



Circulation mandate — internal meetings, capped and dated

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Nothing to elected members or service users, three-month review · 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. **Nothing goes out directly before the mandate is signed.** Until then the agent leaves the sends in drafts; **it is the secretariat that sends them.**

What the mandate earns — the figure that decides

Measure	Without mandate	With mandate
Circulating a set of minutes	35 minutes per meeting, after the review	Immediate, filtered by recipient
Annual circulation time	98 hours across 168 meetings	Returned to action follow-up
Time to availability	The ninth day	The next morning, record the same evening

Measure	Without mandate	With mandate
Wrong recipient	Spotted the following week	Caught within the hour, through the morning record

The mandate, in six lines

Clause	Content
Exact scope	Record of decisions and minutes of internal meetings, listed by name: management meetings, committees, project meetings. Nothing else
Outside the mandate	Any document intended for elected members, member municipalities or a service user, and any ruling memo: they go out from the secretariat, handed over ready to send and filtered by recipient
Filtering	Each directorate receives the full record and the list of only the actions that concern it, with their deadlines
Next-day control	Daily record of what went out the day before, on one page
Term	Reviewed after three months. Without an explicit decision at the review, the mandate stops — it is renewal that takes a signature, not termination
Withdrawal	One word from the secretariat, and direct circulation stops within the minute; sends revert to drafts

Filtering by recipient, on today's session

Recipient	What they receive	Actions concerning them
Technical services directorate	Full record	4
Waste directorate	Full record	3

Recipient	What they receive	Actions concerning them
Finance directorate	Full record	2
Chief executive	Record, minutes and points to settle	All 9

A written mandate, capped, dated and withdrawable with a single word is not a legal precaution: it is what makes it possible to say yes. The body does not choose between reviewing every send and signing a blank cheque.

For the body to settle

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

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.