

Responsible Use of Artificial Intelligence

Artificial intelligence (AI) is transforming how complex, data-intensive matters are managed. Where appropriate, Secretariat integrates AI-enabled tools into its workflows to enhance efficiency, scalability, and analytical insight, while maintaining the objectivity, rigor, and independent judgment that define our professional services.

Expert opinions are derived from professional training, experience, and independent evaluation of evidence, and responsibility always remains with Secretariat professionals.

OUR COMMITMENT

AI tools, where used, serve only as assistive aids to Secretariat professionals. They do not make determinations, form opinions, or exercise professional judgment. AI-assisted outputs are subject to professional review and may be modified or rejected.

Our responsible AI framework is informed by recognized risk management principles, including guidance published by the National Institute of Standards and Technology (NIST)¹, among other references used to inform internal policy development and oversight.

HOW WE USE AI IN CLIENT WORK

AI use is governed through internal policies, training, and oversight processes designed to promote responsible application, with professional judgment applied based on the nature of each engagement.

Depending on the scope, complexity and nature of the engagement, AI-enabled tools may assist with:

- Organizing or summarizing data and information
- Identifying potential patterns or anomalies for expert evaluation
- Supporting preparation of internal drafts or visual materials
- Conducting quality control checks for consistency or completeness

Across all uses, AI supports, but does not replace, expert analysis, judgment, or accountability. Secretariat's use of AI is grounded in clear principles that reinforce expert independence, accountability, and defensibility. These principles guide how AI tools are selected, applied, reviewed, and explained.

¹ National Institute of Standards and Technology (2023). Artificial Intelligence Risk Management Framework (AI RMF 1.0). NIST AI 100-1.

OUR GUIDING PRINCIPLES

Human Judgment & Accountability

Human oversight is always maintained, and all AI outputs are reviewed and evaluated by our experienced professionals. Final conclusions and opinions are developed solely by Secretariat experts.

Governance & Oversight

Secretariat's use of AI is governed through internal policies, training, review processes, and professional oversight. Responsibility for outcomes remains with Secretariat professionals.

Security, Privacy, & Confidentiality

Client data is handled in accordance with contractual confidentiality obligations, applicable law, and internal information security controls. AI tools are evaluated prior to use to assess data handling practices, privacy protections, and security safeguards, and are applied selectively based on engagements specific confidentiality and sensitivity considerations.

Defensibility & Transparency

We are transparent about how AI supports our work. AI outputs are reviewable and subject to professional validation. Our experts can describe and defend the role AI played in an engagement, including its use, assumptions, and limitations. AI does not replace expert analysis, judgment, or testimony, and is not relied upon as the sole basis for conclusions or opinions.

Risk Aware & Appropriate Use

AI is used thoughtfully and selectively, based on the nature of the engagement, and the quality and sensitivity of data. We assess potential risks associated with AI use—including accuracy, bias, and reliability—and apply safeguards accordingly.



CONCLUSION

Secretariat's use of AI reflects our broader commitment to rigorous, independent expert work. Our approach enables us to leverage technology responsibly while maintaining the professional standards of judgment, accountability, and defensibility our clients expect.

CONTACT

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