

# Responsible Artificial Intelligence: **guide to Hosting for Facilitators**





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# Tips

## THE FACILITATOR'S ROLE

- Assist participants so that they can deliberate without worrying about technical problems or timekeeping.
- Ensure the rules of good deliberation are observed by participants, particularly mutual respect, active listening and a concern to argue in good faith.

## QUALITIES REQUIRED OF FACILITATORS

- Listen to participants.
- Be conciliatory in managing disagreements.
- Be dynamic in your facilitation of the workshop.
- Be inclusive in managing participation (pay attention to including all participants. Make sure you go around the table systematically).

- Be neutral in the discussion (You are not a participant. This means you must refrain from sharing your opinions with the group).
- Be strict with timekeeping.

## TIPS

- Read the prospective scenario a week ahead of the workshop.
- Check your equipment (computer connection, computer battery, audio and microphone).
- Have the summary sheet open on your computer for the notetaker.
- Have the Miro app open on your computer.
- Have a notebook close at hand.
- Familiarize yourself with the Zoom videoconference platform.
- Address participants by their first name/last name.

## CONDITIONS FOR SUCCESSFUL DELIBERATION

- Choose 8 to 10 participants for the workshop, aiming at:
  - > gender parity
  - > generational diversity with young people (aged between 18 and 35)
  - > inclusion of persons from marginalized communities
  - > representation of key sectors: education, caring professions, civil society, industry, technology, business, etc.
- Know how to communicate easily online.
- Use Miro for direct facilitation (use Post-its for the first part on ethical issues).
- Complete the summary sheet after the deliberation.
- Consent forms must be completed by all participants prior to the deliberation.
- Have a notetaker present (we suggest using a student from a local university). We also recommend, wherever possible, having a second notetaker.
- Set aside a working day to:
  1. Prepare the workshop by familiarizing yourself with the documents: 2½ hours.
  2. Facilitate the workshop: 2¾ hours.
  3. Complete the summary sheet: 1 hour.
  4. Take the training: 1 hour.

## TIPS ON INCLUSIVE DELIBERATION

- Ideally, obtain information on participants in advance so that you can pay attention to and consider each participant's particularities and possible accommodations (e.g. blindness).
- Facilitators must be mindful not to favour any particular person: everybody's words count.

## WORKSHOP REGISTRATION

- Take a screenshot at the end of the workshop showing all participants (if all give their consent).
- Record the deliberation (if all give their consent).
- Take a screenshot of the use of the Miro app at step no. 2 on ethical issues, values and principles.

# The sequence in five steps



## Introduction

- a. Check that everybody registered for the workshop is present.
- b. The facilitator introduces him/herself.
  - > Name/last name
  - > Function
- c. Briefly present the project and the workshop objective, which is to obtain contributions to feed the UNESCO normative process on AI supervision.
- d. Present the agenda:
  - > Discussion on ethical issues based on an AI use case
  - > Evaluation of the recommendations proposed by UNESCO in relation to the use case
- e. Also tell participants that the discussion must be conducted with respect for others and their differences.
- f. Roundtable: each participant introduces themselves briefly (maximum 30 seconds per participant) – count the number of men and women present.
  - > Short game to break the ice: ask participants the following question: “What artificial intelligence invention would improve your daily life?”

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## Preparing to think about the recommendations: values, principles and issues

- a. **Present the theme.** For 3 to 5 minutes, the facilitator presents the theme (using the “explanatory thematic sheet” that was sent to them beforehand).
- b. **Illustrate the theme through the use case.** The facilitator reads the prospective scenario (which was sent to them beforehand) to participants. Share the perspective scenario on your screen. Refer to the Deliberation Manual, where necessary.
- c. **Identify the values, principles and ethical issues arising out of the use case.**
  - > The facilitator gives participants 5 minutes to identify ethical issues, values and principles after the presentation of the use case (reading of prospective scenario). If applicable, you can define what an ethical issue, a value and a principle is by presenting the “grid of values and principles” (document sent beforehand).

“Based on the scenario I have presented, I am giving you 5 minutes to identify ethical issues, values or principles arising out of the scenario I presented. Note them on a sheet of paper.”

- d. **Pooling.** Check that everyone has finished noting ethical issues. Use the *Miro* app ([www.miro.com](http://www.miro.com)) to show your screen and start the discussion on the ethical issues, values and principles Post-its.

“Have you finished noting your ethical issues, values or principles on the sheet of paper?”

- > If not, allow participants a little more time to finalize their contribution.
- > If they have finished, go around the table.
  1. “We will now move on to pooling. I am going to ask each of you to share your thoughts (values, principles or issues) with the group.”
  2. Each participant presents their choices and arguments.
  3. While they do so, record the ethical issues, values and principles in Miro and group them by similarities.
- e. Selection of three ethical issues for the group. The group identifies three priority ethical issues (tensions between different values, e.g. privacy versus security, collective security versus individual freedom, etc.).
- f. Establish a link with the UNESCO recommendations. The facilitator reads the recommendations in connection with the theme and the use case and shares their screen to display the UNESCO recommendations document.

BREAK



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## Evaluating the relevance, sufficiency and applicability of the recommendations

- a. Present the recommendations related to the theme: read them aloud and share the facilitator's screen with the entire group.
- b. Individual time. Give participants 5 minutes to evaluate the relevance, sufficiency and applicability of the recommendations presented (respectively, relevant, not very relevant, irrelevant; sufficient, not very sufficient, insufficient; applicable, not very applicable, not applicable)

> "Do these recommendations appear to you to be relevant, not very relevant or irrelevant for responding to the use case? By relevant, we mean the recommendation's appropriateness for the use case."

Please say whether these recommendations are:

- a. Relevant
- b. Not very relevant
- c. Irrelevant

> "Now that we have determined the recommendation's relevance to the ethical issue, do the recommendations appear to you to be sufficient, not very sufficient, or insufficient for responding to the use case? By sufficient, we mean proportionate."

Please say whether these recommendations are:

- a. Sufficient
- b. Not very sufficient
- c. Insufficient

> "Now that we have determined the recommendation's relevance and sufficiency for the use case, do these recommendations appear to you to be applicable, not very applicable, or not applicable? By applicable, we mean able to be put into practice."

Please say whether these recommendations are:

- a. Applicable
- b. Not very applicable
- c. Not applicable

- c. Pooling. Make sure that everyone has finished evaluating the recommendations.

> "Have you finished writing your evaluations of recommendations on a sheet of paper?"

> If not, allow participants a little more time to finalize their contribution.

> If they have finished, go around the table.

1. "We will now move on to pooling. I am going to ask each of you to present your evaluation of the recommendations and to explain to us the reasons for your choices."

2. Each participant presents their choices and arguments.



d. Collective evaluation of recommendations. This time is devoted to deliberation. In other words, it is a matter of choosing 3 evaluations (relevance, sufficiency and applicability) for each recommendation. So, tell participants: "Based on all these evaluations, we are going to choose one evaluation of relevance, sufficiency and applicability for each recommendation."

> Discussions and exchanges between participants in the group.

> You may choose to intervene and identify points of convergence or divergence in order to facilitate the collective evaluation.

= **Final deliverable: the group has evaluated the relevance, sufficiency and applicability of recommendations for the use case.**

BREAK



## Specific evaluation of recommendations

- a. Reread the recommendations: read them aloud and share your screen.
- b. Deliberative time. Tell participants about the second stage of the evaluation. Actions in this stage can include: comments, criticisms, questions, minor/major rectifications, additions, complete rewording of the recommendation.

Go around the table systematically for each question. The facilitator will have access to specific questions for the recommendations on the theme and the use case.

= **Final deliverable: the group has specifically evaluated recommendations for the use case.**



## Conclusion

- a. Summary of discussions. Recapitulate the ethical issues, values and principles established by the group and the underlying reasons.
  - > E.g. "You identified these issues... for the following reasons..."
- b. Briefly recapitulate the recommendations and the evaluation of their relevance, sufficiency and applicability.
  - > E.g. "You evaluated the recommendations as..."
  - > E.g. "From the last part of the workshop we can conclude that you wanted the recommendation to be... to do..."
- c. Ask for general approval to take a screenshot of the online deliberation (this screenshot can testify to the fact that the workshop was held and can be used as a photograph of the workshop in the final report).
- d. Mention the post-deliberation experience evaluation survey that will be sent out within a few days. Also mention the possibility for participants to continue the discussion by sending items for reflection by email to [algoralab@gmail.com](mailto:algoralab@gmail.com) by July 31, 2020.
- e. Thank the participants for their time and their involvement.

### **The facilitator has until July 31 to send:**

- > **The completed summary sheet (completed by the notetaker(s) and the facilitator)**
- > **The screenshot of the deliberation**
- > **The screenshot of the Miro tool for part 2 (ethical issues)**
- > **Participants' consent forms duly completed**

**to [algoralab@gmail.com](mailto:algoralab@gmail.com)**

