

**DISCIPLINE IN THE PUBLIC SERVICE
THE NOTETAKER**

Disciplining Public Officers

Duties performed by the Notetaker

- The Notetaker's duty is primarily to serve as a recorder (long hand) of the notes of evidence in Tribunal hearings and ensuring that such record gives an accurate account of exactly what transpired at each hearing. Other duties may include:-
- Ensuring that the Tribunal Room is adequately outfitted to accommodate all the parties attending the proceedings.
- Recording dates and scheduled times set for new hearings and adjournments. Maintaining a diary of dates of hearing.
- Calling witnesses as instructed by the Tribunal and ensuring that they have sworn or affirmed prior to their giving evidence. Reading back evidence to the witness at the end of their testimony.
- Collecting and securing documents and other items tendered into evidence at the hearings.
- Ensuring that the Tribunal Officer sign and date depositions taken from witnesses and the Notes of Evidence at the end of each hearing.

NOTES

1. Case books should be made up for the respective Tribunal matters prior to the date of the first hearing of each matter.
2. Each case book is headed on the outside as follows:-

CASE NUMBER:
NAME:
OFFICE:
MINISTRY/DEPARTMENT:

3. On the first page, the following should be written:-

An inquiry into a/ disciplinary charge/s which was/were preferred against (officer's name, office, ministry).

4. On each date that the matter is heard, the case book is ruled as follows:-

PLACE: Where the Tribunal is being held e.g. Ministry of Health
DATE:

TIME: The time at which the matter is called by the Tribunal for hearing.

TRIBUNAL: Tribunal Officer's name

PARTIES Name of officer charged - Officer

PRESENT: charged

Name of officer representing Officer charged - Representing
Officer charged

Name of officer representing the Ministry - Representing the
Ministry of Health

5. The Notetaker should have in his/her possession a copy of the Bible, the Gita and the Qur'an. The witness is required to swear on either of the above or to affirm. Cards should be made out with the following quotes:

Swear

I (state name) swear by Almighty God, (the Bhagavad-Gita or the Holy Qur'an) that the evidence I shall give before this tribunal shall be the truth, the whole truth, and nothing but the truth.

Affirm

I (state name) hereby affirm that the evidence I shall give before this Tribunal shall be the truth, the whole truth and nothing but the truth.

6. When the charge is read to the officer charged it should be quoted in the Notes of Evidence and the response of the Officer charged should follow.
7. In taking Notes of Evidence full advantage should be taken of abbreviations and symbols.
8. It is important to note the time at which proceedings have commenced or concluded and also when the hearings have been stood down/resumed by the Tribunal. Take notice also when a witness is asked to step down from 'the box' to facilitate arguments on a point during the proceedings
9. At the conclusion of the hearings the Notes of Evidence should be typed.