

Details of Documents Made Available to Public by District Councils

Central and Western District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes (limited to full Council and Committees)	Already provided (limited to full Council and Committees, others can be provided upon request)	Yes (normally uploaded 4 working days before meeting)	No	Not applicable (agendas are in text form only, and can be provided as necessary and appropriate)
(ii) discussion papers	Yes (except those involving sensitive or internal information)	Partially provided	Partially provided (Others can be provided upon request)	Yes (normally uploaded on the day or 1 working day after papers are issued to DC Members)	No	Provided in the format as submitted by departments and DC Members
(iii) minutes of meetings	Yes	Yes (limited to full Council and Committees)	Already provided (limited to full Council and Committees, others can be provided upon request)	Yes (normally uploaded on the day or 1 working day after the confirmation of minutes)	No	Not applicable (minutes are in text form only, and can be provided as necessary and appropriate)
(iv) records of DC Members' speeches	Yes (provided in minutes)	Yes (limited to full Council and Committees)	Already provided (limited to full Council and Committees, others can be provided upon request)	Yes (provided in minutes)	No	Not applicable (DC Members' speeches are in text form only, and can be provided as

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
			upon request)			necessary and appropriate)
(v) records of voting results (C&WDC's remarks: referred to motions and voting records)	Yes	Yes (limited to full Council and Committees)	Already provided (limited to full Council and Committees, others can be provided upon request)	Yes (normally uploaded on the day or 1 working day after meeting)	No	No (not provided at present, but can be provided upon requests of DC Members as appropriate)
(vi) funding-related information (e.g. proposals)	Yes	No	Yes	Yes (provided in papers)	No	Provided in the format as submitted by applicants
(vii) records of declaration of interests	Yes	No	Yes	Yes (uploaded 2 working days after receipt of updates)	No	Not applicable (the parts needed to be completed in the current interest declaration form are in text form only, and can be provided as necessary and appropriate)
(viii) evaluation reports of activities (C&WDC's remarks: referred to evaluation reports of activities funded by DC)	Yes	No	Yes	Yes (provided in the papers)	No	No (not provided at present, but can be provided upon requests of DC Members as appropriate)

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(ix) financial reports	Yes	No	Yes	Yes (provided in papers)	No	No (not provided at present, but can be provided upon requests of DC Members as appropriate)

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

Almost 100% of the documents set out in (1) are uploaded onto the website of the Central and Western District Council. Meeting-related documents (e.g. the meeting agenda and discussion papers) to be issued to Members are normally uploaded on the day or the second working day after the documents are issued to Members. Confirmed minutes, motions and voting records are normally uploaded on the day or the second working day after they are confirmed in the meeting. Records on declaration of interests submitted by Members are uploaded within 2 working days after receipt of the records.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

As some documents are related to matters discussed at closed-door meetings (e.g. internal administration and sensitive information involving tenders and quotations, etc.), they are not uploaded onto the website.

Eastern District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (uploaded 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Partially open (some are restricted documents)	No	Yes	Yes (normally uploaded concurrently when papers were issued to DC Members)	No	Yes (if applicable)
(iii) minutes of meetings	Partially open (some are restricted documents)	Yes (except working groups)	Yes	Yes (uploaded 2 working days after the confirmation at the meeting)	No	Not applicable
(iv) records of DC Members' speeches	Yes (except working groups)	Partially provided (Provided in the minutes of full Council and Committees, except that of working groups)	Yes	Yes (uploaded 2 working days after the confirmation of the minutes of full Council and Committees)	No	Not applicable
(v) records of voting results	Yes	Partially provided (Provided in the minutes of full Council and Committees, except	Yes	Yes (uploaded 2 working days after the confirmation of the minutes of full Council and	No	No

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
		that of working groups)		Committees)		
(vi) funding-related information (e.g. proposals)	Yes	Partially provided	Yes	Yes (uploaded 2 working days before the meeting)	No	Not applicable
(vii) records of declaration of interests	Yes	Partially provided (Provided in the minutes of full Council and Committees, except that of working groups)	Yes	Yes (normally uploaded upon receipt of the records or 2 working days after the confirmation of the minutes)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	Yes (information of activities which did not meet the criteria for reimbursement of expenses were uploaded 2 working days before the meeting)	No	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (uploaded 2 working days before the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 90% of the above documents were uploaded onto the website. In general, meeting-related documents (such as agenda and discussion papers) to be issued to DC Members were uploaded concurrently when papers were issued to them. Other documents (such as confirmed minutes of meeting or records of declaration of interests submitted by DC Members) were normally uploaded onto website upon receipt of the records or 2 working days after the confirmation of the documents.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

As documents involving matters discussed during closed-door meetings (such as those concerning internal administration as well as sensitive information involving tenders and quotations, etc.) are restricted, they were not uploaded onto the website. In addition, as the reimbursements of the activities which complied with the reimbursement criteria have already been included in the financial reports, the evaluation reports of individual activities were thus not uploaded onto the website.

Southern District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (normally uploaded 6 working days before the meetings)	No	Not applicable
(ii) discussion papers	Yes	Yes	Already provided	Yes (normally uploaded before meetings)	No	Not applicable
(iii) minutes of meetings	Yes	Yes	Already provided	Yes (normally uploaded within 3 working days after the minutes is officially endorsed in the following meeting)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Yes	Already provided	Yes (such information is included in the minutes and the uploading time is same as that of minutes)	No	Not applicable
(v) records of voting results	Yes	Yes	Already provided	Yes (such information is	No	No

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
				included in the minutes and the uploading time is same as that of minutes)		
(vi) funding-related information (e.g. proposals)	Yes	Partially provided	Already provided	Yes (normally uploaded before meetings)	No	Not applicable
(vii) records of declaration of interests	Yes	Yes	Already provided	Yes (such information is included in the minutes and the uploading time is same as that of minutes)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	Yes	Already provided	Yes	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

Around 90% of the above documents would be uploaded onto the website. The agendas would normally be uploaded 6 working days before the meetings. The discussion papers and funding-related information would normally be uploaded onto the website before meetings. As for the minutes of meetings and related information such as records of DC members' speeches, they would normally be uploaded within 3 working days after the minutes of meeting is officially endorsed in the following meeting.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

The evaluation reports of activities are included in the respective working files of the activities. The public could raise request to access the information.

Wan Chai District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Mostly (except closed-door meetings)	Yes	Already provided	Yes (uploaded 5 working days before relevant meeting)	No	Not applicable
(ii) discussion papers	Mostly (except closed-door meetings)	Partially provided	Yes (Discussion papers submitted by other departments/ institutions are subject to their respective circumstances)	Yes (uploaded 3 working days before relevant meeting)	No	Not applicable
(iii) minutes of meetings	Mostly (except closed-door meetings)	Partially provided (only minutes of full Council and its Committees are available in English)	Yes	Yes (uploaded 2 working days after endorsement at relevant meeting)	No	Not applicable
(iv) records of DC Members' speeches	Mostly (except closed-door meetings)	Partially provided (only DC Members' speeches recorded at meetings of full Council and its Committees are available in	Yes	Yes (provided in relevant minutes, which is uploaded 2 working days after endorsement at relevant meeting)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
		English)				
(v) records of voting results	Mostly (except closed-door meetings)	Partially provided (only voting results recorded at meetings of full Council and its Committees are available in English)	Yes	Yes (provided in relevant minutes, which is uploaded 2 working days after endorsement at relevant meeting)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Yes	Yes (uploaded 3 working days before relevant meeting)	No	Not applicable
(vii) records of declaration of interests	Yes	No	Yes	Yes (uploaded within 5 working days after receipt of revision)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	Yes (uploaded 3 working days before relevant meeting)	No	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (uploaded 3 working days before relevant meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 99% of the documents mentioned in the above table have been uploaded onto the DC website. In general, documents which needed to be sent to Members, as well as documents relevant to the meetings (e.g. agendas and discussion papers), would be uploaded simultaneously when such papers were delivered. Other documents (e.g. records of declaration of interests submitted by Members) would be uploaded within 5 working days after they were received in most circumstances.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Given that some documents are relevant to agenda items discussed at closed-door meetings (such as sensitive information relating to tenders and quotations), such documents were not made available on the website.

Kowloon City District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Yes	Yes (normally 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	No	Yes, subject to affirmative action of relevant departments /organisations	Yes (normally 3 working days before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes	Yes	Yes	Yes (normally 2 working days after the resolution of meeting)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Yes	Yes	Yes (recorded in minutes; normally 2 working days after the minutes were duly passed)	No	Not applicable
(v) records of voting results	Yes	Yes	Yes	Yes (recorded in minutes; normally 2 working days after the minutes were duly passed)	No	No
(vi) funding-related information (e.g.	Yes	Partially provided (in English versions	Partially provided (in English versions	Yes (recorded in minutes; normally 2	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
proposals)		of minutes of full Council and Committee meetings)	of minutes of full Council and Committee meetings)	working days after the minutes were duly passed)		
(vii) records of declaration of interests	Yes	No	Yes	Yes (normally 5 working days after receipt of content updates)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (normally 3 working days before the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

All documents mentioned in (1) above were uploaded onto the homepage of Kowloon City District Council (KCDC) (except those are inapplicable). Relevant papers for discussion at meetings (such as meeting agenda and discussion paper) were issued to KCDC members and uploaded onto the homepage of KCDC concurrently. Other documents (such as minutes of the proceedings of the Council duly passed and records of declaration of interests) were uploaded to the homepage of KCDC normally 5 working days after receipt of the relevant documents or after the resolution of meeting.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Evaluation reports of activities have not been uploaded onto the KCDC website and members of the public who wish to request such information can make request under the Code on Access to Information.

Kwun Tong District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (uploaded 5 working days before the meeting is convened)	No	Not applicable
(ii) discussion papers	Yes	No	Yes	Yes (uploaded 5 working days before the meeting is convened for papers prepared by District Office or DC Secretariat)	No	Not applicable
(iii) minutes of meetings	Yes	Yes	Already provided	Yes (uploaded 2 working days after the minutes have been endorsed)	No	Not applicable
(iv) records of DC Members' speeches	Yes (named records are shown in the minutes of full Council only)	Yes	Already provided	Yes (provided in the minutes, which are uploaded 2 working days after the minutes has been endorsed)	No	Not applicable
(v) records of voting results	Yes (only number of votes shown)	Yes	Already provided	Yes (provided in the minutes, which are uploaded 2	No	No

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
				working days after the minutes has been endorsed)		
(vi) funding-related information (e.g. proposals)	Yes (funding proposals considered and endorsed by Committees are uploaded)	No	Yes	Yes (uploaded 5 working days before the meeting is convened)	No	Not applicable
(vii) records of declaration of interests	Yes	No	Yes	Yes (uploaded within 5 working days after receiving updates)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (uploaded 5 working days before the meeting is convened)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 90% of the documents will be uploaded onto DC website. For meeting documents that need to be sent out to DC members (e.g. meeting agenda and discussion papers), they are uploaded onto website as soon as they are sent out to DC members. Other documents (e.g. endorsed meeting minutes, records of declaration of interests submitted by DC members) are normally uploaded onto website in 2 working days after receiving the records or the documents have been endorsed.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

The evaluation reports of activities have not been uploaded onto KTDC website at the moment. If such arrangement is endorsed by the DC, the DC Secretariat can arrange accordingly.

Sham Shui Po District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (normally 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	Partially provided	Yes (depends on whether the Bureaux/Departments or organisations are able to provide English versions)	Yes (when the papers are well received)	No	Not applicable
(iii) minutes of meetings	Yes	Partially provided (full Council and Committee meetings)	Yes	Yes (normally within 3 working days after the minutes have been endorsed)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Partially provided (full Council and Committee meetings)	Yes	Yes (provided in minutes)	No	Not applicable
(v) records of voting results	Yes	Partially provided (full Council and Committee meetings)	Yes	Yes (provided in minutes)	No	No
(vi) funding-related information (e.g.	Yes (Project summary or some	No	Yes (depends on whether the	Yes (when the papers are well	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
proposals)	of the proposals)		organisations are able to provide English versions)	received)		
(vii) records of declaration of interests	Yes	No	Yes (depends on whether the DC Members are able to provide English versions)	Yes (within 5 working days after the documents are well received)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes (depends on whether the organisations are able to provide English versions)	No	No	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (normally 5 working days before the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

Around 90% documents have been uploaded onto DC website. Documents relevant to DC meetings (such as agenda and papers) would be sent to DC members and uploaded onto website at the same time. Other documents (such as minutes of meeting) would be uploaded within 3 working days after being endorsed.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Most documents issued by DC Secretariat have already been uploaded onto DC website. Some documents to be discussed in closed-door meetings (such as tender and quotation related) cannot be uploaded due to the restricted nature.

Wong Tai Sin District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (uploaded 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	Yes (some DC discussion papers)	Already provided	Yes (uploaded immediate after document issuance)	No	Not applicable
(iii) minutes of meetings	Yes	Yes (minutes of full Council and Committee meetings)	Already provided	Yes (uploaded 2 working days after confirmation of the minutes)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Yes	Already provided	Yes (included in the minutes which are to be uploaded 2 working days after confirmation)	No	Not applicable
(v) records of voting results	Yes	Yes	Already provided	Yes (included in the minutes which are to be uploaded 2 working days after confirmation)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Yes*	Yes (uploaded immediate after document issuance)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(vii) records of declaration of interests	Yes	No	Yes*	Yes (uploaded 5 working days after receipt of updates)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes*	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes*	Yes (uploaded immediate after document issuance)	No	No

*Subject to the provision of the English versions by the originating parties and the availability of manpower resources.

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 90% of the above-mentioned documents will be uploaded onto the DC website. Meeting-related documents (e.g. agendas and discussion papers) that have to be issued to DC Members will normally be uploaded immediately after issuance while other documents (e.g. confirmed minutes of meetings, records of declaration of interests from DC Members) will be uploaded about 2 to 5 working days after confirmation of the minutes or receipt of the documents.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Since some documents cover matters discussed at closed-door meetings (e.g. those concerning internal administration as well as sensitive information involving tenders and quotations etc.), they will not be uploaded onto the website.

Yau Tsim Mong District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (uploaded 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes (except for closed-door discussion items)	Partially provided	Depends on the language used by the DC Members who / organisations which submit the papers	Yes (uploaded 5 working days before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes (except for closed-door discussion items)	Yes (for full Council and its Committees' meetings)	Already provided	Yes (uploaded within 5 working days after confirmation of minutes)	No	Not applicable
(iv) records of DC Members' speeches	Yes (provided in the minutes of full Council and its Committees' meetings, except for closed-door discussion items)	Yes	Already provided	Yes (provided in the minutes which will be uploaded within 5 working days after confirmation)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(v) records of voting results	Yes (provided in the minutes of full Council and its Committees' meetings)	Yes	Already provided	Yes (provided in the minutes which will be uploaded within 5 working days after confirmation)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Yes (application summary)	Yes (application summary, uploaded 5 working days before the meeting)	No	Not applicable
(vii) records of declaration of interests	Yes	Depends on the language used by the DC Members	Depends on whether the DC Members concerned could provide	Yes (uploaded within 5 working days after receipt of the declaration)	No	Not applicable
(viii) evaluation reports of activities	Yes	Depends on the language used by the applicants	Depends on whether the applicants concerned could provide	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (uploaded 5 working days before the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 90% of the above documents will be uploaded onto the District Council website. Meeting related documents (such as agenda and discussion papers) are normally uploaded 5 working days before the meeting. Other documents (such as minutes of meetings or declarations of interests submitted by Members) are normally uploaded within 5 working days after receipt of the relevant records or approval of the relevant documents.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

The information on applications for DC Funds will be uploaded onto DC website in the form of summary. Members of the public may approach the Secretariat for inspection of documents submitted by the grantees, provided that any disclosure of personal data shall be in accordance with the requirements and/or exemptions as provided in the Personal Data (Privacy) Ordinance (Cap. 486).

Islands District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (normally 5 working days before the meeting convenes)	No	Not applicable
(ii) discussion papers	Yes	Partially provided	Yes	Yes (normally 3-5 working days before the meeting convenes)	No	Not applicable
(iii) minutes of meetings	Yes	Yes	Already provided	Yes (normally 2 working days after confirmation)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Yes	Already provided	Yes (recorded in the minutes, which will be uploaded in 2 working days after confirmation)	No	Not applicable
(v) records of voting results	Yes	Yes	Already provided	Yes (recorded in minutes, which will be uploaded in 2 working days after confirmation)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Yes	Yes (normally 3-5 working days before the meeting	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
				convenes)		
(vii) records of declaration of interests	Yes	No	Yes (subject to consent of information provider)	Yes (normally 5 working days after receipt of updated information)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (normally 3-5 working days before the meeting convenes)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

Around 90% of the above documents will be uploaded onto the District Council website. Documents sent to members of the district council (e.g. minutes of the meetings and discussion papers) are normally uploaded concurrently. Other documents (e.g. the confirmed minutes of the meetings or declaration of interests forms submitted by members) are normally uploaded in 2 to 5 working days after confirmation or upon receipt.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Some documents concerning internal administration issues or personal particulars will not be uploaded.

Kwai Tsing District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (uploaded at least 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	No	Yes	Yes (normally uploaded 5 working days before the meeting, late submissions will be uploaded when available)	No	Not applicable
(iii) minutes of meetings	Yes	Yes	Already provided	Yes (normally uploaded within 2 working days after confirmation by the meeting)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Yes	Already provided	Yes (normally uploaded within 2 working days after confirmation by the meeting)	No	Not applicable
(v) records of voting results	Yes	Yes	Already provided	Yes (normally uploaded within 2 working days after	No	No

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
				confirmation by the meeting)		
(vi) funding-related information (e.g. proposals)	Yes	Yes	Already provided	Yes (normally uploaded within 2 working days after confirmation by the meeting)	No	Not applicable
(vii) records of declaration of interests	Yes	Yes	Already provided	Yes (normally uploaded within 2 working days after receipt of the update)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (normally uploaded within 2 working days after confirmation by the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 95% of the above documents will be uploaded onto the District Council website. Meeting-related documents (such as meeting agendas and discussion papers) to be sent to Members are normally uploaded simultaneously when the documents are sent to Members. Other documents (such as minutes of meetings approved by meetings or declarations of interests submitted by Members) are normally uploaded within 2 working days after confirmation by the meeting.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

At present, the details of individual activities (including the evaluation reports of activities) are only contained in the hard copy files of the individual activities. The relevant information has not been uploaded onto the District Council website.

The activity evaluation reports are contained in the hard copy files of the individual activities for public inspection. The public can make an appointment to visit the Kwai Tsing District Council Secretariat to check the relevant information of the activities.

North District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (normally uploaded 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	Partially provided (depends on whether the person who presents the paper has provided it)	Depends on whether the person who presents the paper can provide it	Yes (normally uploaded 5 working days before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes	Partially provided (such as minutes of full Council and Committees meetings)	Partially provided (such as minutes of full Council and Committees meetings); others can be provided upon request	Yes (normally uploaded within 2 working days after the minutes have been confirmed)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Partially provided (such as minutes of full Council and Committees meetings)	Partially provided (such as minutes of full Council and Committees meetings); others can be provided upon request	Yes (normally uploaded within 2 working days after the minutes have been confirmed)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(v) records of voting results	Yes	Partially provided (such as those set out in the minutes of full Council and Committees meetings)	Partially provided (such as those set out in the minutes of full Council and Committees meetings); others can be provided upon request	Yes (normally uploaded within 2 working days after the minutes have been confirmed)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Depends on whether the applicant organisations can provide it	Yes (normally uploaded 5 working days before the meeting)	No	Not applicable
(vii) records of declaration of interests	Yes	No	Depends on whether the Members concerned can provide it	Yes (particulars of Members' registrable interests will be uploaded within 2 working days after receipt)	No	Not applicable
(viii) evaluation reports of activities (Note by NDC: These refer to evaluation reports for projects financed by DC funds)	Yes	No	Yes	No	Not applicable	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(ix) financial reports	Yes	No	Yes	Yes (normally uploaded together with meeting papers 5 working days before the meeting)	No	Yes

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

The percentage of the documents set out in (1) being uploaded onto NDC website reaches 100%. Papers relevant to the meetings that have to be issued to Members (such as agendas and discussion papers) will normally be uploaded onto the website 5 working days before the meeting. Other documents (such as minutes of meetings and records of declaration of interests submitted by Members) will normally be uploaded onto the website within 2 working days after the minutes have been confirmed/records of declaration of interests are received.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Evaluation reports for projects financed by DC funds have not been uploaded onto the website but can be made available for public inspection if necessary.

Sai Kung District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	Partially provided (depends on whether bilingual versions are provided by government departments)	Partially provided (depends on whether bilingual versions are provided by government departments)	Yes (normally 5 working days before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes	Yes (English versions are only available for full Council meetings, Committee meetings and meetings of some working groups established directly under full Council)	Partially provided (English versions are only available for full Council meetings, Committee meetings and meetings of some working groups established directly under full Council)	Yes (Chinese versions will be uploaded after endorsement of minutes at the following meetings, English versions will be uploaded upon completion of translation)	No	Not applicable
(iv) records of DC Members' speeches	Partially open (only applicable to full Council meetings)	Partially provided (only applicable to full Council)	Partially provided (only applicable to full Council)	Partially provided (Chinese versions will be uploaded)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
		meetings)	meetings)	after endorsement of minutes of full Council meetings at the following meeting, English versions will be uploaded upon completion of translation)		
(v) records of voting results	Yes	No	Yes	Yes (uploaded after endorsement of minutes at the following meetings)	No	No
(vi) funding-related information (e.g. proposals)	Yes	Partially provided (bilingual versions are provided for tabulated information of applications for Community Involvement (CI) Funds)	Partially provided (bilingual versions are provided for tabulated information of applications for CI Funds)	Partially uploaded (tabulated information of applications for CI Funds and applications for variation of projects from grantees will be uploaded 5 working days before the meeting normally. Individual proposals are not	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
				uploaded)		
(vii) records of declaration of interests	Yes	Partially provided (only Chinese version is available for registration of interests filed by members. Records of members' declaration of interest in respect of respective CI Fund applications will be tabulated in bilingual version.)	Partially provided (only Chinese version is available for registration of interests filed by members. Records of members' declaration of interest in respect of respective CI Fund applications will be tabulated in bilingual version.)	Yes (records of registration of interests filed by members will be uploaded upon receipt as soon as possible. Records of members' declaration of interest in respect of respective CI Fund applications will normally be uploaded 5 working days before the meeting.)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	No (grantees only complete evaluation reports of activities in Chinese)	No	Not applicable	Not applicable
(ix) financial reports	Yes	Yes (overall financial report of full Council is in bilingual version)	Yes (overall financial report of full Council is in bilingual version)	Yes (overall financial report of full Council will be uploaded 5 working days before the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

	Percentage of the documents set out in (1) being uploaded onto website	Average time taken
(i) agendas	100%	5 working days before the meeting
(ii) discussion papers	100%	Normally 5 working days before the meeting
(iii) minutes of meetings	100%	Chinese versions will be uploaded after endorsement of minutes at the following meetings, English versions will be uploaded after completion of translation
(iv) records of DC Members' speeches	100%	Chinese versions will be uploaded after endorsement of minutes of full council meetings at the following meeting, English versions will be uploaded after completion of translation
(v) records of voting results	100%	Uploaded after endorsement of minutes at the following meetings
(vi) funding-related information (e.g. proposals)	100%	Normally 5 working days before the meeting
(vii) records of declaration of interests	100%	Records of registration of interests filed by members will be uploaded upon receipt as soon as possible. Records of members' declaration of interest in respect of respective CI Fund applications will be uploaded 5 working days before the meeting normally
(viii) evaluation reports of activities	0%	Not applicable
(ix) financial reports	100%	Overall financial report of the District Council will be uploaded 5 working days before the meeting normally

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

With written request, members of the public can inspect funding-related information (including individual CI Fund proposals and evaluation reports of activities) at the office of the Secretariat.

Sha Tin District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (normally uploaded 5 working days ¹ before the meeting)	No	Not applicable
(ii) discussion papers	Yes	Papers in the original language submitted by relevant departments and organisations for discussion at the meetings are issued	Requests can be conveyed to relevant departments and organisations for provision of English versions of the documents	Yes (normally uploaded once the documents are issued to DC Members)	No	Not applicable
(iii) minutes of meetings	Yes	Partially provided (only the English versions of the minutes of full Council and its Committees are available)	Already provided	Yes (normally uploaded within 2 working days ¹ after endorsement of the minutes)	No	Not applicable

¹ Working days are exclusive of Saturdays, Sundays, public holidays, the day on which the notice is issued and the day on which the meeting is held.

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(iv) records of DC Members' speeches	Partially provided ² (information is provided in the minutes of full Council and its Committees)	Partially provided (information is provided in the minutes of full Council and its Committees)	Already provided	Yes (information is provided in the minutes of full Council and its Committees)	No	Not applicable
(v) records of voting results	Partially available ² (Information is provided in the minutes of full Council and its Committees)	Partially provided (information is provided in the minutes of full Council and its Committees)	Already provided	Yes (information is provided in the minutes of full Council and its Committees)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Requests can be conveyed to relevant applicants for DC funds for provision of English versions of the documents	Yes (information is provided in the meeting papers)	No	Not applicable
(vii) records of declaration of interests ³	Yes	Records in the original language submitted by DC Members are issued	Yes	Yes (normally uploaded within 2 working days ¹ upon receipt of the	No	Not applicable

² In accordance with the Sha Tin District Council (STDC) Standing Orders modelled on the Model Text of the District Council Standing Orders issued by the Home Affairs Department, minutes of meetings of a working group shall only record final decisions of discussion.

³ Referred to the Register of Personal Interests of STDC Members.

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
				records)		
(viii) evaluation reports of activities ⁴	Yes	No	Requests can be conveyed to relevant activity organisers for provision of English versions of the reports	Yes (information is provided in the meeting papers)	No	Not applicable
(ix) financial reports ⁵	Yes	No	Yes	Yes (information is provided in the meeting papers)	No	Yes (information is provided in the meeting papers in tabulated format)

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

The percentage of the documents set out in (1) being uploaded onto the website is 100%. Documents pertinent to the meetings required to be issued to DC Members (such as agendas and discussion papers) are normally uploaded onto the website once they are issued; other documents (such as endorsed minutes of meetings or records of declaration of interests submitted by DC Members) are normally uploaded onto the website within 2 working days¹ after receipt of the records or endorsement of the minutes.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

The percentage of the documents set out in (1) being uploaded onto the website is 100%.

⁴ Referred to progress reports submitted by the Leisure and Cultural Services Department and local organisations to the STDC Committees in respect of DC funded activities.

⁵ Referred to reports on financial position of STDC.

Tai Po District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (within 2 working days after distributing to DC Members)	No	Not applicable
(ii) discussion papers	Yes	Yes (if the documents are provided by other departments or organisations, it would depend on whether the departments or organisations could provide the English version of the documents)	Yes (if the documents are provided by other departments or organisations, it would depend on whether the departments or organisations could provide the English version of the documents)	Yes (within 2 working days after distributing to DC Members)	No	Not applicable
(iii) minutes of meetings	Yes	Yes (for full Council and Committee meetings only, not including working group meetings)	Yes (for working group meetings)	Yes (within 2 working days after the minutes are confirmed)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Yes (for full Council and Committee	Yes (for working group meetings)	Yes (provided in the minutes, uploaded within 2 working	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
		meetings only, not including working group meetings.)		days after the minutes are confirmed.)		
(v) records of voting results	Yes	Yes (for full Council and Committee meetings only, not including working group meetings.)	Yes (for working group meetings)	Yes (provided in the minutes, uploaded within 2 working days after the minutes are confirmed)	No	No
(vi) funding-related information (e.g. proposals)	Yes	No	Funding applications are submitted by applicant organisations, and availability of English versions depends on whether or not the applicant organisations could provide the English version of such information upon request	Yes (provided in the discussion papers, uploaded within 2 working days after distributing to DC Members)	No	Not applicable
(vii) records of declaration of interests	Yes	No	Records of declaration of interests are submitted by DC	Yes (within 2 working days after receiving updates)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
			Members, and it depends on whether DC Members could provide the English version of the records upon request			
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (provided in the discussion papers, uploaded within 2 working days after distributing to DC Members)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 95% of the said documents are uploaded onto the DC website. In general, meeting-related documents to be distributed to DC members (e.g. agendas and discussion papers) are uploaded within 2 working days after distribution. Other documents (e.g., confirmed minutes of meetings or records of declaration of interests submitted by DC members) are normally uploaded within 2 working days after confirmation of the minutes or receipt of the records.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Evaluation reports of activities are not uploaded onto the TPDC website as they are not meeting documents.

Tsuen Wan District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (uploaded 5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Partially open (except those with sensitive information)	Partially provided	Yes	Yes (uploaded 5 working days before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes	Partially provided (except the minutes of the Working Groups)	Yes	Yes (uploaded 3 working days after confirmation at meeting)	No	Not applicable
(iv) records of DC Members' speeches	Yes	Partially provided (except the minutes of the Working Groups)	Yes	Yes (uploaded 3 working days after confirmation at meeting)	No	Not applicable
(v) records of voting results	Yes	Partially provided (except the minutes of the Working Groups)	Yes	Yes (uploaded 3 working days after confirmation at meeting)	No	No
(vi) funding-related information (e.g. proposals)	Partially open (except those with sensitive information)	No	Applicant may not be able to provide	Yes (uploaded 5 working days before the meeting)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(vii) records of declaration of interests	Yes	No	Yes	Yes (uploaded 1 working day after update)	No	Not applicable
(viii) evaluation reports of activities	Yes	No	No	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (uploaded 5 working days before the meeting)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

Around 90% of the aforementioned documents would be uploaded onto the District Council website. Those documents issued to the District Council members (e.g. agenda and discussion papers) would normally be uploaded simultaneously. Other documents (e.g. minutes of meetings or records of declaration of interest) would normally be uploaded 3 working days after confirmation at meeting or upon receipt.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

Since some of the documents contain closed door discussion items (e.g. sensitive information like tender and procurement etc.), they would not be uploaded onto the District Council website.

Tuen Mun District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (5 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	Partially provided	Already provided / Yes	Yes (before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes	Partially provided ¹	Already provided / Yes	Yes ²	No	Not applicable
(iv) records of DC Members' speeches	Partially open ³	No	Not applicable	Yes (audio records are uploaded within 2 working days of the meetings)	Not applicable	Not applicable
(v) records of voting results	Yes (as part of the meeting minutes)	Partially provided (same as minutes)	Already provided / Yes (same as minutes)	Yes (same as minutes)	No (same as minutes)	No

¹ Only English versions of minutes of full Council meetings/Committees meetings are provided.

² Chinese versions of minutes will be uploaded within 2 working days after confirmation of minutes. English versions of minutes will be uploaded within 2 working days after completion of translation.

³ According to TMDC Standing Orders, minutes of meetings of the DC shall record the discussion in a clear and concise manner as far as practicable and on an anonymous basis unless otherwise determined by the Council in exceptional cases (such as motions and voting). However, audio recordings of DC / Committee meetings, which include recordings of DC Members' speeches, will be uploaded onto TMDC website.

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(vi) funding-related information (e.g. proposals)	Yes ⁴	No	Yes	Yes (same as discussion papers)	No	Not applicable
(vii) records of declaration of interests	Yes ⁵	Yes	Yes (subject to declarer's consent)	Yes (within 5 working days of receiving updates)	No	Not applicable
(viii) evaluation reports of activities	Yes ⁶	No	Yes (subject to information provider's consent)	No	Not applicable	Not applicable
(ix) financial reports	Yes ⁷	No	Yes	Yes (same as discussion papers)	No	No

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

Percentage of documents uploaded:

(i) agendas, (ii) discussion papers, (iii) minutes of meetings, (v) records of voting results, (ix) financial reports: 100%

(iv) records of DC members' speeches: audio records of DC / DC Committee meetings (including records of DC members' speeches) are 100% uploaded; according to TMDC Standing Orders, uploading audio records of Working Group meetings (including records of DC members' speeches) is not required.

⁴ Relevant information of activities, such as names, dates, funding applied and recommended allocation is provided, in the form of discussion paper, during TMDC and its Finance, Administration and Publicity Committee meetings.

⁵ Registration of DC member's interests is uploaded onto TMDC website. The registration of interests for co-opted members of TMDC Committees are available for public inspection.

⁶ Members of the public may approach TMDC for income and expenditure statements and final reports of CI projects.

⁷ Financial position of TMDC is provided, in the form of discussion paper, during TMDC and its Finance, Administration and Publicity Committee meetings.

(vi) funding-related information (e.g. proposals): relevant information, such as name, date, funding applied and recommended allocation is provided, in the form of discussion paper, during TMDC and its Finance, Administration and Publicity Committee Meeting. The above discussion papers are 100% uploaded onto TMDC website before relevant meetings, but the detailed proposals for each project will not be uploaded.

(vii) records of declaration of interests: registration of DC member's interests are 100% uploaded onto TMDC website. The registration of interests for co-opted members of TMDC Committees is available for public inspection.

Average time taken:

Documents are uploaded when ready (normally within 5 working days).

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

(viii) evaluation reports of activities: according to TMDC funding guideline, grantees of DC funds are required to submit an income and expenditure statement together with a final report, members of the public can inspect the concerned statements and reports through TMDC.

Yuen Long District Council

(1) Situation concerning documents being made available to members of the public

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(i) agendas	Yes	Yes	Already provided	Yes (normally 7 working days before the meeting)	No	Not applicable
(ii) discussion papers	Yes	No	Yes	Yes (normally 7 working days before the meeting)	No	Not applicable
(iii) minutes of meetings	Yes	Partially provided (applicable only for minutes of full Council and Committees meetings)	Already provided / Yes (applicable only for minutes of full Council and Committee meetings)	Yes (within 3 working days after endorsement of minutes)	No	Not applicable
(iv) records of DC Members' speeches	Yes (names of DC Members are provided in minutes of full Council meetings, but not in minutes of other meetings, which only show the summary of discussion)	Partially provided (applicable only for minutes of full Council and Committee meetings)	Already provided / Yes	Yes (minutes are uploaded within 3 working days after they are endorsed, while audio records are uploaded within 5 working days after the meeting)	No	Not applicable
(v) records of voting results	Partially open (shown in minutes.	Partially provided (applicable only for	Already provided / Yes	Yes (minutes are uploaded within 3	No	No

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
	Individual DC Members' names are provided in minutes in respect of voting by show of hands, whilst an overall voting result is provided in respect of voting by secret ballot. For items endorsed by circulation, results are recorded in the form of a post-meeting note in the minutes if the item has been discussed in the meeting.)	minutes of full Council and Committee meetings)		working days after they are endorsed, while audio records are uploaded within 5 working days after the meeting; voting results of items endorsed by circulation are not separately uploaded.)		
(vi) funding-related information (e.g. proposals)	Yes	No	Yes	Yes (normally 7 working days before the meeting)	No	Not applicable
(vii) records of declaration of interests	Yes	No	Yes	Yes (normally upon receipt of the declaration)	No	Not applicable

	(a) whether the said documents have been made public (if not, of the reasons for that)	(b) whether English versions of them are provided	(c) whether English versions of them can be provided upon request	(d) whether they have been uploaded onto the websites of DCs (if so, of the time taken in general)	(e) whether the data uploaded onto the websites are in machine-readable format	(f) whether the data uploaded onto the websites are shown in a visualized manner
(viii) evaluation reports of activities	Yes	No	Yes	No	Not applicable	Not applicable
(ix) financial reports	Yes	No	Yes	Yes (normally 7 working days before the meeting)	No	Not applicable

(2)(i) The percentage of the documents set out in (1) being uploaded onto its website and the average time taken

About 70% of the documents set out in (1) are uploaded onto the DC website, and all documents of open meetings are uploaded. Meeting-related documents (e.g. agendas and discussion papers), which shall be delivered to DC members, are normally uploaded around the same time of their delivery to members. Minutes of meeting is uploaded onto website in 3 working days after it has been endorsed. Records of declaration of interests are normally uploaded upon receipt.

(2)(ii) The types of documents not uploaded onto its website and the reasons for that

The evaluation reports of activities as mentioned above are not uploaded onto the DC website, because all evaluation reports of activities are recorded in individual project files which are available for inspection on request by members of the public. Such information is not required to be submitted to any meeting for endorsement or for DC members' information.