

A wooden gavel is positioned diagonally across the center of the image. The background is a dark, textured surface with a light-colored circuit board pattern. The gavel has a dark, polished head and a lighter, textured handle. The text 'AI STARTER KIT:' is overlaid in a white, stylized font. A white line with a dot at the end extends from the left side of the text to the right edge of the image.

AI STARTER KIT:

FOR PARLIAMENTARIANS

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Getting Started with Artificial Intelligence Tools Regardless of Prior Experience or Resource Access

Modern, commercially available AI tools offer parliamentarians around the globe unprecedented opportunities to enhance legislative effectiveness, improve constituent engagement, and maximize limited resources (including time). This guide provides examples of easy ways to begin incorporating AI into representative and legislative work starting today.

Before You Begin

❖ START WITH WHAT IS AVAILABLE

Many of AI's benefits can be accessed through free versions of commercial platforms, but premium (or paid) accounts offer enhanced privacy and data protection features that are considered best practice for official use. You can begin experimenting and learning with basic access, but upgrade once you start using it in the workplace.

❖ PRIMARY PLATFORMS

Popular, commercially-available Large Language Models (LLMs) that offer free and privacy-supported paid subscriptions include ChatGPT, Claude, and Gemini.

❖ CONSIDER POOLED RESOURCES

Smaller parliaments or departments within a parliament can maximize value by coordinating AI tool subscriptions accordingly. Explore team subscriptions instead of individual licenses. Premium and team accounts also provide advanced features and higher usage limits — valuable for busy parliamentary schedules.

❖ BUILD GRADUALLY

Using AI is similar to toning a muscle. Begin with simple use cases and expand as your confidence and knowledge of the technology's capabilities grow.

Remember: Everyone is at the starting gate of learning how to use this technology in a parliamentary setting. You are not behind and there are many resources available to support you.

The Anatomy of an Effective Prompt

The question or task description that you type into an LLM is called a “prompt.” Similar to asking a coworker to assist in accomplishing a task, the more information you provide within your prompt, the more successful the LLM will be in helping to answer your question or accomplish your task.

❖ BE SPECIFIC AND PROVIDE CONTEXT

Instead of: “Help with education policy”

Try: “I’m a parliamentarian for the [Country] National Assembly. Draft key talking points for a parliamentary debate on primary education funding in my country, and across the region. Address common challenges like teacher retention, classroom resources, infrastructure limitations, and curriculum relevance. Tone should be constructive and focused on practical solutions. Please provide talking points in bullet point format.”

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Sample use cases of how to leverage AI for common parliamentary needs:

- » “Help me prepare questions for a committee hearing on climate adaptation funding focused on the recent development of...”
- » “Brainstorm policy approaches for youth unemployment that have worked in similar economies as...”
- » “Assist in drafting a constituent newsletter explaining recent legislative changes including...”

❖ PROTECT SENSITIVE INFORMATION AND VERIFY INFORMATION

A risk of using a commercially-available AI tool is that it can “learn” from the information you give it and save the data you share. To ensure data privacy and respect constituents’ and coworkers’ privacy, it is important to be aware of the risks and follow these best practices:

- » Never include constituent names, personal details, or confidential parliamentary materials.
- » Use general terms when discussing scenarios such as “a constituent” instead of “Maria.”
- » Describe situations without identifying details such as “our nation’s tourism sector” rather than naming specific businesses.

Another known risk of using generative AI tools is the occurrence of “hallucinations,” false information that the technology presents as fact. To mitigate this risk:

- » **Verify Key Claims:** Fact-check information and assertions.
- » **Use Multiple Sources:** Cross-reference AI outputs with trusted regional sources or experts.
- » **Maintain Critical Perspective:** Remember that AI reflects global knowledge that may not fully understand local contexts or have access to up to date information. AI systems’ knowledge is also limited to information that is publicly available online, so it may not have access to your country’s historic legislative records or debates.

❖ MAXIMIZE LIMITED TIME WITH STRUCTURED REQUESTS

Not only does providing context assist AI in saving you time, you can provide specific details about how you want the information presented back to you.

Try: “Create a brief summary of [topic] with three key points, potential counterarguments, and suggested follow-up actions. Format as bullet points for quick reference.”

Or, attach a public report by a government agency or international organization and ask, “Create a 2-page memo on this report that includes a summary of the key points, supporting proof, and policy recommendations.”

Custom GPTs & Knowledge Bases for Parliamentary Work

Beyond engaging with commercially-available LLMs through submitting a prompt, these platforms offer the ability for you and your team to build customized versions of an LLM that is specialized in a topic or task of your design. These custom AI assistants reference only your selected documents which create reliable, focused research tools from limited parliamentary resources.

❖ HOW TO GET BUILDING

- » Choose your platform (ChatGPT, Claude, or Gemini) and ask it for step-by-step instructions for creating a Custom GPT, Project, or Gem.
- » Build confidence by starting with a use case that only needs access to publicly-available documents.
- » Follow the instructions and continue to ask follow-up or clarifying questions as needed.

INSPIRATION

Sample use cases of a ChatGPT Custom GPT, Claude Project, or Gemini Gem:

- » **Committee Preparation:** Upload relevant bills or acts, previous committee reports, and background materials to create a focused research assistant for specific policy areas.
- » **Institutional Memory:** Preserve parliamentary knowledge by creating databases of procedures, precedents, and past decisions.
- » **Multi-Language Support:** Create custom assistants with documents in local languages or dialects, helping the tools support your work of creating resources for all your constituents, reflecting your nation's linguistic context.

Deep Research for Parliamentary Analysis

Beyond their potential to be valuable brainstorming partners, commercially-available LLMs can be powerful research assistants. If you invest in a premium or subscription license with an LLM, you will gain access to its Deep Research capabilities. While you can compare a regular prompt inquiry to an advanced Google search, Deep Research is more similar to having an extremely fast virtual research assistant assigned to you. A problem or question directed to Deep Research will trigger the AI system to design a full research plan, access dozens (if not hundreds of) resources, and write a thoroughly cited and researched report for you.

❖ HOW TO MAXIMIZE DEEP RESEARCH VALUE

- » **Specify constraints:** Include context such as budget limitations, population size, or geographic considerations.
- » **Request actionable outcomes:** Ask for implementation steps or policy recommendations, not just analysis.
- » **Seek regional examples:** When appropriate, specify the desire to have the research prioritize solutions from similar contexts.

❖ QUALITY ASSURANCE WITH LIMITED RESOURCES

- » **Verify Key Claims:** Focus fact-checking on the most important assertions.
- » **Use Multiple Sources:** Cross-reference AI outputs with trusted regional sources.
- » **Maintain Critical Perspective:** Remember that AI reflects global knowledge that may not fully understand local contexts.

INSPIRATION

Crafting effective Deep Research prompts:

- » **Policy Development:** “Research parliamentary oversight mechanisms in Westminster-system countries with populations similar to ours, [Country]. Compare committee structures, questioning procedures, and accountability measures. Identify adaptable best practices for resource-constrained environments.”
- » **Constituent Issues:** “Examine global approaches to rural healthcare delivery in small, rural countries. Include telemedicine programs, mobile clinic models, and public-private partnerships. Focus on cost-effective, scalable solutions.”

You can begin experimenting with and learning how to use AI today.

AI technologies are continuing to develop and change, but already they show great potential in supporting legislators and democratic institutions around the globe. The best way to begin to understand AI is to use it. Start small, learn continuously, and share knowledge with trusted colleagues to adapt AI capabilities to serve your parliament’s unique needs and circumstances.

***Continue Your AI Journey:** Find additional guides, case studies, and technical resources at popvox.org/ai. For additional support or questions, email aubrey@popvox.org.*