

Terms of Reference

AI Forum New Zealand

Working Group on Architecture, Engineering and Construction

Background and Purpose

The **AI Forum New Zealand** (AIFNZ) is a community established by the [New Zealand Technology Industry Association Incorporated](#) (NZTech) under rule 8.1(a) of the Constitution & Rules of NZTech and governed by the Community Charter¹ adopted by the Board of NZTech on 24 October 2018¹. The AIFNZ is governed by an Executive Council selected by its members. The AIFNZ does not have a separate corporate existence and acts through NZTech.

The AIFNZ brings together Aotearoa New Zealand's artificial intelligence community, working together to harness the power of AI technologies to enable a prosperous, inclusive and equitable future in Aotearoa New Zealand.

The **Architecture Engineering and Construction Working Group** (AEC WG) exists within the AIFNZ community and acts on its behalf with the AIFNZ Executive Council's knowledge and endorsement to support the achievement of strategic objectives, according to predefined outcomes and associated success criteria.

The AIFNZ aims to establish the AEC WG as a platform for carrying out research and activities and producing thought leadership and outcomes aligned to the purpose and strategic objectives of the AIFNZ.

This document (the Terms of Reference or ToR) sets out the goals, people involved and ways of working of the AEC WG. The ToR should be read in conjunction with the AIFNZ Working Group Charter², which defines the function, authority and rules for conduct and governance of all the AIFNZ's working groups.

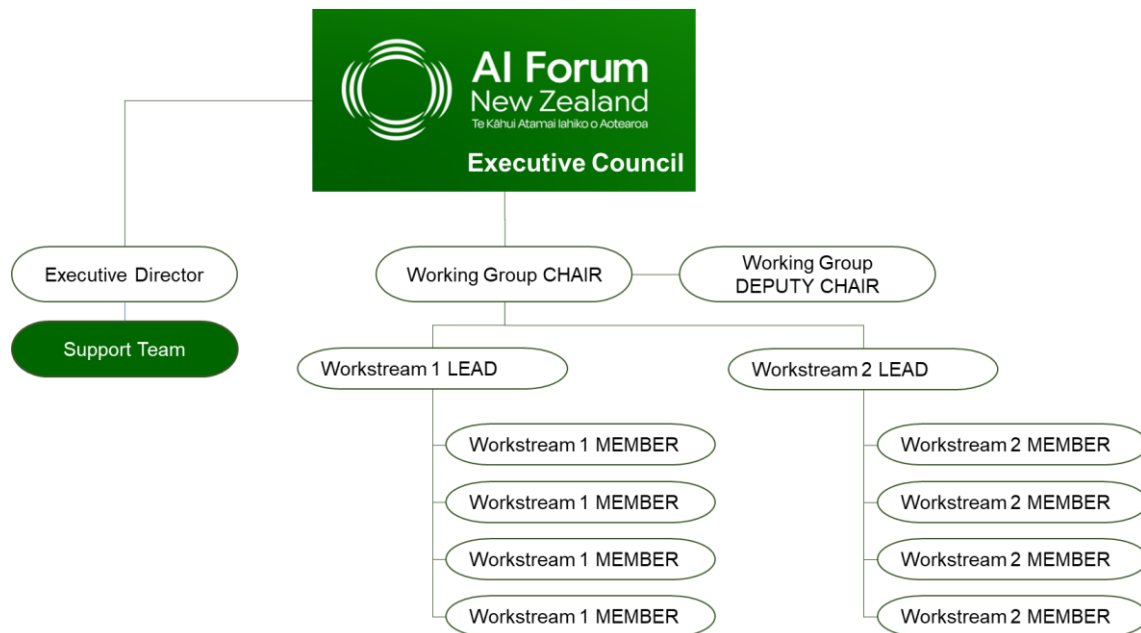
¹ Refer to the [Charter Document Artificial Intelligence Forum of New Zealand](#) published on the AIFNZ website.

² The New Zealand Working Group Charter is dated 6 July 2018 and available on the AIFNZ shared drive.

Working Group Structure & Roles

A list of the working group members and their roles is available and kept up to date on the [AIFNZ website](#). The WG is operated by a Chair, who should be a member of the AIFNZ Executive Council to support the direction, values and tone of the AIFNZ; and a Deputy Chair.

The work of the working group has been organised into four workstreams (refer to Appendix 1). Each workstream will also have a Workstream Lead. Below is the reference structure with the roles and responsibilities for each participant of the working group.



The Working Group CHAIR provides leadership and governance across the working group, ensuring the working group is active and engaged, and conducts prioritisation of strategic and cross workstream activities. The Chair's responsibilities include:

- preside and generally conduct working group meetings;
- ensure proper meeting actions are recorded, maintained and made available to all members;
- regularly liaise with, and provide support to, the Executive Director;
- be spokesperson for the working group;
- provide a monthly update to the AIFNZ Executive Council.

The Working Group DEPUTY CHAIR assists and supports the Chair in the role and fulfills the role of the Chair at any time the Chair is not present at a meeting or is otherwise unable to perform the role.

The Working Group Workstream LEAD provides leadership and governance across the workstream, ensuring the workstream is active, focused and engaged, and conducts

prioritisation of workstream activities. The Lead is responsible for providing monthly updates to the Chair and the Executive Director (with assistance from AIFNZ's project coordinator).

Workstream MEMBERS collaborate to deliver on the programme of work and deliver to the level of their ability to commit. Members are responsible for:

- Attending regular workstream meetings, providing a proxy when not available to attend.
- Reading all pre-material prior to meetings and actively participating in open debate.
- Abiding by the conduct, authority, values, principles and governance practices outlined in the Working Group Charter.

REMINDER ON CROSS COMPANY WORKING GROUPS AND COMPLYING WITH COMPETITION LAW

The Working Group is committed to complying with competition law and members of this working group must not engage in cartel conduct or any other anti-competitive conduct. Therefore:

- Discussions between members of this working group must not deviate from meeting agendas.
- Discussions and information shared by members of this working group must not go beyond what is necessary to achieve the working group's purpose outlined in this Terms of Reference.
- Members must not discuss competitively sensitive information, including details of their pricing, costs and margins, commercial strategy or plans, bids and tenders, products, volumes, market share, customers, suppliers and partners.
- Members must not make, or attempt to make, an agreement or understanding which might substantially lessen competition, for example in relation to bids or tenders, markets, customers, volumes or supply arrangements.
- If a member is concerned that a discussion risk contravening competition law, they should ask for the discussion to stop, and we will cease discussion of the issue to enable members to seek legal advice as to the appropriateness of the discussion before continuing.

Scope of Work

The AIFNZ has established a working group to provide thought leadership, research and to lead activities on the use of AI within AEC sectors in Aotearoa.

Building upon the [AI Blueprint](#) workshops held on 30th May, the group has been formed specifically to address the following:

- **Engage with stakeholders** to gather insights and expertise of AI in the AEC sector.

- **Create and disseminate resources** that standardise AI practices and promote knowledge sharing of AI technologies in the AEC sector.
- **Foster collaboration** to drive innovation and adoption of AI.

The AIFNZ facilitates AI advancement for the benefit of Aotearoa New Zealand across a multi-stakeholder environment. Members are encouraged to consider different points of view and to have a neutral approach to tools and resources when formulating projects, to provoke conversation within the working groups and cultivate open critique and reflection.

Regular reporting is provided for both the Workstream membership as well as aggregated into the monthly AIFNZ Executive Council report. A template for reporting is available [here](#).

Support for Working Group

The AIFNZ Executive Director and Executive Council will provide quality assurance, best practice and financial oversight. It will be consulted on all major publications prior to release.

Led by the Executive Director and subject to available funds, the AIFNZ will:

- provide administrative and programme management support;
- oversee project selection and alignment to strategy;
- provide financial resources and direct support to projects as needs and funds dictate;
- provide contractual and financial terms related to sponsorship and resourcing.

Member organisations may contribute funds and resources to support the fulfilment of project goals and benefits. Non-member organisations may contribute funds only.

Meetings

The Working Group will meet at least on a monthly basis in alignment with the meeting calendar set up for the Executive Council to enable timely reporting of activities of the working group by the Chair. In consultation with the members, the Chair can agree a different cadence depending on the stage of the work being delivered and other engagement factors. Attendance by members will be recorded.

Review Terms of Reference

These Terms of Reference will be reviewed annually and may be amended or updated from time to time at the discretion of the Chair. Members will be notified of any changes, and continued participation in the AEC WG constitutes acceptance of the revised terms. If a Working Group member does not agree with any provision in this document they should raise it with the Working Group Chair, who may then raise it with the AI Forum Chair.

Version History

1.0	<p>Madeline Newman, Executive Director AIFNZ</p> <p>Document based on current version adopted by AI Governance Working Group</p>	18 March 2024
1.1	<p>Maria Mingallon, Chair AEC WG</p> <p>Updated version in line with working Group's purpose and objectives</p>	02 May 2024
1.2	<p>Maria Mingallon, Chair AEC WG</p> <p>Simplified name of WG to AEC (instead of AI in AEC) Updated version in line with AI Blueprint paper key recommendations from 30th May workshops and roundtable</p>	26 Jul 2024

Appendix 1 - Programme of Work

The work plan is derived from the objectives established for this WG under the scope section and the insights captured during the AI Blueprint workshops held on 30th May. Four workstreams have been defined, with main outputs, expected timelines and KPIs linked to each one. These are tentative and shown here only to stimulate conversation among potential members of the WG. They will be reviewed and modified once the WG is officially established, with workstream leads assigned and members enrolled. Across these workstreams, the WG is to consider best ways to ensure the activities and deliverables of the WG respects and incorporates Māori knowledge and perspectives.

WS Code	Description
WS1: Assess	AEC and AI business case. Publish a comprehensive white paper providing an overview and practical recommendations for AI integration in the AEC sector. This will serve as a roadmap for understanding the present capabilities and future potential of AI in this industry.
WS2: Upskill	Develop educational materials and training programs to expedite AI adoption, promoting collaboration across all the workforce, including tech providers, consultancy firms, contractors, Government agencies, academia, and communities.
WS3: Inform	AI knowledge base. Establish a comprehensive knowledge base to standardise AI practices in AEC, highlighting benefits and successful case studies for Government entities. This resource will include a handbook and provide guidelines on AI application in AEC, promoting its advantages, and feature case studies that demonstrate the benefits of AI adoption
WS4: Innovate	Supporting the development of a National Digital Twin. Inform and facilitate the creation of an industry-led National Digital Twin, ensuring it is designed and developed to effectively harness AI technology safely. Having Government 'at the table' is imperative in demonstrating the importance of this initiative at a national level.

Deliverables and KPIs for each workstream are tentatively set out below. All are subject to change and are to be reviewed and agreed by the WG upon its establishment.

WS Code	Deliverables	Timeframe	KPIs
WS1: Assess	White paper gap analysis and AI Business Case.		White paper published Number of attendees at the AI Summit session
WS2: Upskill	AEC masterclasses, webinars, workshops		Number of training sessions held Number of professionals trained
WS3: Inform	AI knowledge base, handbook Industry meetups, podcast (tbc)		Number of attendees Number of podcast listeners
WS4: Innovate	Inform National Digital Twin Hackathon AI Infrastructure (?)		Number of innovative solutions/participants at hackathon