

Agenda

State Government Artificial Intelligence Advisory Council



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Meeting Date: Thursday, December 19, 2024

Time: 11:00 AM – 12:00 PM

[Join the Meeting Here](#)

Location: Meeting ID : 282 038 690 140 Passcode: sLBUec

Phone: +1 503-446-4951 Phone conference ID: 848 018 287#

ITEM	PRESENTER	TIME	ACTION, NOTES
1. Call to Order and Roll Call			
	Terrence Woods	11:00-11:05	Confirm quorum
2. Report of Subcommittee Activities			
	Terrence Woods	11:05-11:10	Informational
3. Recommended Action Plan Draft Outline			
Attachment 3.1 Recommended Action Plan Draft Outline	Terrence Woods	11:10-11:30	Discussion
4. Updated Council Timeline			
Attachment 4.1 SGAI Advisory Council Updated Timeline	Terrence Woods	11:30-11:35	Discussion
5. Council Comments			
	Council Members	11:35-11:45	Discussion
6. Public Comment			
Attachment 6.1: SG AI Written Comments Through December 12, 2024		11:45– 12:00	Testimony
Sign-up instructions for providing public comment verbally or in writing are posted on the Council's webpage: https://www.oregon.gov/eis/Pages/ai-advisory-council.aspx Individuals are asked to limit verbal comments to three minutes or less.			

Accommodations can be arranged for persons with disabilities, and alternate formats of printed material are available upon request. Please contact Enterprise Information Services at 503-378-3175 at least 72 hours in advance of the meeting to request accommodations. Closed captioning is included on the Microsoft Teams meeting.

State Government Artificial Intelligence Advisory Council



Meeting Date:

Thursday, December 19, 2024

Attachment

**3.1 State Government Artificial Intelligence Advisory Council
Recommended Action Plan Draft Outline**

State Government Artificial Intelligence Advisory Council Recommended Action Plan Draft Outline

DECEMBER 16, 2024



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[Editorial Context: This version is not intended to provide completed staff work. Its purpose is to propose the outline for use in delivering the final recommended action plan to the Governor in February 2025. The outline is provided with some content to illustrate the use of the outline. Content is not complete and should not be reviewed as if it is complete.]

Executive Summary

In response to the growing role of Artificial Intelligence (AI) within society, on November 28, 2023, Governor Tina Kotek established the Oregon State Government Artificial Intelligence Advisory Council (AI Council)¹. Tasked with guiding the responsible adoption of AI in state government, the AI Council's primary purpose is to develop an action plan to guide the awareness and thoughtful adoption of AI within Oregon state government. Through these efforts, the AI Council aims to foster a future where AI improves public services, increases trust, and supports economic and environmental sustainability.

The AI Council first convened on March 19, 2024, and has been meeting publicly to discuss and develop the AI framework. AI Council meetings are public, and recordings, as well as meeting materials, are made available on the State Government Artificial Intelligence Advisory Council website.² Beginning in June 2024, the AI Council created three subcommittees to address core principles related to AI: security, ethics, and equity, with each subcommittee draft principles and recommendations. The AI Council released a recommended plan and framework on September 13, 2024, which included 12 guiding principles and 74 recommendations. Since that time the AI Council, with support from Enterprise Information Services staff, has elaborated the framework to present concrete executive action, policies, and investments needed to leverage artificial intelligence while honoring transparency, privacy, and diversity, equity, and inclusion.

This final recommended action plan is intended to promote awareness of AI to support state employees, and to ensure the state has clear structures and policies in place to support the thoughtful use of AI, while balancing the ethical considerations associated with adoption of AI technologies. This final recommended action plan represents the last eleven months of efforts of AI Council meetings and subcommittee meetings (in addition to benchmarking research and engagement with peer states and government AI communities of practice by both AI Council members and Enterprise Information Services staff). The framework of this final recommended action plan focuses on safety and security, workforce education, transparency, privacy, equity, and ethics as critical to Oregon government's use of AI.

Background

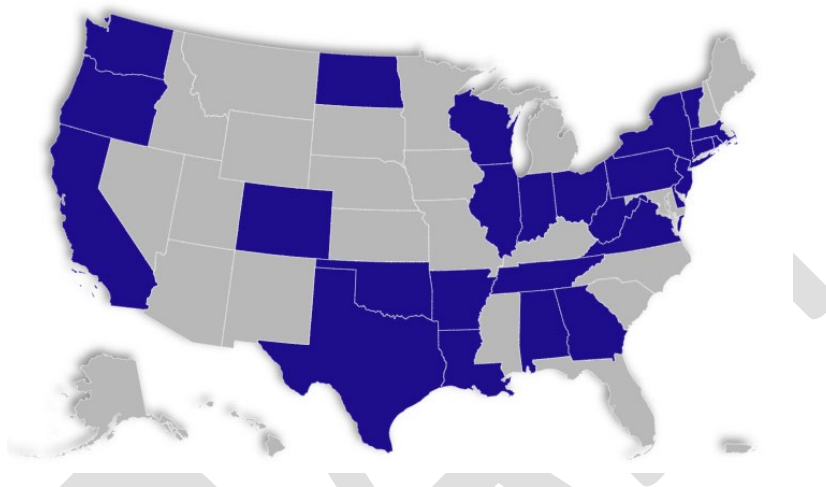
In creating the State Government Artificial Intelligence Advisory Council (AI Council), Oregon joined many peer states in recognizing AI's capacity to shape society, economy, and culture in unintended and unanticipated ways if its adoption is not carefully stewarded. AI has the potential to improve efficiency, increase accessibility of information and services, enhance the constituent experience,

¹ <https://www.oregon.gov/gov/eo/eo-23-26.pdf>

² <https://www.oregon.gov/eis/pages/ai-advisory-council.aspx>

and support improved decision-making. However, AI is only as intelligent as the data, developers and designers that create it, and AI technologies require consistent ingestion of high quality, timely data to maintain accuracy and usability. Absent careful adoption, monitoring, and oversight, AI systems can pose significant risks to individuals' civil and human rights, discriminate towards marginalized populations, produce misleading and harmful information, misguide users, result in harmful targeting and surveillance, and degrade trust in government institutions.

Figure 1: States who have created an AI Task Force or Council³



Development and maintenance of AI models and tools frequently have additional labor and climate impacts outside of deployment. AI requires immense computing and infrastructure resources, with the International Energy Agency estimating electricity consumption from data centers and the AI sector to double by 2026⁴. AI is dependent upon human labor to support data cleaning, coding, labeling, and classification. This commonly labeled “ghost work”⁵, human work that is often made invisible in the development of AI, presents a currently unregulated global marketplace where workers perform tasks such as flagging violent or explicit images, moderate social media content, or review training data, for wages as low as \$1.46/hour. These societal impacts across labor, workforce, and environment further underline the need for Oregon to set forth a vision to incorporate ethics, equity, and impact into how it leverages AI to ensure Oregon maintains its values of environmental stewardship and economic sustainability. Fundamental to ethical adoption of AI is the preservation of Oregon’s values of diversity, equity, and inclusion in Oregon’s AI development lifecycle. The principles and recommendations within this draft framework highlight the critical importance of including the lived experiences and voices of those most likely to be impacted by an AI solution, from recognizing the workforce impacts for state employees who may be using these technologies, to ensuring that community and public participation are incorporated into development of any future ethics or equity frameworks guiding AI development.

³ <https://www.govtech.com/biz/data/is-your-government-ai-ready-an-interactive-tracker-of-ai-action>

⁴ <https://www.iea.org/reports/electricity-2024/executive-summary>

⁵ <https://www.noemamag.com/the-exploited-labor-behind-artificial-intelligence/>

Scope

Within the scope of the AI Council Recommended Action Plan are:

1. An initial vision for how Oregon wishes to use, adopt, and advance AI technologies in alignment with Oregon's values of diversity, equity, and inclusion.
2. Guiding principles for how Oregon will use, adopt, and advance AI technologies. These guiding principles serve as commitments the AI Council considers foundational in developing a strong AI strategy for state government.
3. Recommendations presented in the draft framework have been consolidated and organized into recommended executive actions. Recommended executive actions are presented with:
 - a. Suggested accountable role
 - b. Estimated needed resources and investments
 - c. Estimated timeframe to accomplish

Oregon's Artificial Intelligence Vision and Principles

The vision statement and guiding principles within this final recommended action plan represent the strategic vision and goals of Oregon's approach to AI, as well as recommendations for how Oregon's policies, programs, and guidance will be developed and implemented. In creating AI principles, Oregon hopes to guide the effective design, use, and implementation of AI systems, similar to the White House's AI Bill of Rights as released by the Office of Science and Technology Policy in October 2022. Oregon's principles are drawn from internal benchmark efforts⁶ and analysis across multiple government and public interest organizations, such as the White House AI Bill of Rights, the Organization for Economic and Cooperative Development's AI Principles, and the European Union.

Vision Statement

To create an informed and empowered workforce where state employees are well-equipped and trained with the knowledge and understanding of AI to make informed decisions. We envision a future where AI is governed by transparent, well-defined policies that ensure its ethical use, promote diversity, equity, and inclusion, and safeguard personal and sensitive information. Oregon aims to foster a responsible AI ecosystem that enhances government efficiency, accountability, and public trust, while upholding the highest standards of privacy and ethical integrity.

Oregon's Artificial Intelligence Guiding Principles

[Editorial context: The following draft guiding principles are brought forward from the draft recommended framework released September 13, 2024. The Council made additional adjustments to these principles during their subcommittee meetings. Those adjustments will be reflected in the next version of this action plan.]

⁶<https://www.oregon.gov/eis/Documents/SG%20AI%20Advisory%20Council%20Meeting%20Materials%20240611.pdf>

1. **Accountability:** Oregon state government's use of AI must be accountable to Oregonians. This means that before, during, and after utilization of any AI program, success metrics around fairness, accuracy, safety, privacy, reliability, and other measures be adopted, measured, monitored, and evaluated with user feedback to improve outcomes and determine future use. Positive efficiencies of the system should significantly outweigh any negatives or costs for adoption and/or continued use to occur.
2. **Equity and Representation:** Ensure AI design and use protect the human rights of affected persons and groups, address bias, incorporate fairness, and promote diversity, equity, and inclusion. Embed ongoing evaluation, inspection, and accountability of AI systems in the system lifecycle. Engage and collaborate with impacted individuals in AI lifecycle teams and collaboration activities. Demonstrate how AI design and use protect human rights (civil, legal, economic, cultural) and inclusion of all groups.
3. **Explainability and Trust:** AI systems deployed by the state should be developed and implemented with transparent methodologies, data sources, and design procedures. Those asked to engage with AI or have their data used by AI should do so with informed consent. AI decision-making processes must be clearly explained to both users and affected individuals.
4. **Governance:** Ensure policies, processes, procedures, and practices across the Executive Branch related to the mapping, measuring, and managing of AI benefits and risks are in place, transparent, and implemented with accountability and full inspection; a culture of risk management is cultivated and present.
5. **Human Oversight in AI Governance:** Define clear structures and governance on how human oversight will be intentionally built into the adoption, review, and day-to-day implementation of AI. Clearly defined roles and responsibilities on this and the overall governance and decision-making of how, where, and when AI systems are adopted and utilized is critical.
6. **Privacy and Confidentiality:** Protect personal data and privacy rights in AI systems. To the greatest extent possible, AI design and use shall protect sensitive data and personal information from unauthorized access, disclosure, use, alteration, or destruction. Ensure individuals are informed about how their sensitive data and personal information will be used and disclosed and that consent is obtained prior to use when possible and appropriate.
7. **Risk and Risk Management:** Identifying, assessing, measuring, and managing AI risks, focusing on compliance for AI systems and projected impact. Fully assessing risk types, potential harms, and management options.
8. **Safety and Impact:** Ensure AI design and use do not decrease overall safety. Specify impact and safety requirements with quantifiable terms and measurement methods.
9. **Security and Securing:** Ensure the AI system's design, use, and lifecycle management protect it and its data from unauthorized access, alteration, or destruction.
10. **Stakeholder Experience and Equity:** State government use of AI should be used as a tool to make work more efficient and enhance the experience for the user or client. Programs should prioritize inclusivity and actively work to not perpetuate negative outcomes or biases for currently or historically marginalized people including Oregonians interfacing with the system and workers across the globe enabling these systems to function. AI should improve

quality of work, not increase the quantity and should not direct outreach and engagement with impacted communities. Oregon should actively consider any negative environmental and climate impacts before adopting an AI system.

11. **Transparency and Trustworthiness:** Ensure clarity, openness, comprehensibility of AI processes, outcomes, impact, and decision background. Document and share all lifecycle steps of AI system development with the public and impacted persons. Ensure AI design and use justify public trust through accountability and timely communication.
12. **Workforce Preparedness and Understanding:** Current workers incorporating AI systems into their workflow should be a part of the adoption decision and review processes and be adequately informed and trained to appropriately utilize the system. In addition, it's critical that Oregon's next generation of workers have a baseline of education in AI – both in a broader framework of what is possible with AI, ethical considerations and implications, and direct and practical applications.

Final Recommended Action Plan

The following describes the recommended actions providing tasks identifies to accomplish those actions. Additionally, for each task, the accountable role is recommended, and an estimated timeframe is proposed. Resource and investments needed to initiate each recommendation have been estimated. Further elaboration and refinement are expected with the development of an implementation plan for each recommendation.

Establish cross-functional AI Governance framework that requires human-in-the-loop (HITL) oversight in the adoption and deployment of AI and decision-making systems, especially in areas impacting equity and ethics. (Addresses recommendations 1.2, 2.1, 2.4-2.13, 4.5-4.7, 5.1, 8.1, 8.2, 11.2, 11.6, 12.3, 12.4, 12.6 from the draft framework.)

An AI governance body is necessary to transcend the multidisciplinary challenges to drive value and reduce risk.

High level tasks include:

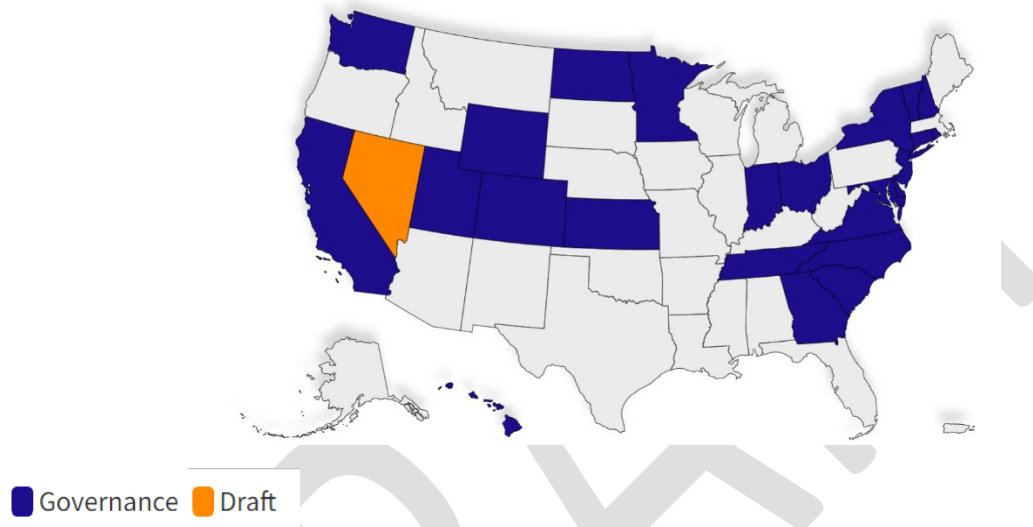
1. Task (Accountable role, estimated timeframe)
2. Execute updated Executive Order authorizing AI Governance Body (Accountable role, estimated timeframe)
3. Appoint AI Governance leadership role (Accountable role, estimated timeframe)
4. Charter AI Governance Body detailing membership, operating model and decision rights (accountable role, estimated timeframe)
5. Appoint Governance Body members and convene (Accountable role, estimated timeframe)
6. Establish clear, transparent, decision-making processes, roles, partnerships, metrics and reporting (Accountable role, estimated timeframe)
7. Establish stakeholder feedback loops to address AI safety and security concerns promptly (Accountable role, estimated timeframe)
8. Develop AI development lifecycle policy (Accountable role, estimated timeframe)

Resource and investment needs estimated:

1. AI Governance leadership role
2. Governance body members
3. Board Administrator/staff support position

Effective AI governance combines ethics, responsible AI policies and AI technology to achieve responsible AI, trust and innovation.

Figure 2: State with AI governance.⁷



Establish a centralized privacy program with leadership and resources to conduct privacy and human rights impact assessments for AI systems. 3,5,6,11,14 (Addresses recommendations 1.1, 2.2, 2.3, 3.2, 4.1, 4.2, 6.1, 6.2, 6.4, 6.12, 6.13, 10.2, 11.1 from the draft framework.)

(short introductory narrative)

High level tasks:

1. Task (Accountable role, estimated timeframe)

Resource/Investment Needs:

1. Chief Privacy Officer
2. Operation and Policy Analyst

(brief summarizing narrative)

Enhance security framework to include protocols to support recovery from disruptions and effectively manage AI-related incidents. 2, 3, 9, 12 (Addresses recommendations 3.3, 3.4, 6.3, 7.1, 7.3, 7.4, 9.2, 9.4, 9.5, 9.6 from the draft framework.)

⁷ <https://www.govtech.com/biz/data/is-your-government-ai-ready-an-interactive-tracker-of-ai-action>

(brief introductory narrative)

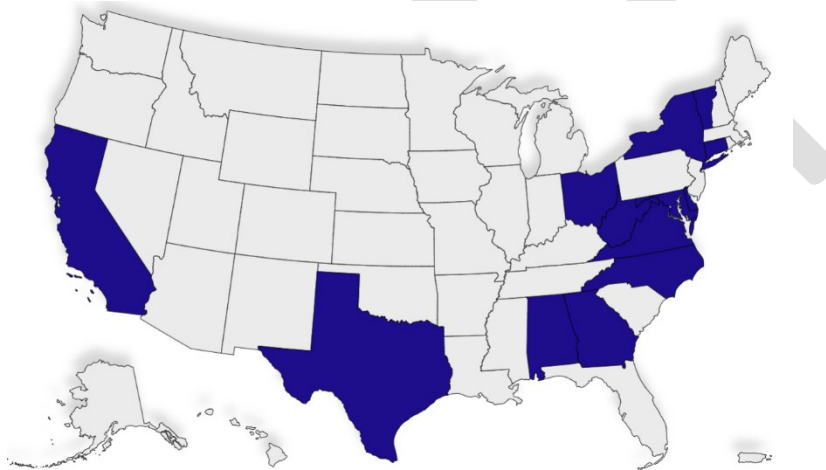
High level tasks:

1. Publish a statewide AI use case inventory with accompanying deployment documentation. (Accountable role, estimated timeframe)
2. Release an annual public report on AI usage, metrics, and related information. (Accountable role, estimated timeframe)

Resource/Investment Needs:

- 1.

Figure 3: States who have an AI inventory⁸



(brief summarizing narrative)

Develop reference architecture and policies for acquisitions, development, testing, and auditing of AI systems and use. (Addresses recommendations 3.1, 6.5-6.11, 7.2, 7.5, 7.6, 8.2, 8.3, 9.7, 11.3-11.5, 11.7, 11.8 from the draft framework.)

(brief introductory narrative)

High level tasks:

1. Define AI reference architecture (Accountable role, estimated timeframe)
2. Task (Accountable role, estimated timeframe)

Resource/Investment Needs:

- 1.

⁸ <https://www.govtech.com/biz/data/is-your-government-ai-ready-an-interactive-tracker-of-ai-action>

(brief summarizing narrative)

Address workforce needs. (Addresses recommendations 2.12, 4.3, 4.4, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6 from the draft framework)

(brief introductory narrative)

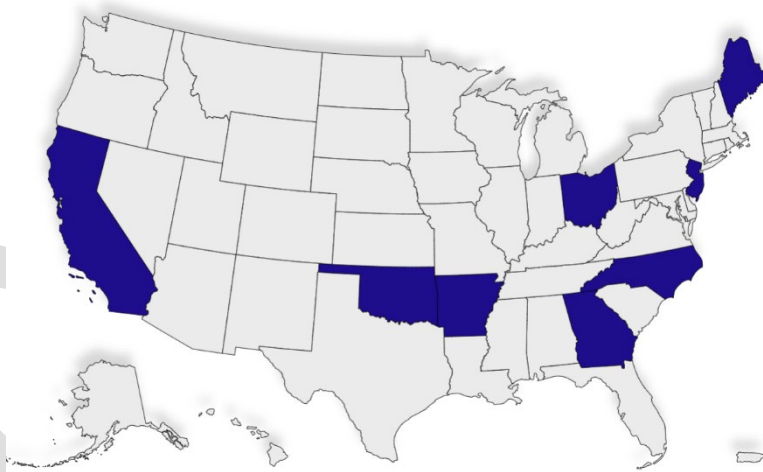
High level tasks:

1. Evaluate workforce impacts (Accountable role, estimated timeframe)
2. Identify resource and capacity gaps affecting agency compliance (Accountable role, estimated timeframe)
3. Task (Accountable role, estimated timeframe)

Resource/Investment Needs:

- 1.

Figure 4: States who have an AI training⁹

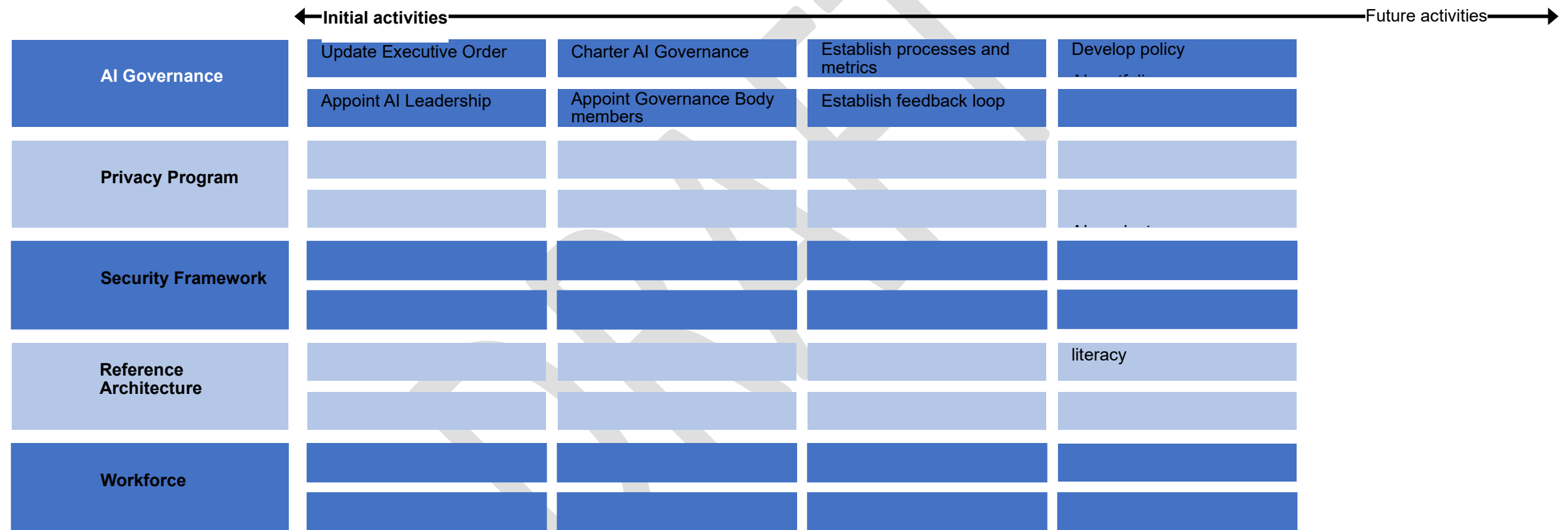


(brief summarizing narrative)

⁹ <https://www.govtech.com/biz/data/is-your-government-ai-ready-an-interactive-tracker-of-ai-action>

[Editorial Context: This visual will be further populated as the high-level tasks are developed in this recommended action plan. A partially populated roadmap has been included for context and feedback.]

Action Plan Recommended Roadmap



Concluding Summary

Brief concluding narrative.

DRAFT

Appendix: Framework Recommendations

The AI Council Recommended Plan and Framework identifies recommended 74 individual recommendations to support Oregon in upholding its AI guiding principles. The final recommended action plan summarizes these 74 recommended into executive action along with estimated resources needs and timeframe. To facilitate effective use of the action plan, the detailed recommendations are provided in this appendix for continual reference and adherence.

1. Accountability

Operational Policy and Guidelines

- 1.1 Develop parameters for the IT department for metrics and criteria for evaluation, mechanism, and timelines for review. Regulatory and Governance
- 1.2 Establish clear, transparent, decision-making processes and roles (key endorser, final stamp of approval).

2. Equity and Representation

Collaboration and Partnerships

- 1.1 Identify opportunities for public-private partnerships, public-academic partnerships, or similar collaboratives with organizations and private companies committed to equitable AI development and technology for the public good.

Data Governance and Management

- 2.2 Ensuring that data development and AI development are in alignment with Oregon's Data Strategy principles.
- 2.3 Oversight measures and expectations for agencies will include expectations for documenting data representation, visibility, and quality and avoid discrimination and replication of systemic harm(s).

Methodology and Testing

- 2.4 Establish methods and requirements in the AI development lifecycle that ensure equity, representation, and inclusion are considered crucial components of development, rather than "checklist" items.
- 2.5 Set standards and guidelines for agencies to evaluate and embed awareness of biases and inaccuracies into AI development.

Policy Alignment and Development

- 2.6 AI accountability, governance, and oversight structures should embody the state's values of diversity, equity, inclusion, and belonging in how they are developed, implemented, and overseen. Measurement of agency compliance should be balanced with investment in developing agency capacity to mature their AI governance structures.

- 2.7 Develop and implement an AI governance framework that incorporates principles of diversity, equity, and inclusion as foundational elements in partnership and consultation with communities and community partners. This framework should guide AI system development and deployment to ensure that AI solutions reflect the diverse needs and values of our constituents.
- 2.8 Establish requirements and expectations for agencies that include direct community engagement to gather input from affected populations in AI system development, procurement, and deployment. Requirements should include acknowledgement that community engagement be an ongoing process, not just a one-time consultation.

Regulatory and Governance

- 2.9 Define expectations of how agencies uphold demonstration of protecting human rights and inclusion.
- 2.10 Establish a responsible body/authority to oversee, govern, ensure adherence to principles and to craft appropriate governance structures to support.
- 2.11 Establish and resource an appropriate position and authority to set the state's AI governance and oversight structure and model, that includes requirements and expectations for how state agencies will engage with the AI oversight office/role.
- 2.12 Identify resource and capacity gaps affecting agency compliance with AI oversight and governance.
- 2.13 Include a community advisory body or other community-engaged oversight into statewide AI governance. Community advisory body should have a role in reviewing agency equity impact assessments or other tools for evaluating equity within AI solutions.

3. Explainability and Trust

Operational Policy and Guidelines

- 3.1 Develop processes, guidelines, and procedures for Oregonians interfacing with any AI system to do so with informed consent. Establish and make transparent an opt-out and/or appeals process for decisions made by an AI system. Regulatory and Governance
- 3.2 Adopt performance metrics to build trust and track accuracy. Develop adoption processes where key metrics must be achieved and weighed against any negatives or costs. Develop reevaluation processes where key metrics must be achieved, weighed against any negatives or costs for system use to continue.
- 3.3 Develop and make publicly available a statewide AI use case inventory, with an expectation that further documentation on deployment will be provided.
- 3.4 Produce and make public an annual report on use, metrics, etc.

4. Governance

Methodology and Testing

- 4.1 Develop metrics for measuring AI performance, including accuracy, robustness, and unintended biases. Regularly assess the effectiveness of risk controls and adjust as needed.
- 4.2 Develop policy and standards to ensure adherence to laws, regulations, and guidelines specific to AI and data management, including specific documentation, mapping, reporting, auditing, and information disclosure.

Operational Policy and Guidelines

- 4.3 Build workforce expertise by investing in AI-specific training and development programs that establish and maintain skilled, vetted, and diverse service verticals in the AI workforce.
- 4.4 Develop a comprehensive AI security training and certification program, including clear training plans, requirements, and a certification process for AI users.

Regulatory and Governance

- 4.5 Create and maintain a chartered governance body or council to oversee AI practices.
- 4.6 Establish clear, transparent, decision-making process and roles (key endorser, final stamp of approval).
- 4.7 Perform periodic reviews and refinement of governance activities.

5. Human Oversight in AI Governance

Regulatory and Governance

- 5.1 Ensure human-in-the-loop (HITL) oversight in the adoption and deployment of AI and decision-making systems.

6. Privacy and Confidentiality

Data Governance and Management

- 6.1 Policies, guidelines, and expectations for AI implementation should promote data minimization and other privacy protection strategies in AI system design to limit the amount of data collected and processed, reducing potential privacy risks.

Methodology and Testing

- 6.2 Guidance and support for incorporating privacy considerations into AI development and deployment, including data documentation and privacy impact assessments, should describe the nature of data in use, identify personal or sensitive fields, and address restricted or sensitive data.

Operational Policy and Guidelines

- 6.3 Develop and implement incident response procedures specifically for AI systems. These procedures should address the disclosure or breach of confidential data, notification requirements, and remediation approaches consistent with existing state privacy and breach notification laws and procedures.

6.4 Offer implementation guidance around “high risk”, “low risk” or “prohibited” uses of AI tools as they apply within Oregon (sample language from organizations like the European Union might be possible) to assist agencies in evaluating use cases associated with AI.

6.5 Policies, guidelines, and expectations for state agencies and employees shall prohibit the use of confidential data in public AI models.

Procurement

6.6 Agency contracts shall prohibit the use of confidential data in public AI models.

6.7 Agency contracts shall prohibit vendors from using Oregon materials or data in generative AI queries, or for training proprietary models unless explicitly approved by the state.

6.8 Agency contracts shall require vendors to adhere to strict data use standards, ensuring that government-provided data is used exclusively for government purposes and serves as a non-negotiable clause in contracts.

6.9 Examine existing state contracting language to ensure vendors are compliant with all necessary state and federal privacy laws and regulations and to incorporate privacy compliance into assessments during the procurement process.

6.10 Require change management processes for vendors be documented so that state agencies are informed of any changes to AI systems, especially large language models, regardless of perceived impact, to ensure state agencies can proactively manage impacts on service delivery or implementation.

6.11 Wherever possible, vendors should be required to disclose datasets used to train AI models during the procurement process. Disclosures should be made public where applicable and incorporated into state procurement processes and expectations for AI systems.

Regulatory and Governance

6.12 Engage public privacy programs to ensure alignment in protecting privacy within Oregon AI systems.

6.13 Establish a centralized privacy program with leadership and resources to conduct privacy impact assessments and human rights impact assessments for AI systems. This program should ensure that AI initiatives comply with federal, state, and other relevant privacy laws.

7. Risk and Risk Management

Methodology and Testing

7.1 Assess and track the performance of risk controls and mitigations in addressing the specific AI risks identified in the mapped data types.

7.2 Develop and promote behaviors of AI risk management by aligning AI safety and security with organizational principles.

7.3 Establish and deploy a risk management framework and methods.

7.4 Establish risk mitigation methodologies that reduce risk.

7.5 Implement continuous testing and auditing of AI systems to detect errors, vulnerabilities, and other risks. Use dedicated environments for testing to prevent exposure of sensitive information.

Regulatory and Governance

7.6 Conduct thorough AI impact assessments as part of the deployment or acquisition process, documenting the intended purposes, and expected benefits.

7.7 Prioritize AI risks using an evidence-based approach, applying appropriate security controls.

8. Safety and Impact

Collaboration and Partnerships

8.1 Establish feedback loops with stakeholders to report and receive input on AI safety and security, ensuring that all concerns are addressed promptly.

Methodology and Testing

8.2 AI design must be tested against AI safety standards.

Operational Policy and Guidelines

8.3 Risk impact assessment is completed prior to deployment in production.

9. Security and Securing

Methodology and Testing

9.1 Continuously monitor and document AI risks, including those specific to attacks using AI, attacks on AI, and AI design failures. Regularly update risk controls or mitigations as new threats emerge.

9.2 Establish capability and enforce data loss prevention and provide for continuous monitoring.

9.3 Establish reference architecture for approved AI models and deployments.

9.4 Establish 'secure by design' practices throughout the AI lifecycle.

9.5 Monitor AI system behavior continuously for signs of anomalies or malicious activities.

Operational Policy and Guidelines

9.6 Maintain an incident response plan that includes AI based service implementations, ensuring recovery from disruptions and clear protocols for addressing AI-related incidents.

Procurement

9.7 Establish processes to review AI vendor supply chains for security risks, ensuring that all hardware, software, and infrastructure meet security and safety standards.

Regulatory and Governance

9.8 Conduct thorough AI impact assessments as part of the deployment for potential safety and security risks.

10. Stakeholder Experience and Equity

Policy Alignment and Development

10.1 Develop a checklist of must-haves in evaluating and adopting any system. Items should include proof of ethical sourcing of data, evaluation of potential discrimination bias of the data, and documentation on reasoning of sampling.

10.2 Develop evaluation systems and metrics to ensure that programs promote inclusivity and actively work to not perpetuate negative outcomes or biases for currently or historically marginalized people, including Oregonians interfacing with the system and workers across the globe enabling these systems to function and consider any negative environmental systems.

11. Transparency and Trustworthiness

Collaboration and Partnerships

11.1 Develop or invest in third party audit/oversight capabilities for external partners to conduct AI system reviews.

11.2 Foster collaboration and build partnerships with various stakeholders, including industry, academia, government agencies, local jurisdictions, and other public body partners. Encourage sharing of knowledge, resources, and best practices to enhance AI development and deployment.

Methodology and Testing

11.3 Implement standardized continuous testing and auditing processes for deployed AI solutions to protect against bias, monitor system performance, and ensure systems are meeting intended outcomes. These processes should be developed in partnership with state agencies and standardized to maintain consistency.

Procurement

11.4 Develop policies requiring AI systems to be compliant with public records laws, even if AI-generated content is not initially subject to such laws, to create further transparency around how to respond to and navigate public records requests related to AI systems. Set expectations for vendor transparency in system development and design to be compliant with state public records laws and data transparency and interoperability requirements.

11.5 Set forth expectations for vendors in support of complying with transparency and trustworthiness when bidding for AI contracts. Explore requirements around transparency and trustworthiness for vendors.

Regulatory and Governance

11.6 Ensure that AI systems incorporate human oversight, especially in areas impacting equity and ethics. This approach ensures that AI systems are accountable and aligned with the state's

values, and support development of AI systems as a tool to support worker efficiency, not to replace human decision-making.

11.7 People should know when and how they are engaging with AI.

11.8 Set expectations of mandatory public disclosure when GenAI or similar AI capabilities are used in processes to produce a decision.

12. Workforce Preparedness and Understanding

Collaboration and Partnerships

12.1 Explore partnerships with academia to build training curriculum to help ensure that the future generation of workers have a baseline of AI education – including what is possible with AI, ethical considerations and implications, and direct and practical applications.

12.2 Make available state trainings, materials, and resources to the general public.

12.3 Submit/engage Oregon's Workforce and Talent Development Board on any recommendations.

Data Governance and Management

12.4 Develop and implement informed worker consent on AI use and for how and when their data is being collected and used.

Operational Policy and Guidelines

12.5 Provide general training for all workers, and certification process/more specific training for those directly using any AI platforms.

Regulatory and Governance

12.6 Develop and implement a process for including front-line (i.e. those actually using the system) workers in conversations and decisions about the adoption, implementation, and ongoing evaluations of AI platforms. Establish and make transparent an opt-out and/or appeals process for decisions made by an AI system.

State Government Artificial Intelligence Advisory Council



Meeting Date:

Thursday, December 19, 2024

Attachment

4.1 SGAI Advisory Council Updated Timeline



State Government Artificial Intelligence Advisory Council Updated Timeline

Timeframe	Activities	Milestone
March 19, 2024	Council meeting #1	Council convenes
April 24, 2024	Council meeting #2	Council convenes
April 24 – June 3, 2024	Determine how the work will be approached and organized.	Framework Approach Determined
Week of June 10, 2024	Council meeting #3 Draft Framework categories	Council convenes
June 17– July 15, 2024	Develop an outline of document and begin developing elements.	Sub-committees meet to confirm principles
July 24, 2024	Council meeting #4 Subcommittees report on draft principles and recommendations	Council convenes
July 29 – August 26, 2024	Core elements of the framework are developed, and details are being incorporated.	1st Draft Framework Completed
September 4, 2024	Council meeting #5 Subcommittees report on draft principles and recommendations; council provides directional feedback on draft framework.	Council convenes
September 12, 2024	All desired elements of the framework are incorporated, reviewed, and approved for submission.	Framework Final Review and Finalized
September 19, 2024		Provide a recommended framework to the Governor’s Office
September 19 – October 4, 2024	Distribute draft framework to peer states, partners and consultants. Collate feedback; prepare gap analysis.	
October 30, 2024	Council meeting #6 Agenda: <ul style="list-style-type: none"> • Review findings from feedback cycle with Council, present report • Subcommittees receive new assignments <ul style="list-style-type: none"> ○ Review any identified principles gaps or suggested changes ○ Review assigned recommendations and identified updates 	Council convenes
November 4 – 15, 2024	Subcommittee work sessions (1-2) <ul style="list-style-type: none"> • Finalize principles based on feedback • Finalize recommendations based upon feedback 	Finalized principles and recommendations received from Subcommittees
November 18, 2024	Subcommittee Reports Due	Reports from Subcommittees



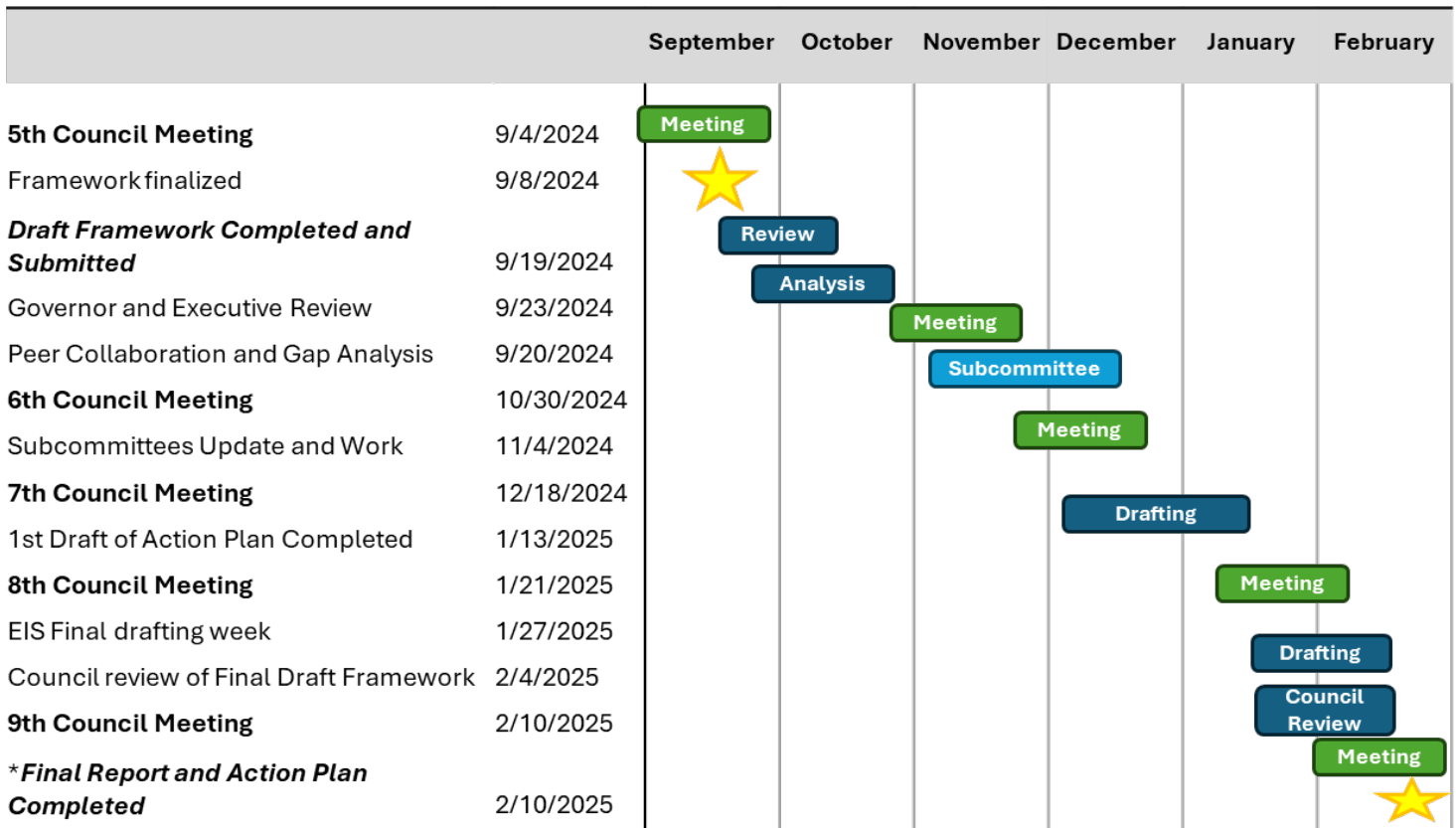
State Government Artificial Intelligence Advisory Council Updated Timeline

Timeframe	Activities	Milestone
Week of December 16, 2024	Council meeting #7 Agenda: <ul style="list-style-type: none"> • Subcommittee report outs and reviewing of AI Framework to date <ul style="list-style-type: none"> ○ Vote: Finalize Principles and Recommendations to proceed to Action Plan development • Subcommittee Assignments <ul style="list-style-type: none"> ○ Subcommittees are given finalized recommendations to further develop into action plans for implementation 	Council convenes
December 2, 2024 – January 10, 2025	EIS Staff and writing volunteers aggregate recommendations into action plans into Final Draft AI Framework and Action Plan	Draft Action Plan
Week of January 20, 2025	Council meeting #8 Agenda <ul style="list-style-type: none"> • Review Subcommittee Action Plans and discuss, provide feedback • AI Framework Review to date: <ul style="list-style-type: none"> ○ Finalized AI Framework Principles and Recommendations and Draft Action Plan • Subcommittee Assignment: <ul style="list-style-type: none"> ○ Action plan refinement: Finalize action plans based upon feedback 	Council convenes
January 27 – 31, 2025	EIS Final Drafting of Framework	
February 4, 2025	Final Draft AI Framework and Action Plan Released for Council review	



State Government Artificial Intelligence Advisory Council Updated Timeline

Timeframe	Activities	Milestone
Week of February 10, 2025	Council meeting #9 Agenda <ul style="list-style-type: none"> Council reviews and votes to formally adopt completed AI Framework and Action Plan Thank you/recognition/reflection Remarks from Governor's Office or staff about next steps 	Council officially adopts framework and action plan for Governor's Office
Week of February 10, 2025	State Government AI Advisory Council Framework and Action Plan released	Final Deliverable released



State Government Artificial Intelligence Advisory Council



| Meeting Date: Thursday, December 19, 2024
Attachment 6.1 SGAI Written Comments Through December 12, 2024

Date: October 23, 2024

Name: Beanieos Lynne LABECK

Written Comments:

Uhh military are you that afraid of your dope cook and your dope whores being busted.

Date: October 30, 2024

Name: Tanner Hartsch

Written Comments:

N/A

Date: October 30, 2024

Name: Scott Lewis

Written Comments:

At the meeting today (October 30, 2024) there was a brief discussion of the OR government procurement process with respect to AI. There was also a discussion of the council creating action plans. I would suggest that one action plan include a rearchitecting of OR gov AI procurement. Reason: It's not in the AI providers interests to have an open/public/transparent/multi-vendor use of AI services and they will do a great deal to avoid the process changes being suggested...e.g. safety/privacy testing/auditing by trusted third parties, iterative/agile development, public data security and privacy requirements (e.g. running models on trusted systems rather than on providers' services), detailed risk assessments (from the gov/public's point of view). In my view, the whole *process* for AI/service procurement has to be rethought, perhaps from the point of view of using non-profits, internal development, or dynamically created sets of contractors (working on individual projects rather than for a particular company). By all means...it will be necessary to avoid the traditional government software/service procurement processes and associated contracts leading to lock-in and closed development. Think open source AI projects, for example: <https://huggingface.co/> along with proven/hardened open technologies (graphql, grpc, dev tooling, open frameworks, etc.)

Date: December 8, 2024

Name: Scott Lewis

Written Comments:

If you want to find actual, tangible, workable ideas for preventing AI harm (in state or public usage), please see this paper: <https://arxiv.org/pdf/2404.09932>. Especially section 4.5 (governance) is directly relevant. Please consider passing this onto the OR Gov as part of this group's report. These people are experts.