# Course : AI in the Public Sector: Legal Framework, Guidelines, Case Studies, and Best Practices

*Practical course - 1d - 7h00 - Ref. IHO*
*Price : 520 CHF E.T.*

NEW

The purpose of this training is to enable public servants to understand, manage, and use generative AI as a tool to assist them in their work, while complying with the regulatory framework, GDPR requirements, and professional best practices —in particular, by writing effective prompts.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- Explain what AI and generative AI are, along with their limitations
- Placing the use of AI within the framework of the European AI Regulation (AI Act) and the GDPR
- Identify permitted, sensitive, or prohibited uses
- Write structured prompts tailored to a professional context
- Critically analyze the responses generated by AI
- AI and Environmental Impact

## Intended audience

Civil servants.

## Prerequisites

None

## Practical details

**Teaching methods**

A combination of lectures and hands-on exercises.

## Course schedule

**PARTICIPANTS**

Civil servants.

**PREREQUISITES**

None

**TRAINER QUALIFICATIONS**

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

**ASSESSMENT TERMS**

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

**TEACHING AIDS AND TECHNICAL RESOURCES**

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

**TERMS AND DEADLINES**

Registration must be completed 24

## 1 Issues, Applications, and Understanding of AI in the Public Sector

- AI and Public Policy: Why This Topic Now?
- Compilation of Staff Comments and Questions
- Key Historical Milestones (Turing, Deep Learning, ChatGPT)
- What AI Is: What It Does, What It Doesn't Do
- Generative AI vs. “Traditional” AI
- Strengths and Limitations: Biases, Hallucinations, Lack of True Understanding

**Hands-on work**
Discussion on the use of AI in personal or professional contexts

## 2 Legal and Regulatory Framework (GDPR and AI Act)

- Key Reminders About the GDPR: Personal Data, Citizens' Rights, and Local Governments' Obligations
- Real-world examples: grants, video surveillance, newsletters
- Practical Implications for the Use of AI: Prohibited Data, Agent Responsibilities
- Purpose and Philosophy of the RIA (AI Act)
- The 4 Risk Levels
- Focus on Generative AI in the Public Sector

**Hands-on work**
Using AI to Define the GDPR and Illustrate It with Real-World Examples

## 3 Best Practices for Methodology: The Prompt and Best Practices

- Definition of the prompt
- Impact of Prompt Quality on Responses
- Structural Writing Methods
- Self-Improvement and Iteration with AI

**Hands-on work**
Automatic Correction and Optimization of Results

## 4 Governance, Security, and the Impacts of AI

- Institutional Stakeholders: CNIL, ANSSI, European authorities
- Key Recommendations from the CNIL and ANSSI
- Possible Penalties and Liabilities
- Environmental Impact of AI: Measures and Studies (ADEME)
- REEN Act, CESE Report, AFNOR Standards
- The Relationship Between Environmental Impact and the Regulatory Framework

**Hands-on work**
Identify CNIL and ANSSI recommendations using AI. Analyze the REEN Act and its impact on the civil service in relation to the RIA.

hours before the start of the training.

**ACCESSIBILITY FOR PEOPLE WITH DISABILITIES**
Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

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## Dates and locations

**REMOTE CLASS**
2026 : 4 Dec.

2027 : 2 Apr., 30 Apr., 28 May, 2 July, 1 Sep., 29 Oct., 26 Nov., 17 Dec.

**GENÈVE**
2027 : 2 Apr., 28 May, 2 July, 17 Dec.