Committee report — 60 files

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

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Built as things go · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The report is available at all times:** there is no longer a week of preparation before the committee, there is half a day of rereading.

What the report carries, file by file

Section	Content	Why it is there
Purpose and amount requested	Two lines	To place the file
Criteria met and not met	**Always in the same order**	**Lets members read 60 files without losing their way**
Amount proposed and reasoning	Three lines	What the committee rules on
Grants already awarded to the same applicant over 3 years	**Across all schemes**	**The question asked at every session, that nobody had time to prepare**

Section	Content	Why it is there
Breakdown by member municipality and type of applicant	**One page**	**Asked for one session in two, half a day to rebuild**
Files whose assessment diverges from a comparable	**3, with both sets of reasoning side by side**	**Not errors: the points where the committee gains by ruling explicitly**

What the session becomes

Measure	Before	After
Time to examine 60 files	**3 h 30**	**2 h**
Preparing the report	**One week**	**Half a day of rereading**
Minutes of the opinions	Several days	**The same evening, with the sense of each opinion and its reasoning**
Across 4 committees a year	—	**A month of officer time recovered**

The report is also readable by the public accountant without anything more being asked: amount, criteria, reasoning and grant history appear in the same document, in the same order, for all 60 files.

What is proposed next

Measure	Effect over the last three committees
The committee's decisions feed the base of comparable files	**24 more files would have been aligned on what the committee actually ruled**

For the department to settle

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Date of the next committee and cut-off date for the report: _____

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