



Internal Regulations

Annex 6

ISF Policy on the Use of AI Tools

1. PURPOSE

The purpose of this policy is to establish clear rules and safeguards for the use of artificial intelligence (AI) tools within the International Seed Federation (ISF) Secretariat and its work. This policy ensures that AI is used responsibly, securely, and in line with ISF's values of collaboration, integrity, innovation, and sustainability.

2. SCOPE

This policy applies to:

- All ISF Secretariat members
- All participants in ISF-organized meetings, whether held in person, virtually, or in a hybrid format
- All ISF-related activities where AI-powered notetaking or transcription tools are used

3. APPROVED USE OF AI NOTETAKING TOOLS

- 3.1. Authorized tools only: ISF authorizes the use of designated AI notetaking tools (e.g., Otter.ai under ISF-managed accounts) for the purpose of meeting transcription, summary, and minutes-taking by the ISF Secretariat.
- 3.2. Prohibition of unauthorized tools: The use of any non-ISF-approved AI notetaking, recording, or transcription tools during ISF meetings is strictly prohibited.
- 3.3. Account use: Only official ISF accounts may be used to access and operate the approved tools.

4. DATA PRIVACY AND CONSENT

- 4.1. Transparency and consent: By participating in an ISF meeting where AI notetaking is used, participants acknowledge and accept that their speech and contributions may be processed by the AI tool solely for the purpose of meeting documentation.
- 4.2. Notification: ISF Secretariat members will notify participants at the start of each meeting when an official AI notetaking tool is being used.
- 4.3. Data handling: All transcripts and recordings generated by the AI tool will be treated as confidential information and handled in compliance with [ISF's data policy](#).
- 4.4. Storage and deletion: Transcripts will be stored securely on ISF's official systems. Raw recordings and draft transcripts will be deleted from the AI tool once the official version has been reviewed and saved.
- 4.5. Limited access: Access to transcripts will be restricted to authorized ISF staff and members with a legitimate business need (e.g., CG/AG/EG chairs and/or members).

5. PROHIBITED USES

- 5.1. Recording or transcribing ISF meetings with personal accounts or external AI tools
- 5.2. Sharing transcripts or recordings with unauthorized individuals or third parties
- 5.3. Using AI tools for highly sensitive topics (e.g., legal, financial or any other confidential deliberations) unless expressly authorized
- 5.4. Integrating ISF AI tools with non-approved third-party platforms

6. RESPONSIBILITIES

- 6.1. ISF Secretariat members are responsible for adhering to this policy and the related [staff guidelines](#) and ensuring compliance in their respective areas of work.
- 6.2. Meeting organizers must inform participants and obtain their consent for the use of AI notetaking tools at the start of the meeting.
- 6.3. ISF Communications and the IT Support will oversee tool authorization, account management, and compliance with data protection requirements.

7. COMPLIANCE AND ENFORCEMENT

Failure to comply with this policy may result in disciplinary action for ISF staff and restricted participation in meetings for external stakeholders. ISF reserves the right to revoke access to transcripts and take corrective measures in the event of a breach.



8. REVIEW

This policy will be reviewed periodically to reflect technological developments, data protection standards, and ISF operational needs.