TEMPLATE P32 · SEVEN-G IMPLEMENTATION MANDATE

SEVEN-G implementation mandate

Formalises management's decision to adopt SEVEN-G: objective, scope, adoption model, sponsorship, lead, resources, 90-day calendar, bodies to be set up and the indicators by which the implementation will be measured.

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Why it matters. Without a signed mandate, implementation depends on the goodwill of the business areas: the inventory remains incomplete, nobody reserves the board session and the ninety days stretch out with no end date. The mandate establishes who is accountable, with what resources, how far it reaches and how it will be known that it has been fulfilled. It is the first prerequisite in document 90 (§3) and the first evidence that senior management takes responsibility for AI (question D1.01 in document 11).

01

Instructions for use

Aspect	Guidance
When it is used	In week 1 of the first implementation (90 §4.2), before any other activity. It is reviewed if the perimeter, the scope or the calendar change, and at each annual review (C5) while the implementation has not been completed.
Who completes it	The implementation lead, with the implementation sponsor.
Who verifies it	The AI Office being set up or, if it does not yet exist, the secretariat of the board or of the management committee checks that the mandate is complete. The third line receives a copy (90 §3).
Who decides or approves	The executive chair or the chief executive officer signs the mandate. The board or its board committee takes note and reserves the session for approving C2 in weeks 12–13.
Corporate cycle stage	Prior to C1; covers C1, C2 and C3 of the first implementation (01 §5.3).
Tool	T01 and its inventory T02 (or a spreadsheet with the data model in 03 §4) for the completeness annex.
Reference document	Document 90 (§2 to §5 and §9); 01 §1.2, §5 and §14; document 30 (bodies and mandates).
Lite versus Enterprise scope	Both scopes use this template. Fields marked **(Enterprise)** may be omitted in a Lite scope, with justification.

Completion rules:

- The mandate **does not replace** the C2 decision: it authorises the preparation of the diagnosis and of the proposal that the board will subsequently approve (document 13).
- The implementation scope is chosen using the criteria in 90 §2.2 and **does not replace** the intensity of each use case.
- The inventory covers **the whole company** even if the implementation perimeter is smaller (90 §2.3).
- No general AI moratorium is declared: only what the diagnosis identifies as unacceptable risk is stopped.
- Dates are written in DD-MM-YYYY format.

02

Identification

Field	Content	Guidance
Document code		Identifier in the company's document repository.
Company or group		Company name. In the examples, always fictitious.
Implementation period		Start date and planned date of milestone 3 (week 13).
Mandate version		1.0 when signed; incremented at each amendment.
Signature date		DD-MM-YYYY.
Date on which the board took note		Reference to the minutes or to the decisions register (DEC-AAAA-NNN, document 62), if any.
Diagnosis cut-off date		Date that delimits admissible evidence in C1 (11 §4.3).

03

Purpose, scope and adoption model

3.1 Purpose

Field	Content	Guidance
Objective of the implementation		What the company wants to achieve, in two or three sentences, linked to decision, risk or value.
Expected result at 90 days		Those in 90 §1.1: C1 with evidence, C2 proposed or approved, first portfolio (C3), bodies, roles, *gates*, metrics and reporting rhythm in place.
Horizon up to the declaration of application		Indicative: 6–12 months (Lite) · 12–18 months (Enterprise), according to 90 §2.1.

(illustrative example) Example Company, S.A. (fictitious) adopts SEVEN-G to find out what AI it uses, what validated value it obtains and what risks it takes on, and so that the board approves its AI thesis and risk appetite in the fourth quarter of 2026.

3.2 Implementation scope

Enterprise is chosen if at least one criterion is met (90 §2.2); otherwise, **Lite**.

#	Criterion	Met? (Yes · No)	Justification
1	Prudential or sector-specific supervision that requires formal governance of technology or model risk (for example, DORA).		
2	High-risk AI systems under the EU AI Act , existing or planned.		
3	Agents with A2 or A3 autonomy over customers, money, personal data or production systems, existing or planned.		
4	Group with several companies or countries that must follow a common framework.		
5	Several simultaneous Transform bets (indicatively, three or more).		
	Resulting scope	Lite · Enterprise	

3.3 Perimeter

Field	Content	Guidance
Implementation perimeter		Whole company, or subsidiary, country or business unit. The declaration of application will only cover this perimeter.
Inventory perimeter	Whole company	It is not reduced: risk does not respect perimeters (90 §2.3).
Exclusions and reason		Only from the implementation perimeter, never from the inventory.

3.4 Adoption model

SEVEN-G may be adopted **in full** or **modularly** by components (01 §1.2). Modular adoption is valid, but the company may only declare that it applies SEVEN-G once it meets the fourteen core rules (01 §14.1).

Field	Content	Guidance
Model chosen	Full · Modular	

Field	Content	Guidance
Existing frameworks with which it is integrated		Corporate risk, control, technology or transformation frameworks that SEVEN-G organises without replacing them.

Component or element	Adopted within the 90 days (Yes · No · Later)	Planned date	Existing body or framework that already covers it	Justification
AI system inventory (document 32)				Mandatory from the outset under any model.
Lifecycle and *gates* (documents 20–22)				
A · Impact map (document 10)				
B · Governance system: bodies, roles, risks and nonconformities (30, 33, 37)				
C · Measurement system: value rules, maturity and index (11, 12, 40)				
D · Tools and board oversight (03, 60, 62)				

04

Sponsorship, lead and team

Field	Content	Guidance
Implementation sponsor		Member of senior management with authority over the portfolio. Accepts the milestones together with the AI Committee (90 §4.1).
Implementation lead		Name, position and dedication. Indicatively, most of their working time during the 90 days in Enterprise (90 §3). Usually the future head of the AI Office.
Future head of the AI Office		If not the same person as above, they must take part from day one.
Person designated by the third line to verify maturity		Internal audit, AI Auditor or independent third party (11 §4.2).

Field	Content	Guidance
External support (Enterprise)		If any, engagement model (document 91) and scope. The third party does not verify what it helps to prepare.

Core team

Function	Representative	Allocated dedication	Contributes
Business			Use cases, value and opportunities by sphere.
Technology			Systems, architecture and operation.
Data			Sources, quality and legal basis.
Risk and compliance			Risk methodology, classification and appetite.
Information security			Unauthorised use, controls and agents.
Data protection			Processing involving personal data.
People (human resources)			Effect on work, training and workers' representatives.
Management control			Value and cost with their status.
Legal counsel			Regulatory classification of priority systems.
(illustrative example) **Management control**	Head of management control	20 % for 13 weeks	Validation of the figures in the C1 report

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Resources

Resource	Amount or allocation	Guidance
Implementation budget		Internal hours, external support, training and tools.

Resource	Amount or allocation	Guidance
Register support	T01 and T02 · Spreadsheet	With the data model in 03 §4 if T01 is not used.
Access to information		Procurement, licences, supplier contracts, architecture, risk register and budgets (90 §3). State who guarantees it.
Time of the bodies		Reserved sessions of the management committee and the board.

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90-day calendar

The week-by-week detail is in 90 §4. The company's dates are set here.

Week	Main deliverable	Owner	Planned date	Completion criterion
1	Mandate signed; core team; calendar of bodies; internal communication; evidence request; cut-off date.	Sponsor and implementation lead		Board session reserved; evidence request sent.
2	Inventory with actual status and completeness statements (annex, section 10).	AI Office with technology, procurement and security		All areas have signed; possible prohibited practices escalated.
4	**Milestone 1:** C1 diagnosis report (P33) verified and accepted.	Lead assessor; independent verifier		Report accepted by the sponsor and the committee.
8	**Milestone 2:** risk and opportunity map by sphere approved; C2 proposal (P35) ready.	Sponsor		Draft with the twelve components in 13 §2.
12	Approval of C2 by the board and of C3 (P36) by the AI Committee.	Sponsor; AI Committee; board		Minutes with the approvals.
13	**Milestone 3:** criteria in 90 §4.5 met; 6–18-month roadmap approved.	Implementation lead		Section 9 of this template complete.

Field	Content	Guidance
Reserved date of the board session		Weeks 12–13.

Field	Content	Guidance
Plan if the board does not approve C2 in week 12		Provisional criteria approved by the committee, with no Transform use cases approved, and approval at the next session (90 §4.4).

07

Bodies to be set up

SEVEN-G does not create a parallel governance structure: wherever possible, an existing body takes on the function with an extended mandate (01 §8.3; 30 §10). The model mandates are in 30 §3.

Body or function	Existing body that takes it on, or new	Chair or owner	Planned mandate date	Reference
AI Committee			Week 9	30 §3.3
AI Office			Week 9	30 §3.4
Board committee overseeing AI			Week 9	30 §3.2
Single second-line coordinator for AI			Week 9	30 §3.5
Designated AI Auditor			Week 9	01 §8.1; 30 §3.5
***(illustrative example)* AI Committee**	Management committee, with its own monthly item	Chief operating officer	04-12-2026	30 §10

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Implementation indicators

Definitions in 90 §9. The targets are set by the company; those in 90 §9 are indicative.

Indicator	90-day target	12-month target	Source	Owner
Inventory coverage (areas with a completeness statement ÷ total)			T02	

Indicator	90-day target	12-month target	Source	Owner
New use cases with G0 prior to spending			T01	
Systems with Enterprise criteria classified			T02	
Regularisation of use cases in production			T01	
Roles without incompatibilities			T01	
***Gate* decision time against the reference time limit**			T01	
Current R6			T01	
Amounts with formula and status			T12	
Proportion of validated value			T12, T17	
Overdue nonconformities			T08	
AI literacy			Training record	
Core rules (01 §14.1) substantiated (out of 14)			T15	

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Completion criteria for the 90 days

Completed in week 13 (90 §4.5).

#	Criterion	Evidence	Status
1	Inventory with a completeness statement from all areas in the perimeter.	T02; signed annex.	Met · Not met · Not applicable · Pending
2	Maturity assessment verified and transformation index calculated.	P33; T15; T14.	
3	Risks and opportunities by sphere with owner, economic impact and timeframe.	P33, section 10.	
4	Thesis, ambition, risk appetite and thresholds approved, or date set with provisional criteria.	P35; minutes.	

#	Criterion	Evidence	Status
5	Bodies with a mandate, roles without incompatibilities and AI Auditor designated.	Mandates; P03.	
6	*Gates*, reference time limits and nonconformity process operational.	T03; T08.	
7	Board dashboard and register of recommendations with real data.	T17; T18.	
8	First prioritised portfolio and regularisation plan with time limits.	P36; committee minutes.	
9	Every new use case goes through G0 before consuming budget from week 13.	T01.	

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Annex · Inventory completeness statement by area

Instructions. Each area head within the perimeter signs a statement in week 2 (90 §4.2). They state that they have reported to the AI Office **all** the AI systems that their area uses, develops, contracts or has detected: in-house, third-party AI embedded in processes, corporate use of general-purpose AI and unauthorised use (01 §1.3). The statement is evidence for question D6.05 in document 11 and for criterion 1 in 90 §4.5. It is renewed at least once a year or when the head of the area changes.

Text of the statement

> The management of the *[name of the area]* area states that, as at *[DD-MM-YYYY]*, it has reported to the AI Office all the AI systems it is aware of in its area, including third-party systems, corporate use of general-purpose AI tools and any unauthorised use detected, and that for this purpose it has reviewed the sources indicated in this statement. It undertakes to report any new system before it is used and any unauthorised use as soon as it becomes aware of it.

Area	Signatory (name and position)	In-house systems	Embedded third-party AI	Corporate use	Unauthorised use detected	Sources reviewed	Possible prohibited practices escalated (Yes · No)	Signa date
						Procurement · Licences · Contracts · Security controls · Interviews		
(illustrative example) **Customer service**	Head of customer service	1	2	1	1 (writing assistant without a contract)	Licences and contracts; access log	No	14-10-2026

Summary	Value
Areas in the perimeter	
Areas with a signed statement	
Inventory coverage (%)	
Systems registered in T02 (codes SIA-AAAA-NNN)	
Cases of unauthorised use recorded as a nonconformity (NC-AAAA-NNN)	

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Quality criteria

#	Check	Status
1	The mandate is signed by the executive chair or the chief executive officer, with objective, perimeter, scope and time limit (90 §3).	Met · Not met · Not applicable · Pending
2	The Lite or Enterprise scope is justified criterion by criterion (90 §2.2).	
3	The inventory covers the whole company, even if the implementation perimeter is smaller.	

#	Check	Status
4	If adoption is modular, it states which components are left out and that application cannot be declared until 01 §14 is met.	
5	There is a member of senior management with written responsibility for AI (question D1.01 in document 11).	
6	The board session to approve C2 is reserved in weeks 12–13.	
7	Each body is assigned to an existing or new body, with a mandate date.	
8	All areas in the perimeter have signed the completeness statement (question D6.05 in document 11).	

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Approval and verification

Function	Role in SEVEN-G	Name and position	Date	Signature or reference
Prepares	Implementation lead			
Proposes	Implementation sponsor			
Checks that it is complete	AI Office or board secretariat			
Signs the mandate	Executive chair or chief executive officer			
Takes note	Board or board committee			Reference to the minutes

Segregation of duties: whoever prepares the mandate does not sign it; the maturity verifier designated by the third line is not a member of the core team.

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Version control

Completed document

Version	Date	Author	Changes

Template

Version	Date	Changes
0.1	19-09-2026	First version. Covers the prerequisites, scope, 90-day plan and indicators in document 90, the full or modular adoption model in 01 §1.2 and, as an annex, the inventory completeness statement by area.

External sources cited

Links to the official or primary source, checked before publication. Always verify the version in force on the date of use.

Regulation (EU) 2022/2554 of the European Parliament and of the Council of 14 December 2022 on digital operational resilience for the financial sector (DORA) · https://eur-lex.europa.eu/eli/reg/2022/2554/oj/eng · Parlamento Europeo y Consejo de la UE · 14-12-2022

Regulation (EU) 2024/1689 of the European Parliament and of the Council of 13 June 2024 laying down harmonised rules on artificial intelligence (Artificial Intelligence Act) · https://eur-lex.europa.eu/eli/reg/2024/1689/oj/eng · Parlamento Europeo y Consejo de la UE · 13-06-2024