**Checklist for Using AI Responsibly and Effectively**

**for Data Revolution and Big Data Office, NISR**

*Suggested by SJTU Global Challenge Project*

*“From Shanghai to Rwanda 2.0”*

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| Statement | Pass | Hold | Fail |
| **Ⅰ Data Governance & Privacy** | | | |
| 1.1 The data uploaded to a LLM shall contain no personal or confidential information. If it does, the data must be anonymized or de-identified before use. |  |  |  |
| 1.2 Use AI platforms that have clear data protection policies. |  |  |  |
| 1.3 The usage of AI should be in full compliance with Rwandan data protection laws. Obtain authorization if necessary. |  |  |  |
| **Ⅱ Fairness & Non-Discrimination** | | | |
| 2.1 Check any data uploaded to a LLM for potential bias, including sampling and representation bias, societal and historical bias, and measurement and labeling bias, |  |  |  |
| 2.2 Conduct diverse review on the conclusion generated by LLMs to avoid using biased or unfair responses. |  |  |  |
| **Ⅲ Explainability** | | | |
| 3.1 Ask for explanations or reasoning processes of LLMs. You shall use your own judgment to evaluate and add your own perspective of analysis even if the reasoning of the LLM is plausible. |  |  |  |
| **Ⅳ Transparency & Accountability** | | | |
| 4.1 Keep track of queries or prompts used when using LLMs in official work. Make sure your AI using activity is traceable (eg. being able to report your chat history if asked by superiors). |  |  |  |
| 4.2 Verify the source of information generated by LLMs, cite the primary source if possible. Only cite the source if it's a trusted organization. |  |  |  |
| 4.3 Add a prominent label to any LLM-generated content if it will be released to the public or be the reference for policy making. |  |  |  |
| 4.4 Ensure the reproducibility of important key results. |  |  |  |
| 4.5 Employ an effective human oversight mechanism. Make sure that humans have the authority to intervene, review or override AI decisions, especially in high-risk scenarios. |  |  |  |
| 4.6 Establish clear and accessible channels for citizens or organizations affected by the AL system’s decisions to file complaints, provide feedback, and seek redress. |  |  |  |
| **Ⅴ Sustainability** | | | |
| 5.1 Continuously follow the latest development of AI and use the latest model if possible. |  |  |  |
| 5.2 Limit unnecessary use of AI and hold continuous capacity building for staff. |  |  |  |
| 5.3 Compose the prompts sent to LLMs in the suggested way (eg. the RISEN model etc.). Prompts shall not contain any personal inclination of some certain expected output. |  |  |  |

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