

## Terms of Reference for Partners of the AI Skills Coalition

### ARTICLE 1 - INTRODUCTION

The AI Skills Coalition (“Coalition”) is an initiative of the International Telecommunication Union’s (ITU) AI for Good initiative, aiming to provide a platform (“Platform”) to democratize AI education and foster capacity-building globally. These Terms of Reference (“Terms”) govern the participation of partners (“Partners”) contributing to the Coalition’s learning resources and initiatives, including the Partners Training Portfolio<sup>1</sup> and the Digital AI Skills Library<sup>2</sup>.

By collaborating with the Coalition, you agree to abide by these Terms. ITU reserves the right to update these Terms periodically and will notify Partners of changes.

### ARTICLE 2 – STRUCTURE

The Coalition operates in accordance with ITU rules, regulations and policies, within the framework of ITU AI for Good initiative, and includes the following components:

- **ITU AI for Good Secretariat** (the “Secretariat”): Acts as the administrative body, coordinating meetings, tracking progress, and facilitating communications between stakeholders.

#### **Responsibilities include:**

- Organizing regular updates and coordinating partnerships.
  - Executive decision-making for the Coalition, in consultation with the Steering Committee and all the Partners.
  - Managing the Coalition platform and documentation.
  - Maintaining effective communication channels among partners.
  - Ensuring adherence to the Coalition’s objectives and timelines.
- **Steering Committee** (the “Committee”): Acts as the main forum for the Coalition, ensuring effective governance and overseeing the overall alignment of its mission, work, and implementation. The Committee will support the development of strategic partnerships and funding opportunities to enhance the Coalition's

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<sup>1</sup> A repository of cutting-edge exiting AI training resources, curated with contributions from a diverse network of 25 partners (and growing), including self-paced courses, webinars, in person-workshops and other capacity-building activities.

<sup>2</sup> Featuring readings and other resources for further learning, such as research papers, whitepapers and reports (provided by both ITU and the Coalition Partners).

impact. The aim is for the Committee to be composed of 8-10 members with a balanced representation across gender, age, geographic distribution, sector and expertise in AI.

**Responsibilities include:**

- Providing strategic guidance to ensure the Coalition’s work aligns with its mission.
  - Offering input on priorities and key initiatives.
  - Overseeing progress toward the Coalition’s goals and objectives.
  - Identifying and fostering opportunities to expand partnerships and resource networks.
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- **Partners of the Coalition:** Provide learning resources, tools, and expertise to advance the Coalition’s goals, collaborate on new projects where agreed upon, and collaborate with the Secretariat and Steering Committee to ensure resource alignment and accessibility.

**Responsibilities include:**

- Submitting accurate, high-quality, and up-to-date materials.
- Participating in periodic reviews and updates of resources.
- Providing the Secretariat with periodic data analytics to monitor impact.
- Adhering to data protection and intellectual property regulations.
- Actively engaging in feedback and improvement discussions with the Coalition.

### **ARTICLE 3 - TYPES OF LEARNING RESOURCES**

The Platform features links to diverse learning resources provided by Partners, including but not limited to:

- Self-paced online courses
- Live online workshops and webinars
- In-person training sessions
- Research papers, whitepapers, and reports
- Digital toolkits and guides

All resources must align with the Coalition’s mission of inclusivity, accessibility, and advancing global AI literacy and skills development. Contents provided by partners must also be in alignment with ITU’s mission of “working towards harnessing innovation

and connecting everyone to ensure a better future for all”<sup>3</sup>, as well as with the Values and Behaviours Framework of the United Nations<sup>4</sup>.

## **ARTICLE 4 - PARTNER SELECTION CRITERIA**

### 4.1 Partners are selected based on:

The AI Skills Coalition seeks partners that align with its mission of advancing AI literacy and supporting sustainable development. Selection criteria include:

- **Relevance:** Partners with reputable and cutting-edge expertise in AI research, training, technology, and related fields.
- **Commitment to Inclusivity:** Organizations that share the Coalition’s goal of democratizing AI education, particularly in developing countries.
- **Track Record and Quality Assurance:** Companies with proven success in AI innovation, and offering expertise and materials aligned with our quality standards. Content offered by Partners will be independently evaluated by the Coalition.

### 4.2 Due Diligence Process: ITU conducts a comprehensive review of each potential Partner. This includes evaluating the Partner’s:

- Track record in ethical AI practices
- Compliance with applicable laws and regulations
- Adherence to data protection standards

ITU reserves the right to reject applications or exclude a Partner in case of failure to meet these criteria.

## **ARTICLE 5 - RESOURCE REVIEW AND QUALITY ASSURANCE**

All resources submitted by Partners undergo a thorough review process to ensure they meet the Coalition’s Quality Standards. These Standards are defined as follows:

### 5.1 Accuracy and Quality

- All course materials should accurately reflect current AI theories, technologies, and practices, citing original references where possible.

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<sup>3</sup> [About International Telecommunication Union \(ITU\)](#)

<sup>4</sup> [Values and Behaviours Framework](#)

- Content should avoid oversimplifications or technical inaccuracies that could mislead learners.
- Materials should be of high visual and substantive quality.

## 5.2 Relevance

- Courses should address both foundational and cutting-edge topics in AI, tailored to the target audience's skill level, with clear, specified learning outcomes.
- Practical applications and real-world case studies should be highlighted where appropriate, with repeatable exercises where applicable.
- Contents should be context specific and relevant for their intended audiences.

## 5.3 Ethical Considerations

- Courses incorporate discussions of AI ethics, bias, and societal implications, encouraging critical thinking.
- Content avoids promoting harmful uses of AI.
- Content upholds UN values of transparency, impartiality and neutrality.
- Content should reflect the mission and values of [AI for Good](#) and the [Impact Initiative](#).

## 5.4 Accessibility and Inclusivity

- Materials are designed to be inclusive, avoiding technical jargon where unnecessary, and accessible to non-native English speakers or those with limited prior knowledge.
- Pre-requisites are called out where needed, with specific references to find them.
- If any material or exercises need specific tools, licenses, copyrights, or other forms of Intellectual property, these are called out in advance.

ITU reserves the right to remove or request modifications to resources that do not meet quality or ethical standards.

## **ARTICLE 6 - OPERATIONAL ASPECTS AND DATA PROTECTION**

### 6.1 Material Hosting and Data Protection:

- The Coalition is subject to the [ITU Data Protection and Privacy Policy](#).

- Partners must ensure submitted resources comply with applicable data protection laws and do not contain personal or sensitive information without proper authorization.
- 6.2 Collaborative Development: For co-developed resources, responsibilities for content creation, quality checks, and compliance are defined in supplementary agreements.

## **ARTICLE 7 - LIABILITY FOR CONTENT**

- 7.1 Partners retain intellectual property rights to their resources but assume responsibility for:
- Ensuring the originality and legality of submitted content.
  - Avoiding infringement of third-party intellectual property rights.
  - Providing accurate and reliable information.
- 7.2 ITU disclaims liability for:
- Errors or inaccuracies in Partner-provided materials.
  - Claims arising from third-party rights violations associated with Partner content.
- 7.3 Partners agree to indemnify and hold ITU harmless from any claims, damages, or legal actions resulting from their contributions.

## **ARTICLE 8 - PLATFORM MAINTENANCE AND UPDATES**

- 8.1 ITU is responsible for:
- Maintaining and updating the Platform's technical infrastructure.
  - Implementing security measures to safeguard hosted materials and user data.
- 8.2 Partners are responsible for:
- Keeping their resources current and relevant.
  - Communicating any updates and amendments to materials to the Coalition's representatives in a timely manner.
  - Collaborating with the Coalition to address any technical or content-related issues.

## **ARTICLE 9 - USE OF LOGOS AND NAMES**

- 9.1 The name, title, acronym and logo of the Coalition, AI for Good, and ITU are the sole property of ITU and shall not be used by Partners without the prior written authorization of ITU. Permission shall be granted only if such use is in accordance with the conditions communicated by ITU, and solely in connection with promotional activities relating to the Coalition.
- 9.2 Integration of external partner logos into AI for Good materials must be pre-approved. Submission of logos in colour or black is required for potential inclusion in co-branded materials, with the AI for Good communications team retaining sole discretion over all aspects of logo placement, size, and any necessary modifications to ensure adherence to visual identity standards taking into consideration partnering organization logo guidelines.
- 9.3.1 Partners agree to the use of their logos and names to promote their resources on the Platform, and to the use of their logos and names in Coalition-related communications and events in accordance with the guidelines outlined in article 9.2.

## **ARTICLE 10 – PRIVILEGES AND IMMUNITIES**

The present Terms are without prejudice to ITU's privileges and immunities and international agreements and national laws.