The monitoring landscape — 27 topics, 41 sources, 8,600 publications

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12 months of monitoring log, reconciled against an internal collection of 18,400 documents · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The measurement covers QUEUES, LEAD TIMES and TOPICS, never what a named librarian does. The 27 topic sheets are written, each with its sources, its vocabulary and its recipient service: the service reads twenty-seven sheets, not 8,600 publications.**

Where the year's 8,600 reviewed publications come from

Source family	Sources monitored	Publications reviewed	Retained	Share retained
Official Journal and Légifrance — acts, decrees, orders	**6**	**3,240**	**412**	**12.7%**

Source family	Sources monitored	Publications reviewed	Retained	Share retained
Ministerial official bulletins, instructions and circulars	11	1,860	184	9.9%
Administrative case-law databases	**4**	**1,420**	**96**	**6.8%**
Publications of local-government associations and management centres	9	1,180	148	12.5%
Public reports, opinions and regulators' guides	7	640	74	11.6%
Publications of financial audit and jurisdiction bodies	4	260	38	14.6%
Total	**41**	**8,600**	**952**	**11.1%**

The 7,648 publications set aside each carry their reason — outside the authority's remit, text already flagged, draft not yet published, applies to another category of authority, duplicate of another source. **Monitoring whose discards you cannot see is monitoring you cannot correct**, and it was this record that led to 41 terms being added to the « water and wastewater » topic after one quarter.

The three items in the fiche's « the gain » section, costed against your own records

Item	Share of time today	After	In time	Annual volume	Hours returned
Producing a weekly monitoring bulletin — collection, sifting, formatting	**60%**	**12%**	**15 h 36 → 3 h 07 out of 26 h**	**48 bulletins**	**599 h 02**

Item	Share of time today	After	In time	Annual volume	Hours returned
Monitoring one topic across the sources — raw trawling	**20%**	**8%**	**1 h → 24 min out of 5 h a month**	**27 topics × 12 months**	**194 h 24**
Searching the collection for a text — actual searching	**10%**	**8%**	**32 min → 25 min out of 5 h 20 of circuit**	**1,240 searches**	**132 h 16**
Keeping the 27 guides and 148 procedures current	—	—	310 h → 103 h 20 a year	175 documents	206 h 40
Targeted impact alerts	—	—	1 h 45 → 25 min	96 alerts	128 h 00
Total	—	—	—	—	**1,260 h 22**

> **On the third item the fiche is cautious — 10% to 8% — and rightly so: what shifts is not the searching time, it is the LEAD TIME. A search of the collection comes back in 3 days today because it waits for a librarian to be free, not because it takes three days of work. After: within the minute, with the reference, the date and the exact passage of every item. The hours gained on this item are modest; what it changes in the relationship with the departments is not.**

1,260 h 22, rounded down: 1,260 hours returned over the year. On the statutory working-time basis — **1,607 hours a year, 151.67 hours a month, 35 hours a week** — that is **more than eight months of work**, or **more than thirty-six weeks**, returned to a three-person service. **Rounding is always taken downwards:** a gain rounded up is a gain a chief executive can dispute. **No post cut, no post created** — it is time returned

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to analysis, circulation and supporting the 14 departments.

The five texts that arrived too late, and why they slipped through

Topic	Gap between publication and circulation	Entry into force	What let it through
Public procurement — tender documents	**61 days**	**30 days after publication — arrived 31 days late**	Published during a peak week: 214 publications that week
Planning — item of the application pack	48 days	45 days after publication	Secondary source, trawled by hand once a month
Water and wastewater — inspection duties	**41 days**	**On the day of publication**	**Immediate application: no margin to catch up**
Human resources — allowance scheme	37 days	First day of the following month	Topic monitored for information, with no named recipient service
Waste — declaration arrangements	34 days	On the day of publication	**Immediate application**
Finding	**Service average: 9 days**	—	**None was missed through carelessness: all 5 were in the flow, on monitored topics**

> **The rule this demonstrator defends, and which holds up everything else: NO PUBLICATION IS FLAGGED WITHOUT ITS THREE DATES — date of publication, date of entry into force, deadline for the service to act — NOR WITHOUT THE NAMED SERVICE THAT MUST ACT. A note that gives a text without its**

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effective date and without its addressee is a note that gets read and does not get done. That is precisely what let the five texts above through: four of them did appear somewhere in a bulletin — with no effective date at the top, and no service named against them.

The collection, reconciled against the texts it cites

Scope	Documents	Cite a text	Cite an outdated text	Share
Full internal collection	**18,400**	**2,860**	**214**	**7.5%**
of which guides in service	**27**	**27**	**24**	**—**
of which procedures in service	**148**	**96**	**7**	**—**
Subtotal of documents that make people act	**175**	**123**	**31**	**25.2% of operational documents citing a text**
Other collection documents	18,225	2,737	183	6.7%

Version of the 27 topic sheets settled by the head of the documentation service, on: _____

Next review of the topics and their yield — proposed at six months — set for: _____

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