Pre-signature check — 47 draft instruments, 6 points to take up

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References to texts, signatory's authority, internal consistency · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The check runs on drafts already filed in the document management system:** it costs the departments no extra referral, **and it hands back six paragraphs to read instead of 47 instruments.**

What the check looks at, instrument by instrument

Check point	What is compared	Result across the 47 drafts
References to texts	**Every text cited, compared to its consolidated version at the date of the draft**	**3 references to earlier wording**
Signatory's authority	**The delegation of signature in force at the date of signature**	**1 draft carrying a signatory whose delegation had changed in the latest order**

Check point	What is compared	Result across the 47 drafts
Internal consistency	**Amounts, dates, floor areas and terms carried from one document to another**	**2 gaps between the body of the instrument and its annex**
Protective wording	Avenues and time limits for appeal, term, withdrawal conditions, termination for public interest reasons	**47 out of 47 complete**

What is handed over for each of the six

Deliverable	Content
The exact point	**The line concerned, and what changed**
The replacement wording	**Already written, ready to insert**
The council's precedent it is taken from	**Instrument, department, date**
The decision	**With the director — six paragraphs to read**

What the check changed over the year

Measure	Last year	Today
Drafts carrying a reference to an outdated version	**34 of 190**	**0**
When the department sees it	After the instrument has gone for signature	**19 days earlier on average, before signature**
First draft of an instrument or agreement	**30 % of the time of the document**	**12 % — 136 hours across 190 drafts**

Firing the check when the draft is filed is the next step proposed: a department no longer has to refer the matter to the legal department to obtain the check, **it runs on its own and hands back its points the next morning.**

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