Terms of Reference

Name of Committee or Working Group	AI Working Group
Staff member responsible	Chief Executive
Date approved by the Board	12 September 2023

Background and purpose

As a professional body for translators and interpreters, it is appropriate for the Board to ensure that it is well informed about how current and future technological developments may impact the language services professions. Although we are still learning about its potential and its risks, it is already clear that generative AI (genAI) will influence all aspects of our lives. While it is not appropriate for ITI to engage with discussions about genAI at the level of society-wide impact (in accordance with our Articles of Association), the Board has stated that this topic forms part of ITI's current strategic priorities and we will take policy action where appropriate. The Board also believes that ITI has a role to play in formulating a pathway to help ITI members future-proof their career. This includes helping members to develop the skills that AI can't master, and encouraging them to look creatively at how they can adapt their business model and market their valuable skills.

ITI agrees to conduct the following actions:

- Continue to champion the value of human translators and interpreters
- Ensure that the Board has access to knowledge and experience to support informed decision-making re ITI policy and actions
- Involve ITI members in capturing ideas, knowledge and good practice through open meetings etc.
- Keep abreast of developments and share our understanding with ITI members as far as possible and within ITI capacity / resources
- Support ITI members to learn about genAI tools so that they can make their own decisions about how to use them to enhance and future-proof their businesses
- Seek out opportunities to collaborate with other organisations on shared initiatives in this policy area

The Board has also agreed to convene a Working Group on genAI. This document forms the *Terms of Reference* for that group.

Objectives

The Board has agreed that the AI Working Group will have the following objectives:

1. Support ITI staff to gather ITI member insights on their understanding and use of genAI and associated technologies (*e.g. Pulse surveys, opening meetings, regular discussion forum*).
2. Define the meaning of genAI in relation to professional language services and create a glossary of terminology to support ITI members' understanding.

3. Support ITI staff to curate and update the AI section of the ITI Knowledge Hub by identifying key sources of guidance and information which might benefit ITI members.
4. Develop a library of use case examples that demonstrate when AI tools might and might not be appropriate.
5. Engage with higher education providers to understand how T&I training is changing in response to the evolution of genAI and build a picture of the skills needed by future practitioners.
6. Suggest potential topics for genAI-related ITI training sessions that can be delivered through the proposed Learning Management System or webinars.
7. Provide advice to ITI staff on the potential to respond to Government policy consultations on genAI and language services-related topics.
8. Collaborate with research institutions working on the topic of genAI including participating in research and disseminating research findings.

Composition

The Working Group will have a maximum of 20 members who will be appointed by the Board based on their knowledge and experience in this field. Members of the Working Group will be appointed for an initial period of a year, with all appointments being reviewed (and renewed) annually by the Board. The Board may remove or substitute members of the Working Group at any time.

Membership of the Working Group is not restricted to ITI members, but the Working Group should include at least one representative with a background in translation and one with a background in interpreting.

The Working Group should include people with the following areas of knowledge and/or experience:

- knowledge of the translation and interpreting professions
- research experience in the field of NMT and/or AI
- experience of active engagement with NMT and/or genAI in relation to current working practices
- technical knowledge and experience of NMT and/or AI systems and systems development

Roles and responsibilities

Chair of the Working Group

The Chair of the Working Group does not need to be a Board member, nor do they need to be an expert in the subject. It is more important that they have an interest in the topic and the skills to ensure that the Working Group operates successfully. The Chair's key responsibilities are to:

- Provide leadership and guidance to the Working Group.
- Facilitate meetings, ensuring effective communication and collaboration among Working Group members.
- Coordinate the activities of the Working Group, ensuring timely progress towards the objectives.
- Ensure that all Working Group members have equal opportunities to contribute and express their views.

- Ensure that the Working Group is accountable to the Board including sharing copies of the meeting agenda with the Board before each meeting and providing copies of the notes and actions afterwards.

Responsibilities of all members of the Working Group

The key responsibilities of the members of the Working Group are to:

- Contribute subject matter expertise, experience, and insights to the Working Group's discussions and activities.
- Participate actively in Working Group meetings, research, analysis, and other assigned tasks in order to fulfil the objectives of the Working Group.
- Collaborate with other Working Group members to develop recommendations and action plans.
- Review and provide feedback on draft reports, findings, and recommendations.
- Participate in external meetings (if needed) in a way that properly and responsibly represents the ITI's agreed approach and reporting back as necessary.

Staff

ITI staff will support the Working Group as follows:

Operations Manager	Provide administrative and logistical support to the Working Group, including scheduling meetings and filing meeting notes
CEO Marketing Officer	Coordinate communication and information dissemination with ITI members and with external stakeholders
Tbc	Assist in research, data collection, and analysis, as required

Timetable and deliverables

The Working Group is envisaged as a short to medium-term activity and its purpose and activities will be kept under review. It is assumed that the Working Group will need to meet frequently initially in order to scope out its activities and form an action plan / timeline. The frequency of meetings may reduce in due course.

The Chair of the Working Group should send agendas and notes of each meeting to the Operations Manager to upload to the Board's shared AI folder on Glasscubes. Items for discussion will be added to Board agendas as needed.

Authority and resources

1. The Working Group will operate within the authority granted by the Board. The Working Group does not have decision-making authority but can make recommendations to the Board.
2. Adequate resources to support the efficient and effective running of the Working Group will be supplied. This includes staff support, data access, and any necessary tools or technology (e.g. Zoom) needed to enable the Working Group to fulfil its objectives.

Review

The Chair of the Working Group will complete an evaluation of the Working Group's progress and submit a report to the Board after the first 6 months. The report may include recommendations for changes to the *Terms of Reference* or scope of the Working Group and/or changes to the membership. Further 6-monthly reviews will also be carried out.

Closure

The Working Group's activity will come to an end when the Board deems the objectives to have been fulfilled. At this point, the Chair will prepare a closure report, documenting lessons learned, best practices, and recommendations for future similar initiatives. The Working Group will be formally disbanded after presenting the closure report and ensuring the handover of any necessary documentation or follow-up actions.

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Appendix: Code of Conduct for Working Group Meetings

The purpose of the Code of Conduct for Working Group Meetings is to create a positive and productive environment in all ITI working group meetings, fostering collaboration and effective decision-making for the benefit of ITI and its members. All members of ITI working groups are expected to adhere to the following behaviours:

1. Respect and professionalism

- Treat each other with respect, courtesy, and professionalism during meetings and related interactions.
- Avoid personal attacks, offensive language, or disruptive behaviour that hinders productive discussions.
- Listen actively and be open to diverse viewpoints without prejudice.

2. Confidentiality

- Comply with data protection and privacy legislation and abide by ITI's Privacy Policy, ensuring the secure handling and storage of any personal or confidential data.
- Maintain strict confidentiality regarding sensitive information discussed during Working Group meetings or by email.
- Do not disclose or discuss confidential matters beyond Working Group members, unless explicitly authorised to do so.

3. Preparedness and participation

- Be well prepared for meetings by reviewing materials in advance and actively engaging in discussions.
- Contribute constructively to agenda items, share insights, and raise relevant concerns to make informed decisions.

4. Conflict of Interest

- Disclose any potential or perceived conflicts of interest before relevant discussions and abstain from influencing decisions where conflicts exist.

5. Timeliness and attendance

- Attend all meetings promptly and consistently, except in unavoidable circumstances.
- Notify the Chair in advance if unable to attend a meeting.

6. Adherence to Bylaws and Policies:

- Comply with ITI's bylaws, policies, and the Code of Conduct.
- Seek clarification if uncertain about any policies or guidelines.

7. Decision-making and consensus:

- Explore matters from various and even opposing perspectives.
- Engage in fair and transparent decision-making processes that prioritises the best interests of ITI and its members.
- Strive to reach consensus whenever possible but respect the rights of individuals to express dissenting opinions.

8. Proper use of technology:

- Utilise technology, such as virtual meeting platforms and communication tools, responsibly and in accordance with ITI procedures.
- Avoid the use of personal devices or engaging in unrelated activities during meetings.