

Edita PA Runbook

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TLDR

- **Edita** = Alem's AI Personal Assistant. Daemon `com.john.edita-loop` (LaunchAgent), script `~/system/agents/pa/edita-loop.js`. Reports to John, who reports to Alem.
- Runs **email triage every 5 min** on `info@alai.no` (Migadu). Classifies ARCHIVE / REPLY_TEMPLATE / ESCALATE, writes drafts, never auto-sends.
- `AUTO_REPLY_ENABLED = false` — hardcoded CEO kill switch (order 2026-03-07). Drafts only land in `~/system/intake/drafts/`; nothing goes out without a human/John send.
- Calendar tick and memory-consolidation tick exist in the loop but are **stub code ("Faza 3")** — not yet active. Only email triage (Faza 1) and the incoming-message handler (Faza 2, event-driven Slack/Telegram) run for real.
- Check it's alive: `launchctl list | grep com.john.edita-loop` and `cat ~/system/logs/edita-loop-heartbeat.json`.
- Restart: `launchctl kickstart -k gui/$(id -u)/com.john.edita-loop`.

Identity

Field	Value
Name	Edita
Role	Personal Assistant, ALAI Holding AS
Boss	Alem Basic (CEO, alem@alai.no)
Manager	John (AI Director)
Primary mailbox	info@alai.no (Migadu)
System prompt	<code>~/system/agents/pa/edita-system-prompt.md</code>

Language: mirrors the user (Bosnian/English/Norwegian mix OK). Tone: direct, warm, professional, max 3 sentences for routine replies. Edita never says "I can't" — she escalates to John instead.

What Edita does

- Triage inbound email: ARCHIVE / REPLY_TEMPLATE / ESCALATE
- Answers Telegram/Slack messages from Alem
- Creates and updates MC tasks
- Checks calendar, reminds about meetings (stub — not active yet)
- Writes draft email replies (never sends automatically)
- Consolidates memory/session context (stub, delegated to `edita-memory-writer.js`)
- Coordinates and escalates — **does not deploy, does not build, does not commit code**

What Edita does NOT do

- Send email automatically without passing the Gate 3 kill switch
- Commit code or deploy services
- Make business decisions without confirmation
- Touch financial systems directly

Escalation rules (always ? John ? Alem)

- VIP sender (see `~/system/agents/pa/memory/contacts-vip.json`)
- Money/legal keywords: ugovor, faktura, ponuda, legal, NDA, payment
- New/unknown client contact
- Classifier confidence < 0.6

Architecture — the loop

Script: `~/system/agents/pa/edita-loop.js` (extends `daemon-base.js` — signal handling, heartbeat, circuit breaker).

```
masterTick()
  A. emailTriageTick()           — every 5 min   [ACTIVE]
  B. calendarTick()             — every 15 min  [STUB — Faza 3, not active]
  C. memoryConsolidationTick()   — every 30 min [STUB — Faza 3, delegated to edita-memory-
writer.js]
  D. incomingMessageHandler()    — event-driven [ACTIVE — Slack/Telegram, Faza 2]
  validationTick()               — every 6h, always active (incl. dry-run)
```

Email triage flow (`emailTriageTick`):

1. Pull unclassified mail for `info@alai.no` from `~/system/databases/email-inbox.db`.
2. Classify via Ollama (`TRIAGE_MODEL = llama3.1:8b`, `OLLAMA_HOST` default `http://localhost:11434`).
3. Write-back classification even in dry-run, so items aren't re-examined every tick.
4. If reply warranted: build draft, write to `~/system/intake/drafts/draft-<ts>-<subject>.md`.
5. Gate 3 check: `autoReplyEnabled = config.auto_reply_enabled || AUTO_REPLY_ENABLED` (`AUTO_REPLY_ENABLED` is hardcoded `false` in code) — if false, hold and log `GATE3_HOLD`, notify John. No send happens.

Key config/paths

Const	Path
INTAKE_CONFIG	~/system/config/intake-config.json
DRAFTS_DIR	~/system/intake/drafts/
DECISIONS_LOG	~/system/logs/edita-decisions.jsonl
HEARTBEAT_FILE	~/system/logs/edita-loop-heartbeat.json
SYSTEM_PROMPT_FILE	~/system/agents/pa/edita-system-prompt.md
EMAIL_INBOX_DB	~/system/databases/email-inbox.db
VIP_CONTACTS	~/system/agents/pa/memory/contacts-vip.json

Run modes

```
node ~/system/agents/pa/edita-loop.js           # live (LaunchAgent default)
node ~/system/agents/pa/edita-loop.js --dry-run  # Faza 1: logs decisions only, no drafts sent
node ~/system/agents/pa/edita-loop.js --allow-archive # next safe step after dry-run: allows ARCHIVE action, still no sends
```

Operations

```
# Status
launchctl list | grep com.john.edita-loop
cat ~/system/logs/edita-loop-heartbeat.json

# Restart
launchctl kickstart -k gui/$(id -u)/com.john.edita-loop
```

```
# Recent decisions
tail -50 ~/system/logs/edita-decisions.jsonl

# Pending drafts (never auto-sent – review before send)
ls -la ~/system/intake/drafts/
```

Plist: `~/Library/LaunchAgents/com.john.edita-loop.plist`.

Troubleshooting

Edita not triaging new mail

1. Confirm daemon is running: `launchctl list | grep com.john.edita-loop` (should show a PID, not `-`).
2. Check heartbeat freshness: `cat ~/system/logs/edita-loop-heartbeat.json` — stale timestamp means the tick loop died silently; kickstart it.
3. Check Ollama circuit breaker: `grep "circuit breaker open" ~/system/logs/edita-loop.log` — if tripped, Ollama (`localhost:11434`) is unreachable; test with `curl -s localhost:11434/api/tags`.
4. Confirm `info@alai.no` is actually being scanned — see [\[\[Email System Runbook\]\]](#) for the account/daemon relationship (separate daemon, `email-agent.js`, ingests mail into `email-inbox.db`; Edita reads from that same DB, it does not do its own IMAP fetch).

A draft never turned into a sent email This is expected — `AUTO_REPLY_ENABLED = false` is a deliberate CEO gate, not a bug. Drafts sit in `~/system/intake/drafts/`; John or Alem must review and send manually via the paths in [\[\[Email System Runbook\]\]](#).

Calendar reminders / auto-memory-consolidation not happening Expected — both are Faza 3 stub code in `edita-loop.js` (`calendarTick`, `memoryConsolidationTick` are no-ops that just log a debug line). Not a regression; they were never activated.

Related

- [\[\[Email System Runbook\]\]](#) — the underlying email ingest/audit/send pipeline Edita's triage tick reads from and drafts against.
- `~/system/agents/pa/edita-memory-writer.js` — standalone memory consolidation script (the real implementation behind the Faza 3 stub).

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