TEMPLATE P70 · PROPOSAL AND ENGAGEMENT LETTER

Proposal and engagement letter

Formalises a support service using SEVEN-G (models M1 to M5): scope, deliverables with their templates, calendar, team, independence, confidentiality, licence and attribution of the framework, responsibilities and acceptance criteria.

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Why it matters. A poorly defined engagement produces deliverables that nobody can accept, incompatibilities discovered too late and promises the framework does not allow. This template requires the support model to be chosen, what is out of scope to be fixed, independence to be checked before signing, the SEVEN-G licence and legal notice to be passed on, and agreement from the outset on how each deliverable will be accepted and how the third party will exit. It protects the company, which decides and keeps its data, and the third party, which is responsible only for its service.

This template does not constitute legal advice. The clauses are indicative; the company and the third party must adapt them to their applicable law, their general terms and their procurement policies with the appropriate qualified advice.

01

Instructions for use

Aspect	Guidance
When it is used	Before starting any service in which a third party applies SEVEN-G in the company, and whenever the model, scope or team changes.
Who completes it	The third party (consultancy, audit firm, independent adviser or team from another group company) drafts the proposal; the company completes its roles, prerequisites and data.
Who verifies it	A quality reviewer from the third party not involved in the proposal (91 §7.1, commitment 5); for the company, whoever commissions the work and, for the clauses, its legal counsel.
Who decides or approves	Senior management commissioning the work (M1, M2, M5); board committee or internal audit (M3); chair of the board or of the board committee (M4).
Stage or point	M1: C1 · M2: C1 to C3 and phase 0 of priority use cases · M3: verification of 01 §14 · M4: C2, C4 and C5 · M5: C3, C4 and lifecycle (91 §4.1).
Tool	It has no tool of its own. Deliverables use T01, T02, T14, T15, T16, T17, T18 and T19 depending on the model.

Aspect	Guidance
Reference document	Document 91 (models, independence, use of the name, quality, what must not be promised); document 93 (licence, citation and notice); document 90 (90-day plan and prerequisites).
Lite versus Enterprise	The company's Lite or Enterprise implementation scope (90 §2) is stated in section 2 and adjusts the calendar and the deliverables.

Completion rules:

- Data that depend on each engagement are shown in **[square brackets]** and are replaced when the template is completed.
- **One model per engagement.** If several are combined, their compatibility is checked in section 7 and each is described separately.
- **Commercial terms are free** (91 §1); this template only requires the fee structure to be declared and 91 §5.4 to be respected.
- **No promises** of certification, guaranteed compliance, savings percentages, maturity levels or timeframes without a diagnosis (91 §8).

02

Identification

Field	Content	Guidance
Proposal reference	[Reference]	
Company	[Company]	Name and companies within the perimeter.
Third party	[Third party]	Name and, if it belongs to a group, related entities.
Support model	[M1 · M2 · M3 · M4 · M5]	91 §4.
Company's implementation scope	[Lite · Enterprise]	90 §2.
Perimeter	[Companies, areas, use cases and systems]	Defines the "area" for independence purposes (91 §5.2).
SEVEN-G version applied	0.1 · [date]	And planned adaptations (91 §2.2).
Proposal date and validity	[DD-MM-AAAA] · [days]	

Field	Content	Guidance
Version		

03

Context and objective

Field	Content	Guidance
Starting situation	[What the company knows about its AI today]	No unverified figures. What is not known, as *no data*.
Question the service answers	[Question]	For example, M1: "What AI do we have, how much does it contribute and what risks are we taking?".
Outcome for the board	[Outcome]	"Outcome for the board" column in 91 §4.1.
Why this model	[Reason]	Compared with the other four.

04

Scope by model

Complete only the row for the chosen model and detail the adaptations.

Model	Reference scope (91 §4)	Out of scope	Proposed adaptation
M1 · Diagnosis	Initial inventory (including third parties and corporate use); D1–D7 maturity with evidence; sphere map; transformation index profile; value by status and recurring cost of use cases in production; main risks and gaps.	AI thesis; construction of solutions; definitive regulatory classification.	[ ]
M2 · 90-day implementation	Month 1 diagnosis; month 2 risks and opportunities by sphere and proposed thesis, ambition and appetite; month 3 governance structure, initial portfolio, registers in operation and first pack.	Independent verification of *gates* that the third party helps to prepare; decisions of the bodies.	[ ]

Model	Reference scope (91 §4)	Out of scope	Proposed adaptation
M3 · Independent audit	The fourteen core rules (01 §14.1); sampling of *gate* decisions; inventory and classification; measurement rules in the pack; nonconformity process; register of recommendations and independence of assessments.	Designing or implementing corrections; issuing certifications.	[ ]
M4 · Board advisory	Preparation of sessions (document 61); review of the pack before submission; recommendations; independent assessments commissioned; support for C2 and C5; board training.	Management of the company's AI; preparation of the pack it reviews; supplier selection.	[ ]
M5 · Ongoing support	Support to the AI Office: register and inventory, evidence with the teams, funnel metrics, quarterly pack, support for R6 and C5.	Verification of *gates* for use cases in which it takes part; decisions; assessment of recommendations whose execution it supports.	[ ]

05

Deliverables

#	Deliverable	Model	Template or tool	Maintainable format	Date	Accepted by (company)
1	Diagnosis report	M1, M2	P33; T15, T14, T16	[Editable document]	[ ]	[ ]
2	Initial inventory	M1, M2	T02; P05	JSON or spreadsheet	[ ]	[ ]
3	One-page summary for the board	M1	P67 §4	[ ]	[ ]	[ ]
4	Implementation mandate	M2	P32	[ ]	[ ]	[ ]
5	Proposed AI thesis and risk appetite	M2	P35; T19	[ ]	[ ]	[ ]
6	Corporate AI policy	M2	Document 31	[ ]	[ ]	[ ]
7	Governance model with role assignment	M2	Document 30; P03; P38	[ ]	[ ]	[ ]

#	Deliverable	Model	Template or tool	Maintainable format	Date	Accepted by (company)
8	Prioritised portfolio and regularisation plan	M2	P36; T01	[]	[]	[]
9	Use case register and register of recommendations with real data	M2	T01; T18; P69	JSON or spreadsheet	[]	[]
Sphere map and ambition levels (10)	First quarterly pack	M2	P67; T17	[]	[]	[]
Maturity model (11)	Audit plan, working papers and report with conclusion	M3	P59; P60; P29 (sampling)	[]	[]	[]
Transformation index (12)	Classified nonconformities and recommendations for the register	M3	P50; P69	[]	[]	[]
AI thesis, ambition and risk appetite (13)	Declaration of independence	M3, M4	P41	[]	[]	[]
Portfolio management (14)	Preparation notes for each session	M4	P68	[]	[]	[]
15	Written review of the pack	M4	P67 §12	[]	[]	[]
16	Recorded recommendations and independent assessments	M4	P69; T18	[]	[]	[]
17	Updated registers, funnel metrics and draft packs	M5	T01; T17; P67	[]	[]	[]
18	Transfer plan and exit note	All	P71	[]	[]	[]

(illustrative example) M1 for a medium-sized company: deliverables 1, 2, 3 and 18, in six weeks.

06

Calendar, team and prerequisites

6.1 Calendar and milestones

Milestone	Content	Planned date	Who accepts it
Kick-off	Implementation mandate (M2, P32) or signed engagement; point of contact; cut-off date; request for evidence.	[ ]	[ ]
Milestone 1	M2: C1 report verified and accepted (90 §4.2). Other models: [ ]	[ ]	[ ]
Milestone 2	M2: map of risks and opportunities approved and C2 proposal ready (90 §4.3).	[ ]	[ ]
Milestone 3	M2: completion criteria in 90 §4.5 met.	[ ]	[ ]
Exit or annual review	Exit note (P71) or review of the service (M4, M5).	[ ]	[ ]

The durations in 91 §4.1 are indicative and are confirmed after the diagnosis.

6.2 Team

Party	Role	Name	Time commitment	Observations
Third party	[Role from 91 §4, for example implementation director]	[ ]	[ ]	
Third party	Quality reviewer not involved	[ ]	[ ]	Mandatory (91 §7.1).
Company	[Role from 91 §4, for example single point of contact]	[ ]	[ ]	
Company	AI Office (M2 and M5, from day one)	[ ]	[ ]	

Changes of third-party staff are communicated in writing and their incompatibilities are checked again.

6.3 Company prerequisites

Prerequisite (90 §3)	Met? (Yes · No · In progress)	Observations
Senior management sponsorship with a signed mandate		
Board session reserved (M2)		
Internal owner and core team with allocated time		
Access to procurement, licences, contracts, architecture, risks and budgets		
Legal counsel available for regulatory classification		
Internal audit informed		

07

Independence and conflicts of interest

Check (91 §5)	Answer	Guidance
Services provided to the company and its group in the last three years	[ ]	With model and area.
Is any previous service incompatible with the one requested in the same area?	[Yes · No]	Table in 91 §5.2. If Yes, the engagement is not signed.
Cooling-off period respected	[Yes · No · Not applicable]	At least one full C5 (91 §5.3).
Relationships with technology or model suppliers	[ ]	Alliances, commissions or resale.
Sale of proprietary tools	[ ]	SEVEN-G does not require any.
Fee structure	[Fixed · Time-based · Variable]	Variable fees linked to value only on value **validated** by management control or by an audit independent of the third party (91 §5.4).
Personal or corporate relationships with directors or executives	[ ]	

Check (91 §5)	Answer	Guidance
Declaration of independence delivered	[Yes · Not applicable]	Mandatory in M3 and M4 (91 §5.5), using P41.

08

Engagement letter · model clauses

Clause	Model wording	Guidance
1. Purpose	[Third party] will provide [Company] with the [M1–M5] service described in section 4, over the perimeter [perimeter].	
2. Deliverables and acceptance	The deliverables in section 5 will be delivered in formats that the company can edit and maintain. They are deemed accepted when [company role] confirms in writing that they meet the checklist in section 9.	91 §7.1, commitment 9.
3. Calendar	The service will be provided between [date] and [date], with the milestones in section 6.1.	
4. Decisions	[Company] and its bodies take all decisions; [Third party] prepares, proposes, verifies or advises depending on the model.	91 §3, principle 1.
5. Independence	[Third party] declares that it has no incompatibilities under section 7 and will report any change in writing. It will not verify, audit or assess work that it has designed, built, implemented or operated.	91 §5.1.
6. Confidentiality	[Company]'s information will not be used for other clients, examples or publications, even anonymised, without written authorisation.	91 §2.2. If personal data are processed, whatever the GDPR requires is formalised.
7. Ownership of data and deliverables	Registers, data models and deliverables remain in the possession of [Company].	91 §3, principle 6.
8. Licence and attribution of the framework	Deliverables based on SEVEN-G include: "Based on SEVEN-G (version 0.1), framework by Fernando García Varela, CC BY 4.0 ", with an indication of the changes, and the short form of the legal notice in 93 §11.9.	If adapted: "Adapted from SEVEN-G (version 0.1). Changes: [ ]. This adaptation is not endorsed by the author" (93 §6.3).
9. Use of the name	Neither party will present the service or its results as a certification, accreditation or endorsement by the author.	91 §6.2; 93 §7.

Clause	Model wording	Guidance
10. Responsibilities	[Third party] is responsible for its service to [Company]. [Company] is solely responsible for identifying the regulation that applies to it, verifying that it is current, classifying its systems with legal judgement and certifying its compliance. [Third party] does not declare or certify [Company]'s regulatory compliance on behalf of SEVEN-G or the author.	93 §11.4 and §11.7.
11. Transfer and exit	On completion, [Third party] will deliver the transfer plan and the exit note (P71): registers and data in an open format, evidence and its location, pending decisions and recommendations with an owner, and open risks.	91 §7.3.
12. Duration, review and termination	[Term]; annual review in M4 and M5; termination with [days] notice.	
13. Fees	[Amount and method of payment], in accordance with section 7.	Terms are free.
14. Governing law	[Law and jurisdiction].	To be drafted with legal counsel.

09

Acceptance criteria for each deliverable

Checklist in 91 §7.2, which [company role] applies to each deliverable before accepting it.

#	Check	Status (Met · Not met · Not applicable · Pending)
1	States the SEVEN-G version, the adaptations and credit for authorship in accordance with the licence.	
2	Uses the official terms in the glossary (document 02).	
3	Maturity: each level with evidence; overall level using the rule in document 11.	
4	Value: formula, status and separation of efficiencies, return and cost; validated proportion visible.	
5	Risk: common scales and levels; Critical residual risk identified.	
6	No proposed condition affects critical controls for security, legal compliance or human oversight.	

#	Check	Status (Met · Not met · Not applicable · Pending)
7	Business language for the board (document 61).	
8	Reviewed by a second professional not involved.	
9	No data from other clients; examples marked as fictitious.	
Sphere map and ambition levels (10)	Regulatory content with the date of consultation and a notice that it is not legal advice; includes the legal notice in 93 §11.9 and does not certify compliance on behalf of SEVEN-G or the author.	

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Quality criteria for the proposal

#	Check	Status (Met · Not met · Not applicable · Pending)
1	The chosen model, its scope and what is out of scope are described unambiguously.	
2	Each deliverable has a template or tool, a maintainable format, a date and who accepts it.	
3	Independence has been checked against 91 §5.2 and, in M3 and M4, there is a written declaration.	
4	The proposal contains none of the promises in 91 §8 and no market figures without a source.	
5	The licence, use-of-name and responsibility clauses pass on 93 §11.	
6	It includes exit and transfer (P71) from day one.	

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Approval and verification

Function	Role	Name and position	Date	Signature or reference
Proposes	Third party's service lead			
Reviews quality	Third party's quality reviewer not involved			
Reviews the clauses	Company's legal counsel			
Commissions and signs	Senior management · board committee · internal audit · chair of the board, depending on the model			

Segregation of duties: whoever prepares the proposal does not review it (quality reviewer not involved, 91 §7.1); in M3, the engagement is signed by the board committee or internal audit, not by the owners of the audited areas (91 §4.4).

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Version control

Completed document

Version	Date	Author	Changes

Template

Version	Date	Changes
0.1	19-09-2026	First version. Proposal and engagement letter for models M1 to M5 of document 91, with deliverables linked to templates and tools, independence check, licence and attribution clauses (document 93), prerequisites from document 90 and acceptance criteria from 91 §7.2.

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) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) · https://eur-lex.europa.eu/eli/reg/2016/679/oj/eng · Parlamento Europeo y Consejo de la UE · 27-04-2016

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