



IX. RECORDING THE TRIBUNAL/HEARING

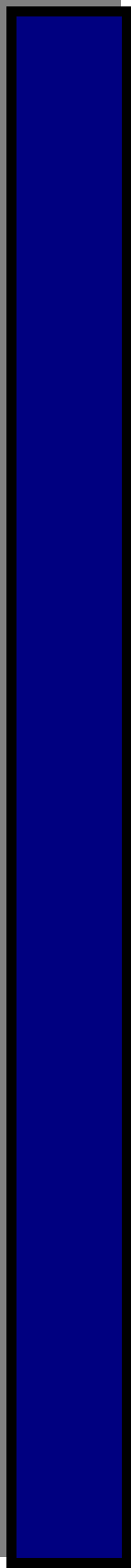
Planning for appropriate documentation at the tribunal/hearing will ensure an accurate record of the presentations and the event as a whole. There are a number of methods that can be used to document the proceedings including audiotaping, photography and or videotaping. Before deciding on the method, consider all possible future applications for the materials. It is likely that you will require some form of documentation to meet your core tribunal/hearing objectives and carry out related follow-up activities. More generally, good quality documentation will facilitate the following purposes:

- Producing publications including articles, books, information packets, pamphlets, and posters.
- Developing videos, radio programs, and materials for posting to websites.
- Conducting outreach and awareness raising activities with a wider constituency.
- Providing resources to organizations working on women's human rights issues.
- Creating human rights education (HRE) manuals and modules and supporting HRE programs.
- Preparing official documentation of women's human rights abuses and concerns for submission to the UN, human rights bodies, and/or governments.
- Contributing to the historical documentation of women's human rights activities and movements.

The level of staff time and resources you are able to invest in documentation will be a significant factor in deciding your approach. Audiotaping, for example, can be a relatively uncomplicated and inexpensive task. However, ensuring high quality photographs and videotape footage will require someone with substantial professional experience and may necessitate hiring outside consultants. In either case, assign an individual to coordinate both documentation and follow-up activities as the two are closely linked (see section XI).

AUDIOTAPES

It's extremely important to have a set of quality audiotapes of the tribunal/hearing proceedings. An accurate, full transcript of the event gives you a com-



plete verbal record of testimonies, moderators' commentaries, as well as the statements of judges/respondents. Because actual presentations can vary somewhat (often in ways that enhance the delivery) from the pre-prepared scripts, audio taping will allow you to capture particularly effective moments that go beyond the written word alone. High quality transcripts greatly facilitate the task of producing subsequent reports and publications. They are also invaluable in retrieving more memorable quotes that can be used for a variety of purposes including playing excerpts on radio and/or on the World Wide Web.

PHOTOGRAPHS

A diverse range of photos will make tribunal/hearing books and reports more engaging and attractive to the reader. Photos can be used to produce publication or videotape covers and related promotional materials. Additionally, they can be easily scanned for use on a website. Other uses might include a traveling "Photo Exhibit," or the production of a calendar or set of postcards as part of awareness raising activities. It's also useful to keep photos from the event on file to send to the media in the promotion of follow-up events and/or publications and videos.

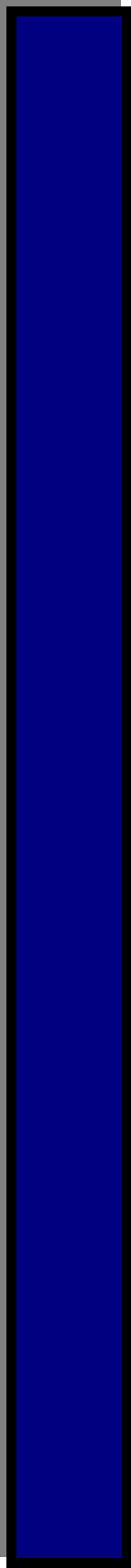
VIDEO

Videotaping the tribunal/hearing requires the greatest expenditure of resources because it generally involves a small videotaping team and the purchase or hiring of video equipment. However, costs are coming down as small video cameras become more sophisticated and computer-based editing software allows video films to be made without incurring high studio costs. In order to warrant the allocation of substantial resources to professionally videotaping the event, however, the production of a videotape for training/education purposes and/or for mainstream TV viewing, should be primary goals of the tribunal/hearing committee. In addition, video clips or a video film can be used on the Web or to provide interested media with clips of the program.

ORGANIZING PROCESS

Once you have assigned an individual to coordinate documentation for the event, the following guidelines will assist them in planning the remainder of the process:

- I. Discuss with the tribunal/hearing committee and the Advisory Committee the methods of documentation that are necessary to meet your objectives and gather recommendations for possible outside consultants/



production companies.

2. Prepare preliminary budgets for different options including estimated costs of outside consultants/production companies based on the experience of collaborating groups.
3. Evaluate the staff time and resources available for documentation and decide if an outside consultant/production company is desirable, necessary and/or financially feasible.
4. If you opt to use a consultant/production company, collect references from people who have worked with them before.
5. Contact at least 3 recommended consultants/production companies and ask them to submit samples of their work and cost estimates based on preliminary information you can provide.
6. Put together a suitable sub-group of the tribunal/hearing committee and/or Advisory Group to select the most appropriate consultant/production company for your purposes.
7. Provide the chosen consultant/production company with up-to-date information about the program, any specifications you have for the final product(s) (transcripts, tapes, video etc.) and ask them for a summary of their needs on the day of the tribunal/hearing.
8. Liaise closely with the consultant or production team on the day of the event.

If you do not hire outside consultants, similar guidelines can be followed with the staff/volunteers who have been assigned to different aspects of the documentation strategies that have been selected.