ALLY — YOUR STRATEGY FOR RESPONSIBLE AI

Playbook for the
ALLY workshop

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What is the ALLY workshop and why should you do one?

The 2-hour ALLY workshop helps your organisation to **prioritise the activities and actions that are needed to develop, implement and/or use trustworthy AI**. These actions are described in [the building blocks within the ALLY guide](). The ALLY workshop helps to answer the following question: 'What building blocks does your organisation already focus on, need to focus on soon or will your organisation focus on at a later stage?'. After the workshop, your organisation will have a **good foundation to develop an action plan that focuses on implementing a governance strategy for trustworthy AI**.

Who needs to participate in the workshop?

In order to have a successful workshop, make sure the **following members of your organisation are participating**: a CEO or manager, a team or project lead(s), an ethics officer, a DPO and a facilitator for the workshop. Depending on the size of your organisation, the amount of participants in the workshop will vary. Ensure to have **at least 3 participants** (maximum 12 participants) and 1 facilitator in order to have a good discussion about the building blocks and the activities and actions needed for trustworthy AI. The facilitator can be a person of your organisation. The **facilitator's role** is to steer the workshop and open up the discussion about priority activities and actions and is therefore preferably not in a position of power within the organisation.

The workshop can also be facilitated by FARI - AI for the Common Good Institute or the Knowledge Centre Data & Society. You can contact us via [info@fari.brussels]() or [info@data-en-maatschappij.ai]().

Preparation of the workshop

Before doing the workshop, make sure to **plan it accordingly** to get the most out of the workshop. Before the workshop, it is crucial to:

1. receive approval from the manager to do the workshop. The manager must be willing to incorporate the output and ideas from within the workshop and translate these into a strategy for trustworthy AI in the organisation.
2. invite the participants you wish to include in the workshop beforehand so everyone can attend. In your invitation stress the importance of their attendance and input and include information about the workshop (duration, exercises, etc.).
3. book a meeting room that allows for a workshop setting (i.e. silent room, enough tables and chairs, white board, etc.).
4. decide who is the best person to facilitate the workshop (an internal colleague or an external facilitator) and inform the facilitator about the workshop goal, exercises, etc. using this Playbook.
5. prepare the necessary materials for the workshop (see the next section of this Playbook).

Guiding the workshop

In this next part of the Playbook, the **workshop and its different exercises** are described in detail. The duration of the exercises and the materials needed are included too. This section will help the facilitator to guide the workshop accordingly.

Duration of exercise	Duration of workshop	Name of exercise	Information about the exercise	Materials needed for the exercise
5 min.	5 min.	**Welcome**	· The facilitator welcomes the participants and gives more information about ALLY and its aim to support organisations in developing a strategy for trustworthy AI. · The facilitator shares information about the set-up of the workshop and its different exercises. · [If needed, the participants can introduce themselves shortly.]	
5 min.	10 min.	**Warm-up**	· The facilitator asks the participants to share their favourite mobile application with the others, and why this application is their favourite one. **Note:** · This exercise is to warm-up the conversation and lower the barrier for participants to share information and speak-up. Another warm-up exercise can be used to open-up the conversation.	

20 min.	30 min.	**Card sorting**	· The facilitator gives the participants a building blocks card set. If preferred, a card set is given to a group of 2 or 3 participants to work in smaller groups.
			· The participants sort the cards into four piles. The four piles resemble building blocks that the organisation
			  · is already doing,
			  · will not do (i.e. irrelevant, etc.),
			  · will focus on the short-term,
			  · will focus on the long-term.
			
			Note:
			· The aim of this exercise is to quickly go through all the building blocks and determine on which actions your organisation wants to focus on for the rest of the workshop. Participants are not allowed time to read all building blocks in detail in this stage of the workshop.
			
			Tip:
			· The facilitator can prepare four post-its, written on them 'already doing', 'delete', 'short-term' and 'long-term'. This will help the participants to sort the cards in the right piles.
				· Building block card sets
				· [Post-its]
				· Writing material

20 min.	50 min.	**Strategy development**	• The participants can read the building blocks of the piles 'already doing', 'short-term' and 'long-term' in more detail. If more information is requested, participants can also go to www.ally-ai.be to read more information about the different building blocks. • At the end of this exercise, the participants have selected at least four building blocks (preferably one from each category of ALLY, i.e. governance and values, culture and skills, communication and involvement, methods and processes), that are of great importance for the organisation's strategy on trustworthy AI. If preferred, a chronological order is given to the building blocks of the organisation's strategy. **Tip:** • The participants can visualise the order of the building blocks by laying down the building blocks in the correct order on the table.	• Building block card sets • ALLY website
5 min.	55 min.	**Break**	• Participants are given a small break to grab a coffee, go to the restroom or to relax a little.	

40 min.	95 min.	**Strategy refinement**	• Participants can elaborate further on the four selected building blocks for the organisation's strategy on trustworthy AI. They can do this by detailing for each building block and the strategy in general:
			  • What will/must your organisation do to execute the action or activity?
			  • Who will be/is responsible for the follow-up of the action or activity?
			  • What resources (i.e. time, costs, etc.) will/do you need for the action or activity?
			  • Why will/are you incorporating this action or activity in the strategy? What do you hope it will bring to the organisation?
			  • What will be/are potential benefits and thresholds of your strategy for the organisation? What will you do to limit the possible thresholds?
			
			Note:
			• If preferred, the facilitator can divide the group into four and each group focuses on one building block and tries to answer the questions above on the template (see attachment of this Playbook). Afterwards, each group is given the time to plenary discuss their findings and other participants can contribute and give feedback.
				• Template to define an action plan a building block
				• Writing material

| 15 min. | 110 min. | **Outro** | • The facilitator wraps-up the workshop by:
   • thanking all participants for their input and ideas,
   • specifying the follow-up of the workshop (i.e. next steps, timeline, etc.),
   • scheduling a follow-up session or meeting to keep the development of a strategy on trustworthy AI for the organisation ongoing. | |
| 10 min. | 120 min. | **Extra time** | • [An extra time slot of 10 minutes is foreseen in case one of the exercises takes more time than expected.] | |

Follow-up after the workshop

After the workshop, it is important to:
- make a report of the workshop and send it to every participant (or more widely in the organisation),
- pitch the findings of the workshop and the agreed on building blocks to the board of your organisation,
- share the feedback of this board meeting to the participants and others within your organisation,
- ensure at least one person is responsible for the follow-up of the workshop and ensures next steps are taken and future meetings on the strategy are scheduled.

By doing so, the foundations for a strategy on trustworthy AI for your organisation are continuously worked on. This will ensure in the long term **a more durable strategy for your organisation**.

Template to define an action plan for building block

1. Respond to the questions in the table.

Questions	Answers
What are potential **benefits** of this building block for your organisation?	
What are **obstacles** or **dependencies** for this building block in your organisation?	
What **resources** (i.e. time, costs, etc.) are needed for the execution of the building block?	
Who will be/is responsible for this building block? Who else should be involved?	
When will you start working on this building block? When would you like to see results (ideally)?	
How does this building block fit in your larger (responsible) AI strategy?	

2. What will/must your organisation do in order to execute the building block? Describe possible action points.

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ALY

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