Mondriaan Fund Guidelines on the Use of Artificial Intelligence

Purpose
Artificial Intelligence (AI) offers opportunities to carry out tasks more efficiently and to improve the delivery of services, decision-making and information processing. AI can support research, analysis, writing, visualisation, translation, information structuring, support for operational processes and other activities. At the same time, the use of AI entails risks in terms of reliability, privacy, confidentiality, copyright, intellectual property, transparency, bias, authenticity and sound decision-making.

The purpose of these guidelines is to ensure that AI is used responsibly, safely, transparently and with due care. They set out the guiding principles that apply, the risks that must be considered and which rules apply to which groups.

These guidelines apply to:
- applicants;
- Mondriaan Fund employees;
- the Executive Director;
- freelancers and members of the Supervisory Board;
- advisers and chairs of advisory committees.

For employees, freelancers and members of the Supervisory Board (hereinafter referred to as 'internal users'), as well as advisers and chairs, these guidelines set out internal rules and guiding principles. For applicants, they provide only a guiding framework for the responsible use of AI. This framework does not constitute separate assessment criteria or conditions for awarding grants.

Types of AI:
AI is an umbrella term for technologies capable of performing tasks that would normally involve human analysis, interpretation, creativity or decision-making. The Mondriaan Fund distinguishes between the following types of AI:

- **Generative AI**: generates new content, such as text, images, audio, video or code.
- **Classification and recognition AI**: categorises data or documents, identifies characteristics or detects patterns and anomalies.
- **Predictive AI**: makes predictions based on historical data and patterns.
- **Recommendation AI**: makes suggestions or ranks information, options or results.
- **Process-supporting AI**: supports or automates routine administrative or organisational tasks.
- **Decision-support AI**: provides analyses, insights or recommendations that may influence advice, assessments or decisions.

In practice, AI applications often combine several of these types. For example, a single application may incorporate generative, classification and process-support functions simultaneously.

Key Risks of AI
Although AI offers many opportunities, its use also carries risks. The Mondriaan Fund recognises the following risks associated with the use of AI:

1. Inaccurate or misleading information
   AI systems can produce inaccurate, incomplete or misleading results. In the case of generative AI, this can take the form of so-called hallucinations, where facts, sources or references are incorrect or fabricated.

2. Bias and discrimination
   AI models are trained on existing data and resources. As a result, their output may contain biases and stereotypes.

3. Privacy and security risks
   Depending on the AI application used, information entered may be stored, processed or used for further development of the system. Entering confidential information, personal data, contracts, business information or third-party information may therefore result in the unintended disclosure of data.

4. Copyright and intellectual property
   It is not always clear which sources AI-generated output is based on. This can give rise to risks relating to copyright, intellectual property, incorrect source attribution and plagiarism.

5. Over-reliance on AI
   Over-reliance on AI can lead to a decline in critical thinking skills, expertise and professional judgement.

6. Transparency and verifiability
   It is not always clear how AI systems arrive at a particular result or recommendation. This can make it difficult to explain, verify or justify the output.

General Principles

The use of AI within the Mondriaan Fund must always be informed by due care, transparency, human oversight and compliance with laws and regulations. The Mondriaan Fund does not currently use AI for grant assessments, advisory activities or decision-making.

The Mondriaan Fund expects AI to be used responsibly, transparently and with due care. The following principles provide a general framework for the responsible use of AI. For internal users, these principles are translated into specific rules. For applicants, they serve as guidance.

1. Human responsibility
   AI can support tasks but does not assume responsibility for them. Users remain ultimately responsible for content, the accuracy of information, quality, source attribution and compliance with applicable laws and regulations.

2. Critical review
   AI systems can produce inaccurate, outdated, incomplete or misleading results. Users must therefore review AI-generated output for accuracy, completeness, currency, integrity and suitability for its intended purpose.

3. Transparency
   Be transparent about when you have used AI-generated content (images, text or audio) or when you have used AI as a source or method in a project or research.

4. Privacy and confidentiality
   Confidential information, personal data and information from grant applications may only be processed using approved systems, within the limits set out in these guidelines and in accordance with our privacy and information security policies.

Guidelines for Applicants

The Mondriaan Fund assesses the quality of the proposal, the artistic vision, the substantiation and the applicant's professionalism. It is therefore important that the application reflects the applicant's own intellectual contribution, vision, artistic practice and reflections.

AI may be used as a tool to develop, refine and present plans, ideas and artistic concepts. AI may also form part of the artistic creative process, for example as a medium, technique, subject or research tool. When using AI, conscious use, transparency, due care and personal responsibility are important guiding principles.

The following guidelines are provided to applicants to encourage the responsible use of AI.

1. Carefully review AI-generated texts, images and other output before including them in an application. Be transparent about using AI.
2. Handle confidential information, personal data and third-party information with care and discretion. Only enter such information when permitted and when the AI application is appropriate and secure for this purpose.
3. Use AI consciously and critically, with due regard for privacy, copyright, intellectual property and other applicable laws and regulations.
4. Wherever possible, choose reliable AI tools that are transparent about privacy, data storage and the reuse of information, and that take applicable European regulations into account.

Guidelines for Internal Users
Internal users are defined as employees, the Executive Director, freelancers and members of the Supervisory Board. AI can support internal users with writing, summarising, analysing, organising, communicating and other tasks. The purpose of using AI is to support internal users in their work, not to replace professional responsibility or expertise. Internal users remain responsible for their professional judgement and the quality of their work.

Internal users may use AI to support their work, provided this is done within the principles of human responsibility, critical review, transparency, privacy and regulatory compliance.

The following rules apply to the use of AI by internal users:

1. Only AI applications approved and made available by the Mondriaan Fund may be used for work purposes.
2. Information from grant applications, preliminary recommendations and committee documents may only be processed using approved applications, in accordance with these guidelines and established work procedures.
3. Personal data may only be used deliberately and with appropriate safeguards, in approved, secure AI applications. Sensitive personal data must not be entered into AI applications.
4. AI must not be used to assess the substantive merits of grant applications or to replace human judgement in decision-making processes.
5. Internal users remain responsible for the content of their work and must review all AI-generated output before it is used or shared.
6. Internal users must be mindful of potential bias, discrimination, plagiarism and copyright risks.
7. Where AI has made a substantial contribution to a publication, presentation or other form of communication, this must be disclosed where relevant, in accordance with the principles of transparency.
8. Internal users must use AI thoughtfully, proportionately and with due regard for sustainability. AI must only be used when it genuinely contributes to improving quality, efficiency, service delivery, accessibility or the performance of tasks.
9. Internal users must be able to explain how AI has been used. Where AI has made a substantial contribution to an analysis, recommendation or document, the internal user must be able to explain which AI application was used and what role it played.
10. Internal users must report incidents. If confidential information is inadvertently shared with an AI system or if a potential data breach occurs, this must be reported immediately in accordance with the applicable information security and privacy procedures.
11. Internal users must keep their knowledge of responsible AI use up to date by participating in available training and information sessions. Internal users who use AI must have sufficient knowledge of the capabilities, limitations and risks of the application in question. This level of knowledge must meet the AI literacy requirements set out in the EU AI Act.

Guidelines for Advisers and Chairs
Grant applications are assessed by independent advisory committees. Advisers and chairs are expected to form their opinions independently, carefully and without the intervention of AI. Stricter rules therefore apply to this group than to employees and applicants.

The following rules apply to the use of AI by advisers and chairs:

Advisers and chairs must not use AI for:

- analysing, summarising or assessing applications;
- preparing preliminary recommendations or assessment reports;
- preparing substantive assessments;
- deliberations within advisory committees.

This prohibition is based on several principles. Applications, supporting documents, preliminary recommendations and assessment reports all contain confidential information. Sharing this information with AI systems is not permitted and may breach confidentiality obligations. In addition, the Mondriaan Fund must be able to verify how recommendations were reached and on which grounds judgements were formed. The use of AI may reduce the verifiability and traceability of recommendations, thereby undermining the integrity of the assessment process.

The Mondriaan Fund also attaches great importance to the independent, thorough and transparent assessment of applications. AI applications may contain bias, produce inaccurate results or lack sufficient transparency about how their outputs are generated. Excluding AI from the assessment process helps ensure that recommendations are based on human expertise, professional judgement and independent evaluation.

Management and Responsibilities
The IT department supports Mondriaan Fund employees in using approved AI applications. To do so, IT works closely with the relevant process owners and other colleagues. This includes:

- providing access to and managing approved AI applications;
- monitoring developments in laws and regulations;
- promoting AI literacy within the organisation;
- advising on the responsible use of AI within the Mondriaan Fund;
- updating these guidelines in response to changes in laws and regulations, technological developments, practical experience and risks.

The Mondriaan Fund periodically reviews these guidelines and updates them where necessary.