

**Work and manpower involved in preparing minutes and
verbatim transcripts to record
the proceedings of the Public Works Subcommittee**

At the meeting of the Public Works Subcommittee ("the Subcommittee") on 23 December 2015, when discussing the suggestion of the Legislative Council Secretariat ("the Secretariat") to prepare verbatim transcripts together with minutes in the condensed form to record the proceedings of the Subcommittee on the two agenda items, i.e. PWSC(2015-16)50 and PWSC(2015-16)51, a member requested the Secretariat to provide information on the man-hours required for preparation of such records vis-à-vis minutes in the usual format, i.e. minutes in the detailed form. The relevant information is provided in the ensuing paragraphs.

2. On average, for a two-hour meeting of the Subcommittee, **a total of 73 man-hours** are required for the preparation of verbatim transcripts (floor version) of the proceedings and bilingual minutes of meeting in the condensed form, with the former requiring 62 man-hours and the latter 11 man-hours.

3. The work on the preparation of verbatim transcripts includes transcribing, editing and vetting, and is mainly done by staff of the Translation and Interpretation Division ("TID"). Minutes in the condensed form record the members and other persons attending the meeting, matters considered and decisions of the Subcommittee, the Chairman's decisions on procedural matters, outstanding matters to be followed up, etc. The minutes do not record details of the deliberations of the Subcommittee. The minutes are drafted by staff of the Council Business Division 1 ("CBD1") and the translation is undertaken by TID.

4. The verbatim transcripts (floor version) and the draft minutes in the condensed form are usually prepared in parallel. Taking into account the time required to seek comments from the Administration and the clearance of the Chairman, it takes about **10 days** for the verbatim transcripts (floor version) together with the draft bilingual draft minutes in the condensed form to be provided to members after a meeting.

5. Minutes in the detailed form capture in a structured manner the major views and concerns expressed by members during the proceedings and the Administration's responses, in addition to recording other elements of the proceedings of the Subcommittee as covered by minutes in the condensed form.

6. Preparation of bilingual minutes in the detailed form for a two-hour meeting on average takes about **65 man-hours**. The drafting and vetting of the minutes is done by staff of CBD1, followed by translation undertaken by TID. For a two-hour meeting, it usually takes about **three weeks** for the draft bilingual minutes in the detailed form to be provided to members.

Council Business Division 1
Translation & Interpretation Division
Legislative Council Secretariat
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