

# JOINT OFFICE AI USE POLICY

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## Joint Office AI Use Policy for Workgroup and Committee Meetings

### 1. Purpose

To establish a clear framework for the ethical, secure, and transparent use of Artificial Intelligence (AI) technologies in Joint Office Workgroup and Committee meetings, ensuring alignment with Ofgem's guidance (<https://www.ofgem.gov.uk/guidance/ethical-ai-use-energy-sector>) and UNC governance principles.

### 2. Scope

This policy applies to:

- All AI tools and systems used by the Joint Office during Workgroup and Committee meetings.
- All stakeholders involved in the deployment of use of AI in Joint Office facilitated meetings.

### 3. Guiding Principles

#### a. Safety

When used, AI systems must be deployed in a manner that does not compromise the integrity of meeting processes or outcomes.

#### b. Security

AI tools must comply with cybersecurity best practices, including secure data handling, access controls, and protection against unauthorised use or shadow AI.

#### c. Fairness

When used, AI must support inclusive and unbiased participation. Systems should be monitored to prevent discrimination or exclusion of any stakeholder group, including digitally excluded or vulnerable participants.

#### d. Transparency

AI use must be clearly communicated to all meeting participants. Outputs should be explainable and auditable, with clear documentation of how decisions or insights were generated.

#### e. Accountability

The meeting chair is responsible for AI oversight in Joint Office facilitated meetings. For the avoidance of doubt, the decision to remove any participants/devices from the meeting is the responsibility of the chair.

Meeting chairs should ensure compliance with this policy and escalate any concerns.

### 4. Acceptable Use

- The Joint Office may use recording and transcript tools provided by Microsoft 365 in order to support the production and publication of meeting minutes.
- Any meeting recordings/transcripts will be kept for 1 month or until the previous meeting minutes have been approved.
- Recordings will only be used internally by Joint Office colleagues.

### 5. Prohibited Use

- Any AI use, in the context of Joint Office facilitated meetings, outside Acceptable Use, section 4 of this document, shall be deemed to be in breach of the Joint Office company policy.
- Where the Joint Office chair becomes aware of such usage, the participant/device shall be removed from the meeting.

**6. Governance and Review**

- This policy will be reviewed annually or in response to significant changes in AI regulation or technology.
- AI use in meetings must be documented and subject to periodic audit.
- Stakeholders may raise concerns or suggestions via the Joint Office or the Governance Workgroup.

Joanna Ferguson and Paul McKie are your points of contact for any further information using the [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk) email address.

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