**Prompt for Team and Ethics Captain:**

**Context:** You and your team have developed a new AI solution that you believe will change the way public sector will address its problem. You will take on the role of Chief Ethics Officer of this new company that provides this service/solution to public sector customers. Alternatively, you are the Chief Ethics Officer of the public sector organization that will be directly implementing this solution on behalf of your citizens. Your goal is to answer the questions below to the best of your ability. You should use your imagination/intuition, your research skills (yes including using AI if you so choose), your teammates, and advice from mentors to answer these questions. It is assumed that you won't have the RIGHT answers with high confidence by the end of the hackathon and that is ok. The point is to think through the questions and answer them thoughtfully as a team with the Ethics Captain leading the charge. Your team will be required to speak to these answers at the end of the hackathon and the judges will take this into consideration when judging the winning teams. Good luck!

**Purpose and Societal Impact:**

**Top-level question:** What specific public sector problem does your AI solution aim to solve, and how will it benefit society?

**Extra credit questions:**

How have you engaged with relevant stakeholders to validate the problem and ensure your solution addresses their needs?

What are the potential long-term impacts of your AI solution on society, and how will you measure and evaluate these impacts over time?

What are the possible unintended consequences of implementing your solution? Might it benefit one subset of the public while inconveniencing or burdening a different one?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Fairness, Non-Discrimination, and Inclusivity:**

**Top-level question:** How does your AI solution ensure fairness, avoid discrimination, and promote inclusivity?

**Extra credit questions:**

What specific methods have you used to identify and mitigate potential biases in your data, algorithms, and decision-making processes?

How have you designed your AI solution to be accessible and inclusive to diverse user groups, considering factors such as age, language, ability, and cultural background?

Will the application treat different kinds of users in different ways? On what basis? If so, are you confident this is fair or justified? Why?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Transparency, Explainability, and Trust:**

**Top-level question:** How will you ensure transparency and build trust in your AI solution?

**Extra credit questions:**

What specific techniques or tools will you use to make your AI solution's decision-making process explainable to users and stakeholders?

How will you communicate the capabilities and limitations of your AI solution to foster trust and set appropriate expectations?

How does your system explain its decisions to users? Would a user with very little understanding of AI be able to understand its explanations?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Privacy, Security, and Data Governance:**

**Top-level question:** How will your AI solution protect user privacy, ensure data security, and comply with relevant regulations?

**Extra credit questions:**

What specific data governance policies and practices will you implement to ensure responsible data collection, storage, and use?

Where is data stored? Whom might it be transferred to? Will it ever be sold, given away, or aggregated with other databases?

How will you obtain informed consent from users and provide them with control over their data?

Is your data policy/terms of service agreement concise, clear, and free from legal or technical jargon?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Accountability, Oversight, and Redress:**

Top-level question: Who will be accountable for your AI solution's decisions and actions, and what mechanisms will be in place for oversight and redress?

**Extra credit questions:**

How will you ensure that there are multiple levels of human oversight and intervention points to prevent AI-driven bureaucratic loops where the needs of a user or stakeholders are not being met at due to burdensome and ineffective processes?

What specific training programs will you provide for human oversight teams to ensure they are well-equipped to handle AI-related challenges and provide meaningful support to users? How easy is it for users to get ahold of a human support agent if need be?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Sustainability and Social Responsibility:**

Top-level question: How does your AI solution contribute to sustainability and demonstrate social responsibility?

**Extra credit questions:**

What specific measures have you taken to minimize the environmental impact of your AI solution, considering factors such as energy consumption and resource use?

How have you aligned your AI solution with public sector values and priorities, such as transparency, accountability, and public trust?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Human-Centered Design and Stakeholder Engagement:**

Top-level question: How have you incorporated human-centered design principles and engaged stakeholders in the development of your AI solution?

**Extra credit questions:**

What specific methods have you used to gather insights and feedback from diverse stakeholders, and how have you incorporated their input into your design process?

How will you continue to engage stakeholders and adapt your AI solution based on their evolving needs and feedback?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here:

**Ethical Risk Assessment and Mitigation:**

**Top-level question:** Which of these is the most pressing ethical concern, or is there something not mentioned on this sheet that is the most pressing concern for your specific use case?

**Extra credit questions:**

How have you prioritized the identified ethical risks, and what specific measures have you put in place to address the most critical risks?

What processes will you implement to continuously monitor, assess, and update your ethical risk mitigation strategies throughout the AI solution's lifecycle?

If you have used AI tools to develop these answers, please disclose the service you used and the prompts you used here: