AGENT MANDATE

Define the scope, limits and responsibilities of every deployed agent

LEVEL	Operational
DURATION	1 - 1.5 days
USE	Framing / authorization
TRACK	Toolkit

OBJECTIVE

Formalize the **mandate** of an agent: its mission, its authorization scope, its limits, its level of **delegated autonomy**, its data, its supervision and its **official validation**. The mandate is the **enforceable** reference document binding the agent and those who govern it. (DDAO = Delegated Decision Agent Officer.)

1 GENERAL INFORMATION

AGENT NAME

BUSINESS SCOPE / BU

MATURITY (ACF-05)

EFFECTIVE DATE

SCHEDULED REVIEW DATE

MANDATE OWNER (DDAO)

2 AGENT MISSION

PRIMARY MISSION · WHY IT EXISTS

PRIORITY OBJECTIVES (TOP 3)

1

2

3

3 AUTHORIZATION SCOPE

✓ AUTHORIZED ACTIONS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

⊘ PROHIBITED ACTIONS · RED ZONE

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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4 LIMITS & CONSTRAINTS

FINANCIAL CAP

AUTHORIZED TIME WINDOWS

GEOGRAPHIC / JURISDICTIONAL SCOPE

EXCLUDED CUSTOMER CATEGORIES

5 DELEGATED AUTONOMY LEVEL (PER DECISION)

DECISION TYPE	DELEGATED AUTONOMY	THRESHOLD / CONDITION

SUGGESTIVE the agent proposes, the human decides
CO-DECISION human validation before execution
SUPERVISED AUTONOMOUS acts alone, post-hoc control
AUTONOMOUS acts alone, without systematic control

Carry over the agent's overall maturity (**N0 → N3**, ACF-05). Autonomy is set **decision by decision** (ACF-02 / ACF-03) · distinct from maturity.

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6 DATA & ACCESS

ACCESS LEVEL	DATA COVERED
Read	
Write	
Prohibited	

7 CONTROLS & SUPERVISION

EFFECTIVE HUMAN SUPERVISION

DECISION-QUALITY KPIS

ESCALATION PROCEDURE TO THE DDAO

8 STAKEHOLDERS & AT-RISK GROUPS

PARTIES TO NOTIFY IN CASE OF INCIDENT

AT-RISK USER CATEGORIES

9 TRACEABILITY & REPORTING · LINK ACF-09

LOGGING FORMAT

REPORTING FREQUENCY

RECIPIENTS

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10 OFFICIAL VALIDATION · 4 SIGNATURES REQUIRED

BUSINESS OWNER

NAME & SIGNATURE

TECHNICAL OWNER

NAME & SIGNATURE

COMPLIANCE OFFICER / DPO

NAME & SIGNATURE

DDAO

NAME & SIGNATURE

Mandate active · validation date: ---------- · next review: ---------- . Any change of scope requires a new validation.

BEST PRACTICES

- ✓ List prohibitions as explicitly as authorizations
- ✓ Set autonomy decision by decision, not in bulk
- ✓ Review the mandate on a fixed schedule and after any incident

WATCH-OUTS

- ! A mandate without a quantified cap is not enforceable
- ! Do not conflate maturity (N0→N3) with per-decision autonomy
- ! No production deployment without the 4 signatures

What's next: this mandate frames the **agent card ACF-05**, applies the autonomy set in **ACF-02 / ACF-03**, traces decisions in the **ACF-09 registry**, can be halted via the **ACF-07 kill switch**, and is supervised with **ACF-06**.

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