



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

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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

LINDBERGH FORMATION — a simplified joint-stock company with share capital of €250,000 · Registered office: **Page 2 / 4** 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114 · SIRET 817 946 114 00029 · VAT FR 60 817 946 114 · "Blue Lemon Agent" trade mark · Training-provider registration no. 119 108 635 91 (Île-de-France prefect — this registration does not amount to State approval) · Qualiopi certified, no. 03896, for the "training actions" category · contact@bluelemonagent.ai · dpo@bluelemonagent.ai · Hosted in France.

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 that does not flatter the agent, 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

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: _____

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.