



European Marine Board
Artificial Intelligence Policy

Version 1

Signed:
Date:

1. Preamble

Artificial intelligence (AI) is evolving very quickly, and although it can be advantageous it also entails some risks. The EU therefore instituted an AI Act in 2024 - EU Regulation 2024/1689¹ - to ensure the proper functioning of the internal market and prevent market fragmentation; to stimulate and support innovation; and to protect citizens and companies against the harmful effects of AI systems on fundamental rights such as democracy, the rule of law and the environment.

The EU AI Act addresses the risk of AI and provides AI developers and deployers with an understanding of the requirements and their obligations regarding the use of AI. The Act sets out to address risks that are specifically created by AI applications, to establish a list of high-risk applications and set out clear requirements for these. The regulations also define specific obligations that providers of high-risk AI applications should adhere to. Not all AI applications are subject to these rules: SPAM filters and AI applications specifically developed and deployed for scientific research and development are exempt. The Regulation also tries to reduce the Administrative and Financial Burdens for companies such as the European Marine Board.

The AI Regulation came into effect on 1 August 2024, and it will apply from 2 August 2026. However, some parts are already applicable from 2 February 2025, such as the banning of certain AI systems and AI literacy requirement. In addition, Belgium also requires that all employers must establish an AI Policy.

Date	Version	Comments
March 2025	1	First EMB AI Policy created by EMB Secretariat

2. EMB AI policy

The EMB AI Policy establishes clear guidelines for AI use for EMB activities and could for instance include which applications may be used by whom and how. The AI Policy must also indicate how employees can remain sufficiently AI literate, e.g. when company procedures or AI tools change (e.g. changes in financial software, changes in HR systems), or when an employee changes to a new position that requires the use of new tools. It should also take the rights and obligations of those involved into account.

The policy is divided into two sections, covering aspects relating to EMB employees and those relating to external parties engaged in EMB activities.

3. AI policy for EMB employees

3.1 AI literacy

As of 2 February 2025, employers (both AI providers and AI users) must ensure that their employees are AI literate. AI literacy is about the skills, knowledge and understanding that everyone in the

¹ <https://eur-lex.europa.eu/eli/reg/2024/1689/oj/eng>

organisation involved with AI systems needs to: a) be able to deploy AI systems in an informed manner; and b) be aware of the opportunities and risks of AI and the possible damage it can cause. Everyone in the organisation needs to have the knowledge and skills to make informed decisions and recognise potential risks and harm. Although this obligation will come into effect on 2 February 2025, the provisions of the AI Act on sanctions will only apply from 2 August 2025. It is not yet clear what the sanctions will be for non-compliance with this obligation.

The AI Act does not prescribe how EMB must ensure that all those involved have sufficient AI knowledge, only that the level of AI literacy must be 'adequate', and not everyone requires the same level of AI knowledge. IT professionals developing an AI system need insight into the correct application of technical elements during the development phase of the system, but for others (such as the EMB Secretariat) it might be enough to: a) understand what one should do to be compliant while using AI; and b) how to interpret the output of the AI system. However, anyone who comes into contact with AI must understand how decisions made using AI affect them.

The EMB must therefore decide which knowledge and skills are needed and how their employees should obtain that knowledge. This could include: general AI training with basic knowledge, possibly tailored to different target groups (what is AI, what are the benefits and limitations, how to recognise and prevent risks, etc.); courses focused on the use of specific tools and applications; or possibly collaboration between legal and technical teams.

The EMB Secretariat staff will undergo AI training in the first half of 2025. This training will also be offered to all new employees joining the EMB Secretariat at a later date.

3.2 Use of AI applications

As of 2 February 2025, AI systems that have unacceptable risk are prohibited (based on the AI Act that came into effect on 1 August 2024). For example, AI systems that evoke or recognise emotions in people are illegal in the workplace or in educational institutions. In addition, AI systems for social scoring, which assess people based on their social behaviour or personal characteristics are illegal.

As of March 2025, no prohibited AI applications are being used by the EMB Secretariat. At present the EMB Secretariat uses only Adobe, ChatGPT, Mistral, DeepL, Scite and Grammarly.

According to the AI Act Compliance Checker², if AI generated audio, image, video or text content has been used, EMB will have to follow the transparency obligations under Article 50³ to ensure that the outputs of the AI system are marked in a machine-readable format and detectable as artificially generated or manipulated. EMB undertakes to provide disclaimers to indicate wherever AI applications have been used within its activities. Going forward, EMB will continue to ensure that it does not use any illegal AI systems.

² <https://artificialintelligenceact.eu/assessment/eu-ai-act-compliance-checker/>

³ <https://artificialintelligenceact.eu/article/50/>

EMB also undertakes not to use any AI applications which support note- or minute-taking, or summary creation, during or after online meetings or events, which do not comply with the General Data Protection Regulation (GDPR).

From 2 August 2025 there will be new rules for the use of general-purpose AI models such as ChatGPT and sanctions, and this policy will be updated when these rules become available.

3.3 Dedicated resources

The EMB Executive Director will ensure that appropriate staff time and other resources are dedicated to training and compliance for the new AI Act. The Executive Director will also appoint an AI officer from within the EMB Secretariat to oversee the training and compliance requirements as outlined above.

4. AI policy for EMB activities

4.1 AI literacy for external parties

All organisations and individuals based within the EU will also be subject to the requirements of the EU AI Act, although there may be variations between organisations in terms of their AI policies.

The EMB will encourage its Member organisations to offer AI literacy training to their employees, and to develop their own AI Policies. EMB will make its AI policy available as a reference document.

EMB will also investigate how it can best promote AI literacy to external parties with whom it directly interacts, i.e. Working Group members and EMB Young Ambassadors. This may be in the form of guidance information or by directing external parties to relevant training offers, depending on feasibility and the requirements of those individuals. These needs may also vary depending on whether those individuals are based within or outside the EU, and therefore whether or not they are subject to the EU AI Act.

4.2 Use of AI applications

General guidance on the use of AI applications in EMB activities

- Approach the use of AI applications with caution;
- Retain human oversight and fact check outputs;
- Do not enter personal, sensitive or confidential information into an AI platform; and
- Always inform co-workers if AI applications have been used to assist with developing an output, and the name of the AI platform used so that others can help evaluate and minimise risks or biases.

4.2.1 EMB Working Groups

The EMB Secretariat will give an overview of the AI Act and its requirements at the kick off meeting to each Working Group. A written guidance document will also be developed and given to Working Group members, which they will need to sign to confirm that they will comply.

The EMB Secretariat will ask all Working Group members to disclose any text they have written where they have used AI, and which applications have been used. In addition, the EMB Secretariat will use AI text checking software (e.g. Quillbot, Grammarly) to scan all EMB draft documents to see how likely it is to have been generated using AI. If suspected AI generated text is found, the Secretariat will ask the authors to verify those statements with original sources e.g. academic literature/grey literature/policy documents.

The EMB Secretariat will ask all working group members to be transparent about the use of any videos or images etc. which have been generated using AI applications and used in EMB publications.

4.2.2 EMB Young Ambassadors

The EMB Secretariat will give an overview of the AI Act and its requirements at the annual Ambassadors Training Workshop. A written guidance document will also be developed and given to the EMB Young Ambassadors, which they will need to sign to confirm that they will comply. The EMB Secretariat will ask the EMB Young Ambassadors to disclose any text they have written where they have used AI, and which applications have been used.

4.2.3 EMB Events and other meetings

The EMB Secretariat will ask all speakers and event organisers to be transparent about the use of any information, videos or images etc. which have been generated using AI applications within their presentations.

4.2.4 External projects

The EMB Secretariat will discuss during the proposal writing phase of any project the requirements of the AI Act with the project leads to ensure that banned AI applications are and will not be used.

5. Useful links and resources

The EU AI Act: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32024R1689>

AI Act Explorer: <https://artificialintelligenceact.eu/ai-act-explorer/>

AI Act Compliance checker: <https://artificialintelligenceact.eu/assessment/eu-ai-act-compliance-checker/>

General details from KPMG on the AI Act: <https://kpmg.com/be/en/home/insights/2024/12/txl-the-ai-act.html>