

AI at the CC desk

A **field guide** for using AI in your real work — safely, with every decision and the accountability staying with you. **Inward** on your own work · **outward** to nonprofits.

AI advises — you decide and you sign.

DRAFT & SCAN	HUMAN-IN-LOOP	DRAFT & SCAN	DRAFT & SCAN	YOU DECIDE
● Partner research	● Application scoring	● CSRD / impact draft	● Stakeholder comms	● Grantee / funding

Where AI fits your CC value chain. ● draft & scan ● human-in-the-loop ● you decide — never delegate

CC owns the responsible-AI call.

1 WHICH TOOL?

Have Microsoft 365	Copilot — safest, inside your data boundary
Google Workspace	Gemini — inside your boundary
Strongest all-rounder	ChatGPT / Claude — Team / Enterprise tier only
Legal blocks everything	Langdock (DE) / Mistral (FR) — EU-hosted, GDPR-capable*
Translation	DeepL (DE) — the easy yes
ESG / CSRD	Briink, or SAP Joule for SAP shops

*GDPR-capable ≠ compliant out of the box: still needs a signed DPA + DPIA, and staff tools need Betriebsrat sign-off. Never a free consumer app for confidential data.

2 DO & DON'T

DO

- ✓ Use the approved tool
- ✓ Treat every output as a draft
- ✓ Give it role + audience + format
- ✓ Own the decision

DON'T

- ✗ Paste confidential / partner data into a free app
- ✗ Trust names, numbers, legal claims unchecked
- ✗ Send AI text to a stakeholder unread
- ✗ Outsource judgment to the model

3 BEFORE & AFTER — YOUR GUARDRAILS

Pre-flight before you type

- ☐ Approved tool for this kind of data?
- ☐ Stripped anything confidential / personal?
- ☐ Gave it the role, audience & format?
- ☐ Pasted the source material it needs?

Post-flight before you use it

- ☐ Facts, names, numbers, legal claims verified?
- ☐ Any invented org / stat / source?
- ☐ Sounds like us? Nothing internal leaked?
- ☐ Would I put my name on it? → send.

4 8 COMMANDS TO STEAL

1 Summarize a partner

"Annual report → mission, who they serve, top 3 needs, red flags, 3 questions before partnering."

2 Score applications

"5 applications + our 4 criteria → rank, score each 1–5, flag the closest call." **You still decide.**

3 CSRD / ESG draft

"Notes → 3 CSRD impact paragraphs; mark anything needing a real number." **Verify every figure — it may invent one.**

4 CFO business case

"Proposal → 5 bullets for a cost-focused CFO, tied to ESG reporting, employer brand, or risk."

5 Rehearse your boss

"Act as my skeptical CFO — or General Counsel / CEO — give 5 objections, then pre-answer them."

6 Stakeholder reply

"Draft a reply to this rating-agency question in our cautious tone; flag what not to commit to in writing."

7 Your AI position

"Cautious one-paragraph internal AI line, EU AI Act-aligned, German Mittelstand voice." **Align with Legal — not CC's alone to sign.**

8 Scope before you build

"Partner says 'we want AI' → ask me 5 questions to bound it, and name the condition to say no."

5 · Get it approved — the pitch to steal

"The EU AI Act's staff AI-literacy duty has applied **since Feb 2025** — we're likely non-compliant now — and the Act's penalty regime lands **Aug 2026**. Meanwhile staff already paste company data into private ChatGPT. I propose an **8-week pilot**: 10 licenses of Copilot / Langdock for the CC team, measured on hours saved in CSRD reporting. ~€25/user/month. Owner: me."

Sources: artificialintelligenceact.eu (Art. 4) · zew.de (shadow-AI) · verify before quoting externally.

6 POINT IT OUTWARD — THE SOCIAL-IMPACT LEVER

Program in 5 steps (Breakout 1 Track A builds it): scope the problem → match a partner → pilot-scope (days + liability boundary) → guardrail & Legal sign-off → measure as CSRD S3/S4.

Channel AI skills to an NGO

MI4People (KIIS) · N3XTCODER (AI for Impact) · CorrelAid (Data4Good)

Discounted tools for nonprofits

Microsoft for Nonprofits (Copilot –15%) · Salesforce Agents for Impact (pro-bono)

Free upskilling & EU AI Act help

KI-Campus · DRK-Lernplattform · vhs.cloud · ARIC Hamburg