

PART-TIME LEGAL PROJECT OFFICER

Call for applications

Equality-proofing AI systems: “Equality by Design, Deliberation and Oversight” Project

- **Legal Project Officer:** 0.7 working time (3,5 days a week, contract under Belgium employment law)
- **Location:** hybrid position (both in Brussels and remotely)
- **Duration:** April 2024 – May 2025 (17 months)
- **Project funder:** Birmingham University grant under a UK public and research and innovation programme on Responsible AI
- **Employer:** Equinet

Equinet

Equinet is the European Network of Equality Bodies, a membership organisation bringing together 48 equality bodies from across Europe, including all EU Member States.

National equality bodies are public institutions designated by EU law to combat discrimination based on race and ethnic origin and gender discrimination. Some Member States have gone beyond the EU law minimal requirements and extended the mandate of equality bodies to grounds such as disability, age, sexual orientation, religion or belief, gender identity and/or other grounds.

Equinet promotes equality in Europe through supporting and enabling the work of national equality bodies. It supports equality bodies to be independent and effective as valuable catalysts for more equal societies.

More information about Equinet and equality bodies is available on [the Equinet website](#).

Since 2019, Equinet has been systematically working to build the capacity of Equality Bodies (EBs) to tackle algorithmic discrimination and contribute to European regulatory developments such as the European Union Artificial Intelligence Act and the Council of Europe Framework Convention on AI, human rights, democracy and the rule of law. You can read more about our [AI-specific](#) work here.

Background & context

Equinet has become part of the “Equality by Design, Deliberation and Oversight” Project, funded by the UK Research and Innovation Programme on Responsible AI (RAI) under the



leadership of Professor Karen Yeung, University of Birmingham Law School. Project partners include the University of Birmingham Law School (lead), the [Equality and Human Rights Commission \(EHRC\)](#), the University of Oxford, Beyond Reach Consulting Ltd, and Supertech. Professor Yeung is a leading expert on the regulation and governance of new and emerging technologies and is one of the authors of the European Union Ethics Guidelines for Trustworthy Artificial Intelligence (2019), which provided recommendations for developing the AI Act. The project runs from December 2023 until May 2025 and is organized into three mutually reinforcing components. The first part of the project will enable Equinet’s participation in developing the technical standards based on which developers of high-risk AI systems will certify (in most cases through self-assessment) their compliance with the legal requirements of the AI Act. Certification is necessary so that a given AI-enabled product or service can enter and freely circulate within the European Union. The legal project officer is expected to contribute to two sets of activities that build upon this involvement. See more information below.

Objectives and outputs

In addition to participating in drafting technical standards under the AI Act, the project envisions two complementary strands of work through the so-called Work Packages (WPs) that build upon involvement in standards drafting work.

Work Package 2, “Equality-by-design capacity-building, networking and awareness for civil society, equality defenders and public policy-makers,” targets primarily national equality bodies and civil society organizations but also digital rights advocates and policymakers engaged in digital transformation programs. These activities aim to equip equality stakeholders with concrete organizational and technical tools (equality by design, oversight, and deliberation measures, herewith EbD measures) to monitor and investigate the discriminatory impacts of data-enabled services and support policy reform. Thus, the overarching aim of Work Package 2 is to enable Equality Bodies, civil society organizations, and other equality stakeholders to understand and implement organizational and technical strategies to ‘equality-proof’ the design and implementation of AI systems through the provision of practical, accessible guidance “demystifying” technical concepts (in the form of “explainers”).

Work Package 3 “Reciprocal engagement with digital tech developers and firms”, aims to assess and build UK tech developers’ awareness and understanding of UK and European equality laws and connect the UK Equality and Human Rights Commission with UK developers and suppliers of the data, software, interfaces, and organizational systems through which AI-enabled services are deployed. This engagement with UK tech developers, firms, and entrepreneurs will proceed primarily through Supertech and other UK tech industry bodies. The objective of this WP is to address gaps or common misunderstandings held by tech sector stakeholders about equality law, including its applicability to digital services, and ultimately to ensure that the design and real-world deployment of AI-enabled services do not violate equality legal duties.

The legal project officer will lead the delivery of activities in Work Package 2 and Work Package 3.

Deliverables under WP 2:

- Mapping and engaging in outreach to build and support links and network creation between equality stakeholders, focusing on Equality Bodies and civil society organizations, particularly those concerned with the protection against the wrongs and harms produced by algorithmic systems including AI.
- Developing educational and advocacy materials (EbD “explainers”) in collaboration with and under the supervision of experts from the UK RAI team and leading their publication and dissemination.
- Online training sessions – outreach and invitation of EBs, CSOs, and other equality stakeholders and organization of the sessions.

Deliverables under WP 3:

- Developing and distributing survey of UK tech developers, firms, and entrepreneurs (SuperTech) to identify their level of awareness and understanding of equality laws
- Collecting, analysing and reporting on survey results of the tech industry’s awareness of equality laws
- Development of training resources (e.g. PowerPoint presentations, case studies) to support online training delivery.
- Equality Law online training – organization and support training delivery by and in collaboration with the UK Equality and Human Rights Commission.

Expected approach

To ensure delivery of the outputs under WP3 and WP 2, the legal project officer will be expected to:

Under WP 2:

- 1) Conduct mapping of civil society organizations active in the area of digital rights and/or equality and create a contact list to send information in preparation for the training. Reach out to select civil society organizations to inquire about their needs, inform the content of the agenda and help build collaborative relationships and networks.
- 2) Make use of the extensive pre-existing Equinet database regarding equality bodies and Equinet’s list of policy stakeholders to inform the development of the agenda and include in targeted invitations.

- 3) Coordinate and support the development of training materials ('explainers') in collaboration with other members of the UK RAI team, helping to ensure that these materials are informed by an accurate and informed analysis of equality law.
- 4) Oversee publication and strategic dissemination of outputs, including use of the above contact lists.
- 5) Consult closely with Karen Yeung (Lead project investigator, University of Birmingham Law School) and Patricia Shaw (Beyond Reach Consulting Ltd) to prepare the agenda and facilitate the delivery of online training workshops.
- 6) Organize several brief training workshops (indicatively 1-1.5 hours each), which build upon one another and reflect different aspects of the "explainers."

Under WP 3:

- 1) Liaison with SuperTech to establish a contact list with tech developers and firms who could be beneficiaries of training on ensuring that the design and deployment of AI systems comply with non-discrimination legal requirements.
- 2) Reach out to other UK tech industry bodies, such as Tech WM and TechUK, to expand the contact list and ensure a wider reach for the training.
- 3) Develop a survey to assess tech developers' understanding of equality law and identify training needs – coordinate the content of questions with the UK EHRC to ensure that results of the needs assessment could inform EHRC strategy on work with the tech sector and are aligned with ongoing work on algorithmic discrimination.
- 4) Analyse and summarize the results and findings in a report which focuses on identifying specific gaps or common misunderstandings by tech sector stakeholders about equality law, including its applicability to digital services.
- 5) Ensure publication and dissemination through SuperTech, the UK EHRC, and Equinet's network.
- 6) Use survey findings to inform the development of training strategy and content of basic training materials. Consult with the UK EHRC on both.
- 7) Request and implement inputs on the draft supporting materials by Prof Sandra Fredman QC, Professor of Law at Oxford
- 8) Liaise with the UK EHRC to determine a training date and support their preparation to deliver the training.
- 9) Organization of the training, including agenda development and invitations.
- 10) Ensure dissemination of the training materials, as appropriate and in close consultation with the project's principal investigator Professor Karen Yeung.

Other ad-hoc administration and good governance responsibilities

- 1) Participation in two in-person project meetings in London and regular on-line project meetings with the project team
- 2) Contributing, as relevant, to the final report to the donor by including inputs on progress and completion of own deliverables.

During their work, the legal project officer should regularly update the Equinet Secretariat on their progress and, if needed and appropriate, should consult with the UK RAI team. Specifically, the legal project officer is encouraged to update and inform the Equinet

Secretariat in a timely manner and seek support from the Secretariat team regarding the content of training materials, the organization of the workshops, and any obstacles and delays.

Expertise requirement

The selected candidate is expected to demonstrate:

- A track record of work in human rights law or related field. Knowledge of equality law is strongly preferred.
- Some knowledge and interest concerning the impact of Artificial Intelligence and digital technologies on equality and non-discrimination.
- Interest and/or experience in project management and track record of timely completion of project deliverables, with evidence of excellent organisational and communication skills.
- Demonstrated knowledge and/or experience in developing impactful capacity-building training.
- Evidence of ability to collaborate and problem-solve effectively with others.
- Excellent drafting skills in English.

Selection process

The Equinet Secretariat will select the legal project officer based on application, consisting of a CV and an essay (max 500 words) on the applicability of European equality law to AI-enabled systems, and interviews. In the selection process, the matters identified under the ‘expertise requirement’ (above) will be considered, including:

- Quality and content of the application based on meeting requirements in the terms of reference.
- Demonstrated expertise working on equality law.

Timeframe

The indicative timeframe:

- Deadline for applications to be submitted: 11 March 2024
- Result of the selection process: end March 2024
- Start of the work: start of April 2024
- End of work: end of May 2025

Salary range

Equinet is offering a hybrid, **3,5 days a week** position (both in Brussels and remotely).

The gross salary range (depending on the experience of the selected candidate) is comprised between 3,227 eur and 3,705eur gross (per month).

Equinet also offers:

- Meal vouchers (8eur face value per working day)
- Medical insurance
- Reimbursement of commuting costs
- 30eur/month for remote work costs

Equinet cannot cover relocation costs and can only accept candidates already working or authorised to work in Belgium.

Submission of proposals

Potential candidates are warmly encouraged to contact Milla Vidina (milla.vidina@equineteurope.org) by email in advance to discuss their suitability for this post. Applications, alongside the expert's CV, need to be submitted by **11 March 2024** to the attention of Milla Vidina (main contact point) and Tamas Kadar (tamas.kadar@equineteurope.org).