Yearly review — 568 hours returned to the secretariat

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

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Production log, action table, deadline table · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **The calculation belongs to the body and fits in three lines** — it can be redone without us, from its own logs. **This is the page to carry to the executive bureau.**

The calculation, item by item

Item	Share of time	Duration	Annual volume	Time returned
Drafting minutes	**60 % → 15 %**	**3 h → 45 min**	**168**	**378 hours**
Preparing a letter or a memo	37 % → 10 %	11 min → 3 min	1,240	**165 hours**
Searching for a decision in the files	10 % → 8 %	12 min → 9 min 36	620	**25 hours**

Item	Share of time	Duration	Annual volume	Time returned
Total	—	—	—	**568 hours — more than sixteen weeks of a full-time officer's work**

These hours are not a budget saving, and they must not be presented as one: no post has been cut, none has been created. **It is officer time returned to supporting decisions** — and before an executive bureau, what defends itself is what that time produced.

What those hours produced — the waiting times held

Commitment	Before	After	Source
Circulation of minutes	**9 days**	**The next morning**	Circulation log
Record of decisions to the directorates	**With the minutes**	**The same evening as the meeting**	Circulation log
Unsettled points settled	**Resurfaced three months later**	**24 out of 27 within four days**	Action tracking table
Deadlines missed per quarter	**14**	**1**	Deadline table
First reply to a service user's e-mail	**11 days**	**2 days**	Reply log
Documentary searches with no result	**71 out of 620**	**0 out of 640**	**Search log — and 7 documents located outside the body**

What is not counted in hours

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Measure	Value	Reading
Call-backs asking for a letter to be explained	**96 → 29**	Letters say what, who and when
Files that moved forward instead of stalling for want of a reply	**24**	**Perhaps the only figure the elected members will remember**
Letters sent in easy-read on request	34	Without one line of information changing
Weekly interruptions to the secretariat	**74 → 33**	**41 calls handed back to the competent departments**

The figure the agent publishes about itself, published with the rest

Finding	Volume	Measured cause	What was done
Actions wrongly assigned, quarter 1	**46 out of 312 — 14.7 %**	**38 times, the meeting had designated nobody**	**“Lead to be designated” and points to settle read out at the end of the session**
Actions wrongly assigned, quarter 2	**9 out of 340 — 2.6 %**	Actions genuinely shared between two directorates	**Heading “action across two directorates”**

The framework measure

Indicator	Year
Outputs traced	**1,408**
Outputs sent without a person's approval	**0**
Documents circulated to elected members or service users without the secretariat sending them	**0**
Data out of the body	**0**
Transfers outside the European Union	**0**

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Those zeros are not a cautious setting: they are the way the agent is wired. The read-only technical account has no right to write, and circulation outside the mandate's scope goes out from the secretariat.

For the body to settle

Date of presentation of the review to the executive bureau: _____

Request a demo with your own documents

This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.

https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-secretaire-de-direction

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