



# Working Group on AI Ethics in Latin America and the Caribbean

## Terms of reference

Approved  
Version 1.3  
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### 1. Background

Within the frame of the Ministerial and High-Level Authorities Summit on the Ethics of Artificial Intelligence in Latin America and the Caribbean, held on October 3rd and 4<sup>th</sup> of the year 2024, in Montevideo, Oriental Republic of Uruguay, the Ministers and High-level Authorities representing the participating countries approved the Declaration of Montevideo and the 2024-2025 Roadmap. The document “Declaration of Montevideo” establishes the consolidation of the Working Group on the Ethics of Artificial Intelligence in Latin America and the Caribbean (hereinafter, “Working Group”) to advance in the regional dialogue and implement the actions outlined in the Roadmap, which aim is to establish a space for permanent dialogue and periodical meeting, with a regional approach, that will be in charge of the terms of reference for its operation and the coordination of the actions necessary for the implementation of the approved of the Roadmap, as well as formulating proposals for implementing future reviews.

The countries integrating the Working Group have no obligations concerning remuneration or economic considerations of any kind. These will participate in operational and technical terms, according to their interests and availability, to advance in the implementation of the guidelines defined and approved in the Roadmap annexed to the Declaration of Montevideo.

This document outlines the guidelines regarding the operation and coordination of actions to be developed by the Working Group, as well as other roles concerning technical support and logistics.

### 2. Configuration of the Working Group

The Working Group shall be formed by the countries signing and/or acceding the Declaration of Montevideo and the 2024-2025 Roadmap, which will be represented by focal points. The representatives shall be appointed by the



authorities of their country and shall be ratified on their role on an annual basis and/or a new representative shall be appointed.

The Ministerial and High-level Authorities Summit to be held annually shall define the country that will lead the implementation process of the Roadmap the following year.

### **3. Roles of the Working Group**

- i. To formulate and approve the terms of reference for its operation.
- ii. To define a calendar establishing the execution of the products, deliverables and/or initiatives defined in the Roadmap.
- iii. To coordinate the necessary actions for the implementation of the approved Roadmap, which is being executed.
- iv. To support and track the initiatives, products and/or deliverables developed by the themed subgroups as per the Roadmap.
- v. To define the validation criteria for the products and/or deliverables which arise from the implementation of the Roadmap.
- vi. To participate in the design, execution, and validation of the products, deliverables and/or initiatives established in the Roadmap.
- vii. To draw up proposals of reviews or updates to the Roadmap, pursuant to its validity timeline.
- viii. To promote and support the visibility and dissemination of the Working Group with a regional approach to the subject matter.
- ix. To support the design and implementation of a dissemination plan concerning the progress and outcomes of the implementation of the Roadmap and its specific products.
- x. To support the preparation of the High-level Authorities and Ministerial Summits on the Ethics of Artificial Intelligence in Latin America and the Caribbean.
- xi. To propose and manage alliances and collaborations with other regional and/or international initiatives which are addressing topics associated to AI, such as the Digital Agenda for Latin America and the Caribbean (eLAC) and the Inter-American Network on Digital Government (GELAC Network), among others.
- xii. To report the Ministers and High-level Authorities who are leading the AI agenda in the countries which are members thereto, about the progress in the implementation of the Roadmap.



#### **4. Operation of the Working Group**

The meetings of the Working Group shall be called by the country holding the Presidency thereof, which may be carried out in person and/or virtually as defined by its members. Ordinary meetings shall take place on a monthly basis, and extraordinary meetings may be called when required so.

There shall be an annual calendar of meetings, which is to be approved by the Working Group. A reminder and the agenda for the corresponding meeting will be sent a week in advance.

There shall be minutes of these meetings, which will be available in the shared workspace of the Working Group.

As a general rule, the decisions shall be made by the consensus of the members of the Working Group. In particular, those documents of political background arising from the group, such as Declarations or Press releases, amendments to the Roadmap or to the Terms of Reference of the Working Group shall require a previous negotiation process and approval by consensus exclusively. The decisions shall be made through direct consultation or opening of silence procedures with a minimum term of 10 working days for a formal representation. If no consensus is attained and as an exception, a supermajority of two thirds of the members of the Working Group shall apply, for those decisions concerning the implementation of the Roadmap (for instance, approval of products, deliverables, etc.).

Should there be a tie in the decision-making, the country holding the Presidency shall be the tiebreaker.

#### **5. Configuration of the working subgroups**

The Working Group may create themed working subgroups according to the lines of action defined to support and monitor the implementation of the Roadmap.

The subgroups shall be formed by the representatives of each country, which shall voluntarily select, according to their interests, the subgroup(s) in which to take part. Although each country may select the themed subgroup(s) in which to participate, the Working Group shall safeguard the representation balance of the countries, in order to promote the regional dialogue and the results for an effective implementation of the Roadmap.

The coordination of the administrative matters, logistics and support of each subgroup shall be in the charge of a representative and its alternate, of one of the organizations which are part of the technical secretariat (United Nations Educational, Scientific and Cultural Organization-UNESCO and CAF-Development Bank of Latin America and the Caribbean) and/or the country holding the Presidency.



Main roles of the working subgroups:

- i. To establish a timeline or work plan for the execution of the products, deliverables and/or initiatives.
- ii. To revise and approve the modifications and/or updates regarding the timeline, work plan, products, deliverables and/or initiatives of the corresponding subgroup.
- iii. To report the progress made in connection with the actions of the subgroup to the members of the Working Group.
- iv. To take an active participation in the conceptual and technical debates about the subject matter of the reference subgroup and to promote dialogue with other stakeholders of the public sector, the private sector, the academy and civil society regarding the subject matter of the corresponding subgroup.
- v.

#### **6. Technical secretariat and Presidency of the Working Group**

The Working Group shall be led by the country holding the Presidency, with the secretariat of UNESCO and CAF. UNESCO and CAF shall exercise the technical secretariat of the Working Group, within the frame of their commitment to providing technical and financial assistance for the implementation of the approved Roadmap and of the actions defined in subsequent reviews and/or updates thereof.

The technical secretariat and the Presidency shall hold joint ordinary meetings on a monthly basis, being entitled to hold extraordinary meetings according to their needs. There shall be minutes for each meeting.

The main aim of the technical secretariat and the Presidency shall be to support the actions related to the management of the Working Group, the implementation of the Roadmap, and the dissemination and visibility thereof.

Logistics support roles for meetings:

- i. To update and manage the focal points contact database.
- ii. To call for meetings (ordinary and extraordinary), as well as to prepare and share the corresponding minutes.
- iii. To manage the repository of shared work of the Working Group (private) and the public (website) to disseminate the progress made in the implementation of the Roadmap.



#### Roles of support to the implementation of the Roadmap:

- i. To support the operation of the themed subgroups.
- ii. To monitor the work timeline of the Roadmap and subsequently of each product, deliverable and/or initiative.
- iii. To manage and support the implementation of the dissemination plan.