



Annotation guidelines

Version 1.2.0

September 2025

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This work was funded under the CitiLink project (reference no. 2024.07509.IACDC), co-financed by Component 5 – Capitalization and Business Innovation, integrated into the Resilience Dimension of Portugal’s Recovery and Resilience Plan, within the framework of the European Union’s Recovery and Resilience Mechanism (RRM), as part of *Next Generation EU* (2021–2026). The funding falls under measure RE-C05-i08.M04 – “Support for the launch of R&D projects aimed at developing and implementing advanced cybersecurity, artificial intelligence, and data science systems in public administration, as well as a scientific training programme”. The project is supported through the funding agreement between the *Recover Portugal Mission Structure (EMRP)* and the FCT – Fundação para a Ciência e a Tecnologia, I.P. (Portuguese Foundation for Science and Technology), acting as the intermediary beneficiary.

Introduction

These annotation guidelines were developed within the scope of the *CitiLink – Enhancing municipal transparency and citizen engagement through AI: from unstructured to structured data* project (<https://citilink.inesctec.pt/>), which aims to develop an automatic system to facilitate the understanding of City Council meeting minutes. The project seeks to transform the free text of these minutes into structured and concise summaries, identifying the topics discussed, organized by area of competence, as well as the positions taken by municipal representatives.

Ultimately, a functional prototype will be made available to help citizens, journalists, and policymakers access the information contained in the minutes. The project involves partnerships with six municipalities: Alandroal, Campo Maior, Covilhã, Fundão, Guimarães, and Porto.

This manual defines the linguistic criteria adopted for the annotation of the minutes, ensuring consistency and interoperability across annotators and datasets. It serves as both a methodological reference and a practical guide for the annotation and curation processes conducted by the linguistics team.

Annotation scheme

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0. Personal Information

Definition: a text segment containing personal data. “Personal data” is defined as “any information, of any nature and regardless of its medium, including sound and image, relating to an identified or identifiable natural person (‘data subject’); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to their physical, physiological, psychological, economic, cultural or social identity,” according to the *Lexionário* of the *Diário da República* ([https://diariodarepublica.pt/dr/lexionario/ termo/dados-pessoais](https://diariodarepublica.pt/dr/lexionario/termo/dados-pessoais)).

Personal data may appear in the form of proper nouns (full or partial), addresses, civil identification numbers, vehicle registration plates, property references, internal municipal document management references, etc., of individuals whose mention may be associated with topics such as building permits, authorization requests, allocation of social housing, or other administrative decisions involving ownership or direct personal interest. They may also consist of combinations of several pieces of information that, taken together, allow indirect identification of an individual (cf. (3)).

This annotation aims to ensure that personal data can be automatically processed in later anonymization and post-processing phases.

Markable: the markable corresponds to the proper nouns (full or partial), address, civil identification number, vehicle registration plate(s), property reference (e.g., land registry certificate (PT: *matriz predial*)), internal municipal document management reference, etc., of the individual, as well as any information that could indirectly identify that individual. When determining the markable, apply the following criteria:

- Annotate **all occurrences in the agenda (“ordem do dia”) and metadata sections**, even if repeated within the annotated text segment;
- In identifying addresses, or other geographic references, job titles, and/or organizational units associated with individuals (explicitly or implicitly in the text), the markable corresponds only to the specific elements containing information that must be anonymized (cf. (4)). In such cases, only the most relevant identifying elements should be annotated, individually, as distinct units—**not** the entire segment. For example:
 - **Street names, parishes, or specific locations:**
Example: “Street of Picaria, No. 2, parish of Vitória” (PT: “*Rua da Picaria, n.º 2, freguesia da Vitória*”)
Markable: of Picaria, 2, of Vitória (PT: *da Picaria, 2, da Vitória*)

- **Job titles or service names:**

Example: “Director of the Archive Service” (PT: “*Diretora do Serviço de Arquivo*”)

Markable: of the Archive Service (PT: *do Serviço de Arquivo*)

Example: “Department of Records Management” (PT: “*Departamento de Gestão Documental*”)

Markable: of Records Management (PT: *de Gestão Documental*)

- **Note:**

More specific toponymic designations such as *Bairro* or *Devesa*, or other less frequent toponyms, should be annotated in full (e.g., *Bairro do Cabeço*, *Devesa de S. Pedro*; cf. (4));

- For legal entities, annotate the segment identifying the name if the entity’s designation makes it possible to identify an individual (e.g., sole proprietors; João Manuel da Silva – Car Trade, Sole Proprietorship Ltd. (PT: *João Manuel da Silva – Comércio de Automóveis, Unipessoal Lda*)).
- When two or more names occur together (e.g., connected by “e”; cf. (1)), each name should be annotated separately.
- Do not annotate as personal information the names of members of the Municipal Executive (mayor, deputy mayor, or councilors).

Annotation note: do not include the individual’s name in the topic/theme markable whenever possible; always replace the person’s name with “citizen/citizens” in the subject description (see C.2. and C.3.).

Examples (markable underlined):

- (1) André Filipe Gonçalves Varão – construction of a single-family dwelling; Rafael Sebastião Ribeiro Piloto **and** Pedro Manuel Ribeiro Piloto – extension of a single-family dwelling
(PT: *André Filipe Gonçalves Varão – construção de habitação unifamiliar; Rafael Sebastião Ribeiro Piloto e Pedro Manuel Ribeiro Piloto – ampliação de habitação unifamiliar*).
- (2) Mr. Director of the Department of Works and Planning; the representative of “Hotel Covilhã Jardim”
(PT: *O Senhor Diretor do Departamento de Obras e Planeamento; o representante do “Hotel Covilhã Jardim”*).
- (3) Mr. Francisco Antunes stated that, since 2019, the retaining wall of the public path in Boidobra had collapsed onto his property
(PT: *O Senhor Francisco Antunes referiu que, desde 2019, o muro de suporte do caminho público em Boidobra caiu para a sua propriedade*).

(4) Simple land consolidation operation of the rural plots registered under articles 70 and 74, both in section N, of the Parish of João Baptista, requested by Luís Miguel Grilo Vieira and Elsa de Lurdes Coelho Muacho:

-Review of the report (record 255) from the Division of Works and Urban Planning, regarding the subject mentioned above, transcribed below: “After analysing the elements attached to the above-mentioned file, which were requested by our official letter no. 5451 of 17/11/2023, I inform that the acquisition of the rural property called ‘Defesa de S. Pedro’, located in the parish of S. João Baptista, municipality of Campo Maior, consisting of arable land with an area of five hectares and three thousand seven hundred and fifty centiares, registered in the respective land registry under article 70 of section N, and recorded in the Land Registry Office of Campo Maior under no. 2515/20000426, contributes to improving the land structure of the applicant’s agricultural holding. Therefore, the issuance of the requested supporting document is considered appropriate.”

(PT: *Operação de emparcelamento simples dos prédios rústicos sob os artigos 70 e 74º ambos da seção N, da Freguesia de João Baptista, a requerimentos de Luís Miguel Grilo Vieira e Elsa de Lurdes Coelho Muacho:*

-Apreciação da informação (registo 255) da Divisão de Obras e Urbanismo, referente ao assunto em epígrafe, que a seguir se transcreve: “Analisados os elementos que foram anexados ao processo acima referenciado e que foram solicitados pelo nosso ofício nº 5451 de 17/11/2023, tenho a informar que a aquisição do prédio rústico denominado “Defesa de S. Pedro”, sito na freguesia de S. João Baptista, concelho de Campo Maior, composto por cultura arvense e com a área de cinco hectares e três mil e setecentos e cinquenta centiares, inscrito na respetiva matriz sob o art.º 70 da secção N, e descrito na Conservatória do Registo Predial de Campo Maior sob o nº 2515/20000426, contribui para melhorar a estrutura fundiária da exploração agrícola do requerente, pelo que se considera que poderá ser emitido o documento comprovativo solicitado.)

A. Metadata

- **Date**

Definition: temporal indication locating the date of the meeting, as expressed in the text of the minutes.

Markable: the complete textual segment expressing the meeting date, whether in numeric or written form. Annotate only the first occurrence in the text.

Examples (markable underlined):

- (5) Ordinary meeting, 19/01/2022.
(PT: *Reunião ordinária, 19/01/2022*)
- (6) Extraordinary meeting held on 19 June 2023.
(PT: *Reunião extraordinária realizada no dia 19 de junho de 2023*)
- (7) Ordinary meeting of 5 May 2022.
(PT: *Reunião ordinária de 5 de maio de 2022*)

- **Time**

- begin time
- end time

Definition: the time period during which the meeting takes place, as indicated in the minutes.

Markable: the textual segment expressing the time. The annotation must include the starting time and, whenever available, the ending time. Annotate only the first occurrence in the text.

Examples (markable underlined):

- (8) The meeting was declared open at 10:48 a.m.
(PT: *Declarou aberta a reunião, eram 10.48 horas*.)
- (9) Extraordinary meeting held on 19 June 2023, starting at 09:15 a.m. and ending at 09:45 a.m.
(PT: *Reunião extraordinária realizada no dia 19 de junho de 2023, iniciada às 09:15 horas e concluída às 09:45 horas*.)
- (10) At 10:00 a.m., the meeting was declared open.
(PT: *Pelas 10:00 horas foi declarada aberta a reunião*.)
- (11) Public meeting (...) held on 8 July 2024 at 9:30 a.m.

(PT: *Reunião pública (...) realizada em 8 de julho de 2024 às 9 horas e 30 minutos.*)

(12) At 10:40 a.m., the mayor declared the meeting closed.

(PT: *Pelas dez horas e quarenta minutos o Presidente da Câmara deu por encerrada a reunião.*)

- **Location**

Definition: the place where the meeting takes place, as indicated in the minutes.

Markable: The complete noun phrase designating the meeting location, including determiners and any locative specifications that is part of the reference. In the case of meetings held by videoconference, the word *videoconferência* should be annotated (cf. (17)). When only one or two participants attend online, the annotated location should be that of the majority of participants.

Examples (markable underlined):

(13) At the Town Hall Building, in the Meeting Room, the Honourable Members (...) were present.

(PT: *No Edifício dos Paços do Concelho, na Sala de Reuniões, compareceram os Excelentíssimos Senhores (...).*)

(14) “the Noble Hall of the Town Hall Building”

(PT: *“o Salão Nobre do Edifício dos Paços do Concelho”*)

(15) At the Headquarters Building of the Municipality of Alandroal, the mayor declared the meeting open.

(PT: *No Edifício Sede do Município de Alandroal, o Senhor Presidente da Câmara Municipal declarou aberta a reunião.*)

(16) In the “Noble Hall” of the Town Hall Building, the public ordinary meeting of the City Council was held.

(PT: *No “Salão Nobre” do Edifício dos Paços do Concelho, realizou-se a reunião ordinária pública da Câmara Municipal.*)

(17) The private ordinary meeting of the City Council was held by videoconference.

(PT: *Realizou-se por videoconferência, a reunião ordinária privada da Câmara Municipal.*)

- **Meeting type**

- ordinary
- extraordinary

Definition: the formal designation of the meeting's nature, indicating whether it is an ordinary (regular and scheduled) or extraordinary (unscheduled) meeting.

Markable: corresponds only to the values [**ordinary**] (PT: *ordinária*) and [**extraordinary**] (PT: *extraordinária*), excluding the word "meeting" (PT: *reunião*). Annotate only the first occurrence in the text.

Examples (markable underlined):

- (18) Ordinary meeting of 9 February 2023.
(PT: *Reunião ordinária de 9 de fevereiro de 2023.*)
- (19) Extraordinary meeting held on 30 March 2023.
(PT: *Reunião extraordinária realizada no dia 30 de março de 2023.*)
- (20) Final version of minutes no. 02/2024 of the public ordinary meeting held on 26 January 2024.
(PT: *Texto definitivo da ata n.º 02/2024 da reunião ordinária pública realizada no dia 26 de janeiro de 2024.*)

- **Minute number**

Definition: numerical or alphanumerical identifier assigned to each minute, used to formally distinguish the meetings held.

Markable: the numerical or alphanumerical values corresponding to the minute number, excluding "ata", "n.º", ".º", and everything that follows the slash, including the slash itself. The markable may vary across municipalities, and may include only a number, a number followed by the year, or an alphanumerical code. Annotate only the first occurrence in the text.

Examples (markable shown in []):

- (21) "50th meeting" → [50] (PT: "50.ª reunião" → [50])
- (22) "Minute no. 01" → [01] (PT: "Ata n.º 01" → [01])
- (23) "Minute no. 02/2024" → [02] (PT: "Ata n.º 02/2024" → [02])
- (24) "Minute no. 03-A/2021" → [03-A] (PT: "Ata n.º 03-A/2021" → [03-A])

- **Participants**

Definition: institutional and non-institutional entities that play a relevant role in the meeting. These include members of the council (president, vice president, councilors), staff, and, when indicated, members of the public present in the meeting.

Markable: the participant's full name, with or without a council position, excluding professional or honorific titles such as “*Senhor*”, “*Dr.*”, “*Eng.*”, “*Prof.*”, etc. Annotate only the first occurrence in the text.

Examples (markable underlined):

(25) On the fourteenth day of February two thousand and twenty-two, the private ordinary meeting of the City Council of Fundão was held by videoconference, presided over by the Mayor, Dr. Paulo Alexandre Bernardo Fernandes, with the participation of the Deputy Mayor, Dr. Luís Miguel Roque Tarouca Duarte Gavinhos, and the Councilors, Dr. Joana Morgadinho Bento, Dr. Maria Alcina Domingues Cerdeira, Dr. Pedro Manuel Figueiredo Neto, Prof. Sérgio Miguel Cardoso Mendes and Dr. Ana Paula Coelho Duarte. The meeting was minuted by Dr. Maria Isabel Carvalho Campos, Director of the Department of Administration and Finance.

(PT: *Aos catorze dias do mês de fevereiro do ano dois mil e vinte e dois, realizou-se, por videoconferência, a reunião ordinária privada da Câmara Municipal do Fundão, sob a presidência do Senhor Presidente da Câmara, Dr. Paulo Alexandre Bernardo Fernandes, com a participação do Senhor Vice-presidente, Dr. Luís Miguel Roque Tarouca Duarte Gavinhos e dos Senhores Vereadores, Dra. Joana Morgadinho Bento, Dra. Maria Alcina Domingues Cerdeira, Dr. Pedro Manuel Figueiredo Neto, Prof. Sérgio Miguel Cardoso Mendes e Dra. Ana Paula Coelho Duarte. A reunião foi secretariada pela Dra. Maria Isabel Carvalho Campos, Diretora do Departamento de Administração e Finanças.*)

- President

- attendance
 - present
 - absent
 - replaced
- political party

- PS
 - PPD/PSD
 - RM
- list of presidents (for reference only)
 - Alandroal: João Maria Aranha Grilo (PS)
 - Campo Maior: Luís Fernandes Martins Rosinha (PS)
 - Covilhã: Vítor Manuel Pinheiro Pereira (PS)
 - Fundão: Paulo Alexandre Bernardo Fernandes (PPD/PSD)
 - Guimarães: Domingos Bragança Salgado (PS)
 - Porto: Rui de Carvalho de Araújo Moreira (RM)
- Vice president
 - attendance
 - present
 - absent
 - replaced
 - political party
 - PS
 - PPD/PSD
 - RM
 - list of vice presidents (for reference only)
 - Alandroal: João Carlos Camões Roma Balsante (PS)
 - Campo Maior: Paulo Jorge Furtado Pinheiro (PS)
 - Covilhã: José Armando Serra dos Reis (PS)
 - Fundão: Luís Miguel Roque Tarouca Duarte Gavinhos (PPD/PSD)
 - Guimarães: Adelina Paula Mendes Pinto (PS)
 - Porto: Filipe Manuel Ventura Camões de Almeida Araújo (RM)
- Councilors
 - attendance
 - present
 - absent
 - replaced
 - political party
 - PS
 - Nós, Cidadãos
 - CDU
 - CDS-PP/PSD
 - PPD/PSD
 - PPD/PSD.CDS-PP
 - RM

- IND
- PSD
- BE
- list of councilors (for reference only)
 - Alandroal
 - João Carlos Camões Roma Balsante (PS) - vice president
 - Paulo Jorge da Silva Gonçalves (PS)
 - Fernanda Romão (PS)
 - Elisabete de Jesus dos Passos Galhardas (Nós, Cidadãos)
 - José Francisco Figueira Andrezo Rodrigues (Nós, Cidadãos)
 - Campo Maior
 - Paulo Jorge Furtado Pinheiro (PS) - vice president
 - Maria da Encarnação Grifo Silveirinha (PS)
 - Paulo Ivo Sabino Martins de Almeida (CDU)
 - Fátima do Rosário Pingo Vitorino Pereira (CDU)
 - Covilhã
 - José Armando Serra dos Reis (PS) - vice president
 - Jorge Manuel Afonso Gomes (PS)
 - José Miguel Ribeiro Oliveira (PS)
 - Maria Regina Gomes Gouveia (PS)
 - Jorge Humberto Martins Simões (CDS-PP/PSD)
 - Marta Maria Tomaz Gomes Morais Alçada Bom Jesus (CDS-PP/PSD)
 - Pedro Miguel Santos Farromba (CDS-PP/PSD)
 - Ricardo Miguel Correia Leitão Ferreira da Silva (CDS-PP/PSD)
 - Fundão
 - Luís Miguel Roque Tarouca Duarte Gavinhos (PPD/PSD) - vice president
 - Ana Paula Duarte (PPD/PSD)
 - Maria Alcina Domingues Cerdeira (PPD/PSD)
 - Paulo Alexandre Bernardo Fernandes (PPD/PSD)
 - Pedro Manuel Figueiredo Neto (PPD/PSD)
 - Joana Morgadinho Bento (PS)
 - Sérgio Miguel Cardoso Mendes (PS)
 - Guimarães
 - Adelina Paula Mendes Pinto (PS) - vice president
 - Paulo Rui Lopes Pereira da Silva (PS)

- Paula Cristina dos Santos Oliveira (PS)
- Nelson José Guimarães Felgueiras (PS)
- Alice Sofia Freitas Soares Ferreira Fernandes (PS)
- Ana Maria Prego de Faria Berkeley Cotter (PS)
- Bruno Alberto Vieira Fernandes (PPD/PSD.CDS-PP)
- Ricardo José Machado Pereira da Silva Araújo (PPD/PSD.CDS-PP)
- Vânia Carvalho Dias da Silva de Antas Barros (PPD/PSD.CDS-PP)
- Hugo Miguel Alves Ribeiro (PPD/PSD.CDS-PP)
- Porto
 - Filipe Manuel Ventura Camões de Almeida Araújo (RM) - vice president
 - Albino Pedro Pereira Baganha (RM)
 - Ana Catarina da Rocha Araújo (RM)
 - Ana Filipa dos Santos Pato Correia Pinto Barbosa (RM)
 - Cristina Mafalda Nieto Guimarães Pimentel (RM)
 - Fernando Paulo Ribeiro de Sousa (RM)
 - Ricardo Miguel Araújo Cardoso Valente (RM)
 - Catarina Maria da Costa Santos Cunha Pereira de Abreu (IND)
 - Carolina Macedo dos Santos (PS)
 - Fernando Jorge Garcia Pereira (PS)
 - Luís António da Costa Catarino (PS)
 - Maria do Rosário Gambôa Lopes de Carvalho (PS)
 - Maria João de Abreu Mena Guimarães e Castro (PS)
 - Tiago Barbosa Ribeiro (PS)
 - Alberto Amaro Guedes Machado (PSD)
 - Filipe Trigueiros Rafael de Sampaio Rodrigues (PSD)
 - Luís Manuel Moreira Pinto de Faria (PSD)
 - Mariana Ferreira Ribeiro Macedo (PSD)
 - Vladimiro Mota Cardoso Feliz (PSD)
 - Maria Ilda da Costa Figueiredo (CDU)
 - Maria Manuel de Almeida Rola (BE)
 - Maria Teresa Burnay Summavielle (BE)
 - Pedro Marques de Figueiredo (BE)
 - Sérgio Augusto Leite Aires (BE)
- substitute (text box)

- Indicate the name of the participant being replaced, written exactly as it appears in the minute.
- staff
- public

B. Agenda

Definition: Item discussed and/or deliberated in the meeting's agenda.

Markable: text segment introducing a new item on the agenda. Annotate each time a new agenda item occurs. If present, the numbering or punctuation mark to the left of the item and the final punctuation mark (colon, semicolon, etc.) to the right are included in the segment being annotated.

C. Subject

Definition: set of information that structures and organizes the items discussed and/or deliberated during the council meeting. **Only the subjects discussed as part of the agenda items will be considered.** Each subject includes four components: **boundary, topic, theme, and summary.**

I. Entity structures

● C.1. Boundary

Definition: text segment in which the subject is discussed.

○ Attributes:

■ Start

Markable: The first word, number, abbreviation, or acronym (including the final period in the acronym, if present, e.g., *I.P.*) in the body of the text where a given subject begins to be discussed. Include all punctuation marks (parentheses, quotation marks, dash) and/or numbering to the left of the text segment being annotated.

■ End

Markable: the last word, number, abbreviation, symbol (e.g., €), acronym (including the final period in the acronym, if present, e.g., *I.P.*), or complete link (e.g., <https://plantasonline.cm-covilha.pt/geoportal>) of the segment that addresses a given subject.

Include all punctuation marks (parentheses, quotation marks, dash, period) to the right of the text segment being annotated.

Annotation note: there may be cases where the start markable is contained within the agenda item markable (see (27)).

Examples (markable underlined):

(26) 1. Minute [start] of the public meeting of the Municipal Executive held on 2 May 2022.

Approved unanimously by those present at the public meeting of the Municipal Executive held on 2 May 2022. [end]

(PT: 1. Ata da reunião pública do Executivo Municipal de 2 de maio de 2022.

Aprovada, por unanimidade, pelos presentes na reunião pública do Executivo Municipal de 2 de maio de 2022.)

(27) [1. Minutes [start] of the public meeting of the Municipal Executive held on 2 May 2022.]**agenda item**

(PT: 1. Ata da reunião pública do Executivo Municipal de 2 de maio de 2022.)

- **C.2. Topic**

Definition: domain or area of competence to which the subject described in the annotated text segment pertains.

Markable: the text segment most similar to the agenda item. To establish the markable, consider the following criteria:

- The segment should be as close as possible to the paragraph containing the deliberation(s). If not possible, annotate the segment introducing a new subject in the body of the text or, alternatively, the agenda item itself. In these cases, the same segment may correspond simultaneously to both the agenda item and the topic markables and must be annotated twice, once for each parameter (see (28)).
- When more than one deliberation occurs under the same subject, annotate the segment encompassing everything deliberated, regardless of location in the text, provided it is outside the paragraph(s) containing the deliberations (see *object of vote* link).
- Annotate nominalizations, excluding the verb expressing the main action (the nominalized verb will appear in the theme) (cf. (29)-(31)).

- Do not annotate topics/themes in the agenda index (or other topic/theme lists, if present) — only annotate in the body of the text where the subject is actually discussed and deliberated.
- **Annotate only the topics/themes of the subjects described in the agenda** (typically shown in bold, uppercase, and/or numbered in the PDF/Word minutes).
- If present, the final punctuation mark (colon, semicolon, etc.) is **not** included in the annotated segment.
- Personal information in the markable (e.g., names of individuals) must be replaced by *citizen/citizens* in the theme description (see section 0. Personal information; C.3.) and annotated accordingly.
- When present, the **closing paragraph** of the meeting (e.g., “At eleven fifty, the mayor declared the meeting closed, for the record of which this minute was drawn up.”) should **not** be considered a topic markable, even if it contains references to administrative or procedural actions.

Example:

- (28) 1. Minute of the public meeting of the Municipal Executive held on 2 May 2022. [**agenda item/subject**]
(PT: 1. Ata da reunião pública do Executivo Municipal de 2 de maio de 2022.)

The following attributes are based on the competences established in *Lei n.º 75/2013, de 12 de setembro* (Law no. 75/2013 of September 12), which defines the legal framework for local authorities and the transfer of powers from the State to local authorities and intermunicipal entities.

- **Attributes** (see **Notes** below more information on attributes):
 - **General Administration, Finance, and Human Resources:** matters related to the municipality’s internal administrative management, including general administration, financial and budgetary management, and human resources. Includes municipal budget planning, public accounting, procurement, public contracting, recruitment, and management of municipal staff. This topic also covers all protocols/contracts/minutes/memoranda of understanding established between the municipality and other entities (and within the specific topic of the subject discussed, if applicable). It also includes matters related to corruption prevention (CPC – Council for the Prevention of Corruption) and the municipalities’ Whistleblower Channel.

- **Examples:** budget amendments; approval of balance sheets and forecast documents; financial statements; approval of minutes and drafts; signing of cheques and bank transfer orders; financial transactions carried out by the municipality; municipal loans; public auction procedures; results of censuses or population surveys; discussion of contracts for the concession of public spaces (e.g. sports centers, municipal markets, etc.); municipal fees and licences; allocation of responsibilities among members of the executive; staff recruitment or reassignment of municipal employees; assignment of technical functions or positions; changes to the staffing structure;
- **Environment:** matters related to environmental management and preservation, including sustainability policies, protection of natural resources, water supply, wastewater treatment, waste management, air and water quality, and promotion of eco-friendly practices.
 - **Examples:** concession contracts for the operation and management of water distribution systems; hygiene and cleaning measures in municipal areas; waste collection, treatment and recovery; discussion on river and air pollution; tree felling and planting.
- **Energy and Telecommunications:** matters related to the management and promotion of energy efficiency and the development of digital communication infrastructures.

In the field of energy, this includes the planning and implementation of sustainability policies, the use of renewable energy sources, the optimization of energy consumption in municipal infrastructures, electrification and management of public lighting, as well as raising awareness about good energy practices within the municipality.

In the field of telecommunications, this includes actions related to the installation, improvement, and/or expansion of electronic communication networks, such as internet, fiber optics, mobile communications, and other digital connectivity systems within the municipal territory.

 - **Examples:** installation of electrical networks, solar panels, and wind turbines; installation/expansion of internet and fiber optic network coverage; improvement of mobile network coverage in the municipality.

- **Traffic, Transport, and Communications:** matters related to the planning, management, and regulation of road traffic, public transport, and mobility infrastructures and vehicles, including road safety, parking (including electric vehicle charging stations and the allocation of parking spaces for people with disabilities), electric vehicle charging stations, accessibility, and improvement of transport networks. It also covers the management of road signage, ensuring its adequacy and maintenance, as well as the organization of transport communications and connections, promoting accessibility and connectivity.
 - **Examples:** amendment of traffic regulations; placement of parking signs in public roads; creation of parking spaces; allocation of parking spaces for people with disabilities; provision of passenger vehicles to entities.
- **Education and Vocational Training:** matters related to the planning, support, and development of education within the municipality, including the management and maintenance of school infrastructures, the promotion of educational success, and coordination with educational institutions. It also covers vocational training, encouraging the qualification of the population through training programs, partnerships with training entities, and initiatives aimed at integration into the labor market.
 - **Examples:** approval of the Municipal Educational Charter; protocol for cost-sharing agreements with school clusters; construction, renovation, and maintenance of school buildings.
- **Heritage:** matters related to the management, preservation, and enhancement of the municipality's historical and cultural heritage, both tangible and intangible, including buildings, public spaces, cultural and historical assets, gastronomic heritage, traditional knowledge, and oral traditions. It covers the conservation and rehabilitation of built heritage, the promotion of local identity, and the development of initiatives that ensure the protection and dissemination of the municipality's historical and cultural legacy.
 - **Examples:** restoration of castles and fortresses; integration into the European Cheese Route.
- **Culture:** matters related to the promotion, development, and enhancement of the municipality's cultural life, including support for artistic initiatives, management of cultural facilities (such as

museums, art galleries, libraries, theatres, cultural centers, etc.), and encouragement of community participation in cultural activities. It also includes the organization of events, partnerships with cultural associations and institutions, and the promotion of artistic and literary creation.

- **Examples:** organization of performances, festivals, and exhibitions; book launches; donations of cultural and artistic goods; provision of cultural spaces.

- **Science:** matters related to the promotion of scientific knowledge and innovation within the municipality, through support for research projects, partnerships with academic and scientific institutions, scientific dissemination initiatives, and support for scientific events. It also includes the encouragement of scientific education, the development of experimentation and learning spaces, and the implementation of strategies that foster innovation and technological progress within the community.

- **Examples:** allocation of financial support to universities/research centers.

- **Health:** matters related to the planning and implementation of policies that promote public health and well-being, including support for healthcare units, prevention campaigns, awareness programs, and initiatives that improve access to medical care, as well as the management and maintenance of health infrastructures. It also includes coordination with health entities, sanitary surveillance, and the promotion of healthy lifestyles within the municipality.

- **Examples:** blood collection campaigns; medical and nursing services; pharmacy duty rosters.

- **Animal Protection:** matters related to the promotion and implementation of animal welfare and protection policies, including the control of stray animal populations, management of shelters and collection centers, and the promotion of responsible adoptions. It also includes awareness-raising actions on the proper treatment of animals, monitoring of animal abuse, and collaboration with animal welfare associations and organizations.

- **Examples:** vaccination campaigns; collection of abandoned animals; animal adoptions.

- **Sports:** matters related to the promotion of sports practice and the development of physical activities for all age and social groups. This includes the management and maintenance of

sports infrastructures, the organization of local events and competitions, support for sports clubs and associations, and the promotion of health and well-being programs through sports.

- **Examples:** funding proposals for athletes and sports associations; construction, renovation, and maintenance of sports facilities.

- **Social Action:** matters related to measures supporting individuals and families in situations of vulnerability or social exclusion, initiatives to encourage social solidarity and sociability, as well as various forms of support to social solidarity institutions, the provision of social care and follow-up services to citizens, coordination of social development programs, and the design, development, and implementation of social projects. It also includes initiatives aimed at promoting equality, preventing discrimination, and valuing diversity, with a focus on groups at risk of social marginalization.

- **Examples:** approval and/or revision of the Municipal Social Charter/Plan; approval of opinions on the creation of social services and facilities with public support; deliberation on support to citizens in vulnerable situations; approval of criteria for distributing food baskets to low-income families and elderly pensioners; municipal co-payment of nursery/kindergarten fees; allocation of birth grants to resident families; allocation of financial support to social solidarity institutions.

- **Housing:** matters related to the management of the municipal public housing stock, the development of programs to promote housing comfort, and the acquisition, allocation, and sale of dwellings, in collaboration with public and private entities.

- **Examples:** approval and/or revision of the Municipal Housing Charter; allocation of social housing to residents; discussion and approval of projects for the maintenance and conservation of municipal public housing assets; clarifications/discussions regarding legal proceedings related to vacant and/or degraded housing properties; approval of the acquisition of rural buildings to be integrated into urban housing rehabilitation projects.

- **Civil Protection:** matters related to activities for preventing collective risks inherent to serious accidents or disasters, mitigating their effects, and protecting and rescuing people and

property in danger when such situations occur, ensuring the functioning of the Municipal Civil Protection Service (SMPC).

- **Examples:** approval and updates of the Municipal Emergency Plan and special intervention plans; presentation of reports identifying, analyzing, and mapping natural, technological, and/or social risks; approval of simulation exercises; presentation of proposals for safety measures in response to identified risks; presentation of public information, awareness, and self-protection measures in the event of risks and emergencies.

- **Municipal Police:** matters related to the creation and management of municipal police forces responsible for maintaining public order, enforcing municipal regulations, and collaborating with other security forces.

Note: the creation and establishment of the municipal police force is the responsibility of the municipal assembly.

- **Examples:** presentation of reports from the Municipal Security Council; deliberation on the installation of video surveillance in municipal public areas to prevent crime; discussion of inspection operations in road traffic and street trading; clarifications on administrative procedures related to police incidents.

- **Public Works:** matters related to the construction and maintenance of public infrastructures and facilities such as roads, bridges, playgrounds, public sports facilities, and municipal public buildings, ensuring their quality and safety.

- **Examples:** approval of contracts, awards, and management of works for municipal infrastructures and facilities (such as roads and sidewalks, pedestrian accesses, public stairways, etc.); acquisition of goods and services in the context of municipal public works; approval of interventions for the rehabilitation of historical municipal buildings.

- **Spatial Planning:** matters related to the balanced and sustainable development of the territory through the distribution of people and activities across territories at various scales, as well as the location of infrastructures, natural areas, and leisure spaces.

- **Examples:** drafting and approval of Municipal Master Plans and other territorial management instruments; drafting and approval of land use plans (Land Use Regime Map), considering environmental protection and urban development; approval of land subdivisions and reconversion of illegally developed urban areas; discussion on the classification of land as urban or agricultural zones.
- **Private Works:** matters related to the management, licensing, and inspection of private property, ensuring compliance with urban and construction regulations, as well as the management of urban development. This includes the issuance of licenses, legalization of private construction, exemption from fees, and urban planning regulations.
 - **Examples:** approval of architectural projects for private construction works; approval of legalization of existing private buildings; deliberation on requests for exemption from habitation licenses; discussion of requests for the constitution of co-ownership of rural and urban properties; requests for exemption from rehabilitation fees for housing located in Urban Rehabilitation Areas; increase of Municipal Property Tax rate for urban buildings; approval of inspections to private works; approval of issuance of technical opinions.
- **Economic Activities:** matters related to supporting and promoting local economic development, including creating favorable conditions for business establishment, organizing fairs and markets, stimulating local commerce, and promoting employment and entrepreneurship, as well as activities and initiatives in the agricultural and agri-food sectors.
 - **Examples:** deliberation on granting commercial spaces in municipal facilities; discussion on incentives for revitalizing local commerce and business establishment; increase of Municipal Property Tax for degraded non-residential buildings to encourage commercial activity; approval of municipal programs supporting entrepreneurship and innovation; approval of initiatives to create employment, such as job fairs and business incubators; regulation of seasonal economic activities such as fairs and temporary markets.

- **External Cooperation and International Relations:** matters related to establishing institutional relations between municipalities and entities from different regions to foster friendship and/or economic, social, cultural, and institutional exchange. Includes municipal participation in international networks and associations, the signing of cooperation agreements with intermunicipal, national, or foreign entities, and the international promotion of the municipality.
 - **Examples:** approval of cooperation agreements/protocols for external, intermunicipal, or foreign collaboration with municipalities and/or external entities in projects of various kinds; partnership/support contracts between the municipality and external entities; representation of the municipality in international events and fairs.
- **Communication and Public Relations:** matters related to institutional communication activities, management of the municipality's image, relations with the media — including responses to journalists' requests and issuance of official statements — and the promotion of initiatives that strengthen the connection between the municipality and citizens. Includes dissemination of municipal initiatives through institutional channels and publication of minutes and other official documents to ensure administrative transparency.
 - **Examples:** approvals related to organizing events and communication campaigns on municipal projects; approval of measures to improve communication between the municipality and citizens; proposals and approval of press conferences to present projects and clarify municipal matters.
- **Other:** all matters not covered by any of the previous topics. This category includes matters raised by the public during meetings, as well as individual responses from the mayor or other decision-makers to public interventions.
 - **Examples:** votes of praise and/or condolence; acts of tribute; scheduling of meetings; information on reasons for absence of councilors/the mayor from meetings; absence of scheduled matters under various points of the minutes.

Notes:

- **Financial support measures**, as well as **fees** and **licenses**, must be categorized under the attribute “General Administration, Finance and Human Resources” and the specific topic(s) corresponding to the subject under discussion. Whenever the text makes explicit reference to final **accounts**, **calculations**, **prices**, etc., it should also be categorized under “General Administration, Finance and Human Resources” and, where applicable, under the attribute(s) directly related to the subject matter.

Examples:

- Final account of the school rehabilitation contract: “*General Administration, Finance and Human Resources*,” “*Public Works*,” and “*Education and Vocational Training*”;
 - Setting/fixing of ticket prices for the cultural center: “*General Administration, Finance and Human Resources*” and “*Culture*”;
 - Allocation of financial support to a cycling association: “*General Administration, Finance and Human Resources*” and “*Sports*.”
- A single subject may fall under two or more topics simultaneously. In such cases, all relevant categories must be annotated to ensure a comprehensive representation of the deliberation.

Examples:

- Preparation and approval of land-use plans: Land Use Regime Map, depending on environmental protection: double annotation with the topics “*Spatial Planning*” and “*Environment*”;
 - Approval of contracts, procurements, and management of road construction projects: double annotation with the topics “*Public Works*” and “*Traffic, Transport, and Communications*”;
 - Restoration of castles/fortresses — double annotation with the topics “*Public Works*” and “*Heritage*.”
- **C.3. Theme** (free text box)

Definition: concise and standardized formulation of the main content of the subject in question. The theme may coincide with the textual segment annotated for the topic (cf. C.2), but it must be written as an *informative title*, based on the content of the annotated segment and on the wording used in the minutes.

Markable: the same textual segment as the topic (cf. C.2). The text should be written in the free text box (in INCEpTION) according to the following criteria:

- **Wording — general considerations:**
 - concise and informative titles, up to 15 words;

- the theme (title) should be constructed to minimize ambiguity, ensuring that it is understandable and easily distinguishable from other annotated subjects;
- create the theme based on the identified subject, using the vocabulary from the minutes whenever possible; when the topic's markable does not allow for full contextualization of the theme, draw on the wording used in the agenda item or in the deliberation paragraph(s);
- favor the use of the most general (holonym) term to identify the object of the subject, without compromising overall understanding;
- modifiers that characterize the object of the subject in a specific or technical way should be omitted or simplified whenever their inclusion compromises conciseness or exceeds the word limit;
- **special cases:** whenever the phrase "*Municipality of [city/municipality name]*" refers to the municipality where the meeting takes place (i.e., the municipality of the annotated minutes), it should be shortened to "*Municipality*" in the theme (cf. (32));
- **Nominal expressions:**
 - begin with a nominalization/eventive noun;
 - include the nominalized verb expressing the main action of the theme (exclude the verb from the topic markable);
 - **special cases:** (i) standardize with the nominalization "*absence of*" whenever the theme refers to the non-occurrence or inexistence of something; (ii) for the verb *approve*, standardize with the nominalization "*approval of*";
- **Use of capital letters:** capitalize the initial letters of names of monuments, temples, and buildings (e.g., *Castelo de Ouguela*, *Sé Catedral do Porto*, *Museu Arqueológico Municipal José Monteiro*), toponyms (e.g., *Rua do Castelo*, *Praça da República*, *Freguesia da Barroca*), and the title *Mayor*;
- **Punctuation:** do not include final periods; do not include quotation marks around project names (simplify project/contract designations whenever possible); replace dashes with prepositions whenever possible (cf. (30));
- **Acronyms and abbreviations:** use well-established acronyms and abbreviations (those widely recognized by the general public or officially adopted by the entities themselves) (cf. (30) and (33)), whenever possible; when no established acronym or abbreviation exists, use the full name of the entity written out in full. In this case, the number of

words in the full name is *not* counted toward the 15-word limit for the theme;

- **Other considerations:**

- when the annotated topic includes the name of an individual, it must be replaced in the theme by “a citizen” or “X citizens” (cf. 0. Personal Information; C.3. Theme; (31)). The term “citizen/citizens” should be used regardless of gender, and the number should match the number of people mentioned in the topic;
- use the **ISO 8601 date format (YYYY-MM-DD)** to write dates, when needed.

Examples:

- (29) **Annotated topic (C.2.):** Petty cash funds for 2022 – amendment

Theme (C.3.): Amendment of petty cash funds for 2022

(PT: **Tópico anotado (C.2.):** Fundos fixos para 2022 – alteração

Tema (C.3.): Alteração dos fundos fixos para 2022)

- (30) **Annotated topic (C.2.):** Granting of financial support – Santa Casa da Misericórdia do Fundão

Theme (C.3.): Granting of financial support to SCM Fundão

(PT: **Tópico anotado (C.2.):** Atribuição de apoio financeiro – Santa Casa da Misericórdia do Fundão

Tema (C.3.): Atribuição de apoio financeiro à SCM do Fundão)

- (31) **Annotated topic (C.2.):** Request by Maria João Neves [personal information] for the purchase of a perpetual grave in four monthly instalments

Theme (C.3.): Approval of a citizen’s request to purchase a perpetual grave in instalments

(PT: **Tópico anotado (C.2.):** pedido de Maria João Neves [informação pessoal] para aquisição de uma sepultura perpétua em quatro prestações mensais

Tema (C.3.): Aprovação do pedido de um cidadão para aquisição de uma sepultura perpétua em prestações)

- (32) Celebration of the cooperation protocol between the Municipality [of Covilhã] and the Municipality of Fundão

(PT: **Celebração do protocolo de cooperação entre o Município [da Covilhã] e o Município do Fundão)**

- (33) Celebration of the support protocol between the Municipality and UBI [University of Beira Interior]

(PT: *Celebração do protocolo de apoio entre o Município e a UBI*
[*Universidade da Beira Interior*])

- **C.4. Summary** (free text box)

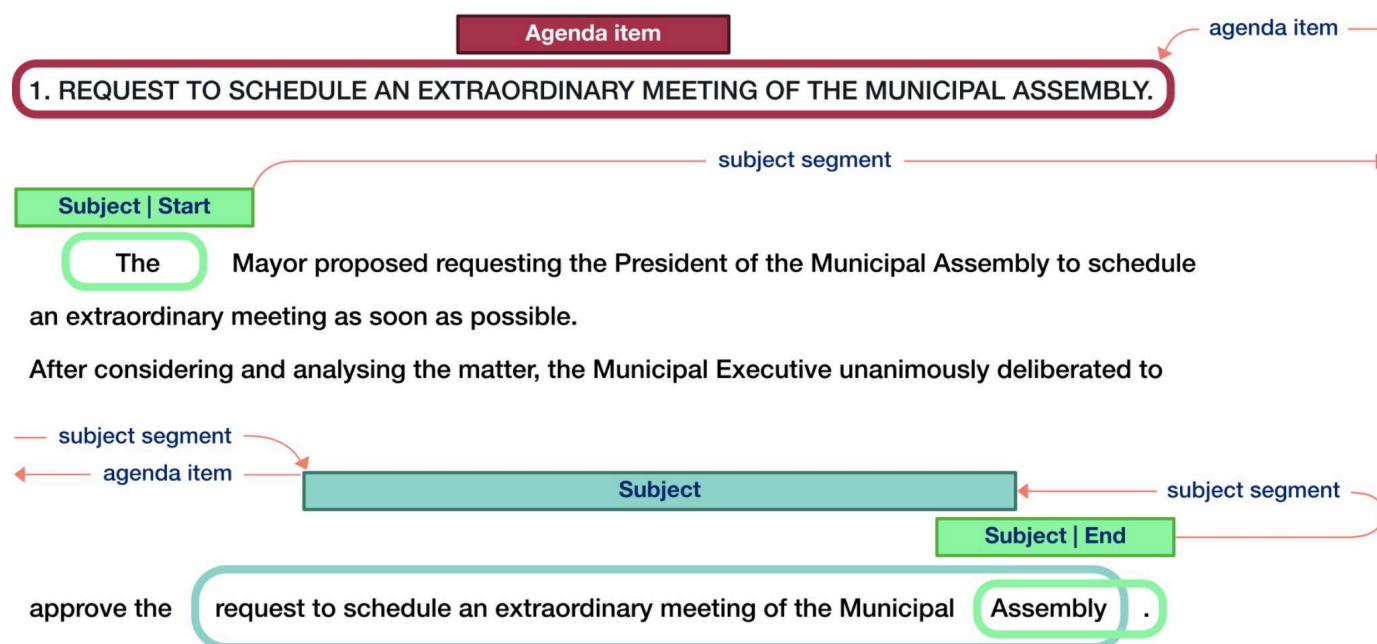
Note: the writing of the summary will follow specific guidelines to be provided in a dedicated manual.

II. Link structures

- **agenda item_link** (connects the *subject* to the *agenda item*)
Directionality: from *subject* to *agenda item*.
- **subject segment_link** (connects *start – boundary* and *end – boundary* to the *subject*)
Directionality: from *start – boundary* and *end – boundary* to *subject*.

Note: these links will be established in the post-processing phase (see Figure 1 below).

Figure 1. Illustrative example of subject layer link structures¹.



D. Voting

I. Entity structures

• D.1. Voting evidence

Definition: linguistic expression indicating that a formal decision was made by means of a vote, including majority, unanimous, or other forms of deliberation that mark the outcome of the decision made by the institutional entity exercising the right to vote. The annotation of the vote allows for the textual identification of the moment in which the formal decision of the municipal executive is expressed, regardless of whether the voters are linguistically represented in the text (cf. (35) and (36)).

Markable: main verb, nominal or participial expression indicating that a vote took place.

¹ Portuguese source: "1. PEDIDO DE MARCAÇÃO DE REUNIÃO EXTRAORDINÁRIA DA ASSEMBLEIA MUNICIPAL. Pelo Senhor Presidente foi proposto solicitar ao Sr. Presidente da Assembleia Municipal a marcação de uma reunião extraordinária assim que possível. Ponderado e analisado o assunto o Executivo Municipal deliberou por unanimidade aprovar o pedido de marcação de reunião extraordinária da Assembleia Municipal."

Examples (markable underlined):

(34) Considered and analyzed the subject, the Municipal Executive unanimously deliberated to approve the architectural project relating to construction process no. 20/21 - EDIFIC.

(PT: *Ponderado e analisado o assunto o Executivo Municipal deliberou por unanimidade aprovar o projeto de arquitetura relativo ao processo de obras n.º 20/21 - EDIFIC.*)

(35) Deliberated to approve/ratify by majority.

(PT: *Deliberado aprovar/ratificar por maioria.*)

(36) Deliberation: approved unanimously.

(PT: *Deliberação: aprovado por unanimidade.*)

- **D.2. Voter**

Definition: the institutional entity that exercises the right to vote in a given City Council deliberation.

Markable: corresponds to the complete noun phrase, including determiners/quantifiers and noun complements (in the form of prepositional phrases). In cases where the voter is **not** linguistically expressed in the text of the resolution (cf. (35), (36) and (38)), an **empty markable** should be inserted (SHIFT + mouse click in INCEpTION) immediately to the right of the corresponding vote markable (see Figure 2).

Examples (markable underlined):

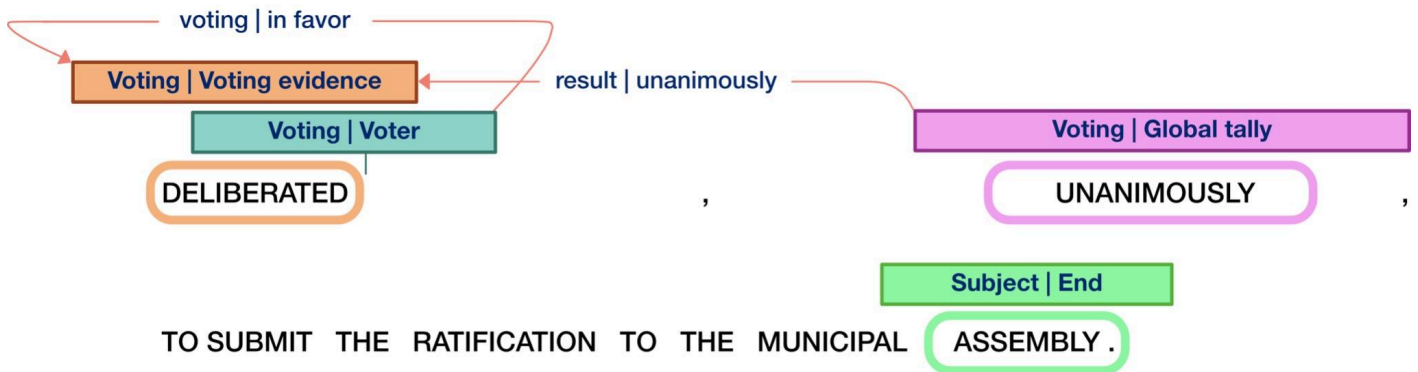
(37) The Municipal Executive deliberated by majority, with the votes in favor of those elected by PS and the abstention of the member elected by Nós, Cidadãos.

(PT: *O Executivo Municipal deliberou por maioria, com os votos a favor dos eleitos pelo PS e a abstenção da eleita pelo Nós, Cidadãos.*)

(38) Approved unanimously by those present at the public meeting of the Municipal Executive on 2022-05-02.

(PT: *Aprovada, por unanimidade, pelos presentes na reunião pública do Executivo Municipal de 2 de maio de 2022.*)

Figure 2. Illustrative example of voter annotation with an empty markable².



- **D.3. Non-voter**

Definition: the individual institutional entity that does **not** exercise the right to vote in a given City Council deliberation.

Markable: corresponds to the full name of the individual institutional entity with voting rights, excluding professional or honorific titles such as “Ms. Councilor”, “Dr.”, “Eng.”, “Prof.”, etc.

Annotation note: include the text segment identifying the non-voting entity within the boundaries of the subject (cf. (39)). When this is not possible and the information occurs outside the subject boundaries (cf. (40)), a **positioning – non-present** link should be established between the non-voting entity markable and the corresponding deliberation markable.

Examples (markable underlined):

(39) [Before **[start]]** proceeding to the deliberation mentioned below, Councilor Paulo Ivo left the meeting room, as he is part of the Governing Bodies of the said Institution.

(PT: *Antes de se proceder à deliberação abaixo mencionada, o Senhor Vereador Paulo Ivo, ausentou-se da sala de reuniões, por fazer parte dos Órgãos Sociais da referida Instituição.*)

(40) At 11:45 a.m., Councilor Hugo Ribeiro left.
[DELIBERATIONS **[agenda item]]**

² The English translation privileges literal correspondence with the Portuguese source text over idiomatic English syntax.

Portuguese source: “*Deliberado, por unanimidade, submeter a ratificação à Assembleia Municipal.*”

[CITY COUNCIL **[start]**] – Approval of the minute of the ordinary meeting of the City Council, held on 29 December 2022. Deliberated to approve [unanimously. **[end]**]

(PT: *Pelas 11:45 horas ausentou-se o Vereador Hugo Ribeiro.
DELIBERAÇÕES*

CÂMARA – Aprovação da ata da reunião ordinária da Câmara Municipal, realizada em 29 de dezembro de 2022. Deliberado aprovar por unanimidade.)

- **D.4. Global tally**

Definition: the unit representing the collective opinion of all or part of the set of voters.

Markable: corresponds to the full prepositional phrase expressing the form of approval of the resolution, which may occur:

- explicitly: through “*por unanimidade*” (unanimously) or “*por maioria*” (by majority) (cf. (41) and (42));
- implicitly: through other expressions indicating the totality or majority of voters (e.g., “*por todos os presentes*” (by all those present); cf. (43)), including cases of **secret ballots** in which the global tally (unanimously/by majority) is not explicitly stated in the text, but inferred from the voting results (e.g., “*7 votos a favor e 6 votos em branco*” (7 votes in favour and 6 blank votes); cf. (44)).

Examples (markable underlined):

(41) The Council unanimously deliberated to authorise the correction of the certificate.

(PT: *A Câmara deliberou, por unanimidade, autorizar a correção da certidão.*)

(42) The Municipal Executive deliberated by majority to ratify the protocol.

(PT: *O Executivo Municipal deliberou por maioria a ratificação do protocolo.*)

(43) The Council deliberated, by all those present, to give a favourable opinion on the legal transaction.

(PT: *A Câmara deliberou, por todos os presentes, dar parecer favorável ao negócio jurídico.*)

(44) In a secret ballot, it was approved with seven votes in favour and six blank votes.

(PT: *Em votação por escrutínio secreto, aprovada, com 7 votos a favor e 6 votos em branco.*)

II. Link structures

- **object of vote_link** (connects voting evidence to subject)

Definition: relation identifying the content or subject of the vote. Links the voting evidence markable to the corresponding subject, indicating what is being decided/deliberated.

Annotation note: when more than one deliberation occurs within the same subject, the link should be established individually between each voting evidence markable and its corresponding subject; the (implicit) voter will be inferred from the established links.

Directionality: from the voting evidence to the subject.

- **voting_link** (connects voter to voting evidence)

Definition: relation representing the position of a voter regarding a specific vote. Links the voter to the voting evidence markable with one of the following values:

- in favour
- against
- abstention
- not present

Directionality: from the voter to the voting evidence.

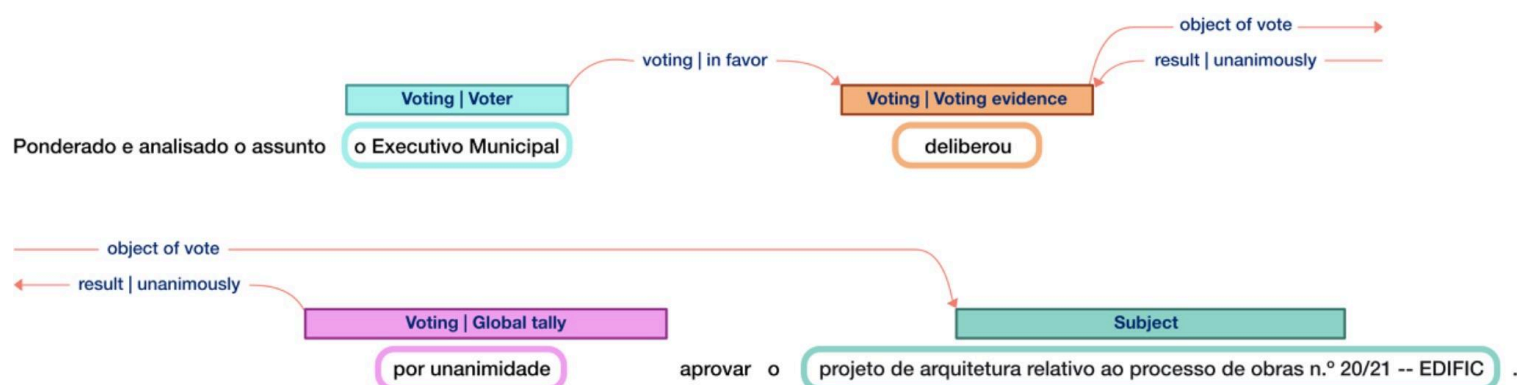
- **result_link** (connects global tally to voting evidence)

Definition: relation indicating the global outcome of the vote, as expressed by the form of approval (“unanimously” or “by majority”). Links the global tally to the voting evidence markable with one of the following values:

- unanimously
- by majority

Directionality: from the global tally to the voting evidence.

Figure 3. Illustrative example of annotation in the Voting layer³.



³ English translation: “Considered and analyzed the subject, the Municipal Executive unanimously deliberated to approve the architectural project relating to construction process no. 20/21 - EDIFIC.” The English translation privileges literal correspondence with the Portuguese source text over idiomatic English syntax.