, embedded, within the organisation's strategy. AI use should have a clear business value – 'AI for AI's sake' should be avoided.
- Engage with management to discuss how safe and responsible AI principles have been incorporated into relevant policies (such as AI/IT use, privacy, confidentiality and cyber security).
- Recognise that principles and policies need to be proactively implemented and enforced across the supply chain.



PRACTICES, PROCESSES & CONTROLS

- Work with management to **understand what controls are in place for AI use** (e.g. risk appetite statement and risk management framework).
- Confirm with management that there are **processes in place to assess supplier and vendor risk**.
- **Monitor and regularly review the effectiveness of controls**.



STAKEHOLDER ENGAGEMENT & IMPACT ASSESSMENT

- **Identify and engage with stakeholders** to understand AI's impact and stakeholder expectations of AI use and governance.
- Confirm with management that **AI system design and assessment processes incorporate accessibility and inclusion practices**.
- Consider whether **AI-generated results/outcomes are explained to stakeholders** and whether an appeal process is available.



SUPPORTING INFRASTRUCTURE

- Confirm that you are **broadly aware of where, within the organisation, AI is currently being used**. Management can provide this information through an **AI inventory**.
- Verify that management is aware of, and has a **robust data governance framework** in place to manage data collected and stored by the organisation to train AI systems.
- Focus on **increasing transparency to end users** about how the organisation's AI systems use data.



MONITORING, REPORTING & EVALUATION

- Confirm that a **risk-based monitoring and reporting system** for mission-critical and high-risk AI systems is in place.
- Develop and implement a **monitoring and reporting framework with metrics and outcomes** to track and measure progress.
- Consider **seeking internal and external assurance**.

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