# **Training on Artificial Intelligence for Directors and Digital Specialists**

# **1-3 October 2025, Manila, Philippines**

# **Background**

Artificial Intelligence (AI) has emerged as one of the most transformative technologies of our time, offering vast opportunities to accelerate sustainable development, improve public service delivery, and drive economic growth. In the Philippines, AI is increasingly applied in areas such as agriculture, health services, disaster risk management, and education. The Philippine Development Plan 2023–2028 and the National AI Strategy recognize the strategic role of AI in promoting innovation and competitiveness while addressing societal challenges.

However, while the potential is immense, the adoption of AI in the public sector also raises complex ethical, legal, and governance considerations. These include safeguarding privacy and data protection, mitigating algorithmic bias, ensuring transparency and accountability, and preparing the workforce for technological shifts. Without robust policy frameworks and leadership capacity, AI deployment could deepen inequalities, undermine trust in institutions, and create unintended harms.

Senior policymakers play a critical role in setting the vision, crafting enabling policies, and championing the responsible and trustworthy use of AI in government. Equally important are project managers and technical staff, who must translate policy directives into practical, well-governed AI solutions. This requires skills in risk assessment, stakeholder engagement, and alignment with emerging international standards, such as ISO/IEC 42001 for AI management systems.

To meet these needs, the Development Academy of the Phlippines and the Asian and Pacific Training Centre for ICT for Development (APCICT/ESCAP) is organizing a three-day training programme to build AI policy leadership and technical implementation capacity in the Philippine public sector. This will ensure that AI applications are not only innovative but also ethical, inclusive, and aligned with national development priorities.

**About the Training Programme**

This three-day national training aims to strengthen the capacity of Philippine government officials to design, implement, and manage AI initiatives in the public sector in a manner that maximizes benefits while safeguarding against risks. The training is organized into two distinct but complementary tracks:

**Track 1 – Executive Briefing on Effective and Trustworthy AI (Day 1)**

Designed for senior-level officials, this track focuses on ensuring trustworthy AI from a policy and leadership perspective. It will equip participants to:

* Understand global and regional trends in AI policy and regulation
* Articulate leadership imperatives for trustworthy AI.
* Recognize ethical, legal, and societal risks of generative and agentic AI.
* Establish a Governance framework for Trustworthy AI
* Champion trustworthy AI and promote ethical, inclusive, and sustainable adoption.

**Track 2 – AI Implementation for Project Managers (Days 2–3)**

Targeting project managers and technical staff, this track focuses on practical tools and methods for responsible AI deployment in government projects. It will cover:

* Lead Trustworthy AI development and deployment.
* Identify and mitigate AI risks using rights-based frameworks.
* Apply governance artifacts and conduct impact assessments.
* Implement algorithmic audits and multi-layered governance.
* Design inclusive stakeholder engagement strategies.
* Integrate RAG and agentic AI into trustworthy system design.
* Build organizational capacity for trustworthy AI through Global Best practices

Together, these two tracks aim to foster a whole-of-government approach, ensuring that strategic leadership and operational implementation are aligned to deliver AI-enabled public services that are ethical, inclusive, and effective.

**Expected Outcomes**

By the end of the training, participants will:

* Senior-level officials (Track 1) will be able to articulate a national or institutional vision for trustworthy AI, identify policy gaps, and propose governance measures that address ethical, legal, and societal risks.
* Project managers and technical staff (Track 2) will be able to apply risk mitigation strategies, conduct AI audits, engage stakeholders effectively, and align AI projects with ISO/IEC 42001 and other relevant standards.
* Strengthened cross-agency collaboration for coherent and consistent AI adoption in government.
* Increased capacity of Philippine government institutions to deploy AI systems that are ethical, inclusive, transparent, and accountable.

**Target Participants**

**Track 1 – Executive Briefing on Effective and Trustworthy AI**

* Senior-level officials from national government agencies, particularly those responsible for policy formulation, strategic planning, and oversight of digital transformation and innovation.
* Heads or deputy heads of agencies with mandates in AI-related areas such as ICT, science and technology, data governance, economic planning, public administration, health, education, and agriculture.

**Track 2 – AI Implementation for Project Managers**

* Mid-level officials, project managers, and technical staff responsible for the design, implementation, or management of AI-related projects in the public sector.
* Specialists involved in procurement, standards compliance, or public sector innovation initiatives.

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| 1 October (Day 1) |
| Track 1 – Executive Briefing on Effective and Trustworthy AI  |
|  | **Day 1** |
| Time | Description  |
| 09:00–10:15(75 minutes)  | **Session 1: AI Powered Journey to Industry 5.0** 1. **Learning Outcome** Provide a high-level overview of **Generative AI**, **Agentic AI**, and **Physical AI**, and establish why **Trustworthy AI** is a critical governance and ethical imperative for leadership
2. **Session Outline:**
* Overview of AI’s evolution from **Industry 4.0 to Industry 5.0**
* Explanation of **Generative AI, Agentic AI,** and **Physical AI** with real examples of each.
* New opportunities and risks they introduce in organizations.
* Definition of **Trustworthy AI** and why it matters for executives
* Call-to-action for leaders to champion **responsible innovation**
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| 10:15-10:30(15 Minutes) | **Morning Break** |
| 10:30 – 11:30(60 Minutes)  | **Session 2 “Trustworthy AI Framework (UNESCO Principles)** 1. **Learning Outcome**

Understand the structure and purpose of UNESCO’s **Ethical AI Principles** and learn how to apply these principles as a framework for trustworthy AI.1. **Outline:**
* UN Resolution 78/265 on Trustworthy AI
* Understand UNESCO Trustworthy AI Principles
* Deep Dive into the 7 Trustworthy AI Principles
* Map UNESCO Trustworthy AI principles to UN SDGs
* Case example: Amazon’s biased recruiting tool
1. **Wrap-Up & Reflection**
	* Group discussion on learnings, challenges, and real-world applications
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| 11:30 – 12:00(30 Minutes)  | **Session 3 – Is your organisation ready for Trustworthy AI ?** 1. **Learning Outcome**
	* Assess and reflect on the organization’s readiness to implement ethical AI using the UNESCO **Readiness Assessment Methodology (RAM)**
2. **Outline:**
	* 5 Dimension of UNESCO Trustworthy AI Assessment Framework
	* How to conduct the RAM Assessment
	* Group Discussion on common Areas of Improvement
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| 12:00-12:30(30 Minutes) | ***Learning Activity 1 -*** *Participants break into small groups to compare their readiness findings and collaboratively outline two actions to enhance their organization’s AI governance readiness (for example, starting an AI ethics committee, or updating procurement guidelines to include AI ethical criteria). Each group briefly shares their top recommendation, fostering peer learning.* |
|  12:30–13:30(60 Minutes) | **Lunch Break** |
| 13:30–14:30 (60 Minutes)  | **Session 4 – Building Trustworthy AI: A Strategic Framework for Responsible Innovation**1. **Learning Outcome** Equip senior leaders with a practical **framework to implement trustworthy AI** across the full AI project lifecycle, and link these practices to leadership and talent strategies
2. **Outline:**
* Trustworthy AI lifecycle
* Governance Checklist for Senior Executive
* Generative AI: Redefining Leadership
* AI Talent Strategy
1. **Group Discussion** – Barriers in implementing Trustworthy AI across departments
2. **Wrap-up & Call to action** - Next steps: governance scorecard, leadership alignment, talent roadmap
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| 14:30-15:15 (45 minutes)  | **Session 5 - Driving AI Success: Change Management and Performance Metrics for Strategic** 1. **Learning Outcome** Understand how to manage the **human side of AI adoption** and how to measure AI initiative success using meaningful KPIs and OKRs, ensuring alignment with strategic
2. **Outline:**
* **Change Management for AI initiatives**
* Human WIIFM (“what’s in it for me”)
* Measuring what matters – KPIs and OKRs
* Executive Take Away – One-Page AI Change and Value Scorecard
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| 15:15-15:30(15 Minutes)  | **Afternoon Break** |
| 15:30-16:15(45 Minutes)  | **Session 6-Building a Trusted, Innovation Ecosystem for Ai – A Singapore Case Study**1. **Learning Outcome** Demonstrate Singapore’s national strategy and ecosystem approach to building trustworthy AI, highlighting practical tools, governance frameworks, and international leadership.
2. **Session Outline:**
* Strategic Vision: National AI Strategy 2.0
* Singapore’s Four-Pronged Approach to Implement Trustworthy AI
* AI Verify Ecosystem to audit and Verify Trustworthy AI Applications
* Wrap-Up and Reflection
1. **Materials Needed:**
* Slides: Singapore’s AI Governance Framework
* Case Study Handout: AI Verify and GenAI Assurance Pilot
* Discussion prompt: “What would a trustworthy AI ecosystem look like in your sector?”
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| *16:15-16:45**(30 Minutes)*  | ***Learning Activity 2 -*** *Senior officials will practice developing KPIs using the PETESL framework through a hands-on workshop* |
| 16:45-17:00(15 Minutes)  | **End of Executive Workshop - Wrap up and Q&A**  |

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| 2 October (Day 2) |
| Track 2 – AI Implementation for Project Managers |
| 08:30-09:00 (30 Minutes)  | ***Registration***  |
| 09:00 –10:15 (75 Minutes) | **Session 1: Introduction to Trustworthy AI** **Learning Outcome** * + Introduce foundational concepts of Trustworthy **AI** and set the stage for how to harness AI’s potential while mitigating its risks in practical development scenarios
1. **Session Outline**
* Foundations of Generative AI
* The Rise of Intelligent Agents: Transforming Work and Life
* Physical AI: Bridging the Digital and Physical Worlds
* UN Resolution 78/265 on Trustworthy AI
* Asimov’s **Three Laws of Robotics**
* The needs for Trustworthy AI
* What is Trustworthy AI (Based on UNESCO Principles)
* Trustworthy AI in Practice (Case Study) - (e.g. an autonomous vehicle or an AI in hiring)
 |
| 10:15- 10:30(15 Minutes)  | **Morning Break** |
| 10:30– 11:00(30 Minutes)  | **Session 2: Generative AI & Human Rights Risks** **Learning Outcome** Identify major **ethical and human-rights risks** posed by generative AI systems and learn how to assess these risks using a rights-based approach1. **Session Outline**
* An Overview of Generative AI Tools
* Outline the types of risks with generative AI
* Introduce a **Human-Rights Based Governance lens**
* Emergence of Novel Risks
* Case Study – Amazon’s biased recruiting tools Suggested Activities
1. **Wrap-Up and Reflection**
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| 11:00-11:30(30 Minutes)  | **Session 3 - Diversity and Inclusion in AI** **Learning Outcome** Understand the importance of **Diversity & Inclusion (D&I)** in AI development and learn strategies to embed D&I in data, design, and deployment processes **Session Outlines** * Introduction: Why Diversity and Inclusion Matter in AI
* The Five Pillars of D&I in AI
	+ Human Pillar: Inclusive Teams and Stakeholder Representation
	+ Data Pillar: Inclusive and Fair Data Practices
	+ Process Pillar: Embedding Inclusion in the AI Lifecycle
	+ System Pillar: Inclusive Model Design and Evaluation
	+ Governance Pillar: Inclusive Oversight and Accountability
1. **Wrap up and Reflection**
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|  11:30-12:00 (45 Minutes)  | **Section 4 - A Right-based approach to building Trustworthy AI****Learning Outcome** Equip participants with a rights-based governance mindset and practical tools to embed trustworthy AI practices into organizational workflows. This session emphasizes documentation, cross-functional collaboration, and maturity models as foundational elements of ethical and scalable AI governance**Session Outline** * + **Four Pillar of Trustworthy AI Development (Four Stages of AI Life Cycle)**
	+ Right-based governance Practice to regulate AI
	+ Documentation During AI Development Stage
	+ What is a Model Card?
	+ Case Study: Google’s Use of Model Cards
1. **Wrap up and Reflection**
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| 12:00 – 12:30 | ***Learning Activity 1 - Human Rights Risk Mapping – small teams choose an AI use-case and perform a quick mapping of which rights might be impacted and suggest one safeguard for each. (Working Template will be provided)***  |
| 12:30 –13:30 | ***Lunch Break***  |
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| 13:30-14:00(30 Minutes)  | **Session 5: Responsible and Participatory Data Stewardship****Learning Outcome** Master principles of **responsible data governance** and learn how involving stakeholders (participatory approaches) in data processes can improve trust and outcomes1. **Session Outlines**
* Responsible Data Principles
* Participatory Data Stewardship
* Key Actors and Roles (10 min)
* Case Study: Data for Good Collaboration - a healthcare project where patient advocates were involved in designing the data collection for an AI diagnostics tool, leading to more trust in the outcomes
1. **Wrap up and Reflection**
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| 14:00 – 14:45(45 Minutes)  | **Session 6: AI Impact Assessment based on Microsoft Approach** 1. **Learning Outcome**

Learn how to conduct an **AI Impact Assessment (AIIA)** to evaluate potential impacts and harms of an AI system, aligned with industry best practice like Microsoft AI Impact Assessment Methodology 1. **Session Outlines**
* Introduction: Why Impact Assessments Matter
* Introduction to Microsoft AI Impact Assessment (AIIA)
* Core Components of Microsoft AI Impact Assessment
* Key Regulation (e.g EU AI Acts) that will mandate an AIIA
* Integration with Existing Frameworks
* Mini Case Study Analysis : AI system for Financial Credit Scoring
1. Wrap up and Reflection
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| 14:45– 15:15(30 Minutes)  | ***Learning Activity 2 – Perform a Rapid AIIA – Using a provided template, teams assess a sample scenario (like a public Financial Assistance AI Application) Using Microsoft AIIA to ensure it’s used responsibly*** |
| 15:15 15:30 | **Afternoon Break** |
| 15:30 – 16:00(30 Minutes)  | **Session 7: Algorithmic Transparency & Auditing****Learning Outcome** Learn methods to make AI **transparent and explainable**, and how to perform algorithmic **audits** to ensure ongoing fairness and performance1. **Session Outline**
* Data, Algorithms and Model - The AI Pipeline
* Dimensions of Algorithmic Transparency
* Auditing AI Transparency -: What, why, and How
* Tapestry’s Case Study
1. Wrap-up and Reflections
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| 16:00-16:4545 Minutes) | **Session 8 – Retrieval-Augmented Generation (RAG) - The Future of Trustworthy AI****Learning Outcome** * Understand what **RAG** is and how it can enhance the trustworthiness of AI systems by reducing inaccuracies and improving transparency
* Discuss the emerging technology like Agentic AI and their impact on Trustworthy AI
1. **Session outline**
* **Introduction to RAG**
* How RAG Works (architecture)
* Use cases of RAG in AI applications.
* Transparency Gains
* RAG Limitations
* Air Canda Case Study and how to mitigate it?
* **Introduction to Agentic AI**
* What is Agentic AI?
* Use cases of RAG in AI applications.
* How Agentic AI Works (Architecture)?
* Implementing Agentic AI in a trustworthy manner
* **RAG – Vs Agentic AI – A trustworthy Comparison**
1. Wrap up and Reflection
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| 16:45 -17:00 | **Day 2 Wrap Up**  |

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| 3 October (Day 3) |
| Track 2 – AI implementation for Project Managers |
| 09:00:10:15(75 Minutes)  | **Session 9 – Implementing Multi-Layered Trustworthy AI Governance Across the Lifecycle** 1. **Learning Outcome** Learn how to implement **defense-in-depth governance** throughout the AI lifecycle, especially for complex generative AI systems, to ensure that ethical safeguards exist at every stage
2. **Session Outlines**

**Introduction: Why Multi-Layered Governance?*** Life Cycle Governance Framework
* Roles and Responsibility
* Case Study - Anthropic’s *Constitutional AI*
1. **Wrap up and Reflection**
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| 10:15– 10:30  | **Morning Break** |
| 10:30–11:00 (30 minutes)  | **Session 10 – Building a successful Trustworthy AI Organisation****Learning Outcome** Learn how to implement AI governance at an **organizational level** – institutionalizing the practices learned so far through roles, processes, and culture1. **Session Outlines.**
	* **Trustworthy AI as an Organization Transformation Tool**
	* Trustworthy AI Maturity Model
	* Key Organisation Enablers
	* Trustworthy AI Change Management
	* Who is the trustworthy AI Professional
	* Bring your Trustworthy AI Strategy to Life
2. **Wrap up and Reflection**
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| 11:00–11:45(45 Minutes)  | ***Learning Activity 3 – Design a Model Card for an AI Application - apply principles of Trustworthy AI by creating a Model Card for a real or hypothetical AI model*.** |
| 11:45–12:30(45 Minutes)  | **Session 11 – Validating and Verifying AI Systems for Trustworthiness** 1. **Learning Outcome**

Participants will understand *how to validate and verify AI systems* post-deployment to ensure they remain trustworthy, with emphasis on the **“Check” phase** of the **ISO 42001 Plan–Do–Check–Act** framework.1. **Session Outline**
* Validating Vs Verification
* Technique and Practice
* Ai Verification Tools
* ISO 42001 – The world’s Frist AI Audit Standard
* Case Study – Auditing “Tapestry” Lending AI
1. **Wrap up and Reflection**
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| 12:30–13:30 | **Lunch** |
| 13:30–16:30 (180 Minutes)  | **Session 12 - Capstone Project – Trustworthy AI Development and Deployment**1. Project – Implement an AI Procurement System for a Government Department using *Microsoft’s Responsible AI Standard* to embed trustworthy AI principles across the entire lifecycle
2. Project Outline
* Capstone Project Overview
* Project Brief – Govt AI Procurement system and Scope
* Group Work
* Group 1 - Data Collection & Preparation (Plan phase)
* Group 2 - Model Development (Do phase)
* Group 3 - Deployment & Integration (Deployment phase)
* Group 4 - Monitoring & Feedback (Check/Act phase):
* Group Presentations – Showcasing Trustworthy AI Integration
* Feedback and Discussion (20 minutes) – Facilitator Comments & Best Practices
* Key Takeaways & Continuous Improvement
 |
| 16:30-17:00 | **End of Course and Course Evaluation**  |

**APCICT Resource Person**

**Timothy Tay Huey En**

*AI Governance Resource Person*

Timothy Tay is a seasoned IT Leader, consultant and educator with over 40 years of cross-industry experience, specializing in AI governance, cybersecurity, governance, risk, and compliance (GRC) and Business Sustainability. He has extensive expertise in developing and delivering training programs for policymakers and civil servants, focusing on emerging technologies like AI and their governance frameworks, Risk Management, Cybersecurity and business sustainability. He is an accomplished facilitator, consultant, coach, and auditor.

Timothy’s professional background spans various roles, including lead trainer at TÜV SÜD Singapore and associate trainer at NTUC Learning Hub.