TEMPLATE P69 · BOARD DECISIONS REGISTER

Board decisions register

Keeps, with persistent identifiers, what the board decides (DEC), recommends and assigns (REC), who carries it out, with what evidence and whether someone independent considers it met; with columns ready to be kept in a spreadsheet.

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Why it matters. What the board decides and assigns is only delivered if someone follows it up with a code, an owner, a date and evidence, and if whoever assesses it is not whoever carries it out. This register separates what the recipient **declares** from what has been **verified**, keeps the original date even when it is rescheduled and links each decision to its use case and its *gate*. It is the "backup spreadsheet" cited in document 62 while T18 does not cover all its fields; without it, follow-up depends on the memory of the minutes and discrepancies never reach the board.

01

Instructions for use

Aspect	Guidance
When it is used	After every session of the board or its board committee at which something on AI is decided, recommended or assigned (recording within 5 working days, 62 §8), and before each pack cut-off date (P67), when recipients update the status.
Who completes it	The board secretariat records codes, bodies, texts and closures; the AI Office, areas, spheres and links; each recipient, their status and evidence; the independent assessor, the assessment.
Who verifies it	The independent assessor appointed by the issuing body (internal audit, AI Auditor, second line or director or adviser with AI experience with no interest in the execution, 62 §6.1).
Who decides or approves	The issuing body accepts closures, discardings and, from the second one onwards, reschedulings.
Stage or point	C2, C4 and C5; Transform decisions at G2 and G7 and Critical risk acceptances before G3 or G5.
Tool	T18 · Board recommendations register. Until its adaptation to the fields in 62 §12.2 is complete, this register is kept in a spreadsheet with the sheets in sections 4 to 9 and imported later. Links to T01 (IA-AAAA-NNN), T03 (*gate* decisions) and T08 (INC and NC); effect measured in T17.
Reference document	Document 62 (identifiers, fields, statuses, assessment, evidence, lifecycle, decisions and indicators); 60 §5.1 (decision sheet).
Lite versus Enterprise	The same in both. At Lite, the history sheet (section 8) may be omitted if every change is recorded in the observations column with date and author.

Completion rules:

- **One sheet per table and one row per record.** The first row of each sheet carries exactly the column names in this template; the code (REC or DEC) is the key that joins the sheets.
- **Identifiers are never reset or reused** (62 §3.2): NNN continues the numbering even when the year or the session changes; a discarded, cancelled or merged code is not used again.
- **The original committed date is not overwritten.** New dates go to the reschedulings sheet.
- **The assessment is shown alongside the declared status, never in its place.**
- **Nothing is closed silently**: closure and discarding require the acceptance of the issuing body with a reference to the minutes.
- Dates in DD-MM-AAAA format; list values exactly as they appear here, so that they can be filtered and counted.

02

Register identification

Field	Content	Guidance
Company and perimeter		Companies and bodies covered.
Issuing bodies		Full board; board committees (which ones); director or adviser with AI experience with the board's acceptance.
Register custodian		Board secretariat, with the AI Office.
Last REC assigned		For example, REC-2026-017.
Last DEC assigned		For example, DEC-2026-015.
Assessors appointed by type		Who assesses each area (62 §6.1).
Assessment time limit		By default, before the next session of the issuing body.
Cut-off date		That of the quarterly pack (P67).
Version		

03

What is recorded

Matter (62 §10.1)	Recording	Sheet
Approval of the AI thesis, ambition by sphere, risk appetite, corporate policy and framework budget (C2).	Mandatory	DEC
Approval of Transform at G2 and of its scaling at G7.	Mandatory	DEC
Exceptional acceptance of Critical residual risks.	Mandatory	DEC
Decisions of the C5 annual review: adjustments to the thesis, thresholds and time limits.	Mandatory	DEC
Notings of stops, retirements, S1 incidents and critical nonconformities.	Mandatory	DEC

Matter (62 §10.1)	Recording	Sheet
Assignments to management.	Mandatory	REC (type Assignment)
Recommendations of the board, its committees or the adviser accepted by the board.	Mandatory	REC (type Recommendation)
Other decisions on AI by the board or the committee.	Recommended	DEC

04

DEC sheet · Board decisions

4.1 Decisions

Code	Body	Session date	Minutes reference	Type	Text of the decision	Decision sheet	Outcome	Limits	Validity
DEC-2026-014 ***(illustrative example)***	Full board	24-09-2026	Minutes 09/2026, item 4	Authorise with limits	Authorise stage 1 of IA-2026-018 with a limit of €400,000 and a continuity decision within nine months.	P67, sheet DEC-2026-014	Approved with conditions	€400,000; stage 1; nine months	24-06-2027

Values: **Type** Approve · Authorise with limits · Accept a risk · Take note (assignments go to the REC sheet). **Outcome** Approved · Approved with conditions · Deferred · Rejected. A deferred decision keeps its code and is presented again with it.

4.2 Conditions of decisions

One row per condition.

DEC code	No.	Condition	Owner	Time limit	Status	Evidence	Verification date	Observations
DEC-2026-014 ***(illustrative example)***	1	Pilot contract approved by legal counsel before the first signature.	Sales management	23-11-2026	In progress			

Status: Pending · In progress · Met · Overdue. An overdue condition is reported to the body, which decides whether the decision remains valid; a use case does not pass a *gate* with overdue conditions of a board decision that affect it (62 §10.3 and §11.1). A risk acceptance lapses on its validity date and the risk once again blocks the *gate*.

05

Recommendation sheet

To create or review a recommendation with all its fields (62 §4). Its data are then copied to the sheets in section 6.

Block	Field	Content	Guidance
Identification	Code		REC-AAAA-NNN.
	Previous identifier		Code in a previous tool, if any.
	Issuing body		Full board, board committee (which one) or director or adviser with AI experience with the board's acceptance.
	Session of origin		Body, date and reference to the minutes.
	Type		Recommendation · Assignment.
Content	Text		Worded so that it can be checked whether it has been met (62 §4, wording table).
	Reason		One or two sentences.
	Compliance criterion		What evidence will demonstrate compliance.
	Area		Value · Risk · Compliance · Security · Data · People · Governance · Suppliers.

Block	Field	Content	Guidance
	Sphere		01 to 09.
	Priority		High · Medium · Low, using the issuing body's criterion.
Accountability	Recipient		One accountable person and their area.
	Original committed date		Not overwritten.
	Current committed date		After reschedulings (section 7.2).
Follow-up	Declared status and date		Pending · In progress · Met · Discarded.
	Evidence provided		Section 7.1. Mandatory to declare *Met*.
	Independent assessment		Conformant · Conformant with observations · Nonconformant · Not assessed.
	Assessor, date and comment		Comment mandatory if not conformant.
Closure	Situation		Open · Closed · Discarded · Superseded.
	Closure date, body and minutes		Who accepted the closure or discarding.
Links	Use cases; INC, NC and systems; DEC		IA-AAAA-NNN, INC-AAAA-NNN, NC-AAAA-NNN, SIA-AAAA-NNN, DEC-AAAA-NNN.
	Dashboard block		T17 block where the effect is measured (62 §11.2).

(illustrative example) Text: "Break down the value of each use case in production into efficiencies, return and recurring cost, with management control validation, before the year-end close." Compliance criterion: "All use cases in production with the three components and their status; management control report".

06

REC sheet · Recommendations and assignments

6.1 Identification and content

Code	Previous identifier	Issuing body	Session of origin	Type	Text	Reason	Compliance criterion	Area
REC-2026-003 ***(illustrative example)***	R-04	Board committee	18-03-2026 · minutes 03/2026	Recommendation	Break down the value of each use case in production…	Declared value not broken down	Three components and status per use case; management control report	Value

6.2 Accountability and follow-up

Code	Recipient	Original committed date	Current committed date	No. of reschedulings	Declared status	Status date	Independent assessment	Asse
REC-2026-003 ***(illustrative example)***	Management control department	30-06-2026	30-09-2026	1	Met	25-09-2026	Conformant with observations	Inter audit

6.3 Closure and links

Code	Situation	Closure date	Closing body and minutes	Use cases	INC, NC and systems	DEC	Dashboard block	Superseding or derived recommendation
REC-2026-003 ***(illustrative example)***	Open (closure proposed)			All in production			Value against potential	REC-2026-017 (observation)

07

Evidence and rescheduling sheets

7.1 Evidence

REC code	No.	Link	Type	Author	Date	Version	Part of the criterion covered	Prior verification
			Approved document · Record or data from a system · Test result · Minutes or decision · Audit report · Verifiable configuration					*Gate* or audit, who and when

The following are not sufficient evidence on their own: a statement without a document, a plan when a result is required, a presentation without linked source data or documentation prepared after the fact (62 §7).

7.2 Reschedulings

REC code	No.	Previous date	New date	Reason	Accepted by	Acceptance date
	1				AI Office or board secretariat, if delegated	
	2				Issuing body (mandatory from the second onwards)	

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History sheet

Code (REC or DEC)	Date	Event	Author	Comment or reason
		Creation · Acceptance by the recipient · Status change · Rescheduling · Evidence · Assessment · Closure · Discarding · Supersession · Reopening · Change of text or recipient		

A closed recommendation is reopened with its code if the evidence was incorrect or compliance has not been maintained; if the problem is different, a new linked one is recorded (62 §9.4).

09

Alerts and indicators

9.1 Alerts per row (they are not statuses)

Alert	Condition in the sheet	Suggested column
Overdue	The cut-off date is later than the current committed date and the status is neither *Met* nor accepted *Discarded*.	`Overdue alert`
Not updated	The status date is earlier than the previous session of the issuing body.	`Not updated alert`
Awaiting assessment	Status *Met* and assessment *Not assessed* after the assessment time limit.	`Assessment alert`
Discrepancy	Status *Met* and assessment *Nonconformant*.	`Discrepancy alert`
Repeated rescheduling	Two or more reschedulings.	`Rescheduling alert`
Overdue DEC condition	Condition time limit exceeded and status other than *Met*.	Sheet 4.2, `Condition alert`

9.2 Indicators for the pack (62 §11.3)

Indicator	Value at the cut-off date	Previous period
Open, by issuing body and area		
Overdue		
Closed in the period		
Discrepancies in the period		
Time to closure (median days, by priority)		
Percentage with at least one rescheduling · with two or more		
Overdue conditions of decisions		
Awaiting assessment		

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Quality criteria

#	Check	Status (Met · Not met · Not applicable · Pending)
1	No code has been reused or reset; discarded items remain in the register.	
2	Every recommendation has a verifiable compliance criterion and a single recipient.	
3	No recommendation is closed without *Met* status, a conformant assessment and acceptance by the issuing body.	
4	No assessment has been made by the recipient or by whoever carries out the work.	
5	The original date is kept and reschedulings from the second onwards were accepted by the issuing body.	
6	Transform decisions at G2 and G7 link both ways to their P29 *gate* record (criteria G2.12 and G7.09 of document 21).	
7	Critical risk acceptances have a validity date and link to P12 (criterion G3.12).	

#	Check	Status (Met · Not met · Not applicable · Pending)
8	The register makes it possible to answer "Yes" to question D1.10 of document 11.	

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Approval and verification

Function	SEVEN-G role	Name and position	Date	Signature or reference
Records and keeps custody	Board secretariat			
Maintains areas, spheres and links	AI Office			
Declares status and evidence	Recipient of each recommendation or execution owner of each decision			
Assesses independently	Internal audit · AI Auditor · second line · director or adviser with AI experience			
Accepts closures, discardings and reschedulings	Issuing body			

Segregation of duties: whoever declares the status does not assess it; the assessor does not rewrite the recommendation and, if they consider the criterion inadequate, proposes a change to the issuing body (62 §6.3).

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Version control

Completed document

Version	Date	Author	Changes

Template

Version	Date	Changes
0.1	19-09-2026	First version. Register of DEC decisions with conditions (62 §10) and REC recommendation sheet and sheets with all the fields in 62 §4–9 (compliance criterion, structured assessment, dates and reschedulings, evidence, history, body and closure), alerts and indicators, prepared for a spreadsheet while T18 does not cover all the fields.