State Government Artificial Intelligence Advisory Council Recommended Plan and Framework

SEPTEMBER 4, 2024

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State Government Artificial Intelligence Advisory Council Recommended Plan and Framework

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 Council's primary purpose is to develop an action plan to guide the awareness and thoughtful adoption of AI within Oregon government. This plan will outline concrete executive actions, policies, and investments to ensure that AI is leveraged responsibly, with a strong emphasis on transparency, privacy, and the principles of diversity, equity, and inclusion. Through these efforts, the 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. 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, the AI Council created three subcommittees to address core principles related to AI: Security, Ethics, and Equity, with each subcommittee developing draft principles and recommendations. Subcommittee reports are provided to the full Council for sharing and discussion, with the findings from each subcommittee being combined into this draft framework.

The Council is releasing this *State Government Artificial Intelligence Advisory Council Recommended Plan and Framework* (AI Council Recommended Plan and Framework) to set forth the high-level vision, guiding principles, and recommendations developed by the AI Council to date. These recommendations are intended to build an action plan 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. These draft principles and recommendations represent the last six 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 EIS staff to craft a set of guiding principles and preliminary recommendations that will guide Oregon towards building its AI capabilities. The principles and recommendations within this draft are presented as an initial plan framework for how Oregon can effectively leverage the opportunities and benefits of AI while building structures that align AI use with Oregon's values of diversity, equity, and inclusion. The principles and recommendations within this framework focus on safety and security, workforce education, transparency, privacy, equity, and ethics as critical to Oregon's adoption of AI.

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[1] https://www.oregon.gov/gov/eo/eo-23-26.pdf
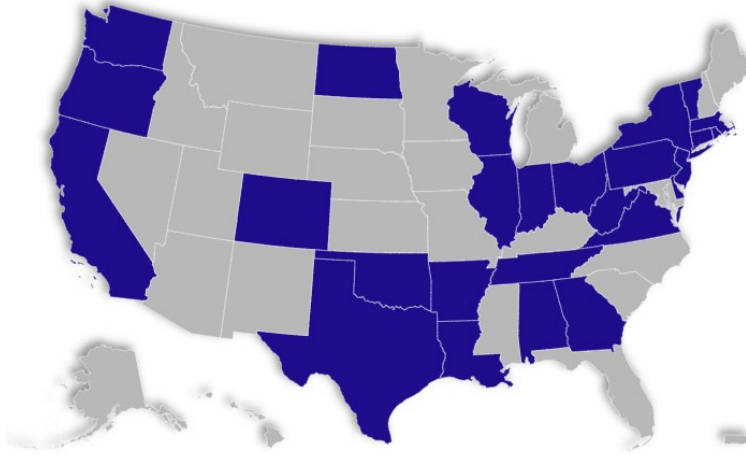[2] https://www.oregon.gov/eis/pages/ai-advisory-council.aspx

Background

Artificial Intelligence (AI), the capability of a computer to reproduce human decision-making and/or human cognition, was first conceptualized in 1956 and has continued to evolve at a rapid pace. With the widespread release of ChatGPT in November 2022 bringing forth an explosion in generative AI development, AI has already changed the way many governments, businesses, and individuals use technology, and operate day-to-day. As AI technology advances and the breadth of its potential uses seems endless, government must ensure that these systems protect the human rights, well-being, and economic opportunities of individuals and communities locally and worldwide, in addition to evaluating the often invisible environmental and labor market impacts of this new technology boom.[3,4]

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, 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.

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[3] https://hbr.org/2024/07/the-uneven-distribution-of-ais-environmental-impacts
[4] https://www.latimes.com/opinion/story/2024-07-12/artificial-intelligence-workers-labor-feeding-the-machine

Government Technology State AI Tracker[5]

Oregon has joined several states in creating a State Government Artificial Intelligence Advisory Council

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 that electricity consumption from data centers and the AI sector to double by 2026[6]. AI is dependent upon human labor to support data cleaning, coding, labeling, and classification. This commonly labeled "ghost work"[7], 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 and impact into how it leverages AI to ensure Oregon maintains its values of environmental stewardship and economic sustainability.

Scope

The AI Council Recommended Plan and Framework represent the initial findings of the AI Council and their preliminary recommendations for how Oregon should approach policy, investments, and programs to support AI governance and adoption.

Within the scope of this Recommended Plan and Framework 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.

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[5] https://www.govtech.com/biz/data/is-your-government-ai-ready-an-interactive-tracker-of-ai-action. Data is current as of August 13, 2024

[6] https://www.iea.org/reports/electricity-2024/executive-summary

[7] https://www.noemamag.com/the-exploited-labor-behind-artificial-intelligence/

2. Draft guiding principles for how Oregon will use, adopt, and advance AI technologies. These draft guiding principles serve as commitments that the AI Council considers foundational in developing a strong AI strategy for state government.
3. Draft recommendations to support Oregon's implementation of AI in alignment with its draft guiding principles. These draft recommendations, while currently broad, represent a list of policies, actions, and activities the AI Council recommends Oregon evaluate for implementation and further explore in subsequent development of the AI action plan.

These current draft guiding principles and draft recommendations are released to provide transparency into the AI Council's current progress, collect feedback from partners, and benchmark against peer organizations to develop an action plan that supports the recommendations. The principles, recommendations, and work within this document should all be considered preliminary and for review purposes only and not as instructions or guidance. The AI Council will further update these recommendations, develop an action plan with concrete steps, recommended policies, and suggested investments, and make key recommendations for implementation.

Oregon's Artificial Intelligence Vision and Principles

The vision statement and draft guiding principles within this framework represent the strategic vision and goals of Oregon's approach to AI, as well as commitments 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 efforts[8] 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.

Principles from the White House AI Bill of Rights[9]

Safe and Effective Systems	Algorithmic Discrimination Protections	Data Privacy	Notice and Explanation	Human Alternatives, Consideration, and Fallback

To guide development of Oregon's principles, Enterprise Information Services conducted a review of peer states, local governments, federal resources, and public interest
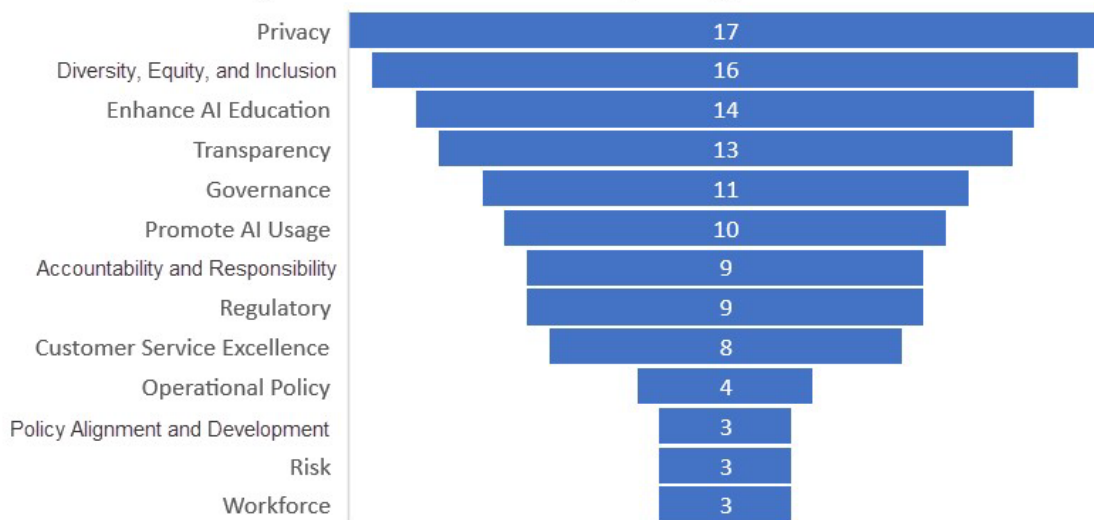
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[8] https://www.oregon.gov/eis/Documents/SG%20AI%20Advisory%20Council%20Meeting%20Materials%2020240611.pdf
[9] https://www.whitehouse.gov/ostp/ai-bill-of-rights/

organizations nationally and internationally to examine commonly used principles and topics within extant AI frameworks and best practices. These findings were presented to the AI Council in the June 11, 2024, Council meeting, and data collected from the benchmarking efforts have been incorporated into a resource repository for AI Council reference and review. The below figure shows the most identified principles and topic areas identified in EIS's survey results, with key areas such as privacy, diversity, equity, and inclusion, security, education, and risk management being incorporated into core principles, and activities such as regulation and policy development being used to guide recommendations as developed by the AI Council and its subcommittees.

Artificial Intelligence Principles Referenced by Peers and Organizations[10]

AI Topics Referenced by Organizations

Topic	Count
Privacy	17
Diversity, Equity, and Inclusion	16
Enhance AI Education	14
Transparency	13
Governance	11
Promote AI Usage	10
Accountability and Responsibility	9
Regulatory	9
Customer Service Excellence	8
Operational Policy	4
Policy Alignment and Development	3
Risk	3
Workforce	3

EIS benchmarking results as reported in the June 11, 2024, AI Council meeting

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.

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[10]https://www.oregon.gov/eis/Documents/Attachment%202.1%20AI_Benchmark_Overview_Presenta_anonymous.pdf

Oregon's Artificial Intelligence Draft Guiding Principles

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **Safety and Impact:** Ensure AI design and use do not decrease overall safety. Specifies impact and safety requirements with quantifiable terms and measurement methods.
- **Security and Securing**: Ensure the AI system's design, use, and lifecycle management protect it and its data from unauthorized access, alteration, or destruction.
- **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.

- **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.
- **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.

The Artificial Intelligence Framework Recommendations

The Artificial Intelligence Framework identifies recommendations[11] to support Oregon in upholding its AI draft guiding principles. These draft recommendations are organized according to the AI guiding principles (e.g. accountability, equity and representation, explainability and trust) they are intended to support, and the type of action (e.g. operational policy and guidelines, regulatory and governance, collaboration and partnership) the recommendation references.

Accountability

Operational Policy and Guidelines

1. Develop parameters for the IT department for metrics and criteria for evaluation, mechanism, and timelines for review.

Regulatory and Governance

2. Establish clear, transparent, decision-making process and roles (key endorser, final stamp of approval).

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[11] Recommendations are organized by principle and action and are not currently prioritized but represent the full list of considerations and actions the AI Council is exploring.

Equity and Representation

Collaboration and Partnerships

3. 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

4. Ensuring that data development and AI development are in alignment with Oregon's Data Strategy principles.
5. 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

6. 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.
7. Set standards and guidelines for agencies to evaluate and embed awareness of biases and inaccuracies into AI development.

Policy Alignment and Development

8. 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.
9. 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.
10. 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

11. Define expectations of how agencies uphold demonstration of protecting human rights and inclusion.
12. Establish a responsible body/authority to oversee, govern, ensure adherence to principles and to craft appropriate governance structures to support.
13. 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.
14. Identify resource and capacity gaps affecting agency compliance with AI oversight and governance.

15. 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.

Explainability and Trust
Operational Policy and Guidelines
16. 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
17. 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.
18. Develop and make publicly available a statewide AI use case inventory, with an expectation that further documentation on deployment will be provided.
19. Produce and make public an annual report on use, metrics, etc.

Governance
Methodology and Testing
20. Develop metrics for measuring AI performance, including accuracy, robustness, and unintended biases. Regularly assess the effectiveness of risk controls and adjust as needed.
21. 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
22. 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.
23. Develop a comprehensive AI security training and certification program, including clear training plans, requirements, and a certification process for AI users.

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

Human Oversight in AI Governance

Regulatory and Governance

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

Privacy and Confidentiality

Data Governance and Management

28. 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

29. 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

30. 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.
31. 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.
32. Policies, guidelines, and expectations for state agencies and employees shall prohibit the use of confidential data in public AI models.

Procurement

33. Agency contracts shall prohibit the use of confidential data in public AI models.
34. 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.
35. 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.
36. 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.
37. 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.

38. 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

39. Engage public privacy programs to ensure alignment in protecting privacy within Oregon AI systems.
40. 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.

Risk and Risk Management

Methodology and Testing

41. Assess and track the performance of risk controls and mitigations in addressing the specific AI risks identified in the mapped data types.
42. Develop and promote behaviors of AI risk management by aligning AI safety and security with organizational principles.
43. Establish and deploy a risk management framework and methods.
44. Establish risk mitigation methodologies that reduce risk.
45. 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

46. Conduct thorough AI impact assessments as part of the deployment or acquisition process, documenting the intended purposes, and expected benefits.
47. Prioritize AI risks using an evidence-based approach, applying appropriate security controls.

Safety and Impact

Collaboration and Partnerships

48. 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

49. AI design must be tested against AI safety standards.

Operational Policy and Guidelines

50. Impact assessment is completed prior to deployment in production.

Security and Securing

Methodology and Testing

51. 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.
52. Establish capability and enforce data loss prevention and provide for continuous monitoring.
53. Establish reference architecture for approved AI models and deployments.
54. Establish 'secure by design' practices throughout the AI lifecycle.
55. Monitor AI system behavior continuously for signs of anomalies or malicious activities.

Operational Policy and Guidelines

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

Procurement

57. 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

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

Stakeholder Experience and Equity

Policy Alignment and Development

59. 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.
60. 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.

Transparency and Trustworthiness

Collaboration and Partnerships

61. Develop or invest in third party audit/oversight capabilities for external partners to conduct AI system reviews.
62. 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

63. 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

64. 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.
65. 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

66. 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.
67. People should know when and how they are engaging with AI.
68. Set expectations of mandatory public disclosure when GenAI or similar AI capabilities are used in processes to produce a decision.

Workforce Preparedness and Understanding

Collaboration and Partnerships

69. 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.
70. Make available state trainings, materials, and resources to the general public.
71. Submit/engage Oregon's Workforce and Talent Development Board on any recommendations.

Data Governance and Management

72. 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

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

Regulatory and Governance

74. 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.

75. Develop process/more specific training for those directly using any AI platforms.

Conclusion

The AI Council Recommended Plan and Framework are crucial as they lay the foundation for how Oregon plans to govern and adopt AI technologies. This framework is aligned with Oregon's values of diversity, equity, and inclusion and aims to foster a responsible AI ecosystem that enhances government efficiency, accountability, and public trust. The draft guiding principles within the framework emphasize governance, safety, security, risk management, workforce education, ethical adoption, equity, transparency, and privacy. By adhering to these principles and developing recommendations to uphold them, Oregon intends to ensure the ethical and effective use of AI, ultimately benefiting both state government and the people it serves.

What's Next?

Upon release of the AI Council Recommended Plan and Framework, the AI Council and Enterprise Information Services' AI Council staff will collect feedback from internal partners and identified peer states and conduct comparative analysis against other leading examples for state government to identify areas where principles and recommendations may need to be reviewed, modified, updated, or added to. Upon completion of a gap analysis and receipt of partner feedback, the AI Council will continue to meet October 2024 through March 2025, refining recommendations, identifying concrete action steps needed to implement the recommendations, and produce a final recommended action plan for review as directed in [Executive Order 23-26](https://www.oregon.gov/gov/eo/eo-23-26.pdf).[12]

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[12] https://www.oregon.gov/gov/eo/eo-23-26.pdf

Appendices

State Government Artificial Intelligence Advisory Council Charter and Membership

Charter Authority	*The State Government Artificial Intelligence Advisory Council ("Council") is established by Governor Kotek's [Executive Order 23-26, Establishing a State Government Artificial Intelligence Advisory Council](#).*
Purpose	The purpose of the Council is to recommend an action plan to guide awareness education, and usage of artificial intelligence in state government that aligns with the State's policies, goals, and values and supports public servants to deliver customer service more efficiently and effectively. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence responsibly and accurately while honoring transparency, privacy, and diversity, equity, and inclusion.
Membership	The Council shall consist of no more than fifteen members. All members of the Council must have a commitment to data ethics and data equity. Appointed Chair: • Terrence Woods, State Chief Information Officer Appointees: • Kathryn Darnall Helms, State Chief Data Officer • Melinda Gross, Department of Administrative Services Cultural Change Officer • Vacant, Governor's Racial Justice Council • Daniel Bonham, Member of the Oregon State Senate • Daniel Nguyen, Member of the House of Representatives • Jesse Hyatt, Executive Branch Agency Representative • Andres Lopez, Member • Catie Theisen, Member • Hector Dominguez Aguirre, Member • Janice Lee, Member • Justus Eaglesmith, Member • Kimberly McCullough, Member • K S Venkatraman, Member • Saby Waraich, Member
Quorum and Decision Making	A quorum for the Council meetings shall consist of a majority of the appointed members. The Council shall strive to operate by consensus; however, the Council may approve measures and recommendations based on an affirmative vote of a majority of the quorum. Unapproved measures and recommendations that hold potential though exceed the

	current scope or capabilities may be documented in a section of the plan titled "Additional Considerations".
Meeting Schedule	The Council will meet regularly and as needed to accomplish its purpose, from March 19, 2024, through March 2025. Meetings will be conducted virtually.
Council Responsibilities	Council success is measured based on the completion of the two deliverables prescribed in Executive Order 23-26: • Within six months of convening, the Council shall provide a recommended framework to the Governor's Office. • Within 12 months of convening, the Council shall provide a final recommended action plan. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence responsibly and accurately while honoring transparency, privacy, and diversity, equity, and inclusion. Recommendations for policy changes and investments should be made in order that awareness of artificial intelligence is promoted to support state employees with information needed for their decision making; and the State has clear usage policies that outline the acceptable use of artificial intelligence tools, providing transparency, uplifting diversity, equity, and inclusion, and protecting personally identifiable information and other sensitive information.
Council Approval Date	April 24, 2024

Council Activities to Date

Timeframe	Activities	Milestone
March 19, 2024	Council meeting #1	Council convenes
April 24, 2024	Council meeting #2	Council convenes
Weeks of April 24– June 3, 2024	EIS benchmarking and development of recommended framework approach	Framework Approach Developed for recommendation to Council
Week of June 10, 2024	Council meeting #3 Draft Framework categories (Equity, Ethics, Security) and principles	Council convenes, develops subcommittees around Ethics, Equity, Security
Weeks of June 17– July 15, 2024	AI Framework Outline developed, subcommittees produce reports on principles and initial recommendations	Subcommittees meet to confirm principles
July 24, 2024	Council meeting #4 Review Draft Principles, preliminary recommendations Discuss development of recommendations within subcommittees	Council convenes
Weeks of July 29 – August 25, 2024	Core elements of the framework are developed, and details are being incorporated. Subcommittees meet to refine recommendations and principles for draft framework.	1st Draft Framework Completed
Week of September 2, 2024	Council meeting #5 Draft Framework content reviewed by Council	Council convenes
September 19, 2024	State Government Artificial Intelligence Advisory Council Recommended Plan and Framework released.	

Artificial Intelligence Framework Benchmark and Gap Analysis Report

OCTOBER 23, 2024

Contents

Executive Summary

This report provides an overview of the comprehensive feedback collection and analysis conducted as part of the State Government Artificial Intelligence Advisory Council Recommended Plan and Framework (draft AI Framework) development process. These efforts aim to address the risks and opportunities associated with managing and governing Artificial Intelligence (AI) tools. In preparing this report, Enterprise Information Services (EIS) employed an approach that included:

1. Public feedback gathered on the draft AI Framework to ensure broad community engagement.
2. Reaching out to state agencies, local government partners, and public sector peer organizations to recruit public comments.
3. An analysis of frameworks and materials from comparable organizations to benchmark and identify best practices.

This approach ensures that the State Government Artificial Intelligence Advisory Council (AI Council) receives well-rounded insights that incorporate public opinions, internal expertise, and comparative analysis of similar frameworks. By using these multiple sources of data, the report supports the development of recommendations that are informed by diverse perspectives, contributing to a robust and inclusive AI Framework.

This report is designed to equip the AI Council with the insights needed to update the draft AI Framework based on feedback from stakeholders and analysis of frameworks from comparable organizations. The aim is to align the framework with state policies, goals, and values, while promoting the responsible use of AI in state government. By identifying leading practices from AI pioneers, assessing internal needs and concerns within agencies, and incorporating public input, the report ensures a well-rounded and effective AI Framework. This framework will reflect the priorities outlined in Governor Kotek's Executive Order 23-26, supporting public servants in delivering services more efficiently and effectively.

Key Findings

1. **Feedback**: While the draft AI Framework covers a broad range of areas, respondents expressed the need for more specificity to make it truly actionable and effective.
2. **Gaps**: The draft AI Framework generally addresses more principles than other organizations, but some crucial elements, such as clarity in procurement processes and environmental considerations, should be incorporated.
3. **Improvement Areas**: The draft AI Framework would benefit from structural and organizational enhancements, including more detailed guidance on priority areas and clearer recommendations on workforce training, accountability, and risk management.

Introduction

Benchmarking provides a broad overview of how Oregon's draft AI Framework compares with those of other organizations, helping to identify strengths and pinpoint areas that need more attention. This comparison highlights best practices and lessons learned from others. Second, benchmarking helps establish realistic, strategic goals based on proven methodologies and successful outcomes

from similar entities. The anticipated benefits include improved decision-making, enhanced policy development, and the adoption of effective innovations and governance practices.

To refine the draft AI Framework, EIS asked questions and gathered feedback to address the following:

1. Where could the framework be improved?
2. Are there any gaps between our framework and those of other organizations?
3. How can we address both the areas of improvement and the gaps in our framework?

By answering these questions through feedback and comparison, the updated AI Framework will be more robust, better aligned with stakeholder expectations, and reflective of leading practices in AI governance.

Feedback

Public Feedback Overview

The public feedback on Oregon's draft AI Framework highlights critical areas for improvement to ensure the state's approach to AI governance effectively supports its goals for AI awareness, education, and ethical use. While respondents acknowledge the framework's strengths, they identified key gaps, particularly in the areas of clarity, data equity, accountability, procurement, and data governance. Stakeholders emphasized the need for a more accessible and understandable framework, stronger emphasis on diversity and inclusion, clear accountability measures, improved procurement processes, and robust data governance policies. This summary highlights the top concerns raised by the public, followed by additional recommendations for enhancing the framework's practicality and inclusivity, including considerations for agency implementation, specific action items, cross-sector collaboration, and specialized AI training.

1. **Simplification and clarity:** Plain language, improved readability, and concrete examples needed.
2. **Data equity and justice:** Emphasis on diversity, equity, and inclusion (DEI), data justice, and engagement with marginalized communities.
3. **Accountability and oversight:** Clear measures for content creators and system builders and human expert review.
4. **Procurement and implementation:** Improved processes, addressing feasibility.
5. **Data governance and security:** Critical importance, ongoing monitoring, and policy revisions for AI.

The public's feedback also emphasized the following:

- Consideration of agency size and relative effort for implementation of AI solutions
- Action plan that includes specific, actionable items and timelines
- The importance of cross-sector collaboration
- The need for AI-specific training and capacity building for state employees
- Suggestions to include specific AI use cases and their application in government settings, with awareness of different levels of risk mitigation for different AI uses

Benchmarking Analysis

EIS staff worked to identify organizations from across the United States and each level of government. This analysis only includes organizations that have developed and published robust frameworks or recommendations related to AI, such as action plans, strategies, standards, policies, and guidelines. Organizations with published resources were further limited to the following criteria:

1. Reviewed the breadth of topics covering organizational principles.
2. Identified gaps in Oregon's principles and provided recommendations.

The table on the next page (Figure 1) provides a comparison of various AI frameworks and principles adopted by different organizations, focusing on key aspects such as accountability, equity, transparency, and governance. It highlights how each organization addresses specific AI-related principles within their respective guidelines or strategies. By mapping these principles across multiple frameworks—including those from New York City, Oklahoma, Connecticut, Wisconsin, Vermont, the Blueprint for an AI Bill of Rights, and San Jose Generative AI Guidelines—the table offers insights into the commonalities and unique approaches in managing the ethical, operational, and societal implications of AI. This comparison is useful for identifying gaps and ensuring that best practices are incorporated into AI governance efforts.

Figure 1: Comparison of Oregon AI Framework Principles Against Peer Frameworks

Organization Name	Accountability	Equity and Representation	Explainability and Trust	Governance	Human Oversight	Privacy and Confidentiality
Oregon's Draft AI Framework Principles	X	X	X	X	X	X
New York City AI Principles		X	X		X	X
Oklahoma AI Strategy	X	X		X		X
Connecticut Responsible AI Framework	X	X		X	X	X
Wisconsin AI Action Plan		X		X	X	
Vermont AI Division Report	X	X		X	X	X
Blueprint for an AI Bill of Rights	X	X		X		X
San Jose Generative AI Guidelines	X			X		X
National Association of Counties (NACo) AI County Compass	X	X		X		X

Organization Name	Risk and Safety	Transparency and Trustworthiness	Safety and Impact	Security and Securing	Stakeholder Experience and Equity	Workforce Preparedness
Oregon's Draft AI Framework Principles	X	X	X	X	X	X
New York City AI Principles		X				
Oklahoma AI Strategy	X		X			
Connecticut Responsible AI Framework	X					
Wisconsin AI Action Plan						
Vermont AI Division Report	X	X	X	X	X	
Blueprint for an AI Bill of Rights	X	X				
San Jose Generative AI Guidelines	X	X				
National Association of Counties (NACo) AI County Compass	X	X				X

Figure 2 shows the principles of existing frameworks and other materials from a range of governmental organizations.

Comparative Analysis

In reviewing the principles of Oregon's draft AI Framework, several areas were identified where enhancements could be made by considering elements from other states and organizations. These gaps highlight opportunities for improvement in transparency, ethical governance, worker representation, and environmental considerations. By addressing these gaps, Oregon's AI principles can be more comprehensive and aligned with leading strategies from other regions. Below is a detailed analysis, with references to organizations that exemplify how these principles have been effectively implemented in their own AI frameworks. The following list identifies areas covered in other organizations' resources:

- **Public participation in ongoing oversight.**

  - Gap: While community engagement is mentioned, expanding its role beyond AI development (e.g., through independent public audits or feedback loops during ongoing system operation) could further enhance transparency, as seen in Oklahoma's AI Strategy for State Agencies.

- **Explicit principle on validity and reliability.**

  - Gap: Explicit mention of ensuring AI validity and reliability for specific tasks and across time, could be added to emphasize ongoing performance validation, as seen in New York City's AI Principles.

- **Emphasize audit trails and public reporting.**

  - Gap: The addition of explicit audit trails and regular public-facing reports on system performance would strengthen this further, as seen in Vermont's AI Division Report.

- **Dedicated mention of ethical governance.**

  - Gap: While ethics are embedded, a separate principle explicitly stating ethical governance could enhance the framework by reinforcing Oregon's commitment to making AI decisions grounded in ethical standards, as seen in Connecticut's Responsible AI Framework.

- **Broader worker representation in ongoing AI investments.**

  - Gap: More emphasis on worker representation, especially in ongoing AI investments and impact assessments, could strengthen alignment with principles, as seen in Wisconsin's AI Action Plan.

- **Separate principle on environmental sustainability.**

  - Gap: A dedicated principle on environmental and sustainability impacts could reinforce Oregon's commitment to minimizing AI's environmental footprint, as seen in Vermont's AI Division Report.

Overall, the principles found in Oregon's draft AI framework stand as a highly robust and comprehensive model when compared to other state and organizational AI strategies. Gaps in

areas such as public participation, validity and reliability, and environmental sustainability were identified yet the overall draft AI Framework appears strong. Oregon's emphasis on equity, accountability, and human oversight places it at the forefront of responsible AI governance. By addressing the identified gaps, Oregon can further solidify its commitment to ethical and effective AI use, ensuring its approach remains well-rounded and forward-thinking.

Conclusion

The state of Oregon stands at a pivotal moment in its journey toward responsible and effective AI governance. The comprehensive feedback from public stakeholders, EIS divisions, and benchmark comparisons with other U.S. organizations underscores both the strengths of Oregon's draft AI Framework and the opportunities for enhancement.

Steps to improve the current draft AI Framework:

1. Analyze and incorporate feedback.
2. Address structural elements.
3. Finalize framework and recommendations.

Using this feedback, Oregon now can build on the strong foundation of the Draft AI Recommended Action Plan and Framework, developing action plans that promote AI's responsible use while enhancing the quality of services for Oregonians. Ongoing engagement with public and private stakeholders, paired with a commitment to continuous improvement, will ensure that Oregon remains a leader in the ethical and effective governance of AI.

By addressing the identified gaps and enhancing areas such as data governance, human oversight, and public trust, Oregon is well-positioned to navigate the complexities of AI adoption. This journey will require both technical guidance and ethical vigilance, but the resulting benefits—improved decision-making, increased efficiency, and greater public trust—will make the effort worthwhile.

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Appendix: Public Comment Responses

Aggregated by Question

Question 1

Do the principles within the framework reflect best practices in AI governance and effectively support Oregon's goals for AI awareness, education, and usage?

1. Enterprise efficiency and force multiplication: Several respondents recommended adding a separate principle focused on identifying how AI can enhance workforce efficiency, rather than it being a minor part of existing principles.

2. Procurement improvements: Suggestions were made to leverage best practices from other states (e.g., California, Texas, New York) to improve AI procurement processes.

3. Accountability: Respondents emphasized the importance of ensuring accountability at both the content and systems levels. Content creators using AI must confirm accuracy, and system builders must remain responsible for the AI's outputs.

4. Ethical use: There was a call for explicit inclusion of "ethical use" within the guiding principles, potentially including a definition that addresses environmental impact and timeliness, given the rapid advancements in AI.

5. Clarity on implementation feasibility: Some noted that the principles are strong but should place more emphasis on the feasibility of implementation, including outlining Oregon's specific goals for AI awareness and use.

6. Privacy and consent: Concerns were raised about the wording of the privacy principle, with respondents advocating for stronger language requiring absolute consent for the use of sensitive data, removing any "when possible or appropriate" exceptions.

Question 2

Are there recommendations, actions, or best practices from your organization's policy or operational areas related to AI that should be incorporated into the framework?

1. Data equity and justice: Strong support for emphasizing DEI, with a suggestion to incorporate principles from Oregon Health Authority's data justice work.

2. Procurement and accountability: Recommendations for improving accountability, particularly in procurement, with clearer definitions of terms like "public" model and supplier/contractor notifications.

3. Contract flexibility: Licensing agencies expressed concerns about rigid contract language in sections 6.6 and 6.7, fearing that strict provisions could limit their use of AI models. A shift toward "best practice" language was suggested to maintain flexibility.

4. Confidential data use: Calls for clearer definitions around the use of confidential or proprietary data in AI models, emphasizing the need to avoid unintended consequences, such as preventing actuarial data analysis.

5. AI trust and transparency: Building public trust by explaining how AI systems work is critical. The "black box" nature of AI is a concern, especially in healthcare.

6. AI model variability: Suggestion to address the complexity and nuances of different AI types (e.g., large language models (LLM), vendor solutions) and ensure risk mitigation policies are adapted accordingly. Examples of beneficial AI applications for government (e.g., traffic monitoring) were also provided.

7. Language sensitivity: Recommendation to avoid using the term "stakeholder" due to its colonial connotations, suggesting alternatives like "partners" or "community members".

Question 3
Should any recommendations be added, modified, or removed?

1. Plain language and readability: The document is criticized for being too full of jargon, lacking clarity, and not being accessible. There are calls to simplify the language, improve readability, and include concrete examples, particularly showcasing various AI use cases.

2. Clarity on "public" models: Section 6.6 needs more clarity, especially around the definition of "public" models. Recommendations also suggest testing base models and their specific implementations to ensure they function as intended (address in Sections 7.6 and 7.7).

3. Collaboration and impact considerations: Suggestions to increase collaboration with industry and businesses and to include education (K-12, higher ed) in Section 12. There is also a recommendation to explore the cognitive, emotional, and societal impacts of AI on individuals and labor.

4. Redundancy and overlap: The framework has been flagged for containing redundant sections, which should be reduced to improve clarity. Funding and staffing considerations should be integrated more explicitly, especially when agencies are tasked with new responsibilities.

5. AI-specific training: Questions were raised about whether AI training and certification (Sections 4.3 and 4.4) will be managed at the enterprise or agency level. If managed by agencies, sustainable funding and resources will be necessary to keep pace with the evolving AI landscape.

6. Human oversight: A new section on human oversight (suggested as 5.2) is proposed. This would highlight the role of subject matter experts (SMEs) in reviewing and approving AI applications, ensuring that AI outputs are appropriate and vetted by experts in relevant fields.

7. Feasibility concerns: Some recommendations (e.g., Section 9.7) are seen as aspirational but not realistic. The public suggests the draft AI Framework needs more practical guidance on how to achieve its goals.

Question 4

As Oregon develops its AI Action Plan, are there specific recommendations that are foundational, high-priority, or critical for successful governance and program development?

1. Cost-benefit analysis: A cost-benefit analysis is essential to ensure oversight does not become overly burdensome. Oversight and policies should be scalable to the associated risk, avoiding unnecessary bureaucracy. Simpler uses of AI, such as generating outlines, should not be subject to the same scrutiny as high-impact data-intensive analyses.

2. Data equity: AI should be leveraged to address challenging data equity questions, such as visualizing and utilizing small population data, which is often overlooked but critical to equity work, and addressing historic mistrust of data use by soliciting community insight, particularly around AI's opaque processes.

3. Disaggregated demographic data: AI presents an opportunity to utilize disaggregated demographic data for addressing service disparities, aligning with existing state demographic standards (REALD & SOGI).

4. Continuous monitoring and security: There should be ongoing monitoring of public-facing AI to prevent misuse by malicious actors, such as the exposure of harmful content (e.g., CSAM, nuclear/biological hazards). It's also important to allow users to opt-out of AI tools.

5. Collaboration and feedback loops: Given AI's dynamic nature, collaboration with partners is crucial for constantly reviewing and revising guidance. Feedback loops should be ongoing, particularly in high-priority areas like data quality and governance.

6. Data governance as foundational: Data governance is critical for successful AI implementation. Proactive governance and data lifecycle management should be central to the framework, not afterthoughts. More focus should be placed on maturing agency-level governance frameworks to ensure reliable AI outputs.

7. Information classification policy: The current Information Classification Policy may need revision to accommodate AI and LLMs. It's important to assess whether the existing policy can adequately address the classification of data used in public-facing AI models.

8. AI governance beyond IT: AI oversight should not be limited to IT functions. Dedicated AI liaison positions are needed to bridge the gap between agency programs and IT, ensuring transparency and avoiding the siloing of AI management.

Question 5

Is there feedback regarding the sequencing, resourcing, or implementation of the action plan that you wish to offer?

1. Simplicity and usability: The framework needs to be simple, easy to understand, and straightforward to implement. Overcomplication could lead to workforce disengagement.

2. Tangible goals for DEI: The framework must include specific, measurable goals and action steps for DEI. There's concern that DEI statements often lack sufficient resources for action, and these efforts should not be left as mere statements.

3. Inclusion of Tribal Nations: While the framework mentions community, public, and academic partnerships, there is no specific reference to Tribal Nations. Given Oregon's historic relations with Tribes, their unique sovereign status should be acknowledged and further considered in the framework.

4. Small agencies' support: Small agencies, particularly those with 25 or fewer employees, will need additional support as new requirements are implemented. A suggestion is to offer a central support person for these agencies.

5. Feasibility: Concerns were raised about the lack of discussion on the feasibility of implementing the recommendations. Including a section addressing the practicality and steps for implementation could improve the framework's overall utility.

6. Clarifying sequencing: It was suggested that the sequencing of items in the framework could be clarified, particularly whether it is organized in a timeline order. If so, this should be explicitly stated.

Question 6
Is there any additional feedback or information you would like to share regarding the AI Framework?

1. Add concrete examples: The framework is viewed as barebones and would benefit from more detailed, concrete examples of how AI can be applied, along with examples of AI types (e.g., machine learning, natural language processing).

2. Engagement with communities: Equity goes beyond ethics. The state must intentionally engage with marginalized communities and Tribal Nations from the outset to avoid making assumptions about their needs. Ongoing, direct communication is crucial to prevent data-driven harm.

3. Risk and procurement involvement: Specific agencies, like risk and procurement services, should be included in the development process as there are areas within the framework that directly affect them.

4. Clarifying accountability and bias testing: The concept of accountability and the process for testing AI for bias should be revisited and clarified to ensure they are practical and clear.

5. Actionable items and timelines: The framework lacks specific actionable items and timelines, which should be added to ensure it is more actionable and provides clear guidance.

6. Revising AI definitions: The current definition of AI in the framework is seen as inaccurate. The feedback suggests focusing on specific types of AI (like pattern recognition, machine learning) rather than implying that AI reproduces human cognition. Providing real-world AI examples would be helpful.

7. Integration with existing governance: The framework should align with existing governance structures (e.g., data systems governance, technology project governance), rather than creating redundant requirements. AI should be added as a component within these existing structures.

8. Agency workload concerns: Agencies are concerned that the framework will place a heavy compliance burden on them. Suggestions were made to ensure the approach to fulfilling AI goals does not become overly laborious or risk averse.

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: - Review findings from feedback cycle with Council, present report - Subcommittees receive new assignments - 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) - 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

Timeframe	Activities	Milestone

Week of December 2, 2024	Council meeting #7
	Agenda:
	• Subcommittee report outs and reviewing of AI Framework to date
	   o Vote: Finalize Principles and Recommendations to proceed to Action Plan development
	• Subcommittee Assignments
	   o Subcommittees are given finalized recommendations to further develop into action plans for implementation
		Council convenes

December 2, 2024 – January 10, 2025	Subcommittees meet and draft action plans	Subcommittees complete draft action plans
December 2, 2024 – January 10, 2025	EIS Staff and writing volunteers aggregate action plans into Final Draft AI Framework and Action Plan	Draft Action Plan
January 13, 2025	Subcommittee Action Plans due	Reports from Subcommittees

Week of January 20, 2025	Council meeting #8
	Agenda
	• Review Subcommittee Action Plans and discuss, provide feedback
	
	• AI Framework Review to date:
	   o Finalized AI Framework Principles and Recommendations and Draft Action Plan
	
	• Subcommittee Assignment:
	   o 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**	

Timeframe	Activities	Milestone
Week of February 10, 2025	Council meeting #9 Agenda • 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

		September	October	November	December	January	February
5th Council Meeting	9/4/2024	Meeting					
Framework finalized	9/8/2024	⭐					
Draft Framework Completed and Submitted	9/19/2024		Review				
Governor and Executive Review	9/23/2024		Analysis				
Peer Collaboration and Gap Analysis	9/20/2024			Meeting			
6th Council Meeting	10/30/2024			Subcommittee			
Subcommittees Update and Work	11/4/2024				Meeting		
7th Council Meeting	12/2/2024				Subcommittee		
Subcommittees Update and Work	12/2/2024						
1st Draft of Recommendations Completed	1/13/2025					Drafting	
8th Council Meeting	1/21/2025					Meeting	
EIS Final drafting week	1/27/2025					Subcommittee	
Council review of Final Draft Framework	2/4/2025						Drafting
9th Council Meeting	2/10/2025						Meeting
Final Report and Action Plan Completed	2/10/2025						⭐