

## Artificial Intelligence (AI) Working Group Charter

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### 1. Purpose and functions

- 1.1. This charter defines the roles, responsibilities, and authorities of the Artificial Intelligence (AI) Working Group ('the AIWG') of the IAMRA Board ('the Board').
- 1.2. The Board established the AIWG in response to the approved resolution from the Members General Assembly in September 2025: "*Developing Policy for the Ethical Use of Artificial Intelligence in Patient Care*".
- 1.3. The AIWG provides expert advice, support, and recommendations to the Board and develops a position statement and/or policy guideline on AI-related matters relevant to medical regulation.
- 1.4. The resulting position statement and/or policy guideline will advance the objectives in the [IAMRA Strategic Plan 2024-2026](#) under the theme of "Regulatory thought leadership".

### 2. Background

- 2.1. Under the IAMRA [Bylaws](#), the Board may establish committees and working groups reporting directly to the Board to give effect to the purpose and strategic directions of IAMRA. Where any section or aspect of this charter does not fit with the provisions of the Bylaws, the Bylaws shall prevail.
- 2.2. The [Board Charter](#) describes the general structure, purpose, and function of Board working groups.

### 3. Membership

- 3.1. The AIWG will be composed of 6-8 members appointed by the Board, following an expression of interest process, for the period defined in the [Appendix](#).
- 3.2. The AIWG Chair is appointed by the Board.
- 3.3. The AIWG Chair or IAMRA Executive Director (ED) may appoint another member as Acting Chair for a limited period if the AIWG Chair is unavailable or otherwise cannot attend to any of their responsibilities.
- 3.4. The Board will consider the appropriate range and mix of background, skills, and experience of members necessary to enable the AIWG to fulfil its functions.
- 3.5. The Board recognizes the following competencies as important for the success of the AIWG:
  - A sound understanding of the purpose of IAMRA and its current strategic directions,
  - Leadership experience in a medical regulatory authority,
  - Significant experience in registration and disciplinary functions of medical regulatory authorities,
  - Knowledge and understanding of trends and challenges related to artificial intelligence and other forms of digital transformation in health care and the regulation of health professionals.
- 3.6. The Chair and all other members may be re-appointed for an additional period if required by the Board.
- 3.7. The Board can fill a short-term vacancy on the AIWG by direct appointment for the duration of the unexpired term.
- 3.8. The ED is an ex officio member of the AIWG.
- 3.9. The IAMRA Secretariat provides administrative support to the AIWG, including preparation of meeting papers and minutes.

### 4. Responsibilities

- 4.1. The responsibilities of the AIWG Chair and members are outlined below:

Role	Responsibilities
Chair	<ul style="list-style-type: none"><li>• Carry out such functions and duties as may be necessary for the efficient functioning of the AIWG and in accordance with the Bylaws, Board Charter and the policies and statements of IAMRA.</li><li>• Lead all AIWG meetings and the delivery of its functions.</li></ul>

	<ul style="list-style-type: none"> <li>Act as the principal point of communication between the AIWG and the Board.</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>Comply with all relevant governance policies as determined by the Board and published on the IAMRA website, including the <a href="#">Code of Conduct</a> and <a href="#">Conflict of Interest Policy</a>.</li> <li>Support the purpose of IAMRA and the AIWG.</li> <li>Bring a broad, international perspective to specific issues.</li> <li>Have the commitment necessary to fulfill the responsibilities of the role.</li> <li>Demonstrate personal integrity and dedication to advancing IAMRA.</li> </ul>

4.2. All AIWG members are expected to:

- Prioritize attendance at scheduled meetings,
- Work, as required, on any AIWG projects or activities between meetings, and
- Report to the AIWG on the progress of any assigned projects or activities at each meeting.

## 5. Meeting procedures

- AIWG meetings will be held via videoconference as per the schedule in the Appendix.
- A quorum for each meeting is a majority (one more than one half) of its members.
- The Chair, working with the Secretariat, will set the agenda for each meeting, using the actions arising from the previous meeting and the meeting calendar as a basis.
- Final agenda and supporting papers will be distributed to members prior to each meeting in sufficient time to enable members to read them properly in preparation for the meeting.
- Draft minutes of each meeting are prepared by the Secretariat for review by the Chair and then circulated to all members no later than seven working days following the meeting.
- The Chair will provide a verbal report to the Board after each meeting of key recommendations and discussions of the AIWG.
- If a member, ED, or a member of the Secretariat has a material personal interest in a matter that is being considered at a meeting, they must declare the interest which will be managed in accordance with the [Conflict of Interest Policy](#).
- All interest declarations must be reviewed and updated on an annual basis.

## 6. Relationship between the Working Group and the Board

- The AIWG is accountable to the Board for the outcomes of its work and, where appropriate, makes recommendations to the Board, where decisions are required.
- The Board will ensure that the AIWG is provided with the necessary direction and support to deliver its functions. This includes access to appropriate resources (e.g.: opinions of senior staff and, where necessary, independent advice).
- The Board may make requests of the AIWG, as required, to best achieve IAMRA's strategic objectives.
- The AIWG will prepare an annual written report for the Board, which is also presented at the next IAMRA Members General Assembly (MGA).

## 7. Review

- The AIWG is a time-limited group that will be dissolved following the completion of its functions.
- If the AIWG needs to continue beyond its initial term, the Board will review and update this charter as required.

<b>Name of document:</b>	IAMRA AI Working Group Charter
<b>Version:</b>	1.3
<b>Last updated:</b>	January 2026
<b>Approval:</b>	IAMRA Board 01/29/2026
<b>Date of next review:</b>	12 months from last approval

## Appendix – Proposed AIWG meeting schedule

Month <sup>1</sup>	Focus
March	Kick-off meeting Welcome Review background materials Begin to discuss themes and format for an AI guidance document appropriate for IAMRA Allocate roles/responsibilities
May	Develop draft guideline
July	Prepare draft for consultation with IAMRA membership
September	Review and confirm consultation feedback
November	Finalisation

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<sup>1</sup> Exact dates TBD