

Work Plan for Work Package 4: Ethical and Inclusive Use of AI

Objectives

OB1: Making a comprehensive analysis of risks

OB2: Defining best practices to ensure mitigation of risks

OB3: Defining a framework for inclusive design

Key Activities and Timeline

1. Comprehensive Analysis of Risks

Lead: ICEP Europe

Timeline: 01/01/2025 - 01/6/2025

Partners Involved: All partners

Tasks:

- Collecting existing data from WP2 surveys and interviews.
- Conducting desk research to identify additional risks specific to data privacy, biases, and regulatory compliance.

Instructions for Partners:

- ICEP will create and distribute a concise report template for partners to input their data from surveys, interviews, and desk research.
- Each partner will complete the template, and ICEP will consolidate the collected information into a comprehensive transnational mapping of risks associated with AI tools.

Expected Deliverable: A detailed mapping of risks associated with AI tools, highlighting practical examples.

Proposed Deadline: 01/04/2025

2. Defining Best Practices

Lead: ICEP Europe

Timeline: 01/01/2025 - 01/6/2025

Partners Involved: All partners

Tasks:

- Analyse risks identified in Activity 1 and provide guidelines for mitigation.
- Consult with stakeholders to ensure the guidelines are applicable in each partner's environment.

Instructions for Partners:

- ICEP will prepare and share guidelines for mitigation.
- Each partner will contribute to the document and consult with national stakeholders for input.

Expected Deliverable: A comprehensive list of best practices for ethical AI use.

Proposed Deadline: 01/05/2025

3. Developing a Framework for Inclusive Design

Lead: ICEP Europe

Timeline: 01/01/2025 - 01/6/2025

Partners Involved: All partners

Tasks:

- Conduct interviews with special needs groups to gather insights on their specific needs.
- Perform desk research and analysis focused on how AI can address the needs of special needs groups.
- Define a framework for inclusive design based on findings from the interviews and research.

Instructions for Partners:

- ICEP will prepare an interview schedule and desk research template.
- All partners conduct research in their national contexts.
- ICEP will use all partners' data to design the framework for designing inclusive AI tools.

Expected Deliverable: Framework for designing inclusive AI tools.

Proposed deadline: **30/06/2025**

4. Creation of Ethical and Inclusive AI Guidelines

Lead: Haikara/ICEP Europe

Timeline: 01/01/2025 - **30/07/2025**

Partners Involved: All partners

Tasks:

- Compile insights from Activities 1-3 into a clear, actionable guideline document.
- Review and validate the document with all partners.

Expected Deliverable: A finalised guideline document for ethical and inclusive AI use in education and training.

Proposed deadline: **30/07/2025**