

# GovAI Coalition Meeting

## Agenda

1. Welcome - new folks introduce yourself in the chat!
  - a. Name, organization, role
2. Coalition updates and timeline (1:05-1:15)
3. Conversation with FTC (1:15-1:30)
4. Conference updates and Committee reports (1:30-2:00)
  - a. New resources for Coalition members

## GovAI Coalition Mission

Empower public sector entities to harness the potential of AI for the public good

### Contact

[digitalprivacy@sanjoseca.gov](mailto:digitalprivacy@sanjoseca.gov)

### For San José Media inquiries:

[Chelsea.palacio@sanjoseca.gov](mailto:Chelsea.palacio@sanjoseca.gov)

July 31, 2024

# GovAI Coalition

(meets monthly)

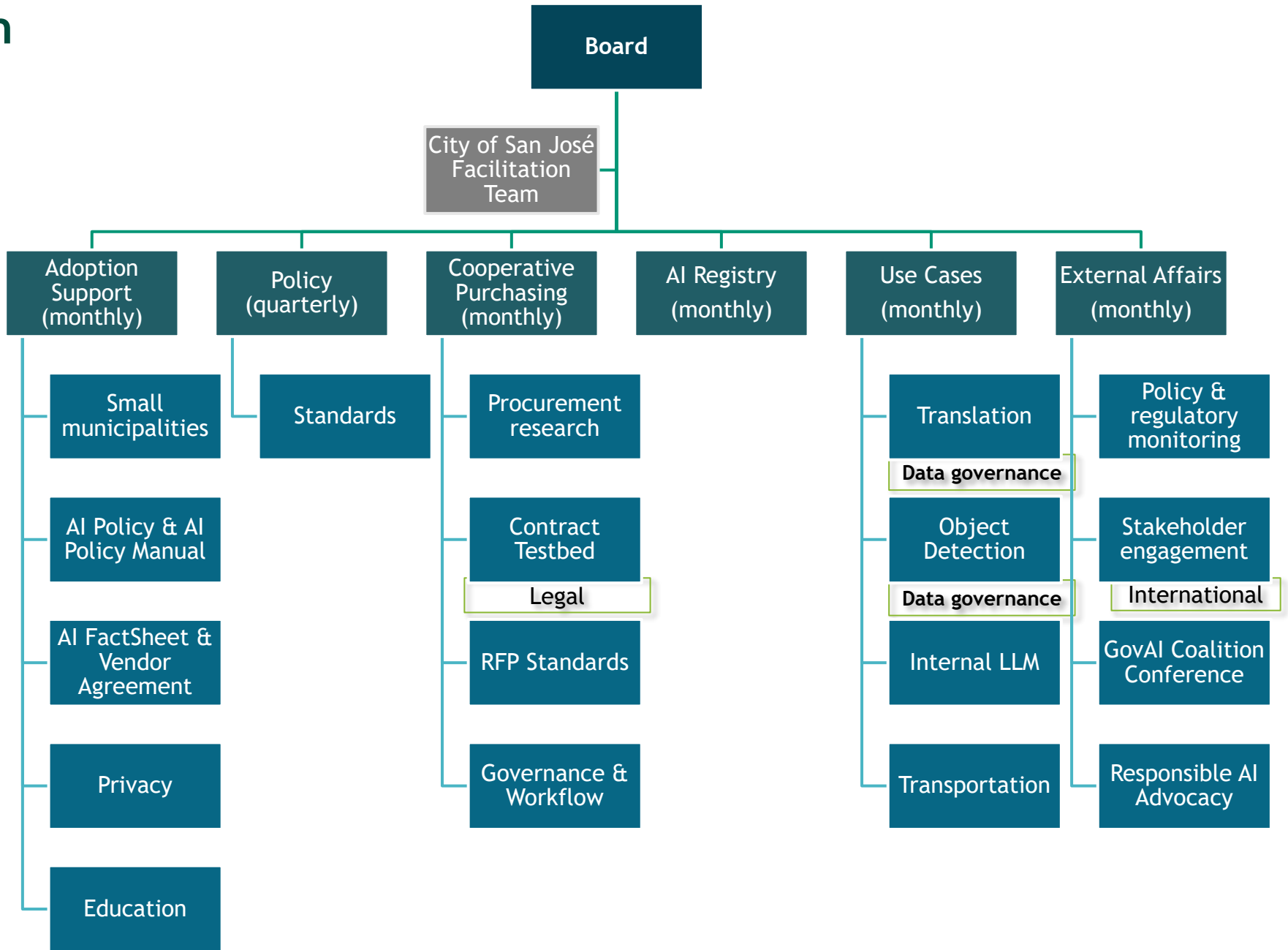
## Committees

(meet as needed)

## Working Groups

(meet as needed)

Underlying topics



# Administration for Children and Families: Survey and Focus Groups

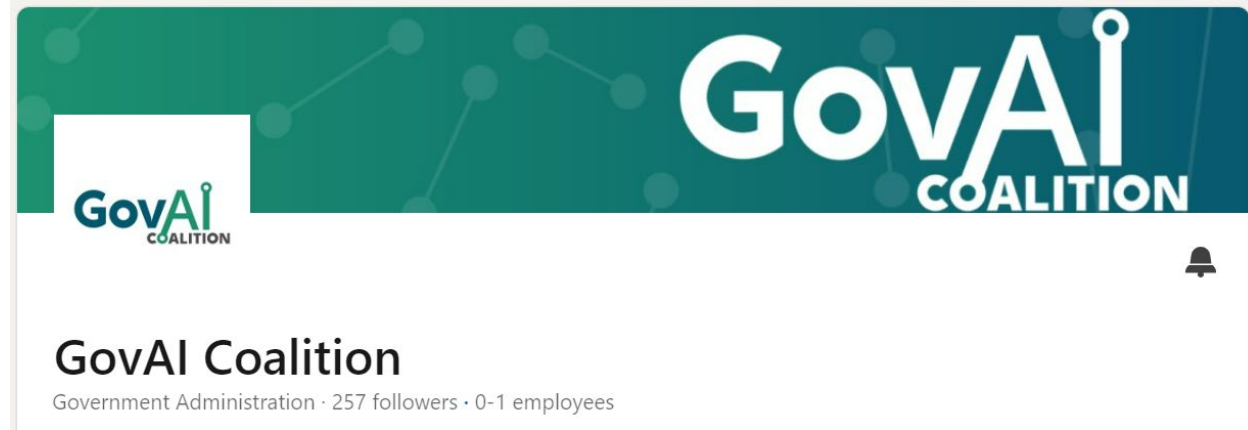
Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS) is seeking perspectives from local governments on AI.

- ▶ 5-minute survey on:
  - ▶ Current and planned uses of AI in your workplace
  - ▶ Resource and guidance needed for AI implementation
  - ▶ Reasons for not using AI in your workplace
- ▶ Focus groups to discuss potential AI use in areas such as:
  - ▶ Eligibility determination
  - ▶ Case management
  - ▶ Risk assessment
  - ▶ Service recommendations

# Use Cases with Vendor Demos

- ▶ Vendors can demonstrate their product/service **in partnership** with a public sector agency
- ▶ We are planning on grouping demos by use case
- ▶ Demos will be in the fall - vendors who have submitted fact sheets will be prioritized

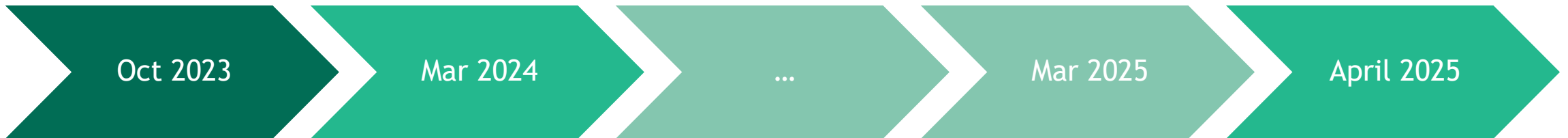
Check us out  
on LinkedIn!



- ▶ GovAI has been given a shoutout from the White House
- ▶ Call for agencies to contribute translation pairs to the Open Data Portal
- ▶ Follow us for more updates between GovAI meetings!

# Roadmap - we are in Phase 2

- ▶ Phase I - Establish (4 months)
- ▶ Phase II - Implement (~12 months)
- ▶ Phase III - Scale; Address new challenges



Phase I → Phase II → Phase III →

- “One-stop-shop” for all documents needed to set up your AI governance

- Support governance implementation
- Build Vendor Registry
- Test use cases
- AI data governance

- Scale use cases
- Scale shared data resources
- Implement cooperative agreements
- Continue supporting governance

Guest  
speaker

*Introducing...*



# FEDERAL TRADE COMMISSION

**Stephanie Nguyen**

Chief Technology Officer, Federal Trade Commission

**Amritha Jayanti**

Deputy Chief Technology Officer, Federal Trade  
Commission

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# Committee Updates



# Copilot Rollout - Best practices

- ▶ Microsoft Copilot for Government coming soon
- ▶ We've had conversations with Microsoft on how to ensure your agency is ready for a safe and effective rollout of Microsoft Copilot or similar tools
- ▶ Stay tuned for next month's presentation on preparing your agency for Copilot or other AI-based document retrieval systems

# GovAI Coalition Summit

- ▶ GovAI Coalition Summit will be convening in San José, logistics soon over email
- ▶ Event date and sessions will be informed by you to ensure event is engaging and relevant to all attendees
- ▶ Fill out survey here:  
<https://forms.office.com/g/CENX8RrEsB>
- ▶ Please fill out the survey by August 2, 2024 by 5 p.m. PT

# August 2024

Mon	Tue	Wed	Thu	Fri
		1pm GovAI Coalition-wide Meeting (recurring invi	11am GovAI Coalition: Cooperative Purchasing Co	
				10am GovAI Coalition: External Affairs Committe 10:30am FW: GovAI AI Registry Committee Meeti 11:30am Internal LLMs WG Meeting 1pm Object Detection WG Meeting
9am GovAI Coalition Adoption Committee Sync 12pm Translation WG Meeting	1pm Transportation WG Meeting		11am GovAI Coalition: Cooperative Purchasing Co	
9am Privacy adoption working group	1pm Use Cases Committee meeting		10am Small Town adoption working group 11am GovAI Vendor agreements adoption suppor	
		1pm GovAI Coalition-wide Meeting (recurring invi	11am GovAI Coalition: Cooperative Purchasing Co	

Too many invites, too many things.

Find events via our calendar

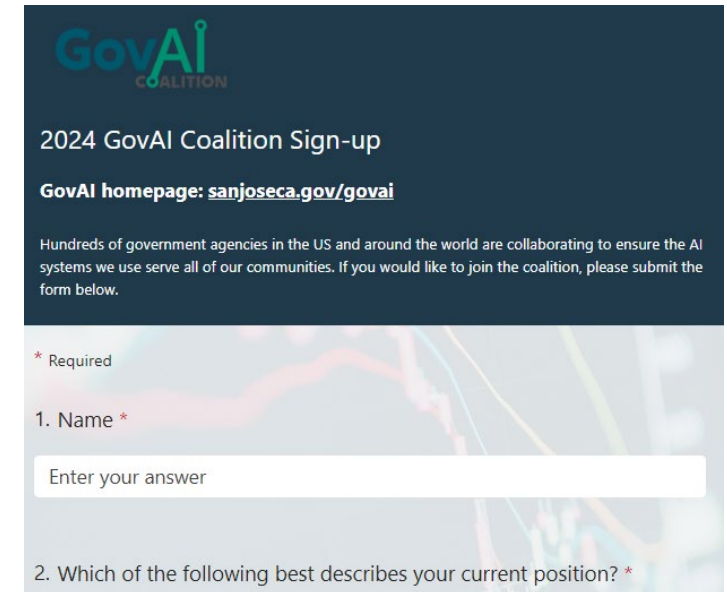
## Google Calendar

Link to subscribe via Outlook:  
<https://calendar.google.com/calendar/ical/governmentaicoalition%40gmail.com/public/basic.ics>

Need to sign up more people, or join committees?

New single sign-up form covers:

- Government agencies
- Vendors
- Civil Society/Academia
- Committee sign-ups
- Calendar invites



The screenshot shows the top portion of a web form. At the top left is the GovAI COALITION logo. Below it is the title "2024 GovAI Coalition Sign-up" and the text "GovAI homepage: [sanjoseca.gov/govai](https://sanjoseca.gov/govai)". A paragraph of introductory text follows: "Hundreds of government agencies in the US and around the world are collaborating to ensure the AI systems we use serve all of our communities. If you would like to join the coalition, please submit the form below." Below this is a section with a red asterisk and the word "Required". The first question is "1. Name \*" with a text input field containing the placeholder "Enter your answer". The second question is "2. Which of the following best describes your current position? \*".

[Single sign-up form:  
https://forms.office.com/g/dPJkZhFYVy](https://forms.office.com/g/dPJkZhFYVy)

# Cooperative Purchasing Committee

Chairs: City of San Antonio (Emily Royall)

Committee Facilitator: Leila Doty  
(Leila.Doty@sanjoseca.gov)

Schedule: Monthly

**12-month goal:** Method to connect agencies with joint procurement need, and up to 3 cooperative purchasing agreements linked on the registry

## Update:

- ▶ Please complete our [survey](#) on existing AI solicitations/contracts
- ▶ Coming soon: a government buyer's guide to LLMs

# Adoption Support Committee

Chair: City of San José (Albert Gehami, Jiri Rutner)

Committee Facilitator: Albert Gehami  
(Albert.Gehami@sanjoseca.gov)

Schedule: Monthly

12-month goal: 100 agencies adopting some part of our templates

## Update: Interpreting the Factsheet

What is Training data vs Test data?

Training - used to build the model, should match your use case

Test - used to evaluate performance, should be different from the training data

### AI FactSheet for Third Party Systems

Please provide details regarding your Artificial Intelligence (AI) product by filling out the FactSheet<sup>4</sup> template below. This information will be kept in the [GovAI Coalition vendor registry](#), and may be made publicly available. You can find an example of a completed FactSheet on page 4.

#### AI FactSheet

<b>Vendor Name</b>	Hazel AI Technologies, Inc.
<b>System Name</b>	Hazel
<b>Overview</b>	This system is a facilitation tool and platform for accelerating decision-making and process management in public sector procurement.
<b>Purpose</b>	Hazel is used for: summarizing draft contract text, identifying potential vendors for open solicitations, centralizing vendor registration, streamlining compliance documentation with existing forms

# Adoption Support Committee

Chair: City of San José (Albert Gehami, Jiri Rutner)

Committee Facilitator: Albert Gehami  
(Albert.Gehami@sanjoseca.gov)

Schedule: Monthly

12-month goal: 100 agencies adopting some part of our templates

## Update: RFP Questions

What should I include in my solicitations? [See the example questions on page 22 of the AI Manual](#)

- ▶ Include 3-5 that make sense to your team, see how to evaluate responses on page 25
- ▶ Agencies are including questions in RFPs, helps shift the culture

# Policy Committee

Chair: City of San Diego (Jonathan Behnke, Brendan Daly), City of Austin (Prakhar Bajpai)

Committee Facilitator: Leila Doty  
([Leila.Doty@sanjoseca.gov](mailto:Leila.Doty@sanjoseca.gov))

Schedule: Quarterly

12-month goal: Publish “version 2” of 0-90 tool kit

Next meeting on **Sept. 23 at 2pm PT**

## Update:

- ▶ C2PA conversations
- ▶ Vendor Agreement modifications
- ▶ Working with Adoption Support Committee to collect feedback on policy templates



# Use Cases Committee

Chair: City of Saint Paul (Jaime Wascalus)

Committee Facilitator: Angela Zhao  
(Angela1.Zhao@sanjoseca.gov)

Schedule: Monthly

12-month goal: 45 use case guides and 1  
jointly developed AI model

## Update:

1. Demos with vendors - call for AI Registry Vendors with use case guides!
2. Collaboration with Cooperative Purchasing - GenAI for Sharepoint use case
3. Please add your data to the Open Data Portal!
  1. Data from 4 agencies in 8 languages - CSJ, City of Austin, City of Dallas, City of Virginia Beach
  2. Upload in csv, tsv, or Excel
  3. Sign up here to upload data

# External Affairs Committee

Chairs: Colorado Dept. of Revenue (Anthony Fisher) & City of San José (Jiri Rutner)

Committee Facilitator: Leila Doty  
([Leila.Doty@sanjoseca.gov](mailto:Leila.Doty@sanjoseca.gov))

Schedule: Monthly

12-month goal: In-person convening

## Committee & Workgroup Updates:

GovAI Coalition Conference  
(Sabra Schneider, City of Bellevue, WA)

- Complete the **conference poll**

Stakeholder Engagement  
(Andrew Ngui, Kansas City, MO)

- Developed templates for social media posts
- [Made 2 posts to LinkedIn](#)

## Partnerships

If you want to get involved, please reach out to [Jiri.Rutner@sanjoseca.gov](mailto:Jiri.Rutner@sanjoseca.gov) and [Anthony.Fisher@state.co.us](mailto:Anthony.Fisher@state.co.us)

# AI Registry Committee

Chair: TriMet (Ethan Benatan)

Committee Facilitator: Angela Zhao  
(Angela.Zhao@sanjoseca.gov)

Schedule: Monthly

12-month goal: Beta registry platform with  
100 Factsheets submitted

## Update:

- 16 factsheets,
- AI Registry can be accessed here  
(accessible only to agencies)
- AI FactSheet Submission Form
- GovAI Coalition needs your help to  
populate the registry
- **Ask: Invite your vendors to sign  
up (link)**

# Next steps for Coalition members

- ▶ Fill out the [survey](#) from the Cooperative Purchasing Committee
- ▶ Fill out the [survey](#) for GovAI Conference dates and session ideas
- ▶ [Check out the AI registry](#), and ask your current and potential [vendors to join via this form](#)
- ▶ [Review use case guides](#) to determine what your agency might want to try, and join the working groups ([see calendar for invites](#))
- ▶ Next Coalition meeting: August 28th at 1pm PT/4pm EST

# Appendix

# Deliverables Guide

## INTRODUCTION

The GovAI Coalition is composed of over 300 public servants representing over 150 local, county, and state governments across the nation united in our mission to promote responsible AI in the public sector.

In November 2023, the GovAI Coalition was established to give local government a voice in shaping the future of AI and ensure that AI development is geared toward the benefit of society. Since November, the Coalition has grown to include public agencies that represent XXX million Americans.

As a majority of government agencies are looking towards AI to improve services, our Coalition strives towards a more just and beneficial technological future for all. From generating real-time translations of public meetings to predicting traffic patterns for improved bus routes, AI tools have the potential to make government services more responsive, efficient, and accessible to all.

AI also poses serious risks. Racial discrimination, violations of privacy, and threats to safety are well-documented harms of AI systems used without guardrails.

To improve the lives of all residents while protecting our communities against AI risks, it is vital that public agencies establish safeguards for the responsible use of AI.

## OUR DELIVERABLES

## AI FactSheet

### Purpose

The AI FactSheet is a template that captures the “nutrition facts”, or essential technical details, of an AI system. Vendors are expected to complete the AI FactSheet during the procurement process. The AI FactSheet is a critical document that provides agencies the technical information they need to adequately understand, evaluate, and use third-party AI systems.

### How to use it

**Procurement officers** require the **vendor** to complete the AI FactSheet during the procurement process. The **Chief AI Officer**, or the equivalent staff responsible for reviewing AI systems, reviews the AI FactSheet to determine if the technical capabilities of the AI system meet the agency's needs.

**Vendors** may signal their commitment to responsible AI practices by proactively completing and submitting the AI FactSheet to the Vendor Registry through the Vendor Registry Intake Form. **Staff involved in the use of AI systems by the agency** may view the submitted AI FactSheet in the Vendor Registry to compare vendors or determine if the vendor is a good fit for the agency.

## OUR DELIVERABLES

## AI Policy

### Purpose

The AI Policy is the agency's broad institutional policy that governs the use of AI systems. The AI Policy applies to all AI systems deployed by the agency and all staff who may be operating or otherwise handling AI systems on behalf of the agency. The AI Policy defines:

- Guiding Principles for responsible AI
- Roles and responsibilities related to the agency's use of AI systems
- AI Review process for AI procurements
- Requirement for vendors to complete the AI FactSheet and comply with Vendor Agreement template
- AI Incident Response Plan
- Prohibited uses of AI systems
- Sunset procedures for AI systems

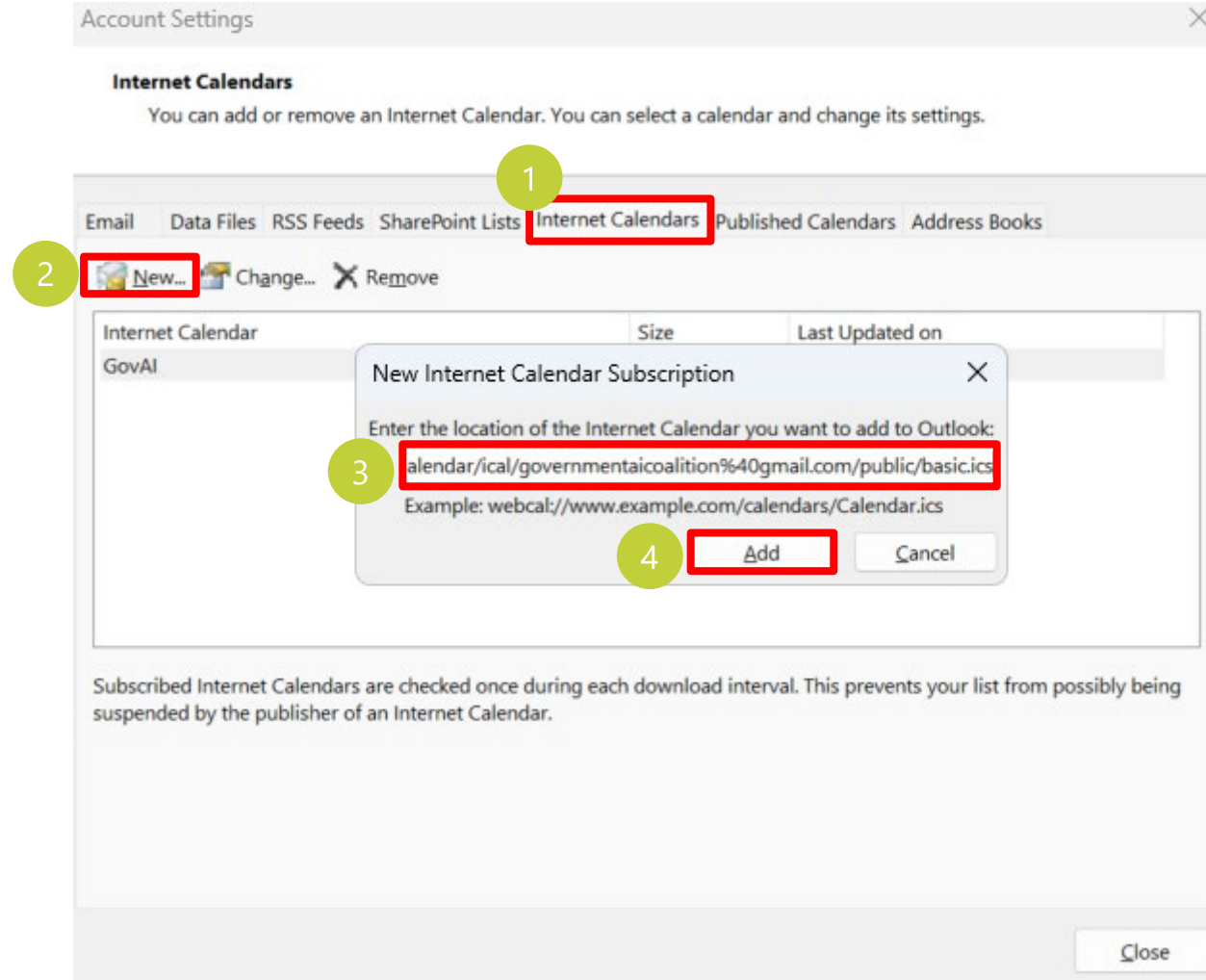
### How to use it

**Agency staff participating in the GovAI Coalition** present the AI Policy template to their highest governing body (e.g. City Council, Board of Supervisors) for approval. The **governing body** approves the adoption of the AI Policy. **Agency staff across the organization** use the AI Policy Manual to implement the AI Policy.

For video tutorials for each policy template, check out the **GovAI Coalition's YouTube channel** at <https://www.youtube.com/@GovAICoalition-gk9fg>.

# Add GovAI Calendar to Old Outlook Part 1

1. In Outlook, select **File > Account Settings > Account Settings...**
2. For Step 3, copy and paste this link into the text box:  
<https://calendar.google.com/calendar/ical/governmentaicoalition%40gmail.com/public/basic.ics>



Adapted from source: [Microsoft](#)

# Add GovAI Calendar to Old Outlook

## Part 2

### 4. Subscribe to receive updates!

Subscription Options

Use the choices below to configure options for this Internet Calendar.

**5**

**General**

Folder Name: GovAI Calendar

Internet Calendar:

Location: <https://calendar.google.com/calendar/ical/governmentaicoalition%40gmail.com/public/basic.ics>

Description:

Display this calendar on other computers with the account: Angela1.Zhao@sanjoseca.gov

**Attachments**

Download attachments for items in this Internet Calendar

**6**

**Update Limit**

Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Not published.

OK Cancel

Adapted from source: [Microsoft](#)



# Success on Old Outlook

The screenshot displays the Outlook calendar interface. The top ribbon includes options like 'Home', 'Send / Receive', 'Folder', 'View', 'Developer', and 'Help'. The main area shows a monthly calendar for July 2024. On the left, the 'My Calendars' section is expanded, and 'GovAI (1)' is selected and highlighted with a red box. The calendar grid shows several meetings, including 'United States holidays', 'GovAI (1)', and various working group meetings. The bottom status bar shows 'Items: 15' and 'Reminders: 1'.

# Add GovAI Calendar to New Outlook

The screenshot shows the Outlook interface with the 'Add calendar' dialog open. The 'Subscribe from web' tab is selected. The workflow is as follows:

- Step 1: Click the 'Add calendar' button in the left sidebar.
- Step 2: Click the 'Subscribe from web' option in the 'Add calendar' dialog.
- Step 3: Paste the URL `https://calendar.google.com/calendar/ical/governmentaicoa...` into the text box.
- Step 4: Enter 'GovAI Calendar' in the name field.
- Step 5: Select 'Other calendars (Angela1.Zhao@sanjoseca.gov)' in the 'Add to' dropdown.
- Step 6: Click the 'Import' button.

For Step 3, copy and paste this link into the text box:  
<https://calendar.google.com/calendar/ical/governmentaicoalition%40gmail.com/public/basic.ics>

# Success on New Outlook

The screenshot shows the Outlook calendar interface. At the top, there is a search bar and navigation tabs for Home, View, and Help. Below this, there are options for creating a new event and switching between different calendar views: Day, Work week, Week, Month, and Split view. The main calendar area displays a monthly view for July 2024, with a 'Today' button and navigation arrows. The calendar grid shows events for various days, including 'Independence Day' on Thursday, July 4th. On the left side, there is a sidebar with a calendar icon and a list of calendars. The 'Other calendars' section is highlighted with a red box, and the 'GovAI Calendar' is checked.

**Outlook** Search

Home View Help

New event Day Work week Week Month Split view Filter Share Print

July 2024 Today July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Jun 30	Jul 1	2	3	4 Independence Day	5
7	8 9 AM GovAI Coalitior 12 PM Translation W	9 9:30 AM Adoption Supp 1 PM Transportat	10	11	12 10 AM GovAI Coalitic 10:30 AM GovAI Coal 11:30 AM Internal LLI 1 PM Object Detectic
14	15 9 AM Privacy adoptic	16 1 PM Use Cases Com	17	18	19 1 PM GovAI Coalitior
21	22	23	24	25	26

Add calendar

My calendars

- Calendar
- United States holidays
- Birthdays
- Digital Privacy
- Other calendars
  - GovAI Calendar