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| **ITU-T Focus Group on AI for Health** |
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| **Title:** | Proposal for improving the onboarding process for new FG-AI4H members |
| **Purpose:** | Discussion |
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| **Abstract:** | This document contains a proposal with ideas on improving the onboarding process for new members of the Focus Group on AI for Health. The suggestions for simplifying the onboarding process can be added to the existing "Onboarding document" [FGAI4H-G-107](https://itu.int/en/ITU-T/focusgroups/ai4h/Documents/ITU_WHO_AI4H_Onboarding.pdf), for example as a new chapter "continuous improvement of the onboarding process". |

For new members of the ITU/WHO Focus Group on AI for Health (FGAI4H), the onboarding process may be difficult to understand. According to feedback from new FGAI4H members, especially new topic group drivers, the orientation within the required administrative processes can be challenging. The onboarding document [FGAI4H-G-107](https://itu.int/en/ITU-T/focusgroups/ai4h/Documents/ITU_WHO_AI4H_Onboarding.pdf) was developed as a guideline for new FGAI4H members. It presents detailed information about the registration process, the organization within the focus group, participation in one of the topic or working groups and it explains the structure of the official ITU FGAI4H-website. This form serves as a useful guideline for new focus group members. Still, it is another document that has to be studied before starting with the actual work on the topic or working groups.

Regarding feedback from new focus group members, it would be helpful to obtain reduced information easily accessible and presented in an appealing way. This could be achieved by visualization of the processes, for example with flow charts, more illustrations, and less information in text form. One of the central aspects of presenting such information in a structured, appealing way is the official focus group website. There was made an approach to change the design of the official FGAI4H website on meeting H in Brazil as shown in the "website concept proposal" [FGAI4H-H-031](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/docs/FGAI4H-H-031.docx?d=w692fdcef987946449143caeb01957b74&csf=1&e=ze3wNQ). Further effort should be invested in bringing this topic forward as for many people and new FGAI4H members, the website is the central information source.

Another aspect is to provide more information about the "history" of the document-structure within the FGAI4H and the logistics of the documents. For new members, this process is quite complicated to follow, but the whole work in the focus group is based on this documentation. Considering the various expertise in the FGAI4H, it would be desirable to simplify the different access points regarding the individual information level about the FGAI4H, when new members participate.

**Table 1** gives an overview of proposals for improving the onboarding process and where to address these suggestions

Table 1 - Improving the FG-AI4H onboarding process

| No. | Proposals for improving the onboarding process | where to address / find |
| --- | --- | --- |
| 1 | Improving the website as central information source | [FGAI4H-H-031](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/docs/FGAI4H-H-031.docx?d=w692fdcef987946449143caeb01957b74&csf=1&e=ze3wNQ) / ITU |
| 2 | Overview of the structure of the FGAI4H -deliverables, where experts see how to collaborate | "Proposal to set up an updating document on deliverables structure and summary" on meeting "I" by Shan Xu, CAICT, China |
| 3 | Information: visualization, less text form, for example flow-charts & illustrations  | Onboarding document [FGAI4H-G-107](https://itu.int/en/ITU-T/focusgroups/ai4h/Documents/ITU_WHO_AI4H_Onboarding.pdf) |
| 4  | History of document structure within the FGAI4H | Onboarding document [FGAI4H-G-107](https://itu.int/en/ITU-T/focusgroups/ai4h/Documents/ITU_WHO_AI4H_Onboarding.pdf) |
| 5 | Outline for new topic group drivers | See attachment hereinbelow |

**Attachment**

**Outline for new topic drivers (about, goals, role, responsibilities)**

Welcome to the ITU/WHO focus group on “AI for Health”! Thank you for your contribution by establishing a new topic group with the focus on AI and **XXX (name of topic group)**. You have been appointed as the topic driver and might want to know what this role implicates. In the following outline you can learn more about the scope of a topic group in general and your role and responsibilities as a topic driver.

**About the topic groups**

The focus group is organized in topic groups and working groups. *Topic groups* are dedicated to specific health topics that could benefit from AI, e.g. the diagnosis of Malaria from microscope images of blood smears. The members of each topic group specify *how an AI model developed for this health topic can and should be benchmarked*. For this purpose, they develop a topic description document (TDD) under the moderation of a topic driver. This “TDD” introduces the background of the health topic in the context of AI, specifies the proposed benchmarking procedure in full detail, and explains the structure, operations, and considerations of the topic group. *Working groups* play a cross-cutting role and are dedicated to overarching themes, e.g. ethics and regulatory considerations, that are relevant for all topic groups.

**Goals/success of a topic group**

Writing a TDD and implementing the benchmarking accordingly is the main goal of each topic group.

**Role and responsibilities of the topic driver and the topic group members**

* Each topic group has one topic driver (or in rare cases also two), who can be compared to a moderator who has an overview about the development within the topic group and coordinates the collaboration of the topic group members on the TDD.
* The first act of each topic driver is to motivate interested people to get involved and participate in the topic group. A “Call for Topic Group Participation” (CfTGP) serves for this purpose. The topic driver should fill in the requested information in the template for the CfTGP that can be found in document [FGAI4H-E-004](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/docs/FGAI4H-E-004.docx) (ITU account needed) and submit this as Word file to tsbfgai4h@itu.int. You are encouraged to share the CfTGP via the general mailing list, other channels, or contact people you think are suitable - once your draft for the CfTGP is accepted by the focus group and is published on the website.
* The TDD is a living document, which is improved in between meetings by the topic group members. New iterations of the TDD are produced as needed. Once finished, the TDD specifies all theoretical, technical and procedural aspects of the benchmarking of health AI models for the respective topic. The generic TDD outline published in [FGAI4H-C-105](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/docs/FGAI4H-C-105.docx) should be used to structure the TDD.
* The topic driver is expected to submit an updated version of the topic description document one week before each meeting as Word file to tsbfgai4h@itu.int and to give a status update in a brief presentation (ca. 10 min) with a following discussion (ca. 20 min or more) at each meeting (either onsite or from remote via Internet). Meeting dates and further information can be found on the website (<https://www.itu.int/go/fgai4h>).
* Each topic group has an own page on the website (<https://www.itu.int/go/fgai4h>) and on the collaboration site (<https://www.itu.int/go/fgai4h/collab>) where the CfTGP and the TDD are published.
* For organizing the work, the topic driver can establish a dedicated mailing list, hold online meetings via the “Zoom meeting room”, and use the collaboration site for collaborative document editing with the topic group members (<https://www.itu.int/go/fgai4h/collab>).
More information can be found in clause 10 of the [onboarding document](https://itu.int/en/ITU-T/focusgroups/ai4h/Documents/ITU_WHO_AI4H_Onboarding.pdf).

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