



Grouped sign-off mandate — three types, capped and dated

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Four cumulative conditions, reviewed at three months · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **What the mandate changes is the FORM of the check, not its existence.** The head of the registration service **still signs off**: she signs off a comparison list at the end of the day rather than sixty items one after another. **No annotation is entered without her sign-off — and that is not in the mandate, it is the way the agent is wired.**

The mandate, in five lines

Clause	Content
Exact scope	Marriage, divorce and death annotations received electronically, and nothing else
Out of scope, without exception	Acknowledgements of parentage, changes of surname and of forename: signed off one by one — they are the ones that touch on parentage and identity

Clause	Content
Four cumulative conditions for entering the list	Record identified with certainty · no divergence between the notice and the record · no anomaly already spotted on the record · perfectly legible source. A single condition missing, and the annotation leaves the list and comes back on its own
Form of the sign-off	A comparison list, each line with the notice and the record facing each other, and a one-click link to the document
Duration	Reviewed after three months, with the record of the errors caught at sign-off. Without an explicit decision, back to signing off one by one — it is renewal that calls for a signature, not going back
Withdrawal	A word from the head of the registration service, and grouped sign-off stops within the minute

What it brings

Measure	Without the mandate	With the mandate
Signing off 60 annotations	4 hours a week	50 minutes
Preparation by the agent	1 hour	10 minutes
Total for the “annotations” item per week	5 hours — 100%	1 hour — 20%
Clearing the backlog of 1,460	Six months	Seven weeks

What is advised against, with the figures behind it

Option	Volume concerned	What it would bring	What it would cost

Bringing acknowledgements of parentage and forename changes into the list	250 annotations out of 1,460 — 17% of the backlog	12 minutes a week	Most of the risk falls on parentage — and those 250 are prepared in the same comparison form, signed off in 1 min 30 instead of 4
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The review timetable

Milestone	What is produced	Who decides
D+30	First record: annotations that entered the list, annotations that left it and why, errors caught at sign-off	For information
D+90	Full record and proposal for a revised scope	The head of the registration service — without an explicit decision, back to signing off one by one
At any time	Withdrawal of a type of annotation or of the whole mandate	The head of the registration service

A mandate that is written, capped, dated and withdrawable with a word is not a legal precaution: it is what makes it possible to say yes without the checking shifting an inch.

To be set by the council

Date the mandate is signed and date of the three-month review: _____

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