

Management Commission of Parliament Hansard Reporter of Parliament

Duties of a Hansard Reporter

1. Under the general supervision of the Executive Hansard Editor, to prepare a full report of the proceedings of the Senate, of the House of Assembly and their Committees.
2. For debate of the Houses of Parliament, to examine Bill, Resolutions and other orders of the day for familiarization with the subject to be debated.
3. For Committee Proceedings to examine Bills, Resolutions and Reports referred to a committee, examine memoranda and other submissions.
4. Reporters on duty at sittings of either House should record the names of all Members attending the sitting and a Reporter on duty at a sitting of Committee of either House or a Joint Committee of both Houses should record the names of Members of the Committee, advisors, invitees and witnesses present at the sitting.
5. To record proceedings from the computer , take shorthand if required or other script to verify headings and the correct form of description of agenda items and changes to obtain from the Parliamentary library or from the speaker, printed matter quoted by a speaker and to ensure exact reproduction, verify from reference proper names, biblical, poetic, classical and other allusions.
6. To transcribe notes taken, with the assistance of transcription machines and where necessary with the assistance of the computer – most of the work is now computer generated.
7. To liaise with each speaker where appropriate to ensure accuracy of transcript, read hard copy to ensure accuracy of spelling, punctuation grammar and syntax, eliminate unnecessary repetition and redundancies, correct obvious mistakes leaving out nothing which adds to the meaning of the speech or illustrates the argument in which would alter the meaning of or destroy the speaker's style of oratory.

8. To make permissible corrections sought by speakers
9. To submit the final transcript to the Executive Hansard Editor for printing.
10. To keep abreast of current legislative activity by reading principal debates of the Senate and House of Assembly and of other current national and international events and developments by reading relevant material, including reports and other documents laid in Parliament.
11. To be available for proceedings of the Senate and House of Assembly and their committees at all times and throughout their sittings.
12. Accurate and timely transcriptions of Parliamentary proceedings
13. Reporters are responsible for providing the first draft transcripts of all proceedings in the House of Assembly, Senate and Committees.
14. Transcription is done by typing from digital audio/video feed accompanied by a log which might have been written by you or produced by a colleague.
15. All transcripts must be produced to meet very tight deadlines. Accuracy, speed and readability are the key criteria for all Hansard copies. The terms of reference for this copy is as follows “ one which though not strictly verbatim is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the argument.

All names, quotations and references must be rigorously checked. Any queries or ambiguities need to be resolved by the reporter and all procedures must be recorded accurately before a copy is sent to the sub-editor. Reporters are required to do some proof-reading of the copy.