



# Committee preparation — draft resolutions

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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12-day backward schedule · fictional document

## Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

**Fictional document**, produced for the demonstration. **The award cannot be sped up**: it is a decision of the community council, taken by resolution. **What can be sped up is the completeness of the file before the sitting** — and that is where six weeks are won.

## What is prepared for each complete application

| Document                          | Content                                                                                      | Rule                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Draft resolution                  | The authority's layout, citations reused from earlier resolutions                            | The agent drafts no citation of its own — the authority's own citations are reused with their dates |
| Briefing note for elected members | One page: business, project, jobs announced, amount requested, eligible cost, cumulative aid | And what remains uncertain, written plainly                                                         |
| Summary table                     | Sorted by amount and by park                                                                 | Ready for the sitting                                                                               |

| Document          | Content                               | Rule                           |
|-------------------|---------------------------------------|--------------------------------|
| Backward schedule | Completeness deadline per application | It is what changes the outcome |

## The backward schedule, and why it matters

| Milestone             | Timing                   | Action                                        |
|-----------------------|--------------------------|-----------------------------------------------|
| Filing                | Day 0                    | Document request sent the same day            |
| Reminder              | Day 10                   | Stopped by any response from the business     |
| Alert to the officer  | Day –20 before committee | If the file is not complete                   |
| Completeness required | Day –12 before committee | Your files reached it on average 3 days AFTER |

## The measured result

| Measure                                              | Before                     | After                                                              |
|------------------------------------------------------|----------------------------|--------------------------------------------------------------------|
| Applications deferred for not being complete in time | 21 out of 180              | 4                                                                  |
| Time lost per deferral                               | Six weeks for the business | Six weeks gained for seventeen businesses                          |
| Reason for the 4 remaining deferrals                 | —                          | A certificate the business had not yet obtained from a third party |

## What remains wholly with the authority

| Act | Who |
|-----|-----|
|-----|-----|

|                         |                                                                |
|-------------------------|----------------------------------------------------------------|
| <b>Voting the grant</b> | <b>Community council, by resolution</b>                        |
| Notifying the decision  | The department, under the signature of the competent authority |
| <b>Paying</b>           | <b>Public accountant, once the work is certified as done</b>   |

**The agent pays nothing, commits no budget and notifies no decision.** A business with a purchase agreement to sign no longer loses six weeks over a missing certificate: that is all this backward schedule does, and it is already a great deal.

## For the authority to settle

Completeness deadline chosen before committee: \_\_\_\_\_ days

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