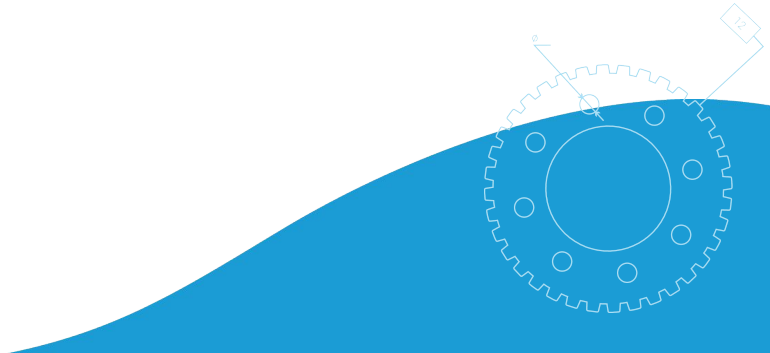
What to do before the workshop begins?

Scope of the Workshop

- Understand the problem you are trying to solve, its scope, importance and social impact.
- Identify the actions to respond to the problem through the proposed solution. OBJECTIVE OF THE PROPOSAL
- Identify whether you have access to the appropriate data required to solve the problem.



Guiding tools

- fAIr LAC tools introduction video
- Project formulation handbook
- Vídeo on IA project fomulation

Pre-workshop activities

- The ***design and feasibility form**** should be sent to the solution design team. The first five sections should be completed.

- The form must be sent to the Organizers at least 3 days before the workshop.

*Annex1 (page 80), Project formulation handbook.

Workshop participatory dynamics

<u>Open table and PowerPoint</u>: If the number of participants is small, it is recommended to take notes from the presentation. If the number of participants is large, a person will support the note-taking process.

- **Solution/Actions:** Understand the future approach and the proposed solution by identifying the actions required to design and implement the AI early warning system and identify possible indicators to measure the solution's success.
- **Data mapping:** Identify what data is available, what data is needed, and who owns the data.

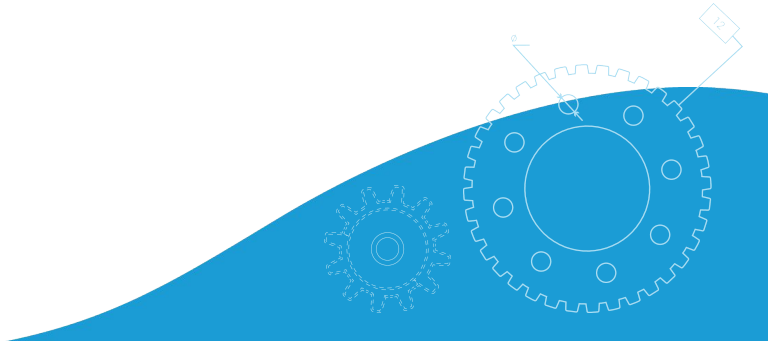
Template to be used in a workshop (Guidelines)

This is a proposal. You can modify it.

Workshop objectives

- Explain and ensure understanding of the problem you are trying to solve, its scope, importance and social impact.

- Identify the expected scope of the proposed AI solution and begin exploring the available data to develop it.



Agenda

Workshop includes three parts:

Introduction (10 min)

- Presentation of the Agenda and Workshop Objectives
- Short introduction to the fAIr LAC methodology
- We suggest using the **fAIr LAC in a box** introduction video

Agenda

Workshop includes three parts:

Problem identification and proposed solution (50 min)
Problem (5 min): Three key questions previously answered in the form will help determine the problem and the scope of the project

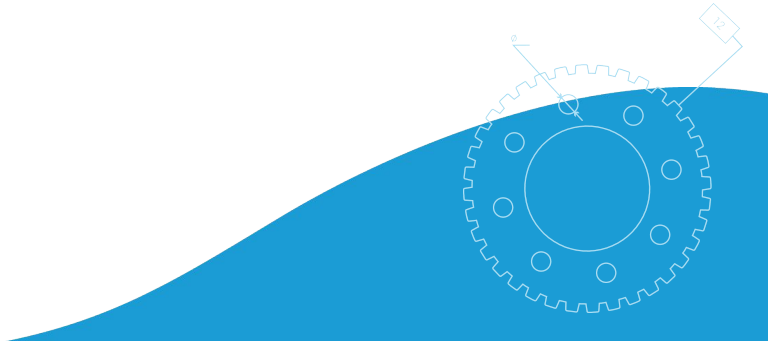
- What is the problem to be solved?
- Describe the population(s) affected by the problem (individuals, groups, entities, etc.)
- Do you know of a similar case of IA use implemented before? Which?

Current solution (15 min):

- How does **NAME OF CURRENT SOLUTION** respond to the identified problem?

Proposed solution (30 min)*:*

- What is the proposed solution that includes an IA component?
- What are the necessary (critical) actions that must be implemented for the proposed solution to be viable?



Data mapping (30 min)*:*

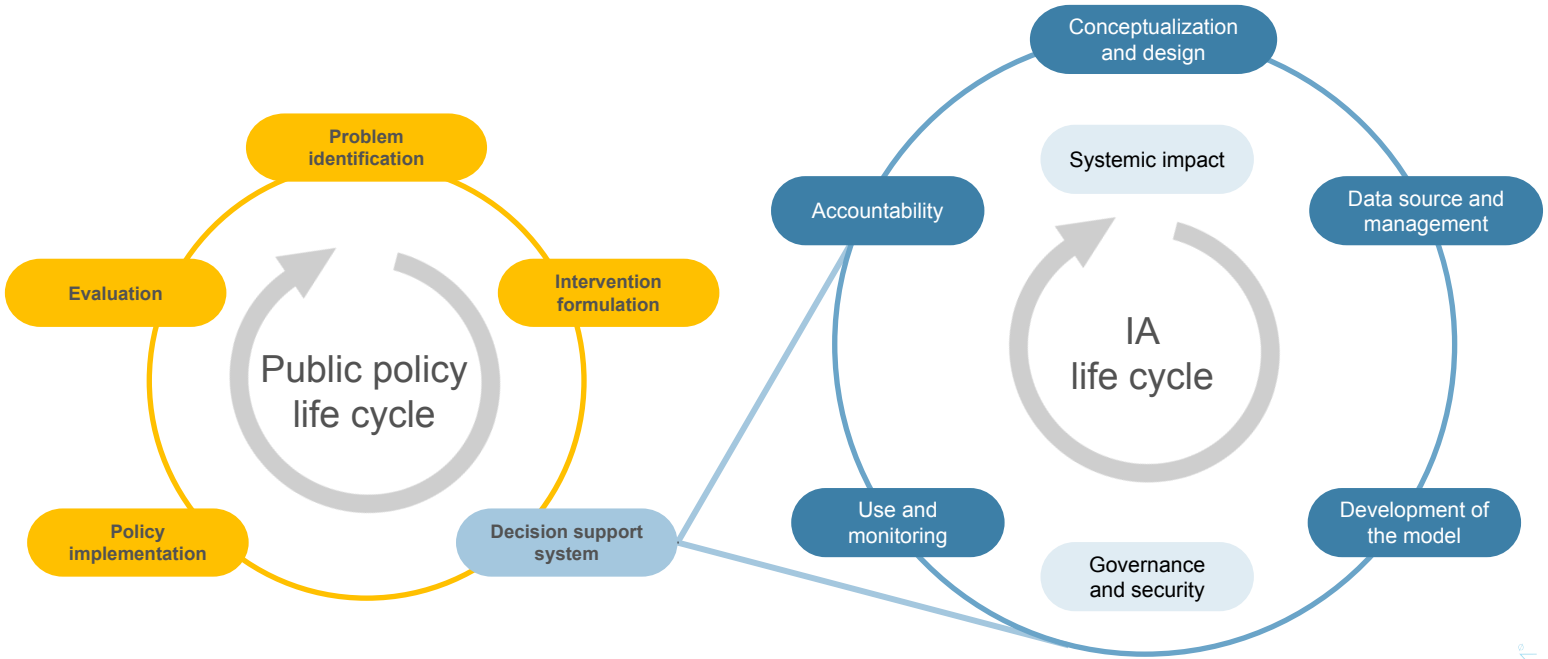
- What data do you have internally?
- What data can you obtain from external private or public sources?

Next steps

1

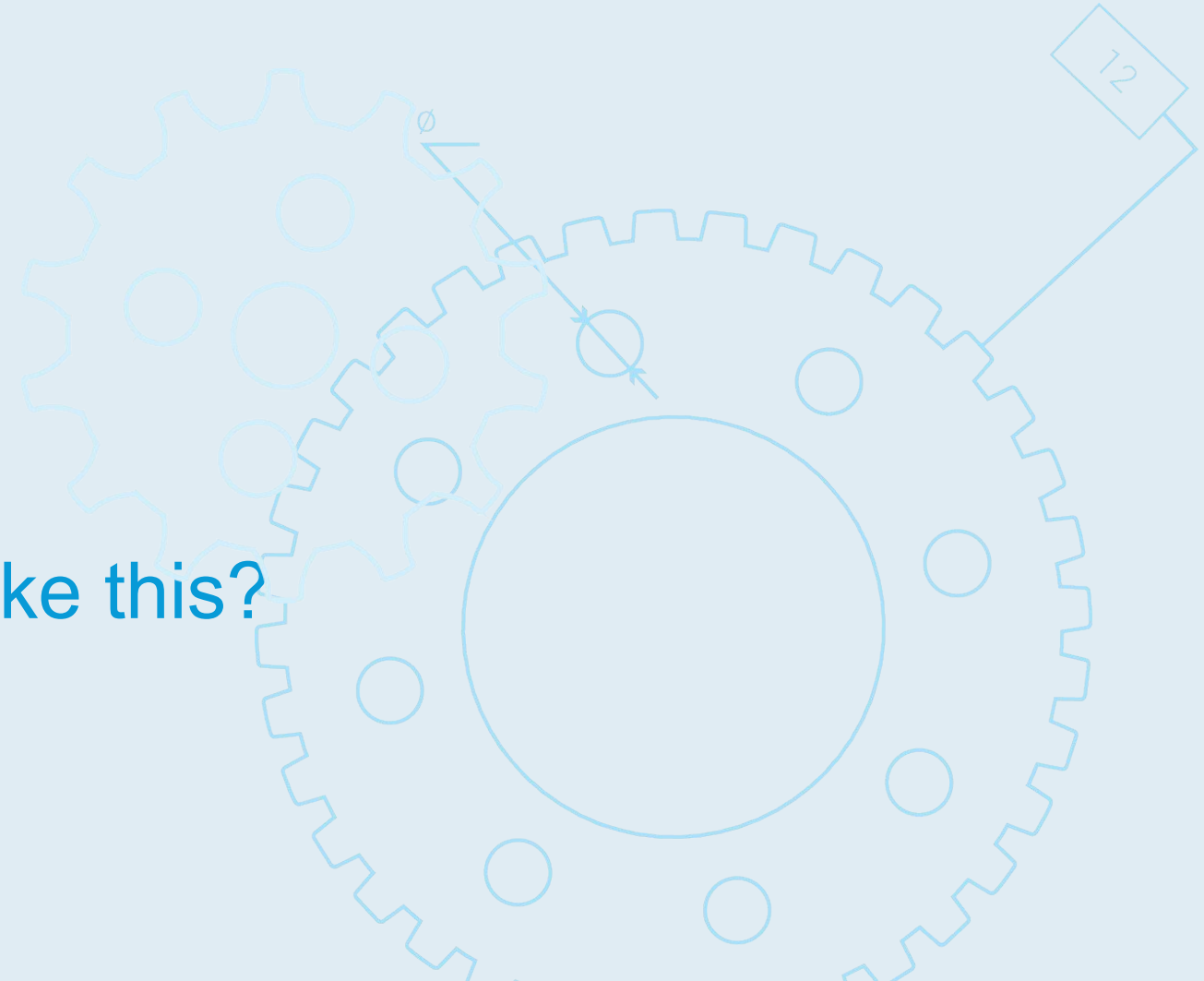
fAIr LAC methodology: public policy formulation and use of technology

1


Problem identification
Intervention formulation
Decision support system
Policy implementation
Evaluation
Public policy life cycle
Conceptualization and design
Data source and management
Development of the model
Governance and security
Use and monitoring
Accountability
Systemic impact
IA life cycle

2

Why are we like this?



Why are we here?

What is the problem to be solved?

Context:

2

Describe the population(s) affected by the problem (individuals, groups, entities, etc.)

2

What is the public policy objective?

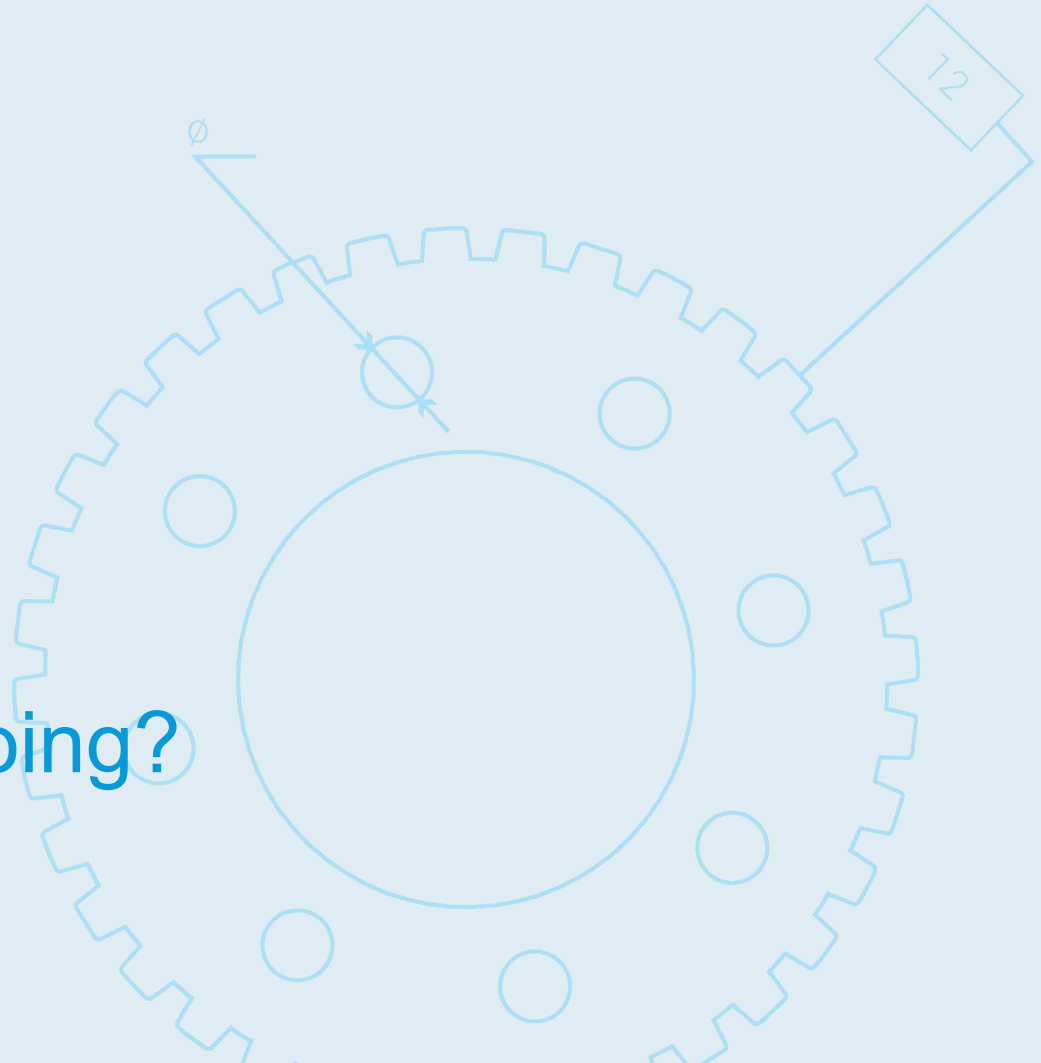
General objective

Specific objectives

Do you know of a similar case of IA use implemented before? Which?

3

Where are we and where are we going?

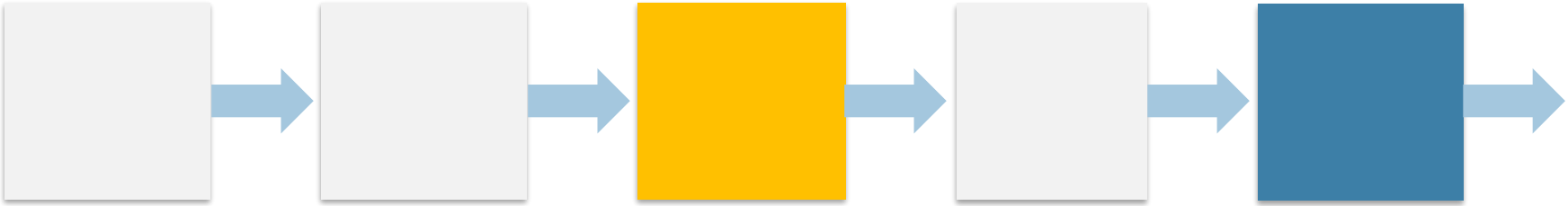


Where are we and where are we going?

Current solution

How is **NAME OF THE CURRENT SOLUTION** responding (attention route) to the identified problem today?

Attention route



Proposed solution

What is the proposed solution (attention flow) that includes an AI component?

What actions can we take?

3

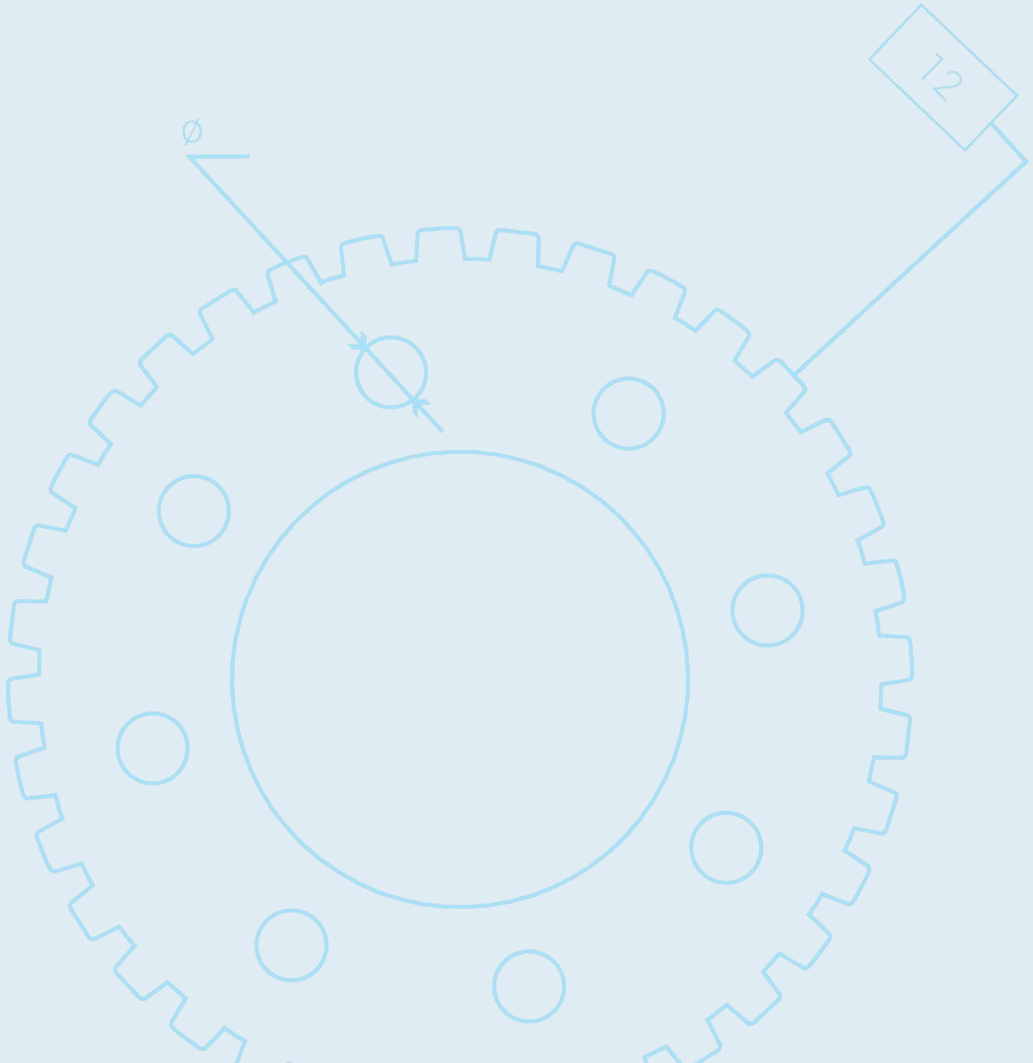
Proposed action

What action is triggered once the system is in production?

What are the necessary (critical) actions that must be implemented for the proposed solution to be viable?

4

What data do we have?



What data do we have?/Internal

4

Name	TBC	TBC
What information does it contain?		
Who is the data owner?		
Disaggregation level and periodicity		

Types of IA system, according to the task performed

Recognition

Events detection

Prediction

Personalization

Interaction support

Goal-driven optimization

Reasoning with knowledge structures

What are the project's potential risks?

4

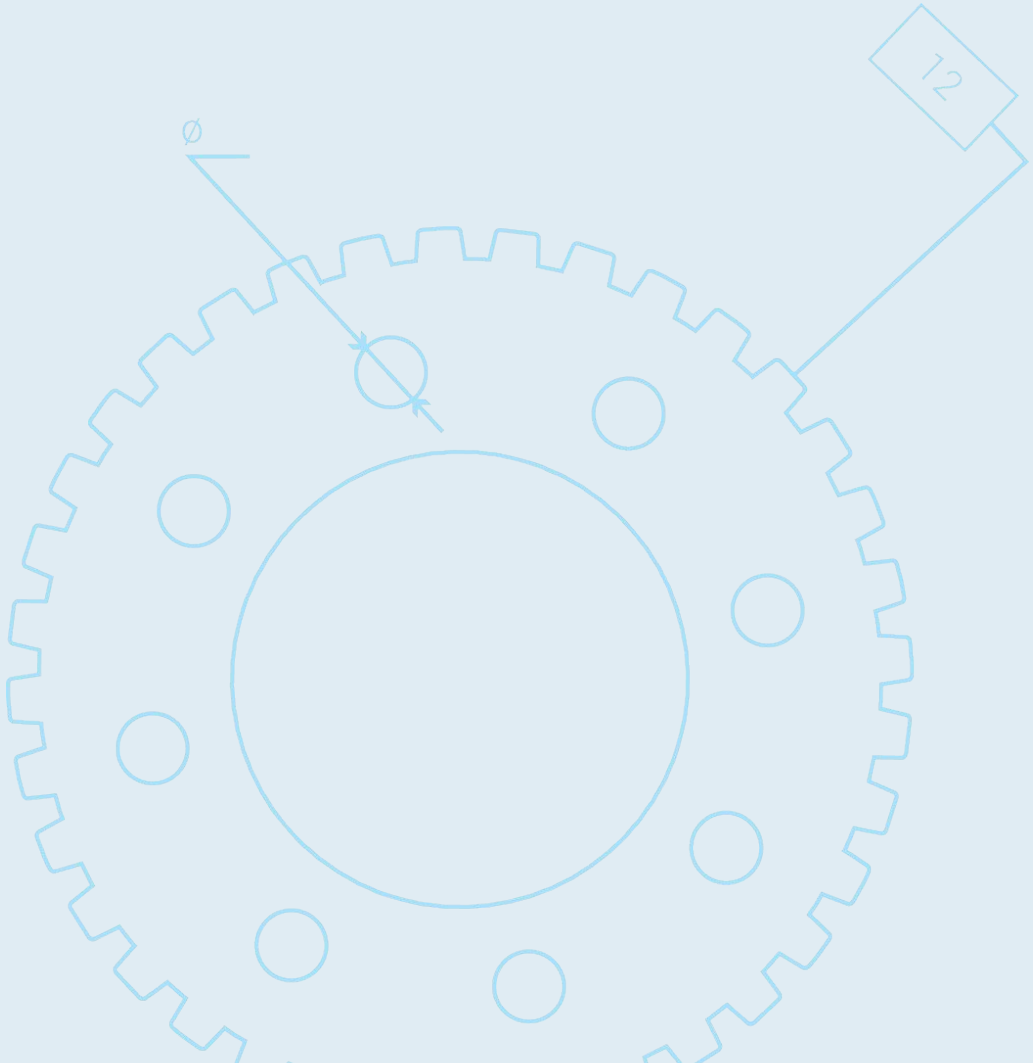
Ethical

Social license

Implementation risks

5

Next steps



Next steps

- Complete the data table in the design and feasibility form using the databases discussed today in the workshop.
- Identify external databases that will possibly be included/used in the use case.
- Identify the critical path (actions) that must be considered to advance the use case.