Digital and artificial intelligence

AI Usage Charter and Governance

One day to give the company clear rules on the use of AI. Management, IT, compliance and HR review the applicable framework — Law 09-08, the GDPR for data of people located in the European Union, intellectual property, trade secrecy —, draft the usage charter together and assign governance roles, drawing on ISO/IEC 42001:2023.

Duration : 1 day

Objectives

1. Identify the rules that govern the use of AI: Law 09-08, the GDPR, intellectual property, trade secrecy
2. List the uses of AI already present in the company, authorised or not
3. Draft a usage charter: authorised uses, prohibited uses, excluded data, human approval
4. Define AI governance roles and the approval route for a new tool
5. Explain what ISO/IEC 42001:2023 brings to a governance approach

Programme

Day 1 — morning

• Real uses of AI in the company: results of the prior survey, personal tools, risks observed

• Law 09-08: employee, customer and candidate data entered into an AI tool

• The GDPR: situations in which it concerns a Moroccan company

• Intellectual property of generated content and protection of trade secrets

Day 1 — afternoon (workshop)

• Workshop: collective drafting of the charter — authorised, prohibited and conditional uses

• Human approval: who reviews, who signs, what must be recorded

• Introduction to ISO/IEC 42001:2023: AI policy, roles, risk and impact assessment

• Governance roles, circulation of the charter, awareness plan; knowledge test

Teaching methods

• Anonymous survey on the use of AI, carried out before the session

• Case analysis: a salesperson pasting a customer file, an engineer submitting a drawing, a recruiter sorting CVs

• Collective drafting on a charter template adapted to your organisation

• Trade-offs made in the room between management, IT, compliance and HR

• A working version of the charter handed over at the end of the day

Assessment and documents

Knowledge test at the end of the day and end-of-course survey the next day. Numbered certificate, verifiable online, for each participant; the company receives the training report and the working version of its AI usage charter.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To build a complete management system, the course “ISO/IEC 42001:2023 — AI Management Systems” follows on from this day. Obligations on personal data are covered in detail in “Personal Data: Law 09-08 and CNDP”.

Practical information

Duration	1 day
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Is a charter enough to govern AI?

It is the first step: it sets rules everyone can understand and names who decides. For an organisation that develops or deploys many AI systems, a management system under ISO/IEC 42001:2023 then takes over.

Who should attend this day?

Management, IT, compliance or legal, and HR, each of whom carries part of the rules. Adding one or two advanced users from the business functions helps to write a charter that can be applied.

Does the charter cover employees’ personal tools?

That is one of the decisions to take in the session: prohibit, tolerate under conditions or provide a company tool. The course presents the consequences of each option for the protection of data and know-how.

Do we leave with a charter ready to circulate?

You leave with a complete working version, written by your own teams. It must then go through your internal approval route before being circulated and explained to employees.