# Circulation mandate — internal meetings, capped and dated

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

Document issued on 09/11/2026

Nothing to elected members or service users, three-month review · fictional document

**Fictional document — demonstration example**

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**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** |



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| 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: _____

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

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