

REHVA Policy on the Ethical and Responsible Use of Artificial Intelligence (AI)

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Document Versioning

Version	Date	Comments / Changes
1.0	June 2025	Initial draft for Board review

1. Purpose

The purpose of this Artificial Intelligence (AI) Policy is to guide the ethical, transparent, and effective use of AI technologies within REHVA (www.rehva.eu) to serve our members and the wider European and international building services engineering community. As a federation of European HVAC associations, a publisher of technical standards and guidelines, a promoter of knowledge exchange, and a key player in EU advocacy and research projects, REHVA is committed to using AI in ways that align with its mission and values, respect intellectual property, and promote fairness, accountability, and trust.

2. Scope

This policy applies to all REHVA staff, Board members, Committee members, national association representatives, volunteers, external contractors, project partners, and any third parties involved in the development, use, or management of AI tools and technologies in the context of REHVA's activities, including but not limited to: Publications and standards, Conferences and events, Educational programmes, Research projects, Advocacy and communication, Internal and external communication channels (including social media).

3. Permissible Use Cases of AI within REHVA

AI technologies can greatly enhance REHVA's capacity to create, disseminate, and share knowledge. The following are examples of permitted and appropriate uses of AI, always subject to human oversight and validation:

3.1 Research and Technical Projects

AI tools can be used for data analysis, trend identification, and technical research within REHVA projects (e.g. EU-funded research projects). Outputs must be reviewed by qualified experts and validated for accuracy, relevance, and compliance with scientific and technical standards.

3.2 Content Editing

AI can assist in editing non-technical content (grammar improvement, phrasing, clarity). AI must not be used to autonomously generate or finalize technical standards, position papers, or official REHVA documents.

3.3 Idea Generation

AI tools can support brainstorming and idea generation for projects, technical topics, advocacy strategies, or educational content. Human validation and approval is mandatory before implementation.

3.4 Educational Tools

AI can enhance educational offerings through interactive learning (e.g. chatbots), personalized learning pathways, or automated feedback. AI is intended to support and not replace human educators or experts.

3.5 Event Management

AI may assist with event organization (e.g. programme planning, session scheduling, networking facilitation). AI tools must comply with EU privacy and data protection standards (GDPR).

4. Definitions

Artificial Intelligence (AI): Systems capable of performing tasks requiring human-like intelligence.

Machine Learning (ML): AI systems trained to recognize patterns and make predictions based on data.

Natural Language Processing (NLP): AI tools that understand and generate human language.

Bias: Systematic errors leading to unfair or discriminatory outcomes in AI outputs.

5. Recording Tools and Transcriptions

The use of AI-powered recording or transcription tools during REHVA events, meetings, or webinars is prohibited unless explicitly authorised by the REHVA Board or Executive Office. Any recordings or transcripts must comply with GDPR and be subject to human review for accuracy and privacy compliance.

6. Intellectual Property and Risk Management

AI tools must be used in a way that respects REHVA's intellectual property (IP) and that of its members, partners, and third parties.

- Copyright: AI must not be used to infringe upon existing copyrights or to produce unauthorised derivative works.
- Data Security: Sensitive and proprietary data must be protected, and AI tools must comply with GDPR and EU data protection laws.
- Third-party content: AI tools must respect third-party IP rights.

7. Addressing Bias and Promoting Fairness

- Human Oversight: All AI-generated content must undergo expert human review before dissemination.
- Bias Mitigation: AI tools should be assessed for potential bias and used in a manner promoting fairness and inclusivity.
- Diversity Consideration: REHVA encourages inclusive development of AI tools reflecting the diversity of the HVAC community.

8. Use of AI in Content Creation

- Technical Documents and Standards: AI may not be used to draft or finalize official REHVA technical documents or standards.
- Research Publications: AI may assist in supporting research activities but cannot replace expert validation and peer review.

- Brainstorming: AI-generated ideas must always be critically evaluated by human experts.
- Meetings: No AI recording or transcription of REHVA governance meetings is allowed without explicit permission.

9. Prohibited Uses of AI

- Processing of Sensitive Information: AI must not be used to process confidential or sensitive REHVA documents unless explicitly authorized.
- Deceptive Content: AI must not be used to create misleading or deceptive content, including for advocacy or public communication.

10. Transparency and Accountability

- Disclosure: REHVA will inform stakeholders when AI is used in processes affecting them.
- Accountability: The REHVA Board and Executive Office will ensure appropriate oversight and establish mechanisms to monitor compliance with this policy.

11. Compliance and Review

This policy is binding for all parties using AI within REHVA's ecosystem. Non-compliance may lead to corrective measures, including suspension of AI tool access or termination of contracts. The policy will be reviewed annually to reflect technological developments, changes in EU legislation, and emerging best practices.

12. Conclusion

Responsible and transparent use of AI is key to advancing REHVA's mission of promoting sustainable, healthy, and energy-efficient buildings through knowledge, standards, and collaboration. This policy ensures that REHVA leverages AI ethically while maintaining the trust of its members and stakeholders.