

AI Governance Programme

A shared register, clear decision rules and reporting that management can maintain.

THE PACKAGE IN NUMBERS

2 × 45 minutes

Stakeholder interviews

Map current practice.

3 × 2 hours

Online workshops

Ownership, decision process and handover.

Up to 10

AI uses

Register for one entity and up to 12 participants.

5 tools

Governance materials

Register, roles, charter, dashboard and supplier questions.

1 case + 2 revisions

Rehearsal and refinement

One agreed case and up to two consolidated revisions.

90 days

Follow-up plan

A plan for the client's work after the programme.

WHAT THE CLIENT CAN DO NEXT

Map AI use and establish clear ownership.

Define decision routes, escalation and supplier questions.

Give the board a consistent basis for reviewing progress.

€12,000

per legal entity

Excluding applicable VAT

The programme, step by step

Weeks 1-3: mapping and first drafts

Timing	Topic	Content
Week 1	Two 45-minute interviews	Map current uses, decision-makers and existing rules.
Week 2	Workshop 1 · 2 hours	AI uses, roles, decisions and missing evidence.
Week 3	Draft materials	AIBI develops the register, responsibility model and charter from the input.

Weeks 4-6: rehearsal and handover

Timing	Topic	Content
Week 4	Workshop 2 · 2 hours	Approvals, supplier questions, incidents and reporting.
Week 5	Case and revision	Rehearse the process using one agreed anonymised or fictional case.
Week 6	Workshop 3 · 2 hours	Review the case, unresolved issues, ownership and handover.
After the programme	Client's 90-day plan	The client follows up remaining actions with named owners.

Inside the materials

DELIVERABLE

HOW IT IS USED

01 AI use register Up to 10 uses. Fields: purpose, process, owner, supplier, users, input/output data, human review, dependencies, incidents and review date.	Shows what the organisation uses and who owns it.
02 Responsibility model For new uses, procurement, data access, staff instructions, quality checks, incidents and reporting. One accountable role per activity.	Clarifies who decides and who does the work.
03 Governance charter Purpose, scope, approval route, change management, supplier checks, data rules, quality controls, escalation and update ownership.	Turns governance into a working management process.
04 Board dashboard Objective, baseline, result, spend, quality, material exceptions, owner and next decision.	Gives the board consistent oversight without taking over operations.
05 Supplier questions Data, access, subprocessors, support, model training, security, changes and exit. Open legal questions go to a qualified specialist.	Makes missing evidence visible before procurement.
06 Case and follow-up plan Rehearse one case, consolidate open issues and define a 90-day plan. Up to two consolidated document revisions.	Hand over materials and next actions to the client.

Example: who does what when an AI customer email contains a wrong price?

Illustrative responsibility model, adapted to the organisation. The board does not take over daily incident handling.

Activity	Responsible delivery role	Accountable role
Contain problematic sending	Operations / IT	Business owner
Contact affected customers	Customer service	Service director
Investigate cause and controls	IT + process owner	Business owner
Report material issues	Management	Management
Oversee material risk	Board	Board

WHAT THE EXAMPLE MAKES CLEAR

- 01 Register the use**
- 02 Assess data and ownership**
- 03 Approve or escalate**
- 04 Review the evidence**

Client preparation and time commitment

Name a sponsor and a day-to-day contact with access to key stakeholders.

Share existing policies and up to 10 uses through an agreed channel.

Allow six workshop hours per participant, 90 minutes of interviews in total and consolidated review time. Internal evidence gathering depends on data quality.

Answers before buying

Do you write the documents?

Yes. The consultant drafts and adapts the stated materials using client input. The client approves internal rules and ownership.

Is this a legal compliance guarantee?

No. Legal classification, DPIAs, conformity assessments and technical audits are excluded.

What if we have more than 10 uses?

We scope up to 10 in the standard programme. A larger register requires expanded scope.

Does this cover our entire group?

The standard programme covers one legal entity. Multiple entities, countries or materially different processes need scoping.

Who implements the rules?

The client owns internal decisions, rollout and ongoing operations. AIBI supplies materials, facilitation and handover.

Are the 90 days additional advice?

No. They are a follow-up plan for the client's work after the six weeks. Further advice is agreed separately.

Who is it for?

AI is already in use but ownership and approval routes are unclear. The organisation needs shared processes and board reporting.

If the sole need is a legal opinion or technical security audit, scope a specialist engagement.

Shall we map your requirements and agree a specific scope for the six weeks?