



INTERNATIONAL PRESENTATION ASSOCIATION

## INTERNATIONAL PRESENTATION ASSOCIATION (IPA)

Responsible Use of Artificial Intelligence (AI) Policy and Recording of Meetings Policy

Draft 1: 9/12/2025

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### 1. Purpose of This Policy

The International Presentation Association (IPA) is committed to using emerging technologies in ways that uphold human dignity, justice, and the spirit of Nano Nagle. This policy provides guidance on how IPA staff, board members, representatives, and partners may use Artificial Intelligence (AI) tools in both internal operations and public-facing work.

This is not a technical document. It is a values-based framework to ensure that IPA's use of AI aligns with its mission, safeguarding standards, and global human-rights commitments.

### 2. Guiding Principles

IPA adopts the core ethical commitments shared across the UN system, UNESCO and global human-rights NGOs. IPA will ensure that all AI use is:

- **Human-rights centred**

AI must respect the rights, dignity, privacy and equality of all individuals. It may never be used in ways that harm, discriminate against, or exploit vulnerable people or communities.

- **Do no harm**

Any use of AI must be assessed for potential risks. IPA will not use AI systems that cause foreseeable harm, amplify bias, or endanger those we accompany, especially children, migrants, women, Indigenous peoples, or marginalised groups.

- **Human-led and accountable**

AI may support, but never replace, human decision-making. Staff using AI remain fully responsible for all decisions and outputs produced. Accountability always lies with a human person.

- **Transparent**

IPA will be open about when AI tools significantly contribute to written, visual, research or organisational products. AI-generated content must be reviewed, edited and approved by a staff member or representative.

- **Secure and privacy-protecting**

AI tools may not be used to process personal, sensitive or confidential information unless strict data-protection and safeguarding measures are in place.

- **Inclusive and just**

AI must not reinforce discrimination or structural inequality. IPA commits to using AI in ways that broaden access to information, amplify marginalised voices, and support justice and equity.

### **3. Acceptable Use**

IPA may use AI tools for:

- Drafting, editing and summarising documents (with human review)
- Communication and translation support
- Research assistance (facts must be verified)
- Creativity and design (images, layout, editing)
- Capacity-building, administrative support and workflow efficiency
- Data analysis that does not involve personal or sensitive information

Every use must follow human review and ethical oversight.

Where Artificial Intelligence tools are used to support the drafting, summarising, transcription, or preparation of documents for Board or Committee consideration, members will be informed that AI-assisted tools have been used, with final responsibility, review, and accountability remaining with the Executive Director or designated staff member

### **4. Prohibited Use**

IPA will not use AI systems for:

- Surveillance, monitoring or tracking of individuals or communities

- Predictive profiling (e.g., migration risk scores, behavioural prediction)
- Facial recognition or biometric analysis
- Manipulative or deceptive content creation
- Processing children's or vulnerable persons' data
- Any application that may place persons, activists, human-rights defenders or survivors at risk

IPA will also avoid any AI tools that violate human rights as identified by UN bodies or credible human-rights organisations.

## 5. Data Protection & Safeguarding

IPA staff may not input personal data, case information, safeguarding concerns, or internal confidential information into public AI tools.

Where AI is used for analysis, data must be anonymised and handled according to IPA's safeguarding and protection policies.

## 6. Accountability & Review

- All staff remain responsible for the accuracy, safety and appropriateness of AI-supported work.
- Significant AI-generated portions of public content (reports, statements, official communications) must be disclosed.
- IPA will review this policy annually in light of technological changes and global human-rights standards.
- Concerns about misuse must be reported to the Executive Director immediately.

## 7. Alignment With Presentation Values

The use of AI within IPA must reflect:

- **Justice** – technology should serve human dignity, not undermine it.
- **Compassion** – prioritising the safety of those most vulnerable.
- **Integrity** – honesty about how tools are used and where information comes from.
- **Participation** – ensuring decisions about technology consider diverse contexts and voices.

- **Global solidarity** – sharing learning and supporting just technological development across borders.

## **8. Retention / Deletion of Material**

Meetings are allowed to be transcribed using Fireflies to assist with accurate minute-taking. Once the minutes or report related to the transcript are approved, the transcript must be permanently deleted.

## **9. Policy on Recording during Board and Other Meetings**

### **Recording**

Recording of meetings is permitted provided that:

- All participants are aware of the recording happening and give consent
- Participants may request that recording does not happen
- The start of the recording and the ending of the recording are notified to the participants
- Closed sessions of meetings are not recorded

### **Deletion of the recording**

The recording is deleted permanently once the minutes, or record of the meeting has been approved and signed by the President of the meeting. The deletion is the responsibility of the Executive Director and is reported to the President of the meeting.

### **Review**

IPA will review this policy annually or sooner if needed.

### **Approval**

This policy was approved by the Board,



**Signed:** \_\_\_\_\_

**President**

**Dated:** \_\_\_\_\_  
12/22/2025



# Audit Trail

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## Signer

Email: sstill@pbvmsf.org  
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## Signature

A handwritten signature in black ink that reads "Stephanie Still".

## Event

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Send for signing  
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Sign document  
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12/22/2025 4:24:55PM EST  
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