

WHEN TO USE 2 SPEECH-TO-TEXT REPORTERS (STTRS)

DEFINITIONS

PRINCIPAL means any person or body from whom a STTR accepts work.

CONSUMER means any person or body who makes use of a STTR's services.

- The STTR and Consumer/Principal should discuss whether two STTRs are required for an assignment before a booking is made.
- It is recommended that two STTRs be used for a full day's assignment (9 a.m. – 5 p.m.) when:
 - a. The STTR is expected to work for more than 1 and a half hours maximum without a break. (Please refer to the Role of the STTR) and/or
 - b. An edited transcript is required immediately at the end of the day.
- Examples of the type of assignments that require two STTRs:
 - a. Medical/technical meetings or seminars
 - b. AGMs in the context where there may be heated discussion i.e. financial sector.
 - c. High profile conferences e.g. Welsh/Scottish Government, political party conferences.
 - d. Residential board meetings.
- If the STTR is aware in advance that the assignment will include any of the above and does not wish to take on the assignment alone, then, provided that the Consumer/Principal agrees to pay for two STTRs, it is recommended that two STTRs are provided.
- If the Consumer/Principal is not happy to pay for two STTRs then more breaks need to be negotiated.
- It would be unusual for two STTRs to be used on an assignment that lasts half a day (9a.m – 1p.m, 1pm - 5p.m), provided that sufficient breaks are in place.
- It is advisable that each case is looked at individually and on its own merits.

(STTR Advisory committee, 13th March 2003)

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