



Diary and preparation packs — the quarter

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74 slot proposals, 0 meeting without a pack · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Slots are offered, never imposed**: the secretariat sets the date. **What the agent brings is the proposal that accounts for everything there is never time to check.**

What is checked before a date is offered

Point checked	Why	What it used to cause
The six diaries concerned	Booked leave, statutory meetings, duty rotas	The slot offered to someone who is away
The site visits of the day	Actual travel time between two points of the urban community	11 appointments in the quarter had been booked that way and had to be moved
The load of the week	No follow-up meeting the day before an executive bureau, unless asked	The meeting that collapses for want of preparation

Point checked	Why	What it used to cause
Open actions on the subject	Their age and their deadline	The meeting that rediscovers a file

The preparation pack, handed over with each slot

Item	Content	When
Proposed agenda	Items drawn from open actions and requests received	With the slot proposal
Minutes of the two previous sessions on the same subject	Decisions and actions still open	The evening before
Documents cited	Brought up from the document management system	The evening before
Open actions and their age	Three figures from the tracking table	The evening before

The result measured over the quarter

Measure	Before	After	Reading
Slot searches	18 minutes on average	Under a minute, 74 requests	Six diaries crossed at once
Meetings moved after the event	19	4	The 4 come from outside cancellations
Meetings opened without a preparation pack	23	0	The pack is ready the evening before, not on the morning itself

What is proposed: booking the five statutory meetings of the year twelve months ahead, with preparation packs opened as soon as the notice goes out. **The six directors then block their dates before other meetings take them** — the only way the executive bureau stops being prepared at the weekend.

For the body to settle

Ranges held open for the chief executive: _____

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