

PRACTICAL GUIDE

for journalists



2001

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PREFACE

Article 19 of the Universal Declaration of Human Rights reaffirms the right for everyone to hold opinions without interference, as well as the right to freedom of expression, including the freedom to seek, receive and impart information and ideas of all kinds.

Human rights bodies have long recognised that freedom of expression is a fundamental right, the enjoyment of which illustrates in many ways the degree of enjoyment of all human rights, including economic, social and cultural rights and the right to development, and that freedom of opinion and expression is a prerequisite to ensuring public participation in decision-making processes. It is also widely recognised that the effective promotion and protection of the human rights of persons who exercise the right to freedom of opinion and expression are of fundamental importance to the safeguarding of human dignity.

As an expression of its concern for extensive violations of the freedom of expression and opinion, the United Nations Commission on Human Rights appointed Mr Abid Hussain (India) as Special Rapporteur on the promotion and protection of the right to freedom of opinion and expression in 1993. Since then, the Special Rapporteur has received a large number of detailed allegations concerning cases of violations of the right to freedom of opinion and expression. The Commission has expressed its concern in particular at such treatment of professionals in the field of information, including journalists, editors, writers, authors, translators, publishers, broadcasters, printers and distributors.

The Commission has called on the Secretary-General to consider ways of publicising the work of the Special Rapporteur, and the recommendations he has made, within the framework of the United Nations Decade for Human Rights Education. It has also encouraged the High Commissioner for Human Rights, within her mandate, to take into account reports in this regard in the context of her activities to promote and protect human rights, with a view to preventing the occurrence and recurrence of human rights violations.

This publication is presented in that spirit, with the hope that its call for action will be heard - and acted on - by all. It is also in this spirit that the Commission welcomes the initiative taken to reprint this Practical Guide. While it answers the growing need to give the widest possible publicity to press freedom and to promote respect for human rights as reflected in the Universal Declaration of Human Rights, it also salutes the importance of the role of non-government organisations, particularly those representing news professionals, in the promotion and protection of all human rights.

The primary purpose of this publication is to provide practical guidelines for journalists conducting investigations into violations of freedom of expression and freedom of the press around the world. It contains eight chapters which include basic human rights documents recognising the principle of freedom of the press, reference material on professional standards, basic security rules for the individual and joint protection of investigators, rules and procedures for investigating violations of press freedoms, the drafting of reports, and relations with the International Committee of the Red Cross and non-government organisations defending human rights and press freedom.

Mary Robinson
High Commissioner for Human Rights - United Nations

INTRODUCTION

This Practical Guide for Journalists is based mainly on the experience of journalists who have taken part in various meetings on professional standards and ethics, but also incorporates advice from experts. It has eight chapters:

Chapter 1: Basic documents recognising the principle of press freedom.

The right to “seek, receive and impart information” is recognised by Article 19 of the Universal Declaration of Human Rights, adopted on 10 December 1948. This right is restated in the International Covenant on Civil and Political Rights, which has been signed or ratified by more than 140 states, and in several regional conventions and charters, such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, the Interamerican Convention on Human Rights and the African Charter of Human and Peoples’ Rights. Extracts from these documents, which have the force of national law and which journalists can quote before the authorities in their own countries, are given in this chapter.

Chapter 2: Reference documents on professional ethics.

Infringements of press freedom should be investigated with regard for certain ethical standards. Many charters have been drawn up by journalists’ organisations. This chapter gives extracts from the Declaration of Rights and Obligations of Journalists (known as the Munich Charter, which is accepted as authoritative) as well as the Rules and Practices in force in the regional daily press in France, which provides an example of how the charter is put into practice. Three extracts from national charters follow.

Chapter 3: Guidelines for the individual and joint protection of investigators.

Journalists investigating human rights violations are open to particular dangers. Some are a result of the circumstances in which they have to work (armed

conflict zone, civil war). Others are more to do with their immediate surroundings (hostile environment, specific threats). This *Practical Guide* offers a summary of the elementary safety rules that keep risks to a minimum.

Chapter 4: Procedures for protecting journalists and other staff : the case of the BBC

The heavy price paid by newsgatherers for keeping the public informed, particularly among the leading international media, has led to the establishment of procedures aiming to ensure the material safety of crews sent to danger zones.

Chapter 5: First aid procedures

Even if the security guidelines aimed at reducing the risks to which journalists are exposed are scrupulously observed, accidents and injuries may occur. This chapter describes the first aid procedures that should be used until expert medical help arrives.

Chapter 6: Guidelines and procedures for investigating infringements of press freedom.

The United Nations Centre for Human Rights is one of the international bodies that has best set out guidelines and procedures for accurate reporting of human rights violations. Taking up these guidelines, as well as those proposed in the Human Rights Handbook published in 1995 by the Human Rights Centre at the University of Essex, this *Practical Guide* suggests a standardised investigative procedure that makes it easier to gather information.

Chapter 7: Writing a report of the investigation.

The information about infringements of press freedom gathered during investigative missions must be set out in a concise and coherent manner in written reports. In this chapter, *Reporters Sans Frontières* suggests ten subject headings under which the material may be organised.

Chapter 8: Relations with the ICRC and other non-government organisations.

The ICRC and non-government organisations for the defence of human rights and freedom of expression can provide valuable help to journalists investigating infringements of press freedom. This chapter sets out the ICRC's main guidelines and gives an overview of the main NGOs working in this area.

Reporters Sans Frontières would welcome any suggestions or constructive criticism that could be used to improve later editions of this Practical Guide. Please send your comments to:

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CHAPTER 1

Basic documents recognising the principle of press freedom

The principle of press freedom is recognised by international law. Anyone investigating infringements of press freedom must first of all be familiar with the laws in force that define the inalienable right to provide information. In addition to general definitions (Documents 1 and 2) and regional texts (Documents 3, 4 and 5) the investigator should take account of the relevant aspects of national legislation: general principles concerning rights and customs as well as constitutions, laws and decrees.

The principle of the right to seek, receive and impart information is laid down in Article 19 of the Universal Declaration of Human Rights adopted by the United Nations General Assembly on 10 December 1948 (Document 1). This right is restated in the International Covenant on Civil and Political Rights of 16 December 1966, which has been signed or ratified by more than 140 states (Document 2), and in several regional conventions and charters. These include Article 10 of the European Convention for the Protection of Human Rights and Fundamental Freedoms of 4 November 1950 (Document 3), Article 13 of the Interamerican Convention on Human Rights of 22 November 1969 (Document 4) and Article 9 of the African Charter of Human and Peoples' Rights of 12 July 1981 (Document 5). Extracts are given below.

Document 1

Universal Declaration of Human Rights

Adopted 10 December 1948

Article 19 - Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

Document 2

International Covenant on Civil and Political Rights

Adopted 16 December 1966, entered into force 23 March 1976

Article 19 - 1. Everyone shall have the right to hold opinions without interference.

2. Everyone shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of his choice.

3. The exercise of the rights provided for in paragraph 2 of this article carries with it special duties and responsibilities. It may therefore be subject to certain restrictions, but these shall only be such as are provided by law and are necessary:

(a) For respect of the rights or reputations of others;

(b) For the protection of national security or of public order, or of public health or morals.

The countries that have signed or ratified the International Covenant on Civil and Political Rights are: Afghanistan, Albania, Algeria, Angola, Argentina, Armenia, Australia, Austria, Azerbaijan, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bolivia, Bosnia-Herzegovina, Brazil, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Congo, Costa Rica, Cote d'Ivoire, Croatia, Cyprus, Czech Republic, Denmark, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Estonia, Ethiopia, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, India, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kenya, Kirghizia, Kuwait, Latvia, Lebanon, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Macedonia, Madagascar, Malawi, Mali, Malta, Mauritius, Mexico, Moldova, Monaco, Mongolia, Morocco, Mozambique,

Namibia, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, North Korea, Norway, Palestine, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Romania, Russia, Rwanda, Saint Vincent and the Grenadines, San Marino, Sao Tome e Principe, Senegal, Serbia and Montenegro, Seychelles, Sierra Leone, Slovakia, Slovenia, Somalia, South Africa, South Korea, Spain, Sri Lanka, Sudan, Suriname, Sweden, Switzerland, Syria, Tajikistan, Tanzania, Thailand, Togo, Trinidad and Tobago, Tunisia, Turkmenistan, Uganda, Ukraine, United Kingdom, United States, Uruguay, Uzbekistan, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe.

Document 3

European Convention for the Protection of Human Rights and Fundamental Freedoms

Adopted 4 November 1950, entered into force 3 September 1953

Article 10 - 1. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

2. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

The countries that have signed or ratified the European Convention for the Protection of Human Rights and Fundamental Freedoms are: Albania, Andorra, Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia,

Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom, Ukraine.

Document 4

Interamerican Convention on Human Rights

Adopted 22 November 1969, entered into force 18 July 1978

Article 13 - Freedom of Thought and Expression - 1. Everyone has the right to freedom of thought and expression. This right includes freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing, in print, in the form of art, or through any other medium of one's choice.

2. The exercise of the right provided for in the foregoing paragraph shall not be subject to prior censorship but shall be subject to subsequent imposition of liability, which shall be expressly established by law to the extent necessary in order to ensure:

(a) respect for the rights or reputations of others; or

(b) the protection of national security, public order, or public health or morals.

3. The right of expression may not be restricted by indirect methods or means, such as the abuse of government or private controls over newsprint, radio broadcasting frequencies, or equipment used in the dissemination of information, or by any other means tending to impede the communication and circulation of ideas and opinions.

4. Notwithstanding the provisions of paragraph 2 above, public entertainments may be subject by law to prior censorship for the sole purpose of regulating access to them for the moral protection of childhood and adolescence.

5. Any propaganda for war and any advocacy of national, racial, or religious hatred that constitute incitements to lawless violence or to any similar illegal action against any person or group of persons on any grounds including those of race, colour, religion, language, or national origin shall be considered as

offences punishable by law.

The countries that have signed or ratified the Interamerican Convention on Human Rights are: Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, United States, Uruguay, Venezuela.

Document 5

African Charter of Human and Peoples' Rights

Adopted 12 July 1981, entered into force 21 October 1986

Article 9 - Every individual shall have the right to receive information. Every individual shall have the right to express and disseminate his opinions within the law.

The countries that have signed or ratified the African Charter of Human and Peoples' Rights are: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Cote d'Ivoire, Democratic Republic of the Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome e Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Tunisia, Uganda, Zambia and Zimbabwe.

CHAPTER 2

Reference documents on professional ethics

This chapter gives some extracts from reference documents on professional ethics drawn up by journalists' organisations. They outline the major principles of the profession of journalist as they should be applied whatever the circumstances, and in particular during the investigation of infringements of press freedom. The Declaration of Rights and Obligations of Journalists (known as the Munich Charter, Document 1) is accepted as authoritative. The extracts from the Rules and Practices in force in the regional daily press in France (Document 2) shows how those principles may be put into practice. Three extracts from the American, British and Japanese charters provide further examples.

Document 1

Declaration of Rights and Obligations of Journalists (the "Munich Charter")

This declaration was drawn up and approved in Munich on 24 and 25 November 1971. It was later adopted by the International Federation of Journalists (IFJ) and by most journalists' unions in Europe.

Preamble

The right to information, to freedom of expression and criticism is one of the fundamental rights of man. All rights and duties of a journalist originate from this right of the public to be informed on events and opinions. The journalists' responsibility towards the public excels any other responsibility, particularly towards employers and public authorities. The mission of information necessarily includes restrictions which journalists spontaneously impose on themselves. This is the object of the declaration of duties formulated below. A journalist, however, can respect these duties while exercising his profession only

if conditions of independence and professional dignity effectively exist. This is the object of the following declaration of rights.

Declaration of duties

The essential obligations of a journalist engaged in gathering, editing and commenting news are:

1. To respect truth whatever be the consequences to himself, because of the right of the public to know the truth.
2. To defend freedom of information, comment and criticism.
3. To report only on facts of which he knows the origin; not to suppress essential information nor alter texts and documents.
4. Not to use unfair methods to obtain news, photographs or documents.
5. To restrict himself to the respect of privacy.
6. To rectify any published information which is found to be inaccurate.
7. To observe professional secrecy and not to divulge the source of information obtained in confidence.
8. To regard as grave professional offences the following: plagiarism, calumny, slander, libel and unfounded accusations, the acceptance of bribes in any form in consideration of either publication or suppression of news.
9. Never to confuse the profession of journalist with that of advertisements salesman or propagandist and to refuse any direct or indirect orders from advertisers.
10. To resist every pressure and to accept editorial orders only from the responsible persons of the editorial staff.

Every journalist worthy of that name deems it his duty faithfully to observe the principles stated above. Within the general law of each country, the journalist recognises, in professional matters, the jurisdiction of his colleagues only; he excludes every kind of interference by governments or others.

Declaration of rights

1. Journalists claim free access to all information sources, and the right to freely enquire on all events conditioning public life. Therefore, secrecy of public or private affairs may be opposed only to journalists in exceptional cases and for clearly expressed motives.

2. The journalist has the right to refuse subordination to anything contrary to the general policy of the information organ to which he collaborates such as it has been laid down in writing and incorporated in his contract of employment, as well as any subordination not clearly implicated by this general policy.

3. A journalist cannot be compelled to perform a professional act or to express an opinion contrary to his convictions or his conscience.

4. The editorial staff has obligatorily to be informed on all important decisions which may influence the life of the enterprise. It should at least be consulted before a definitive decision on all matters related to the composition of the editorial staff, e.g. recruitment, dismissals, mutations and promotion of journalists, is taken.

5. Taking into account his functions and responsibilities, the journalist is entitled not only to the advantages resulting from collective agreements but also to an individual contract of employment, ensuring the material and moral security of his work as well as a wage system corresponding to his social condition and guaranteeing his economic independence.

Document 2

Extract from Rules and Practices in force in the regional daily press in France

The free exchange of thoughts and opinions is one of the most cherished human rights. It means everyone can say what they want and write or publish anything, except when the law says this freedom is being abused (Article 11 of the Declaration of the Rights of Man and the Citizen of 26 August 1789).

Everyone has a right to express themselves freely. This includes the right to hold

an opinion and to receive or convey news or ideas without interference by the authorities and regardless of national frontiers (Article 10 of the European Convention for the Protection of Human Rights and Fundamental Freedoms).

Professional rules and practices

A newspaper keeps in close contact with its readers and is aware of its responsibilities to them. It sees to it that in reporting events, a «fact» is distinguished from a “comment”.

1. Sobriety and attention to detail. Only proven and accurate stories should be published. A newspaper's credibility turns on its ability to print proven and accurate news. The printing of information that has been checked is the mark of a newspaper's sobriety, meticulousness and good faith. Rumours should not be encouraged. A newspaper does everything it can to discourage the spreading of a rumour, even if other media have already carried it.

4. Respect for the individual. A newspaper should inform without inciting discrimination, racism or violence. It abides strictly by the laws which ban incitement to discrimination, hatred or violence against a person or persons “on account of their origins or their belonging or not to a specific ethnic group, nation, race or religion”. Discrimination is defined as arousing in the reader feelings of separateness based on suspicion, hostility or distaste. Hatred means transforming hostility towards someone into a desire to harm them because of their membership or not of an ethnic group or nation. Violence includes both psychological and physical violence. Apart from these clear provocations, a newspaper avoids all material or labelling which arouses or risks arousing such feelings.

7. Avoidance of libel. A paper ensures that the honour and reputation of a person is respected. It sticks to four guiding principles:

- Legitimacy of purpose. A newspaper ensures that the facts are always presented with the general reader in mind, based on the public's right to be informed. Priority is given to the event itself rather than the people involved in it.

- Absence of personal animosity. A newspaper avoids printing deliberately controversial articles about people which are inspired by personal differences with them.
- Moderation in language. A newspaper ensures that articles contain no language which is shocking or hurtful towards people.
- Reliability of investigation. The quest for news is based on the idea of listening to all sides of the story, which is at the heart of any honest investigation.

8. Be open to all points of view. The main parties in a story are sought out, with the aim of obtaining their opinion and handling the information in a fair manner. When a party refuses to cooperate, the newspaper tells the reader.

11. Respect for presumed innocence. Under Article 9 of the Declaration of the Rights of Man and the Citizen of 26 August 1789, which has legal standing under the French Constitution, a person is presumed innocent until found guilty, which means by a court of law. If public interest justifies printing information about the person, respect for their presumed innocence means taking great care in choosing which details to pass on to the reader and paying special attention to the way they are presented.

12. Ensure the accuracy of news, and caution and fairness in its presentation. The principles of accuracy, caution, fairness and attention to detail expounded above apply especially to human interest stories.

Document 3

Extract from the professional ethics of the North American Society of Editors

Independence - Systematic bias in comments which diverge knowingly from the truth is an insult to the spirit of American journalism. (...) In presenting current affairs, it is a subversive attack on a basic principle of news.

Fairness - A newspaper should not take it upon itself to attack a person's reputation or honour without giving him or her the opportunity to put forward a defence. This opportunity should be offered whenever a serious accusation is made outside the usual channels of justice. (...) A newspaper does not have the

right to enter the private domain or to interfere with a person's personal feelings without the guarantee that this is in the public interest, and not merely to satisfy readers' curiosity.

Decency - A newspaper is bound to be accused of hypocrisy if, while professing the highest moral intentions, it offers its readers the spiciest news, those that are most liable to incite readers to crime or debauchery and whose publication is unlikely to serve the common good. If they do not have the necessary authority to ensure these recommendations are respected, the journalists represented here can only hope that such subservience to base instincts will meet with widespread disapproval or give way to pressure from the majority of journalists who condemn it.

Document 4

Extract from the Code of Conduct and Working Practices of Britain's National Union of Journalists

Article 5 of the Working Practices - A member shall not exploit the labour of another journalist by plagiarism or the unauthorised use of his/her work for any purpose.

Article 12 of the Working Practices - A member shall treat other journalists with consideration.

Article 5 of the Code of Conduct - A journalist shall obtain information, photographs and illustrations only by straightforward means. The use of other means can be justified only by overriding considerations of the public interest. The journalist is entitled to exercise a personal conscientious objection to the use of such means.

Article 6 of the Code of Conduct - Subject to the justification by overriding considerations of the public interest, a journalist shall do nothing which entails intrusion into private grief and distress.

Document 5

Extract from the Nihon Shimbun Kyokai journalists' charter

Article 1 - The most important rule about news is to report facts accurately and faithfully.

Article 2 - Journalists should never let their personal opinions interfere when they are reporting facts.

Article 3 - When handling a news story, journalists should never forget the danger that it may be used for propaganda, and should be particularly vigilant in that respect.

Article 4 - In making criticism, journalists should restrict themselves to comments that they would be willing to make in person.

Article 5 - A biased comment that knowingly distorts the truth harms the spirit and dignity of the journalist's profession.

CHAPTER 3

Guidelines for the individual and joint protection of investigators

Journalists investigating infringements of press freedom, or who as part of their work are called upon to live or move around in a hostile environment, can reduce the risks they face by respecting some basic safety guidelines. This chapter gives steps to be taken before leaving (A), advice on general safety recommendations (B), and on how to behave in various circumstances in the field (C).

A. BEFORE LEAVING

1 - Medical examination

- General condition, electrocardiogram, chest X-ray.

2 - Dental checkup

3 - Updating vaccinations

- Polio and typhoid
- Tuberculosis (BCG) and meningitis
- Yellow fever obligatory (no other live vaccine to be taken for one month)
- Hepatitis A (suggested)
- Hepatitis B (suggested)
- Malaria pills (take on day of departure and for at least 45 days after return)

4 - Obtain health information on :

- STD-AIDS
- Drugs
- General hygiene
- Malaria
- Dental hygiene

5 - Know your blood type and keep it with your ID cards. In the event of necessity for a blood transfusion, knowledge of a patient's or a potential donor's blood type can cut delays in treatment.

6 - It is advisable to take a first aid course, especially if you will be on your own, and follow up with periodical refresher courses.

7 - Things to take :

- Passport (valid for at least six months)
- Press card
- International vaccination card
- Blood type
- International driver's licence
- Cash in dollars
- Road and city maps
- List of official contacts on planned itinerary (diplomatic representation, international organisations...)
- Mobile Phone

B. GENERAL SAFETY RECOMMENDATIONS

1. Individual safety guidelines to be observed at all times

- Stay on the lookout, and be suspicious about any unusual situation that might spell danger.
- Avoid routine: use different vehicles, times and routes.
- Be methodical and disciplined in observing safety procedures and guidelines.
- Keep those around you informed of your movements. Always tell them where you will be and what you plan to do. Whenever possible, carry out investigations with at least one other person.
- Observe procedures - but be ready to take the initiative if the circumstances so require.

2. Individual behaviour

- Stay in good physical and psychological shape (get enough rest and exercise).
- Dress decently and be discreet in your dealings with the public.

- Go out in a group if possible and only to places where there are plenty of people. Behave in such a way that others will respect you.
- Never wear clothes that might lead people to be suspicious about your intentions, such as military-style garments. Don't carry firearms or any kind of weapon.
- Be reserved with people you meet or whom you help. Control your feelings when a crisis arises.
- Never make a promise of help that you cannot keep.
- If someone is hostile towards you: keep calm, try to win time, ask to talk to superiors, suggest a change of place. Keep looking at the person but avoid looking him in the eyes. Always give the impression that you know where you are and are sure of yourself, especially if this is not the case.
- If someone threatens to kill you: always take the threat seriously, tell anyone in authority who may intervene on your behalf, but do not give any unnecessary details. Take dissuasive measures immediately (move, change your routine). Find out where the threat came from and where the possible attacker is. Assess his personal standing, physical and intellectual abilities and motives. Where appropriate, organise a confrontation in a favourable setting, such as a police station, or try to avoid the possibility of meeting the person.

3. Danger of sabotage or attack

- When journalists or media are the target of repeated threats, it is preferable to take specific safety measures to thwart the danger of sabotage or attack. A system of security checks should be worked out and followed strictly by all employees. They should monitor anything that may indicate the presence of explosives, especially:
 - radio and electric waves,
 - switches
 - sources of heat or vibrations
 - alarm clocks, watches and timers
 - chemicals

- Procedure to be followed when a bomb attack is threatened.
 - (a) When an anonymous caller says a bomb has been planted, try to gain time and ask the following questions:
 - When is the bomb due to explode?
 - Where was it planted?
 - When was it planted?
 - What does it look like?
 - What type of bomb is it?
 - What will cause it to explode?
 - Did you plant it yourself?
 - Why did you do that?
 - What is your name?
 - Who are you?
 - Where can we contact you?
 - (b) Make a note of anything that may help to identify the caller or where he is calling from:
 - Voice (timbre, accent, diction, speed and manner of speaking)
 - Language (coherence, logic, reading a message, recorded)
 - Background (street noises, music, ticking)
 - Did you recognise the voice?
 - Time and duration of call
- What to do if you find a suspicious device
 - Do not on any account touch the device, even if it has already exploded or seems not to be working properly.
 - If it is ticking or starts to emit smoke, evacuate the area at once.
 - Organise a safety zone of at least 100 yards around the device.
 - Don't use your telephone or any electric or electromagnetic equipment to raise the alarm.
- Ways to spot parcel bombs
 - Weight, volume and density that seem inappropriate.
 - Unusually rigid package or envelope.

- Large amount of packaging.
 - Distracting marks (drawings, decorations).
 - Large number of stamps.
 - Parcel or envelope marked "Urgent", "Confidential" or "By hand".
 - Put a copy of these recommendations where your mail is dealt with.
- Ways to spot a car bomb
 - Look around and see if there is a parcel or suspicious-looking object near the wheels.
 - Observe the general appearance of the vehicle (but don't touch it).
 - Look for wires or similar unusual objects.
 - Look in key places: wheels, under the vehicle, exhaust pipe, driver's seat, front passenger seat, windscreen wipers, headlights, bonnet opening mechanism, engine compartment, dashboard, under the seats.
 - At night, keep a torch with you and don't leave it in the vehicle (you could only get it after inspecting the vehicle).

C. IN THE FIELD

1 - Moving around : the dangers

Moving around in a combat zone is always tricky and always requires careful preparation.

- BEFORE LEAVING

- Prepare and check your car or have it checked: general condition, full tank, repair tools and some basic parts.
- Prepare a survival bag: warm clothes, a sleeping bag, a first aid kit, water, food.
- Prepare official documents, including passport, press card, accreditation, passes recognised by militias.
- Study the itinerary on a map.
- Find out checkpoint and ceasefire schedules.

- DURING TRANSIT

- Try to follow your itinerary and schedules and keep in touch with your “home base” or fellow journalists.
- If possible, prepare contacts and stop-off points along your route.
- Avoid nighttime travel.
- Don't agree to carry any packages or envelopes for strangers.
- Don't carry any potentially compromising objects, e.g., binoculars, signal flares, camouflage jackets, etc.
- If transportation is with a convoy (military or humanitarian), respect the orders given by the head of the convoy.

- MOVING ON FOOT

- By night, discretion is more important than speed.
- Clothes should blend in with the terrain.
- Cover or turn off small lights on objects such as radios, cameras or tape recorders.
- The itinerary must be determined by hiding places. Follow darker areas; don't hesitate to detour, stop frequently, observe and listen.
- In a team, fix meeting points ahead before leaving.
- In the event of illumination by lights or flares, lie flat on the ground and wait for the lights to go out.
- Be careful with your own lights.

- CROSSING A COMBAT ZONE

Do not cross unless it is impossible to do otherwise

- Before crossing, study the itinerary (memorize if possible), check your vehicle, wear a flak jacket if possible.
- Cross the zone as quickly as possible.
- Carry markings indicating you are not a belligerent (such as “press” on your vehicle).

If you need to camp overnight

- Stop off in a place where you can avoid being spotted.

- Sleep in your vehicle; lock the doors from inside.
- If you are in a group, sleep in shifts.

Arriving in a mined area

- If the zone is guarded, negotiate with the militia for the mines to be removed to allow passage. Above all, do not attempt to do it yourself.
- If the zone is not guarded, do not try to cross it. Look for a detour or turn back.

- PASSING A CHECKPOINT

- Evaluate those who hold the checkpoint: how are they armed (flak jackets, bayonets, etc...), are they carrying their weapons in their hands or over the shoulder, how young (combat-trained or novices), clothes (regulars or militiamen), state of sobriety, nervousness or aggression... and prepare for the consequences.
- In case of grave danger, turn around if possible, without attracting attention to avoid being shot at. If you have more than one vehicle, go through the checkpoint one at a time.
- No sudden movements during the check. Always keep your hands free and in view. Remain calm and friendly.
- Do not have an arrogant, fearful or submissive attitude.
- Have passes from different factions but be careful not to show the wrong one.
- Don't forget that someone may be able to understand your language, so be careful what you say.
- Do not get out of your vehicle unless obliged to do so.
- Do not switch off your engine.
- If they take some of your belongings, let them know that you are displeased, but do not overdo it.
- Negotiate, ask to speak with the group leader.

2 - Mines and booby-traps

- GENERAL INFORMATION ON BOOBY-TRAPS

Booby-traps are intended to create a feeling of insecurity.

A BOOBY-TRAP IS DESIGNED TO ATTRACT, OR TO BRING OUT

- instincts (greed, desire, survival)
- needs (obtain food, clothe oneself, protect oneself from the cold, put shoes on, open a door or a window, etc...)
- reflexes (turn on a light to see if it works, kick a can, turn on a car's ignition, etc...)

A BOOBY-TRAP WILL BE CAMOUFLAGED TO BE EFFECTIVE

It can also have a double effect: bluff, followed by an effective, camouflaged booby trap.

BOOBY-TRAPS IN WIDEST USE

In dwellings: doors, windows, floor, furniture, telephones, TVs, electrical appliances, books, alarm clocks, beds, suitcases. Kitchens: kettles, food cans, bottles, etc.

Outside: in food depots, bridges, roadsides, natural shelters, vehicles, abandoned weapons, grenades and other munitions, cadavers, etc.

Some tips

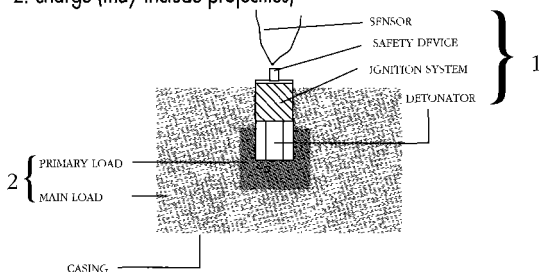
- As soon as you have spotted a wire linked to a mine, mark it out, and let the local authorities know about its whereabouts.
- Remember that isolated mines are rare. They are usually grouped in a half dozen or several dozen, or in lines (often marked by sticks in the ground).
- Never leave roads or paths, not even to go to the toilet.
- Never touch a mine or set off a bomb or rocket that has not exploded.
- Do not buy mines as souvenirs. Do not encourage others to deactivate them to take away as souvenirs.

While reporting in a war zone, the journalist may come up against mines or booby-traps. A mine can be placed as described below, or set in a random and unpredictable way by untrained combatants. An explosion can be caused by a

trip wire, pressure (or relief of pressure), or a timer ("smart" mines go off after the passing of a certain number of people or vehicles). One's reflex upon discovering a mine should be to retrace one's steps.

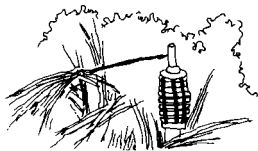
☛ GENERAL DESIGN OF A MINE

1. ignition
2. charge (may include projectiles)



- SOME ANTI-PERSONNEL MINES

The sensitivity of the tripwires of PMR and PROM mines fluctuates according to temperature and season. Falling branches, snow weighing down shrubs and other environmental effects can make mines more sensitive and remove, little by little, the safety catches. Those mines could go off at any time with the slightest movement. In spring, when trees and undergrowth start to grow again, these risks increase too. Mines become real time bombs that can go off at any moment, with the slightest movement.



* PMR-2A

This is the most widely used mine. It is set on a stick, rod, or in trees (branches being cut to the required height).

PMA.2



* PMA-2

They are generally used to protect other mines. Made of green plastic and set off by the star-shaped trigger on top. Its 100 grams of explosive make it highly dangerous.



PMA.3



* PMA-3

Sometimes placed on their own, but generally three or four paces from each other, in lines, 20 metres from the combat area, they are placed on the ground, sometimes lightly covered, but the trigger is always visible.



* PROM-1

They are either buried or secured by rocks. The trigger is not very sensitive.



MRUD



* MRUD

Often attached to trees, they can be linked with others by a yellow detonating wire.

The objective of an anti-personnel mine is not to kill but to wound. A victim requires, on average, the help of seven people, impeding potential opponents. But a wide-range spring or directed mine can kill within a 20 metres radius.



- IF YOU FIND YOURSELF IN A MINE-CONTAMINATED ZONE:

On foot:

Don't transit at night. Walk in narrow single file, spaced far apart. Do not take shortcuts. Do not climb over obstacles or explore ruins. Beware of submerged areas: mines can be placed underwater.

- Without wounded partners:
 - Remain calm
 - Alert those nearby
 - Don't move right away
 - Carefully inspect the ground around you: try to localise the danger (mines, wires, mine triggers, etc...)

Then, according to circumstances, take the following measures :

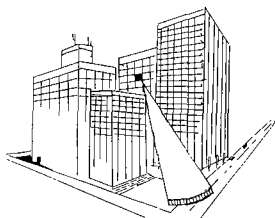
- retreat from the mined zone by carefully retracing your steps,
 - organise an escape route for those caught up in the mined area,
 - retreat or advise anyone caught up in the mined area to take the shortest route back possible.
- With a wounded partner :
 - If someone is wounded in the middle of a minefield, he/she should keep absolutely still. His/her partners should not rush to help. They should work out, as quickly as possible, a way to give first aid and evacuate him/her.

In a vehicle

- The presence of a mined zone is sometimes revealed unexpectedly by the explosion of a mine when a vehicle passes by.
- After the explosion, those inside the vehicle who are unharmed should not jump out of the vehicle unless it is on fire. If the damaged vehicle is still in working condition, it should reverse, back along its tracks.
- If the vehicle is immobilised, the passengers should be evacuated along the route already taken.
- To get out of the mined area, follow one of the tyre tracks. The wounded should be evacuated the same way. Drive over portions that appear hard and undamaged. Avoid the edge of the road, potholes, sites of recent "roadwork", areas covered over by sand, soil or gravel.

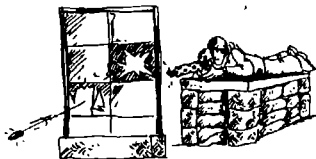
3 - Snipers

The weapons that snipers use allow them to strike targets as far away as 600 metres (or even sometimes 1,000 metres) by day and 300 metres by night. But generally they fire from a short distance and use sights (with a magnifying factor of about 50), that reduce the risk of error, in some cases, using infrared optical devices allowing the user to aim through fog, dust or darkness. In general, a sniper sets up in a building with numerous openings, never on the top floor (sketch 1), nor in a room at the front of the building.



*Sketch 1
Typical sniper location*

*Sketch 2 - Firing base
inside a building*

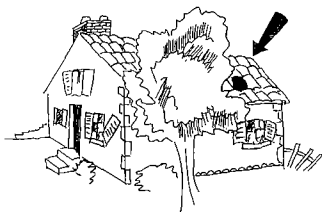


Preferred hiding places for snipers also include the attics of houses, protected by sandbags, with a field of vision created by removing a couple of tiles. Seen from afar, these holes would appear to be the result of shelling (sketch 3).

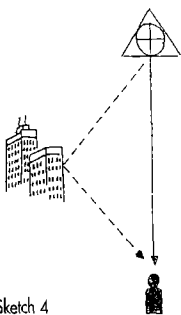
- THE ECHO PROBLEM

The sound of a gunshot goes in all directions at a speed slightly over 330 metres per second, while a bullet travels at 1,000 metres per second.

In a flat and barren environment, it is very easy to pinpoint where the shot came from. On the other hand, when there are several obstacles between you and the firing point, they give off echoes and it may seem that the shot has come from several directions at once.



Sketch 3 - Firing position inside a roof



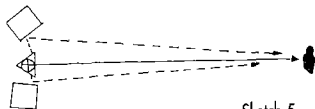
Sketch 4

The person fired at first of all hears the sound of the gunshot (sharp and abrupt) while the echo (long and dull) follows later (sketch 4).

As shown in the sketch, the shortest distance for the sound of a shot to travel is between the sniper and its target, while the echo has to travel a far greater distance to reach the ears of its target.

There is thus a time lapse between the sound of the gunshot and the echo. This interval allows one to differentiate between a gunshot and its echo. It is thus possible to determine with greater precision the origin of the gunfire.

A good sniper usually seeks a location which will generate echoes, making it practically impossible to determine his location.



Sketch 5

Some tips

- Think before moving.
- Observe how the inhabitants move around.
- Speed up (on foot or in a car).
- Do not provoke the sniper.
- Don't forget that rain, snow, wind and, of course, fog are your allies against snipers.
- Play dead if you are wounded by the sniper.

4 - In case of artillery fire

- WARNING SIGNS

- The local population starts to flee or return to their homes after being warned, metal shutters are lowered. In the seconds that follow you hear the whistling sound of shells or rockets.

- IMMEDIATE REACTION

- Throw yourself flat on the ground, or better still, behind the closest obstacle.
- Do not flee in the open.

- REACTION TO FIRST IMPACT

- Look for shelter instead of fleeing the area.
- Do not think "militarily" or in terms of "regulated shots" or of "salvos": artillery fire is often used in the same way as snipers, mines and booby traps, to traumatise the population. As a result, the artillery pieces have often been in place for a long time and the targets already determined.
- If possible, apply first aid to the wounded.
- Take advantage of a lull to evacuate the wounded; watch out for a quick resumption of firing as a brief lull can be intended to lure people from their hiding places.

Some tips

- Avoid being mistaken for a combatant by the stance you assume.
- Try to hide out in the centre of a building. Check that you have access to

several exits. If possible, obstruct all openings.

- When you enter a house, avoid casting a shadow that could be seen through a door or a window.
- When entering a building, step over the doorway (a common spot for booby traps).
- Inside, don't touch anything right away. Take shelter in a central room, not in the attic. Avoid the basement, if you can find similar shelter in another room.

5 - In case of an ambush

- **IF THE ROAD IS NOT BLOCKED,**
 - Leave the danger zone by speeding up.
- **IF THE ROAD IS BLOCKED BY SPORADIC GUNFIRE:**
 - Leave your vehicle discreetly.
 - Stay near your vehicles (beware : only the engine compartment can truly protect you from gunfire).
 - Watch out for mines on the roadside.
- **IF THE ROAD IS BLOCKED BY CONSTANT GUNFIRE:**
 - Leave your vehicle on the other side from the gunfire.
 - Take cover as quickly as possible, watching out for gunfire and mines.
 - Watch out for a halt in gunfire; an assailant could be approaching the vehicle to search or pillage the vehicles, or to kill the wounded.
- **IF THE ROAD IS NOT BLOCKED FROM BEHIND AND YOUR VEHICLE IS NOT THE ONE BEING AMBUSHED:**
 - Back up or turn around,
 - Be careful not to block the way of other vehicles trying to flee.

Some tips

If you are driving with several vehicles, such as in a military or humanitarian convoy:

in the countryside

- Remain 50 metres behind the vehicle in front of you, or even more if the terrain permits.
- Keep up as much speed as possible.
- Be prepared to accelerate if you come under fire.

in an urban area

- Drive closely together; allowing only braking distance.
- Maximum speed of 50 kph to avoid accidents.
- If you come under fire, drive closer together and speed up.
- Make sure no other "unknown" vehicles, including motorcycles, join your convoy.
- Watch out at compulsory stops (traffic lights, stop signs; etc.)

6 - Hand to hand

Some tips

- Weigh up your most threatening opponent.
- If you are in a group, one of you should try to remain outside the aggressors' field of vision, thus creating an element of surprise.
- Talk, try to appease them. Determine who is the leader and speak to that person.
- Stand upright, do not let your arms dangle. Keep your hands on your hips. This allows a certain amount of self-control.
- From the moment you have decided to intervene, act with determination, without hesitation and with all your strength.
- Do not move away. The further you are from your opponent, the more vulnerable you will be. You can only intervene from a short distance.

7 - If you are taken hostage

A hostage's attitude should depend on the behaviour of the abductors and the local context. Nevertheless, in most cases, the following rules should determine a hostage's behaviour.

- Do not resist or try to escape unless you feel certain you will succeed.
- Resist panicking; try to appear calm, your captors will probably be nervous enough as it is.
- Try to memorise as many details as possible that could be of use later: voices, smells, sounds, the length of time and the type of transport used.
- Observe your captors' behaviour. Note all clues that could help identify them and your place of captivity or improve your chances of rescue or escape.
- Try to plan your daily activities at least mentally.
- Follow reasonable orders and demands by your captors but try not to aid them in their objectives.
- Try to get them to use your name, as that can lead them to consider you as a person and reduce tension.
- Try not to believe threats of execution or promises of release.
- Force yourself to speak to someone, to have an activity to keep your mind occupied and to concentrate your attention on something.
- Do not contradict your captors needlessly. Try to establish a relationship with them. Do not be provocative or aggressive.
- Do not appear servile or to be begging.
- Do not get depressed if negotiations drag on. The chances of getting out safely improve.
- If asked, agree to make a recording of your voice or write a neutral message that could aid in your identification and your release.
- The day before your promised release, do not show impatience and follow your captors' instructions right up to the last minute.
- After your release, you will be given a medical examination and debriefed. Both are indispensable. Try to confide in someone. Do not bottle up your experiences.
- Follow the advice you are given before speaking to the news media.
- When resuming your activities, follow security measures adapted to possible reactions from former captors.

CHAPTER 4

Procedures for protecting journalists and other staff: the case of the BBC

The heavy price paid by newsgatherers for keeping the public informed - more than 600 dead over the past ten years - is one of the reasons that the leading international media have worked out procedures to ensure, as far as possible, the material safety of crews sent to danger zones.

All the main international TV channels, radio stations and news agencies that include news in their programmes have come up with their own recommendations, but it is the guidelines produced by the BBC which now appear to many journalists to be a model in this respect.

The aim of the information given in this chapter is to sketch out those guidelines. Unless otherwise stated, they are taken from documents supplied by the BBC.

A. BEFORE LEAVING

1. Identifying dangerous environments

Each month, a list of dangerous environments is drawn up by the News Editor Newsgathering, NCA, the Editor Newsgathering, World Service, and the Controller of Editorial Policy.

A dangerous environment is deemed to be any location where there may be exceptional or abnormally high risks to the safety of BBC staff (or others assigned by or representing the BBC) working in the field.

The list, updated monthly, is split into two categories:

- areas of exceptionally high risk, often where battlefield conditions prevail
- areas of abnormally high risk, often where extensive civil disorder or guerrilla warfare prevails

2. The responsibilities of the head of mission

Before one or more persons are sent to an area listed as a dangerous environment, the person in charge has to write a memorandum giving the following information:

- Purpose/Objective of assignment
- Total number involved in assignment (including crews/ interpreters etc.)
- Duration of assignment
- Itinerary including transport arranged (or proposed) between London (or normal base) and location
- living accommodation arranged (or proposed)
- transport arranged (or proposed) for field work (including armoured vehicles where appropriate)
- local hire (of interpreters, crews, etc.)
- filing arrangements made (or proposed)

The head of mission must also fill in a Risk Assessment Form (Documents 1 & 2), which includes:

- details of potential risks involved in the assignment
- confirmation that the editorial value of the assignment has been considered in relation to the risks involved
- confirmation that each individual to be assigned has received the BBC's basic safety training (Document 3)
- confirmation that each individual to be assigned has received specialist training appropriate to the risks involved
- confirmation that each individual to be assigned has been issued with protective and safety equipment appropriate to the risks involved
- confirmation that each individual to be assigned has been briefed on the reasonable expectations of the programme he or she will be working for while on assignment, and on the imperative of putting safety considerations before programme requirements
- confirmation that each individual to be assigned will work to any command and control structure which may be in place in the field

The obtaining of permission for the mission to go to a dangerous environment is carried out according to several criteria, including the total number of BBC staff already working in the area, so that this number should be kept as low as possible, taking account of the BBC's objectives.

3. Preliminary training of journalists and other staff

Staff going to dangerous environments are usually expected to have completed some preliminary training courses.

Staff sent to areas that fall into the first category (where battlefield conditions prevail) have to take the following courses:

- the Hostile Environment Course, which covers a range of risks encountered in different parts of the world
- the Battlefield First Aid (BatFat) Course
- the Off-Road Driving Course

Staff going to areas in the second category are also expected to have taken these courses.

B. DURING THE MISSION

1. Logistics of operations

A senior manager based in London is responsible for all the operations taking place in areas on the list of dangerous environments.

For each country on the list, a field co-ordinator is responsible for all staff employed or hired there by the BBC. The field co-ordinator is expected to:

- be aware at all times of the activities of all the BBC personnel, and all others employed by the BBC, in the area of operations
- agree to all deployments in the area of operations, having conducted a risk assessment of proposed deployments
- maintain a daily working log of all deployments
- ensure that all BBC personnel, and all other staff employed or engaged by the BBC, including local interpreters, crews etc., are appropriately equipped

to work safely in the area of operations, and that protective equipment is properly maintained

- ensure that anyone hired locally by the BBC is suitably trained, prepared or has adequate knowledge to work safely in the area
- maintain a log of all relevant personal details of the BBC personnel, or ensure that the senior manager in the UK responsible for the area is informed of all safety issues, and that any conflicts (e.g. over use of limited resources) are referred back
- ensure that there is an adequate supply of spare essential safety equipment (medical kit, body armour, etc...) held at the BBC's operational base in the area.

2. In the field

2.1 Choosing a team leader

There will be one named person responsible for safety in any team operating away from the BBC base in a dangerous environment prior to leaving the base. The team must agree among themselves, and with the Field Co-ordinator, who is the team leader (this would normally be the senior correspondent, irrespective of who is driving a vehicle, or which department is funding a vehicle). If there is uncertainty, then the Field Co-ordinator will nominate the team leader.

2.2 Responsibilities of the team leader

The team leader should ensure that:

- any vehicle to be used is roadworthy, fully prepared and equipped for the assignment; this includes relevant emergency equipment
- all members of the team travelling in the vehicle are properly equipped; this may include body armour, medical kit, etc...
- any on-vehicle communications (satellite phone, mobile phone) are carried and are in working order
- the Field Co-ordinator is provided, before departure, with details of the purpose/objective of the assignment and anticipated times of arrival at fixed

- points during the assignment, and anticipated time of return
- the Field Co-ordinator is informed of changes to the planned assignment while it is under way
- a local interpreter/fixer travels with the team at all times, when circumstances require it
- any locally hired members of the team are properly equipped, in accordance with the BBC's requirements, and that they have the necessary training, experience or local knowledge to work safely on the assignment
- all members of the team are in agreement with any course of action or change of plan during the assignment, and that the advice of the most cautious prevails
- all members of the team use their personal safety equipment properly, particularly when working outside the vehicle
- anyone travelling as a passenger in the vehicle, and who is not employed or commissioned by the BBC, fully understands BBC safety requirements and is appropriately equipped for the journey.

3. AFTER THE MISSION

On return to the UK from an assignment to a dangerous environment, individuals should provide a brief written summary of the assignment, experiences, relevant new information, and safety advice. Foreign editors in NCA and World Service (WS) are responsible for acquiring these assignment summaries from individuals and for distributing them, where appropriate, to others (correspondents, editors, etc...) who may be interested. Parts will be used to update the Field File. Line managers are also expected routinely to discuss an assignment with individuals on their return (Document 4).

NCA and WS operate a confidential near miss reporting procedure enabling those deployed in dangerous environments to report hazardous situations which may have arisen as a result of lapses in safety procedures.

When an individual has experienced stressful or traumatic situations during an assignment, the BBC strongly recommends that, as soon as practical after the

assignment, he or she makes use of the Counselling Service which is retained by the BBC.

Document 1

BBC news risk assessment form

This guidance is intended to help those responsible e.g., producers, reporters etc., for identifying hazards and conducting risk assessments as required by The Management of Health and Safety Regulations 1992 and other relevant legislation

Department Business Unit	Room no.
News item or programme	Internal External Mobile no. Pager no.
Activity E.g., Diving, Aircraft, Scaffolding, or engaging a specialist contractor	Date
	Print Name of person responsible for risk assessment

An assessment of risk is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives and can affect your programme too if output is lost, equipment is

damaged, insurance costs increase, or you have to go to court.

- Hazard means anything that can cause harm, e.g. chemicals, electricity, working from hydraulic hoists, etc.
- «Risk» is the chance, great or small, that someone will be harmed by the hazard.

- Step one

Look for the hazards.

- Step two

Decide who might be harmed.

- Step three

- Assess the risks arising from the hazards.
- Decide whether extra controls are needed.
- If there are no significant risks, no further action is required.
- If you find something needs to be done, ask yourself, can I get rid of the hazard altogether? If not, how can I control the risks?

- Step four

Record your findings:

- Step five

You should review your assessment and revise it if there have been any significant changes, e.g. weather conditions.

- Step six

It is essential that you inform all those affected, of your risk assessment findings, e.g., camera crew, site owner, engineers, contractors etc. and that you obtain feedback.

Assessments need to be suitable and sufficient, not perfect. The real points are:

- «Are the precautions reasonable, and is there something to show that a proper check was made?»

Keep the written document for future reference or use; it can help you if an HSE inspector questions your precautions, or if you become involved in any action for civil liability. It also reminds you to keep an eye on particular matters, and it

helps to show that you have done what the law requires.

Document 2

Assignment outline for dangerous environments

Before any overseas assignment can be conducted in any dangerous environment, the following outline (or referral) is required to be completed by the manager sponsoring the individual(s) to be assigned. This will enable BBC Newsgathering to monitor command arrangements for logistics and overall safety responsibilities. The following details **MUST BE** completed well in advance of any overseas assignment being conducted in order to get agreement.

Assignment Outline Departments details	
Directorate Room no. Programme title Programme item no.	Department Base /office contact no. Fax no. Name of assigning editor producer (block letters-signature of approval)

Details of assignment

Location(s)
(country/town/village/area)

Purpose of assignment/
object of the assignment
(what do you intend overall)
i.e. - camera shots lists
- interviews intended

Duration (please state dates)
Total time of assignment

Transportation:
- Flight arrangements, outward bound and return, including stopovers
- Transport arrangements on the ground for field work

Details of personnel deployed overseas (to include)
- Full names of personnel and UK contact numbers
(including freelancers/ stringers etc.)
- Next of kin details
- Safety training received

Name & staff no.

Title

Blood group
Allergies, etc.

Next of kin details
(address and contact
no.) & relationship

Safety training
(please give details of training received for all nominated personnel)

Insurance cover arrangements
(both for BBC staff and third parties)

Accommodation (living & working)

(PLEASE LIST DETAILS OF ADDRESSES, ALSO INCLUDE CONTACT NAMES, TELEPHONE NO./SAT PHONE NO./FAX DETAILS)

Filing arrangements feed points
(if applicable)

Local hire (of interpreters/ crews, etc.)
arranged or proposed.

Risk assessment conducted

It is a requirement of the BBC to compile a suitable risk assessment of any dangerous activity conducted on any overseas assignment. When applicable, risk assessment **MUST** be forwarded on with your assignment outline. Please consult your own manager of safety services for advice on your own directorate risk assessment procedure.

Document 3

Hazard identification check list (part of)

Hazards	Safety information	Hazards	Safety information
<ul style="list-style-type: none">• Asbestos	G, TRNG (LS), C	<ul style="list-style-type: none">• Riots/ civil disorder	G, TRNG (CDT), SI
<ul style="list-style-type: none">• Audiences/ members of the public	G, TRNG	<ul style="list-style-type: none">• Scaffolds/rostra	G, AL, TRNG, (LS), C
<ul style="list-style-type: none">• Demonstrations	G, TRNG (LS), SI	<ul style="list-style-type: none">• Tropical diseases	G, TRNG, (LS) OH
<ul style="list-style-type: none">• Derelict buildings dangerous structures	G, TRNG (LS), C	<ul style="list-style-type: none">• Vehicles (hiring and use)	G, C
<ul style="list-style-type: none">• Building sites	G, TRNG (HE/BATFAT) OH	<ul style="list-style-type: none">• Violence	G, TRNG, (LS)
<ul style="list-style-type: none">• Explosives/ Pyrotechnics	G, TRNG (LS), SI	<ul style="list-style-type: none">• Weapons	G, AL, TRNG (LS/HE)
<ul style="list-style-type: none">• Falling objects	G, TRNG (BS/LS)		
<ul style="list-style-type: none">• Hazardous substances (chemicals/drugs/ micro-organisms)	G, TRNG (HE), SI		

Key to safety information

G = BBC News Gateway Intranet Site

OH = Occupational Health
AL = Consult Vetted List

Course Codes

TRNG = Safety training required
BS = Basic Safety
LS = LOCATION SAFETY
C = SAFETY ASPECTS OF CONTRACTING
HE= HOSTILE ENVIRONMENT
BATFAT = Battlefield First Aid

Document 4

BBC News and News Resources Accident and Incident report form

This form must be completed by or in conjunction with the person in charge, as soon as possible after the accident.

Part A Personal Details
Full Name Staff no.
Home address and tel no. BBC address and tel no.
Confidentiality Details in parts B, C, D and E will be disclosed to union safety representatives. Do you consent to your details in part A being disclosed to union safety representatives? <input type="checkbox"/> Yes <input type="checkbox"/> No

Part B	
Employment details	
Status Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Self-employed <input type="checkbox"/> Artist/contributor <input type="checkbox"/> Member of public <input type="checkbox"/> Other	
Line Manager Tel ext.	
Personnel officer	
Occupation	Sex <input type="checkbox"/> M <input type="checkbox"/> F
	Dept. <input type="checkbox"/> News <input type="checkbox"/> News resources

Part C	
Incident details	
Date of incident	No. of casualties (if any)
Time of incident	
Address at which incident occurred Exact location	

What happened ?

(please give details of any tools or machinery involved, the height of any fall, describe the activity being carried out and any work-related illness or disease contracted. Continue on additional sheets if necessary and include diagrams or photographs when appropriate)

Part D

Details of injury and resulting absence

Nature and extent of injury

Treatment given

Treated by

Did you leave work ?

Yes No

Part E

Corrective action

What action has been taken to prevent a recurrence, or who has been informed?

Person responsible for effecting
corrective action

Designation

Signature

Date

Tel no.

CHAPTER 5

First aid procedures

The security guidelines given in the opening chapters of this guide are aimed at reducing the risks to which journalists are exposed. But even if these guidelines are scrupulously observed, accidents and injuries may occur. We have therefore set out in this chapter to describe the first aid procedures that should be used until expert medical help arrives. Obviously, these can never be a substitute for proper first aid training. The information given here is taken from the first aid manual published by the company Centurion Risks Assessment. We start with some basic principles and procedures, such as resuscitation techniques and heart massage, then move on to some practical examples of the type of situation that may occur.

1 Basic principles

1.1 What you should know before trying to give first aid

Providing emergency first aid can be traumatic for aiders, especially if severe injuries are present, patients are not resuscitated, children are involved, or multiple casualties exist. Ill or injured patients require emotional as well as physical care. Your skill in giving first aid could determine the extent of the casualty's injury and their chance of survival. The casualty could be a friend or a stranger, but one could be faced with administering first aid at any time or place. To be of any use as a first aider, one must avoid becoming a casualty oneself.

It is important to reassure patients, and to let them know they will be taken care of, to reduce their anxiety. Even if the casualty is unresponsive or in respiratory or cardiac arrest, they may be able to hear and to be aware of what's going on.

- At the scene of the accident

As you approach the accident, protect yourself by assessing the scene. Look out for dangers such as fire; lack of oxygen; confined spaces; electrical, chemical, traffic or water hazards. Be aware that the casualty may have an infectious disease such as hepatitis or H.I.V. You can reduce the threat by wearing gloves and using barriers when in contact with body fluids.

The acronym **SETUP** acts as a reminder of the various stages to be observed in order to be of maximum assistance to an accident victim or injured person.

Stop

- 1 Take breath
- 2 Think «primary assessment»
- 3 Think «mechanism of injury» (forces involved)

Environment

- 1 Consider limitations

Traffic

- 1 Vehicle position
- 2 Safe approach
- 3 Remain alert

Unknown hazards

- 1 Consider limitations
- 2 Gas, chemicals, electrical, fire, collapse, explosion, radiation, lack of oxygen

Protect self and patient

- 1 Use barriers
- 2 Prevent further harm
- 3 Assume all patients to be infectious for HIV, hepatitis and other blood diseases
- 4 Use barriers such as gloves, eye shield and mask if available
- 5 Avoid direct and indirect skin or mucous membrane contact with blood and body fluids

- 6 Avoid punctures from needles, broken glass and other sharp objects
- 7 Immediately wash hands and any exposed areas
- 8 Dispose of any infective waste

1.2 Order of first aid priorities

Definition of levels of responsiveness

- Responsive
 - Responds in some meaningful way
- Unresponsive
 - Does not respond in a meaningful way
 - May be in respiratory arrest (no breathing) or cardiac arrest (no heartbeat)

The level of responsiveness is an indicator of the seriousness of the patient's condition. As the oxygen level decreases, the ability to respond also decreases. Monitor changes in the level of responsiveness as you care for the patient. By passing on this information to the emergency medical services one will be improving the continuity of care.

1.3 First points to be checked

Assess and treat casualties in the following order of priority:

- A Airway
 - Casualty with airway problems
- B Breathing
 - Casualty with difficulties in breathing or whose breathing has stopped
- C Circulation
 - Casualties with bleeding wounds and shock
- D Disability
 - Unconscious casualties
 - Other injuries, e.g. breaks and burns

Then:

- 1 Place the casualty in a comfortable position
- 2 Immobilise injured limbs and broken bones
- 3 Relieve pain if possible
- 4 Arrange evacuation if necessary

1.4 Clearing an obstructed airway

This step is absolutely vital, because failure to clear an obstructed airway may lead to the death of the casualty within a few minutes.

The airway can be obstructed in several ways:

- Suffocation
- Inhalation of blood
- Foreign material in the mouth or throat, such as false teeth, vomit, dirt, mud, blood clot
- Swelling in the airway
- Injury in the face and neck

If casualty is not breathing, the first aider should use the E.A.R. (Exhaled Air Resuscitation) method.

Breathing can be stopped by any of the following:

- Choking
- Suffocation
- Swelling of the airway
- Tongue falling back while unconscious
- Drowning in water, blood or vomit
- Heart attack
- Poisoning due to chemicals, overdose etc.

The sequence is:

- 1 Clear the airway
- 2 Open the airway
- 3 Mouth to mouth resuscitation as follows:

Recognition

- Casualty's breathing might be absent, or noisy, bubbling, gasping or whistling
- Face might be blue or pale
- If conscious, casualty might make violent effort to breathe
- If unconscious, casualty might be convulsing
- If casualty has a blocked airway

Clear the airway:

- 1 Place the first three fingers of each hand behind the angle of the casualty's lower jaw, just below each ear, and bring the jaw forward
- 2 Look, listen and feel for breathing
- 3 Establish a seal mouth to mouth and by pinching the casualty's nose
- 4 If breathing is absent give two slow, full breaths
- 5 If breath does not go on in, reposition the head and try again
- 6 Check carotid pulse is present for five to ten seconds
- 7 Once airway has been cleared and casualty is breathing normally you must place them in the three-quarter prone position
 - Adult: one breath every six seconds
 - Child and infant: one breath every three seconds
 - Remember: if casualty is unconscious do not leave unattended
 - Remember: for a child, the adult mouth covers the child's mouth and nose

1.5 Prone position

In some cases, it may be necessary to place the casualty in the prone position.

- 1 Kneel on one side of the casualty and tuck the casualty's nearer hand under his or her body
- 2 Place the other hand on the abdomen and cross the further foot over the nearer ankle
- 3 Support the casualty's face with one hand. With the other, firmly grasp the casualty's clothing at the hip on the further side and gently pull onto his or her front
- 4 Adjust the position of the head

- 5 Bend the upper leg to bring the thigh well forward
- 6 Bend the upper arm in front and ahead of the face
- 7 Pull the other arm under the body so that it lies against the back

An unconscious casualty who is breathing unaided, provided there is no other injury, must be placed in the prone position within 30 seconds.

If the unconscious casualty cannot be turned due to neck or spinal injuries, the airway must be kept clear using the jaw thrust method, until the neck (cervical spine) is properly splinted.

1.6 Injury assessment, using the head to toe check

If the patient is responsive, no head or neck injury is suspected, and medical services are delayed, proceed with the injury assessment.

- 1 Ask the patient what happened and the area of pain.
- 2 If patient indicates a specific site, acknowledge and proceed with the assessment, beginning with the neck.
- 3 Tell the patient not to move. Ask for a response if they feel discomfort or pain.
- 4 Check neck for pain; if there is discomfort or pain there, stop your assessment. Immobilise the head and neck and wait for emergency services. If no pain exists in the neck and there are no injuries, proceed with the head to toe check.

What to check for

- Neck - pain (stop and immobilise)
- Head - pain, deformity, moisture (such as blood)
- Eyes - blurred vision, pupils
- Ears - blood or clear fluid
- Shoulder blades - pain, deformity
- Shoulders - pain, deformity
- Collarbones - pain, deformity
- Arms - pain, deformity, sensation, inability to move fingers, hands or arms
- Ribs - pain, deformity (compress only slightly)

- Abdomen - pain, tenderness, rigidity
- Spine - pain (do not move patient to check this)
- Pelvis - pain (compress only slowly)
- Legs - pain, deformity, sensation
- Ankles - pain, deformity, swelling

Illness assessment

- 1 Ask patient how he or she feels
- 2 Ask him or her: has it happened before?
- 3 Check neck for any medical warning cards
- 4 Is the casualty taking any medication?
- 5 Check radial pulse. Normal 60-100 / minute, regular and full
- 6 Check respiration. Normal 12-20 / minute, regular and quiet
- 7 Check skin temperature. Normal at rest: neutral and dry
- 8 Check tissue colour inside lower lip. Normal: pink, pale or ruddy
- 9 Reassure patient and seek medical assistance

2. Practical examples

2.1 Dealing with an unconscious casualty

Causes

- Stoppage of blood supply to the brain
- Head injury
- Stoppage of breathing
- Drugs, alcohol, chemicals or poisons
- Diseases such as diabetes and epilepsy

Recognition

- Casualty will not respond to touch or pain (such as pressing the earlobe)
- Does not respond to simple commands
- Might not be breathing

Treatment

- 1 Ensure **SETUP**
- 2 Primary assessment

3 Check and clear airway

4 Once airway is clear, place in the prone position (three-quarter prone position)

Never leave an unconscious casualty unattended on his/her back, as the tongue may fall back and cause a blockage, or they might vomit and then inhale and drown on the fluid.

2.2 Choking

Signs and symptoms

- Patient cannot speak, breathe or cough forcefully
- Patient may grasp at his or her throat

Treatment

On a responsive person over one year old

1 Ensure **SETUP**

2 Primary assessment

3 Find the correct hand position (midline and just above navel) and give up to five abdominal thrusts

4 If airway remains blocked, reassess hand position

5 Repeat the sequence of up to five thrusts and reassessment until the airway is opened or the patient loses consciousness

If casualty is pregnant or obese, use chest thrusts. Each thrust should be distinct and done with intent of relieving the obstruction. After the obstruction is removed have the patient checked at a hospital for possible internal injuries.

Becoming unresponsive

1 If a person who is choking becomes unconscious during your treatment, ease the casualty to the floor and call for assistance

2 Perform the tongue/jawlift and finger sweep

3 Use a rescue breath

4 If airway remains blocked, perform a series of five abdominal thrusts

5 Following thrusts perform a finger sweep and try a breath

6 Repeat the thrusts, sweep and breathe until the obstruction is removed

Found unresponsive

- 1 If a casualty is found unresponsive and your attempts to ventilate fail after repositioning the head, perform a series of five abdominal thrusts.

2.3 Bleeding

It is vital to stop bleeding.

Signs and symptoms:

- Arterial - bright red, spurting
- Venous - dark red, steady flow
- Capillary - oozing

If blood spurts or flows rapidly from a wound or injury the bleeding is serious. You must act quickly to prevent further loss of blood.

- 1 Ensure **SETUP**

- 2 Primary assessment

- 3 Ensure airway, breathing, circulation

- 4 Use direct pressure over the wound with clean dressing, towel, rag or whatever is available

- 5 Use additional dressing, bandages and pressure as needed. Direct pressure will control severe bleeding.

- 6 Bleeding from an artery or several injury sites on an arm or leg may require direct pressure and a pressure point. Use pressure points as needed to help to control severe bleeding

- 7 Seek medical help as soon as possible

Main pressure points

- Brachial - upper arm (inside of arm under biceps muscle)
- Femoral - in the upper leg (inside of upper thigh, close to groin area)
- Never try to check whether the bleeding has stopped by removing the dressing. This will disturb the blood clot and may restart bleeding.
- Do not push back or remove any protruding bone, tissue or foreign bodies in a wound.

- Straighten the leg, pulling very gently downwards at the same time in order to splint it to the other leg.
- Do not apply pressure to a pressure point for more than 15 minutes at a time. Before 15 minutes are up, slowly release the pressure. If bleeding continues reapply the pressure, but again, not for more than 15 minutes.

Internal bleeding

This may be present with blows, falls, puncture wound, ulcers. If significant forces are involved, suspect internal injuries.

Signs and symptoms of shock are present.

Seek medical assistance as soon as possible.

2.4 Wounds

Break in the skin which allows fluid to escape and bacteria to enter.

- Types of wound:

- Abrasion
- Laceration
- Incision
- Puncture
- Impaled objet
- Avulsion /amputation

Treatment

- 1 Ensure **SETUP**
- 2 Primary assessment
- 3 Clear minor wound
- 4 Seek medical treatment for deep or large wounds, impaled objects etc.
- 5 Tetanus immunisation required every five years

2.5 Fractures

A fracture is a broken or cracked bone. Correctly treating a fracture helps reduce the pain and prevents further damage being caused by the broken bone.

The bone can be fractured at the point of impact. There are two types of fracture: closed and open. Both might be complicated.

- Closed fracture
 - There is no break in the surface of the skin over the fracture.
- Open fracture
 - There is a wound on the surface of the skin. The broken bone might or might not be visible. There might be severe bleeding. Germs can enter the wound, causing infection.
- Comminuted fracture
 - Where the bone is broken into several smaller fragments.
- Impacted fracture
 - Where the bones are driven into each other. This may be difficult to diagnose, since there may be no unnatural mobility and no apparent discontinuation in the bone.

Signs and symptoms

- Pain and tenderness
- Deformity
- Discolouration
- Open fracture may have bleeding and wound at fracture site
- Bone may be visible
- Shock

Treatment

- 1 Ensure **SETUP**
 - 2 Primary assessment
 - 3 Injury assessment
 - 4 Cover any wound with dressing
 - 5 Immobilise fracture site and splint
 - 6 Use cold packs to minimise swelling
 - 7 Seek medical assistance as soon as possible
- Complicated fracture

- There is damage to blood vessels, nerves and other important structures around the fracture.

Signs and symptoms

- Casualty might have felt or heard the bone break
- Casualty might complain of pain and tenderness at the site of the injury
- Bruising, swelling or deformity of the injured part could be visible
- There might be loss of movement or abnormal movement of the injured part

Treatment

- 1 Stop bleeding
- 2 Cover wound(s) with dressing
- 3 Immobilise the limb by splinting to the adjoining limb or torso, which means you may have to move the broken part
- 4 Never attempt to push back or remove any protruding bone, tissue or foreign bodies in a wound
- 5 Never move the casualty unnecessarily
- 6 If you suspect that there is a fracture, treat the fracture as such

CHAPTER 6

Guidelines and procedures for investigating infringements of press freedom

The United Nations Office of Legal Affairs in New York and the United Nations Centre for Human Rights in Geneva are among the international bodies that have best defined guidelines and procedures for accurately reporting human rights violations. Some material in this chapter is also taken from the Human Rights Handbook published by the University of Essex Human Rights Centre in 1995.

1. General guidelines

- Any investigation must be followed by a written report. The facts must be put down in writing to ensure that the information is accurate, to avoid rumours and to keep a record of the details gathered. If the case is serious or urgent, information may be passed on by radio or telephone - as long as it remains confidential - but it must later be put into writing as well.
- The investigator must keep the information he or she gathers confidential. Failure to observe this requirement may have serious consequences for the victim, witnesses or the investigator. Witnesses should be asked explicitly if their comments may be used and if they may be quoted. The witness must be told that the investigator is working for an independent organisation and not for the police or other official body, and that the investigator's work does not replace that of a national or international legal inquiry.
- Visual images are subject to specific guidelines. Photographing or filming a scene may provoke unexpected reactions, especially hostile reactions, and should be kept to a minimum. As far as possible, photographs of victims of cruelty should be taken in complete privacy. In cases of torture or ill-treatment, it is better not to photograph the victim's face so that he or she will be harder to identify should the pictures fall into the wrong hands.

2. The four stages of the inquiry

- The first stage is to collect evidence and allegations. When circumstances allow, investigators should say who they represent and introduce themselves so that victims know to whom they are speaking. Victims should always be told the exact status of investigators, who should be sure to organise a follow-up meeting, or at least find out where victims may be contacted. Investigators should also tell victims who to get in touch with to pass on further information or to alert the organisation to threats or intimidation they receive after giving evidence.

Before starting the research, investigators should draw up a list of priorities. The most serious infringements of press freedom are those aimed specifically at journalists and their families:

(a) Extrajudicial or arbitrary killings, attempted killings of this nature, murder threats and kidnappings. Article 6 of the International Covenant on Civil and Political Rights states that everyone has the right to life and that this right is protected by law. Moreover, no-one should be arbitrarily deprived of life (see also Article 3 of the Universal Declaration of Human Rights, 1948). Investigations carried out by independent organisations should in no way release governments from their duty under international law to investigate violations of the right to life. The obligations of governments in this respect are set out in the "Principles for the Effective Prevention of Extrajudicial, Arbitrary and Summary Killings and on Ways of Effectively Investigating Such Killings" which form part of Resolution 1989/65 of the United Nations Economic and Social Council.

(b) Cruel, inhuman or degrading treatment or punishment, and torture. Article 5 of the Universal Declaration of Human Rights recognises the right to personal integrity: "No-one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment." A violation of personal integrity occurs when the state, through its employees or any other person acting in an official capacity or at the behest of the state or with its express or tacit consent, inflicts

torture or cruel, inhuman or degrading treatment by causing physical, psychological or moral suffering.

(c) **Illegal arrest or detention.** A violation of the right to personal integrity occurs when the state, through its employees or any other person acting in an official capacity or at the behest of the state or with its express or tacit consent, deprives a person of his or her freedom without a valid reason, by imprisonment, detention in another place or by placing them under house arrest. Such practices are contrary to the right to the freedom and security of the individual recognised in Article 9 of the Universal Declaration of Human Rights, which states that: "No-one shall be subjected to arbitrary arrest, detention or exile." These provisions are also set out in Article 9-1 of the International Covenant on Civil and Political Rights. Moreover, in a report published in 1992, the United Nations Commission on Human Rights said that "detention as a means of punishing the peaceful expression of an opinion is one of the most reprehensible methods used to impose silence, and therefore a serious violation of human rights".

(d) **Attacks and threats carried out because people have used their right to freedom of opinion, freedom of expression or freedom of association.**

Other infringements of the right to inform which concern the media are:

- attacks on premises (editorial offices, printing works)
- legal, administrative and economic pressure
- obstacles to the domestic free flow of information
- obstacles to the international free flow of information.

The drafting of the final report depends to a large extent on this classification (see Chapter 5).

It should also be recalled that while investigators should record all matters attributable to a state, through its employees or any other person acting in an official capacity or at the behest of the state or with its express or tacit consent, they should give equal attention to matters attributable to armed opposition groups, or to anyone acting at the behest of or with the express or tacit consent of these armed groups.

- During the second stage, investigators should check the information given to them by victims. They should also collect complementary evidence, then question the authorities that have been accused whenever possible. The method that should be used for collecting evidence is given below.
- The third stage is drafting the final report.
- During their research, investigators make recommendations and take appropriate measures with the overriding concern of protecting the lives and security of victims and their families. This is the fourth stage. Investigators ensure that all cases are followed up and that witnesses have not been threatened.

3. Collecting evidence from individual witnesses

- This is an essential stage in the investigation process. When circumstances allow, investigators conduct a preliminary interview during which they collect neutral data about witnesses, such as names, win their trust and attempt to assess their views, contradictions, prejudices and ulterior motives. At this stage investigators should decide whether the person being questioned is a victim, a witness or the supposed perpetrator of a violation.
- Witnesses should agree to be questioned of their own free will, preferably by someone of the same sex. The report written after the meeting should mention how the witness behaved (gestures, nervousness, anxiety). It should also be stated whether audio or video recordings were made or photographs taken during the interview. Ideally there should be at least two investigators present. The witness may also ask for a friend or relative to be present.
- Interpreters should be fluent in the languages of both investigator and witnesses. They should not alter the evidence, either by summarising what a witness says, filling in gaps in the evidence with information obtained elsewhere, or trying to «improve» the evidence by “correcting” uncertainties or contradictions.
- Whenever circumstances allow, standard questionnaires should be used to

collect evidence. This helps investigators to conduct the interview and sort out the information obtained, and ensures that important information is not forgotten. Nonetheless, such questionnaires should not be an obstacle to the investigation and interviews may be carried out in a less structured manner when this seems appropriate. The questionnaires given below are from the United Nations (Document 1) and Reporters Sans Frontières (Document 2). They give an idea of the nature and degree of accuracy of the information to be collected. Investigators should, however, bear in mind that possession of such questionnaires may prove dangerous for themselves or for victims. In all cases, these documents should be kept strictly confidential.

- The circumstances in which the interview took place should be recorded in writing or by some other means. The investigator should:
 - record the names of all those present during the interview and what part they played in it,
 - ask the person questioned to state explicitly that he or she agreed to be interviewed,
 - ask the person questioned if he or she agrees with the way the interview was conducted,
 - point out the limitations to the confidential nature of the interview (presence of a third party obligatory),
 - ask the person questioned whether he or she understands the interpreter and is satisfied with the way his or her replies are being interpreted.
- The investigator should conduct the interview in an assertive manner and should:
 - ask only one question at a time,
 - avoid biased questions,
 - ask simple questions,
 - ask questions that require a detailed reply (as opposed to those that can be answered with “yes” or “no”),
 - put questions in a positive way (e.g.: “Where were you that day?” rather than “You were at the scene of the event, weren’t you?”)

Document 1

Extract from a questionnaire used by the United Nations

CONFIDENTIAL

Questionnaire on an individual case of human rights violation

No.:

Date:

(1) The victim:

- Surname:
- First names:
- Sex:
- Date and place of birth:
- Identity document produced (type, number, date of issue, date of expiry):
- Occupation:
- Previous occupation:
- Education (name of school):
- Political or trade union membership:
- Marital status (married or single, number of children and other dependent persons, their surnames, first names and dates of birth):
- Current address:
- Permanent address:

(2) The violation

- Date and time:
- Place (country, region, town, exact location if possible):
- Circumstances (description of what happened):
- Presumed place of detention:
- Date of release:
- Torture, ill-treatment (indicate when it took place - arrest, transport, imprisonment, interrogation, release - and describe the nature, duration and frequency of the ill-treatment inflicted; indicate how many people were involved and name them if possible; describe what each one did and give the

consequences of the ill-treatment; give the date when these consequences were observed):

- What, in your opinion, were the authorities' motives? What might you have done that caused them to commit the violation?
- Detention conditions (solitary confinement, visiting rights, food):
- What do you know about the people directly responsible for the violation?

(3) Source of information (if other than the victim)

- Surname:
- First names:
- Address:
- Connection with the victim:

(4) Witness (if other than the victim or the person who reported the violation)

- Surname:
- First names:
- Address:
- Connection with the victim:

(5) Does the investigator have any particular comments to make about the source(s) of information?

(6) Immediate action taken by the investigator (contacting the political, military or legal authorities, for example, or checking the information received):

(7) What did the source of information / the victim / the witness ask the investigator?

(8) Does the source of information / the victim / the witness agree to be quoted by name? Does he/she agree to the information given being used in dealings with the authorities or in published reports?

Document 2

Standard questionnaire used by Reporters Sans Frontières

CONFIDENTIAL

(1) Information about how the interview is carried out

- Questionnaire filled in (date and place):
- By (surname, first name, title, role in the organisation):
- People present at the interview:
- Is the person being questioned present of his/her own free will and does he/she agree with the method of interview used by the investigator? (Have the person copy and sign the following: "I the undersigned certify that I am here of my own free will. I am in agreement with the method used to conduct this interview.")
- Does the person being questioned understand the interpreter? Is he/she satisfied with the way his/her answers are being interpreted? (Have the person copy and sign the following: "I the undersigned certify that I understand the interpreter taking part in this interview and that I am satisfied with the way my answers are being interpreted.")
- Possible limitations to the confidential nature of the interview.

(2) Information about the victim

- Surname, first name(s):
- Date of birth:
- Sex:
- Current address:
- Permanent address:
- Country of origin and current nationality:
- Religion and ethnic origin (if relevant):
- Marital status and dependants (give surnames, first names, ages, occupations and addresses):
- Military status (liable to military service, currently doing military service, liable to recall, civilian free of military obligations, member of reserve unit, former

- professional soldier):
- Occupation / original employer / subsequent posts:
 - Political or trade union membership or affiliation:
 - Political or trade union responsibilities:
 - Any other biographical details you wish to mention (former incidents involving yourself, your employer or family, your political, social, religious or ethnic connections...):

(3) In the case of an arrest:

- Date and time:
- Place (home, place of work, other):
- Who made the arrest (police, army, other):
- Arrest warrant or other document presented:
- Were you told why you were being arrested?
- Did any violence occur during the arrest?
- Was a witness present?
- Were your personal belongings or professional equipment (notebooks, address books, documents, cameras, tape recorder, cassettes, newspapers) seized and were you given a receipt for them?
- Were you allowed to inform your family, lawyer or employer?
- Was your home or office searched during the arrest?
- Were members of your family threatened?

(4) In the case of imprisonment

- Name and location of prison:
- Duration of imprisonment:
- Category and type of prisoner (political or criminal, mentally ill, sex, age, ethnic origin, religion):
- Conditions (size of cells, number of prisoners to a cell, bedding, windows, ventilation, temperature, lighting, availability of running water, sanitation, total number of prisoners, etc.):
- Food (quantity and quality, respect for religious dietary requirements):
- Opportunities for physical exercise and overall state of health of prisoners:

- Possibility and frequency of visits from relatives, friends, colleagues, lawyer, doctor:
- Possibility of receiving parcels, mail, newspapers, books:
- Relations with prison staff (in case of punishment: type, frequency, consequences):
- Were you interrogated?
- If so, who conducted the interrogation, how many times, in what circumstances and on what subject?
- Were you threatened and/or asked to sign a statement?
- Other information:

(5) In the case of a trial

- Date and place of trial:
- Were you in the courtroom during the trial?
- Was it held in camera?
- What were the charges?
- Were there other defendants?
- Were foreign observers present?
- Was it a military or a civilian court?
- Laws cited:
- Name of judge who chaired the proceedings:
- Sentence passed:
- Was your lawyer in the courtroom during the trial?
- Surname, first name(s) and address of lawyer:
- What was your defence?
- Have you appealed?
- Do you think your trial and the appeal court decision were fair (explain)?
- Prison were you were taken after sentencing (if different from where you were held before the trial):

(6) In case of torture or ill-treatment

- Were you tortured or subjected to cruelty or ill-treatment?
- Was any reason given to «justify» the use of torture?

- Why, in your opinion, were you tortured or subjected to cruelty or ill-treatment?
- When did the torture take place (arrest, transport, interrogation, before release)?
- How many people took part in the ill-treatment?
- Could you identify them?
- Describe the part played by each person:
- Was a doctor present?
- Describe the doctor's role (Had you met him or her before, during or after the torture? Did he or she participate?):
- Were you forced to sign a statement that you had not been tortured?
- Were you forced to sign a confession?
- Were other people tortured?
- Describe the nature, duration, frequency and consequences of the torture, cruelty or ill-treatment:
- Were you given medical care after the torture, cruelty or ill-treatment?

(7) In the case of obstruction of the operation of a medium:

- Name, address and type of medium for which you are giving evidence:
- Describe the obstruction which you observed:
- If an attack, theft, fire or confiscation was concerned, describe what happened and give the extent of the damage:
- In the event of seizure of newspapers or broadcasting restrictions, describe the type and extent of the restrictions:
- In the event of legal, administrative or economic pressure, describe the type and extent of the pressure:

Note: All pages of this questionnaire must be initialled by the witness. The last page must be signed by the witness - provided he or she recognises that the interpreter's work was accurate - and by the investigator.

8. Prison visits

- When, for various reasons, the investigator cannot visit the journalist in prison, attempts should be made to seek out information elsewhere. The journalist's family is often the best source of information. The International Committee of the Red Cross and Red Crescent (ICRC) may, in certain circumstances, provide useful advice (see Chapter 6).
- Nonetheless, whenever possible the investigator should try to meet the imprisoned journalist. In order to be effective, the visit should be planned carefully. The investigator must respect certain guidelines and should gather both information specific to the journalist's case and information about the prison generally.
- The investigator should negotiate with the authorities to obtain permission to visit the journalist. Permission should be obtained in writing, stating clearly whether the investigator may talk to the journalist alone, whether permission is granted to record the interview, to take photographs, or to give the journalist food, medicine, clothes or money, and whether an interpreter, doctor or lawyer is also allowed to attend.
- On arriving at the prison, the investigator should ask to meet the director or other person in charge. The investigator should introduce him/herself, note the name of the director, explain the aim of the visit and how it will take place and ask the director to cooperate. The investigator should consult the prison register and check that the information given about the journalist is accurate and complies with legal requirements (surname, first name, age, marital status, occupation, address, legal status, date and circumstances of arrest, date and details of statement made in custody or of committal order, date of appearance before a court or examining magistrate, and, where applicable, date of trial). If necessary, the investigator may agree to a guided visit of the prison with the director.
- The interview with the imprisoned journalist should take place in private, and confidentiality should be guaranteed (on how to conduct the interview, see the ICRC advice in Chapter 5).

CHAPTER 7

Writing a report of the investigation

Information about infringements of press freedom must be set out in a concise and coherent manner. Reporters Sans Frontières has defined ten subject headings which are used during investigative missions in the field and which provide a framework for compiling its Annual Report. Referring to a category makes it easier to draw comparisons between different countries from one year to the next.

Journalists killed: National or foreign journalists who died in the country concerned. This includes only journalists who died in the course of their work, because of their profession or for their opinions. As far as possible, the report draws a distinction between journalists “murdered” and those “killed”.

Journalists “murdered” are those who were the victims of deliberate, targeted attacks, aimed at them personally. A murder is deemed to be extrajudicial when it has not been ordered by an official of a public body or by any other person acting in an official capacity or at the behest of the state or with its express or tacit consent. Some executions carried out following a court decision are regarded as arbitrary killings when the rights of the defence, as set out in Articles 14 and 15 of the International Covenant on Civil and Political Rights, are not respected. However, Reporters Sans Frontières is also opposed to executions carried out following a court decision (the death penalty) and to other penalties involving cruel, inhuman or degrading treatment, even when the rights of the defence as defined by the International Covenant on Civil and Political Rights have been respected.

Journalists “killed” are those who died as a result of acts of war, attacks or violence where it has not been established that they were personally targeted by the killers, but where they were particularly vulnerable because of the nature of their work.

Journalists missing: Those whose whereabouts are unknown and who are considered missing by their families, friends and colleagues, when the

disappearance is believed to be linked to their job or opinions. Journalists who have gone into hiding and have decided of their own free will to give no news of themselves are not included in this category. On the other hand, a case is regarded as a “forced disappearance” when journalists are arrested, detained, kidnapped or otherwise deprived of their freedom by state officials or by organised groups or by individuals acting at the behest of state officials with their direct or indirect support, or with their express or tacit consent, and when the authorities refuse to reveal the journalists’ whereabouts or say what has happened to them, or refuse to acknowledge that they have been deprived of their freedom. The investigator must establish whether the journalist was arrested or taken away by a state official or other person acting in an official capacity, at the behest of the state or with its express or tacit consent.

Journalists tortured: Journalists subjected to extreme and deliberate psychological or physical suffering because of their work or opinions. In cases of torture, a medical report by an independent doctor is required, specifying the type of ill-treatment inflicted and its consequences.

Journalists jailed: Journalists held for more than 48 hours in prisons, police stations, prison camps or any other place of detention. Cases of legal or arbitrary imprisonment, custody or house arrest should be recorded. Whenever possible, investigators should mention the conditions in which journalists are being held. The only restrictive criterion applicable to this category is the 48-hours period. The category is used whatever the imprisonment is officially called: preventive detention, custody, and so on.

Journalists arrested: Journalists held for less than 48 hours in prisons, police stations, prison camps or any other place of detention.

Journalists attacked: Journalists who are physically assaulted, ill-treated, beaten or injured in the course of their work or because of their profession or opinions. The category also includes attacks on relatives, friends, neighbours and colleagues carried out with the sole intention of harming the journalist. Attempts at arbitrary killings and simulated executions should also be recorded under this heading (in some cases, simulated executions count as acts of torture).

Journalists threatened and harassed: Those who are victims of any direct or indirect, personal or collective threat, by the state, political parties, armed groups or religious communities, and any anonymous threat that can be established as serious, clearly intended to harm journalists or prevent them from freely doing their work. Threats may take many different forms (physical, psychological, financial...).

Administrative, legal and economic pressure: A journalist or medium may be brought before the courts at any time. While some court cases are justified - the notion of press freedom also includes responsibility in the event of libel - others may be regarded as a form of legal pressure, especially when it is clear that they are politically motivated or when the charge or court decision is flagrantly iniquitous. This category includes political sanctions such as job transfers, "sideways" promotions, sackings and taking journalists off the air, inflicted mainly on those working for state media, as well as economic and administrative pressure on the media, such as quotas, blackmail over advertising, tax inspections and attempts at corruption or political control.

Obstacles to the domestic free flow of information: These include publishing bans, temporary suspension of newspapers or seizure of copies from newsstands, obstacles to the transmission of electronic media (radio, television, electronic communication), and confiscation of notes, audio and video tapes, films or any other information medium. Criminal attacks on newspaper companies, printing works and newspaper wholesalers and distributors are also listed under this heading. Only journalists working for national media are affected.

Obstacles to the international free flow of information: These include the arrest, detention or expulsion of foreign reporters and special correspondents, or refusal to give them visas, as well as seizures, suspensions or bans applied to imported newspapers or any other media, and the jamming of radio and television broadcasts from abroad. All methods used by states and political or military groups to prevent news entering or leaving the country should be listed under this heading.

CHAPTER 8

Relations with the ICRC and other non-government organisations

The ICRC and non-government organisations for the defence of human rights and freedom of expression can provide valuable help to journalists investigating infringements of press freedom. This chapter sets out the ICRC's main guidelines and gives an overview of the main NGOs working in this area.

1. The International Committee of the Red Cross (ICRC)

- The ICRC is a private international organisation founded under Swiss law in 1863. The ICRC, the International Federation of Red Cross and Red Crescent Societies and national Red Cross and Red Crescent Societies together form the International Red Cross and Red Crescent Movement.
- The ICRC may come to the aid of journalists either by regarding them as threatened civilians or by taking account of their profession. However, its operating regulations are strict and cooperation with this organisation means respecting the following principles:
 - Discretion and confidentiality, which are what win the organisation access to places that are closed to the public. ("The ICRC will treat cases submitted to it with discretion. In return, it expects those who ask it to intervene to adopt the same attitude towards the information it passes on to them. Moreover, the ICRC will refrain from associating itself with press campaigns and other public statements and actions related to the cases of journalists in which it agrees to become involved. This reserve is dictated by the principle of neutrality which has always guided its work.")
 - Legality. ("The ICRC can only act with the express agreement of the government authorities concerned.")
 - Continuity. (The ICRC continues its work in the field over long periods).
 - Neutrality. ("The ICRC does not comment on reasons for arrest or imprisonment and does not call for the release of the people concerned. The sole aim of its representatives' visits to prisoners is humanitarian: it is a matter of preventing disappearances, torture and ill-treatment; examining

material and psychological conditions, providing help to prisoners if necessary and, where appropriate, asking the authorities to take the necessary steps to improve those conditions.”)

- The ICRC intervenes on different legal footings depending on the circumstances:
 - In armed international conflicts, the ICRC bases its work on the four Geneva Conventions (ratified by 187 states) and their Additional Protocol I (ratified by 146 states). These agreements recognise that the ICRC has the right to perform certain activities, such as visiting prisoners of war and civilian detainees.
 - In armed internal conflicts, the ICRC bases its work on Article 3, which is common to all four Conventions and on Additional Protocol II (ratified by 138 states). This legal framework recognises that the ICRC has the right to offer its services to the various parties in order to visit people detained in connection with the conflict.
 - In violent situations which have not reached the intensity of an armed conflict, particularly internal disturbances, the ICRC bases its work on the statutes of the International Red Cross and Red Crescent Movement, which recognise that it has the right to take humanitarian initiatives.
- In some cases, the ICRC may give specific help to journalists:
 - In international armed conflict zones, the ICRC provides journalists with the minimum protection due to all civilians. Article 79 of Additional Protocol I (1977) states:

“1. Journalists conducting dangerous professional assignments in armed conflict zones will be considered as civilians as defined by Article 50, Paragraph 1.

2. They will be protected as such in accordance with the Conventions and with this Protocol provided that they do not undertake any action that harms their status as civilians and without prejudicing the right of war correspondents accredited with the armed forces to benefit from the status provided for under Article 4.4 of the Third Convention [see below].

3. They may obtain an identity card (...) which will be issued by the government

of the state of which they are nationals, or of the state where they are resident, or in which the medium or news agency which employs them is based, [and which will] confirm the holder's status as a journalist."

However, accredited war correspondents have specific status. War correspondents are defined as journalists authorised to accompany the armed forces of their countries. The armed forces are obliged to issue them with an identity card. Holders of this card who fall into enemy hands have the status of prisoner of war. War correspondents are therefore protected by the Third Geneva Convention of 1949 concerning the treatment of prisoners of war. However, they enjoy no special protection when travelling in zones where military operations are taking place.

• **Visits by the ICRC to people deprived of their freedom:**

(1) Basis for the work of the ICRC in places of detention. Under the Geneva Conventions of 1949 and their Additional Protocols of 1977, the ICRC has the right, in the event of armed conflict, to visit prisoners of war and imprisoned civilians in their places of detention. In the event of internal armed conflict, the ICRC must, in each individual case, negotiate the agreement of the parties to the conflict to be able to visit prisoners, because the Geneva Conventions do not set out any obligations in this respect. Therefore the criteria for deciding who is to benefit from ICRC intervention depend on the situation: is the person concerned imprisoned because of a conflict, internal disturbances or tension or the consequences of such occurrences? If the answer is yes, the prisoner may be visited by ICRC representatives, whatever type of offence he or she is accused of (terrorism, sabotage, subversion..).

(2) One important purpose of ICRC visits is to prevent torture and disappearances. Torture is a practice that is universally condemned and legally forbidden by the Convention against torture and other cruel, inhuman or degrading treatment or punishment, adopted by the United Nations on 10 December 1984. Nonetheless, people are still tortured. International humanitarian law forbids physical or mental torture, corporal punishment, humiliating or degrading treatment, mutilation, medical and scientific

experiments that are not necessary for medical treatment, and any brutality, violence or threats. Torture is in all cases a serious violation of the Geneva Conventions and should therefore be punished as a war crime.

According to the United Nations convention: “The term torture is used to designate any act through which acute physical or mental pain or suffering is intentionally inflicted on a person, in particular in order to obtain from him or her or from a third party information or a confession, to punish him or her or a third party for an act they have committed or are suspected of committing, to intimidate or put pressure on him or her or a third party, or for any other reason based on any form of discrimination, when such pain or suffering is inflicted by a state employee or any other person acting in an official capacity or or at the behest of the state or with its express or tacit consent. The term does not extend to pain or suffering resulting solely from legitimate penalties, inherent in or caused by such penalties.”

ICRC representatives are rarely present when torture takes place. It is usually reported by the victim or witnesses, and sometimes by the torturer.

In practice, instances of torture usually fall into one of three categories:

- The conditions of imprisonment constitute a form of ill-treatment: prison regulations, deliberately humiliating material and/or psychological conditions.
- Torture and ill-treatment are used as a means of interrogation. The interrogation takes place at police stations, military barracks, in prisons, in the field, etc.
- Torture or ill-treatment is carried out by members of the police or army or by prison guards because of a lack of discipline or supervision by their superiors.

The ICRC works to prevent torture and ill-treatment by approaching the director of the prison, those in charge of interrogation, and also officials at a higher level within the government.

(3) Conditions of visiting prisoners

In order that visits may result in concrete and credible proposals, the ICRC first asks the authorities for:

- access to all prisoners who fall within the scope of the ICRC's field of intervention,
- access to all areas where those prisoners are held,
- permission to talk freely with the prisoners without witnesses being present,
- permission to make further visits,
- permission to obtain from the authorities a list of prisoners, or to draw one up during visits,
- where appropriate, to provide material help to prisoners,
- in return, the ICRC guarantees that the information it gathers will remain confidential ("The ICRC tells what it does but not what it sees.")

(4) Visits

- The visit takes place in several stages so that the ICRC representative can get an objective idea of the humanitarian problems. One or more representatives may be involved, the number depending on the number of prisoners and the scale of possible humanitarian problems. The ICRC team usually includes a doctor.
- The visit begins with a meeting with the prison director, whom the ICRC representative should question about his or her work, responsibilities, how the prison is run (medical, sporting and sanitation facilities) and how the prisoners spend their time; the aim is to establish a constructive dialogue with the director.
- The ICRC representative should observe how the staff behave towards the prisoner, who may be treated differently by the guard, doctor and cook. The ICRC representative should try to visit the entire premises.
- The interview with the prisoner must take place with no witnesses present. For the prisoner, it represents a break with prison routine and being part of a group. Even if the prisoner has nothing particular to say, the interview may be a way of restoring his or her dignity. An interview without witnesses also has an effect on the other prisoners and on the prison staff. The ICRC representative should be aware that prisoners develop a sort of intuition that

enables them to assess visitors and how to use them. The ICRC should be particularly attentive to the various types of violation of human dignity that a prisoner may experience:

(a) Physical: assault (beating, torture), dietary manipulation (deprivation or restrictions leading to diarrhoea, weight loss or gain), punishment (body searches, sanctions, humiliation, harassment), lack of privacy, monotony, lack of choice, long periods of waiting, emotional deprivation. Look out for disturbed sleep, problems of autonomy.

(b) Sensory deprivation: insufficient or excessive light or heat, bad smells, excess noise or total silence.

(c) Relations with others: contact with relatives, doctors, lawyers, other prisoners, the prison or public authorities, access to mail and information.

- After the visit, the ICRC representative has a further meeting with the prison director. How the representative assesses the prison conditions depends on a number of objective criteria, but also on the general atmosphere and how the representative perceives it.

• **There are several ways of making contact with the ICRC.**

- If the ICRC is represented in your country, either by a regional delegation covering several countries or by a delegation covering only your country, you should get in touch with the delegation. On 1 January 2001, the ICRC was represented in the following countries and regions:

(a) **Africa:** Angola, Benin, Botswana, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sri Lanka, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

(b) **The Americas:** Argentina, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Grenada,

Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, United States, Uruguay, Venezuela.

(c) **Asia and the Pacific:** Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma, Cambodia, China, East Timor, Fiji, Hong Kong, India, Indonesia, Irian Jaya, Japan, Kiribati, Laos, Macao, Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Nauru, Nepal, New Zealand, North Korea, Pakistan, Palaos, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka, Taiwan, Thailand, Tonga, Tuvalu, Vanuatu, Vietnam.

(d) **Western Europe and the Balkans:** Albania, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, France, Greece, Hungary, Indonesia, Macedonia, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Switzerland, Turkey, United Kingdom, former Yugoslavia.

(e) **Eastern Europe and Central Asia:** Abkhasia, Armenia, Azerbaijan, Belarus, Chechnya, Estonia, Georgia, Kazakhstan, Kirgizia, Latvia, Lithuania, Moldova, Nagorno-Karabakh, Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan.

(f) **North Africa and the Middle East:** Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Morocco, Oman, Palestine (areas under Palestinian administration) Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, Western Sahara, Yemen.

The exact address of the delegation in your country may be obtained from ICRC headquarters in Geneva (see Appendix 1).

- If the ICRC is not represented in your country, you may in some cases get in touch with one of the 176 Red Cross and Red Crescent national societies that make up the International Red Cross and Red Crescent Movement. However, it is more effective to contact the organisation's headquarters directly on its hotline. Introduced in 1985, this is an emergency phone number - (41 22) 734 60 01 - for the relatives and friends of threatened journalists. The journalist's family, employer or professional organisation may ask the ICRC to intervene. The person making the call should provide as much information

as possible about the case, stating what steps have already been taken with other authorities.

• **When a conflict, internal disturbances or tension arise, what can the ICRC do?**

- The ICRC investigates disappearances.
- If the authority informs the ICRC that someone has died, been arrested or taken prisoner, the ICRC records the information and passes it on to the family concerned. With the family's agreement - and the agreement of the prisoner once he or she has been visited - the ICRC tells the relevant professional organisation, as long as the information is not regarded as confidential.
- If someone is taken prisoner or detained for a long period, the ICRC asks one of its representatives to visit the person, usually accompanied by an ICRC doctor.
- The ICRC keep families up to date with what is happening.
- The ICRC may take responsibility for bringing the prisoner back to his or her home country if there is no other possibility.
- The Central Research Agency in Geneva keeps all ICRC information relating to individual cases.

2. Non-government organisations (NGOs)

Journalists investigating infringements of press freedom would do well to maintain permanent contact with both general human rights organisations and those organisations that specialise in defending freedom of information and press freedom. For the investigator, these NGOs are valuable sources of information as well as possible partners who can pass on information gathered. In some cases they may provide political, technical or logistical backing. The addresses of these NGOs are given in Appendix 1.

The list of NGOs given below offers only a glimpse of the dense network of international organisations working in this field. The American organisation Human Rights Internet (HRI) can supply a list of 5,000 groups and individuals working for human rights. HRI has also built up a worldwide database on

sources of finance for human rights organisations and on training and education programmes in human rights.

The International Service for Human Rights (ISHR) also acts as a link between local and international organisations and United Nations agencies. Based in Geneva, the ISHR works in five main areas: information (it publishes a quarterly newsletter), working methods (helping NGOs to follow United Nations procedures), training (running courses in United Nations procedures), visits (accompanying an NGO on a first visit to Geneva) and coordination (putting NGOs in contact with one another and helping them exchange information).

• **General international non-government organisations**

- Amnesty International, which has a million members divided into 4,300 working groups and spread over 192 countries. Their work is coordinated by an International Secretariat based in London. The organisation's main role is to secure the release of all prisoners of opinion, a fair trial for political prisoners, abolition of the death penalty and torture, and an end to extrajudicial killings and "disappearances". Amnesty International organises sponsorship for prisoners and emergency campaigns for people in danger, and runs regional action networks. There is a programme to help victims of human rights violations. Amnesty International publishes many reports, including an annual report summarising the information collected throughout the year.
- The International Federation of Human Rights Leagues, started in 1922, is the oldest international human rights organisation. Based in Paris, it groups 105 national human rights leagues, making up an international network for mutual support and pressure. The federation organises investigative missions, legal observation missions and training sessions in human rights.
- Human Rights Watch (HRW) is the biggest American human rights organisation. It began its work with the establishment of Helsinki Watch in 1978. HRW is financed by donations from individuals and foundations. It looks into human rights violations in more than 60 countries. Investigations carried out by the regional offices (Africa, the Americas, Asia, Europe, the

Middle East) are complemented by reports published as part of specific programmes (Arms Project, Prisons Project, Women's Rights Project and Fund for Free Expression).

• **International non-government organisations specialising in freedom of expression and press freedom.**

- Article 19 is based in London. It carries out missions in the field and publishes detailed reports on national legislation relating to freedom of expression and the practical conditions for exercising this right.
- The Committee to Protect Journalists (CPJ) is an American organisation based in New York. It investigates infringements of press freedom, publishes an annual report and puts pressure on governments through writing protest letters.
- Index on Censorship is a fortnightly British publication specialising in the struggle against censorship and other infringements of freedom of expression.
- The International Federation of Journalists (IFJ) is a federation of national journalists' unions. In addition to the interests of the member unions, the IFJ defends threatened journalists and writes open letters to governments. It also runs programmes in support of democracy and the independent media.
- The International Federation of Newspaper Publishers (or World Association of Newspapers) groups newspaper owners' organisations. It puts pressure on governments that obstruct the normal operation of the media, particularly through protest letters.
- International Pen is a worldwide writers' organisation who use their ideas, talent and celebrity to support freedom of expression and the free circulation of ideas. Started in London in 1921, International Pen now has 130 centres in 91 countries, and 13,000 members. It includes a Committee of Writers in Prison, a Pen Assistance Fund, a Committee of Writers for Peace and a Committee of Women Writers.
- The International Press Institute (IPI) was started in 1950 and has members in more than 100 countries. Its aim is to further freedom of expression and press freedom, as well as journalists' safety. IPI publishes a fortnightly

- newsletter and an annual report, the World Press Freedom Review.
- The World Press Freedom Committee is an American organisation working for democracy and press freedom. It coordinates several programmes to support independent media, financed by American foundations.

APPENDICES

APPENDIX 1

USEFUL ADDRESSES

- **General international non-government organisations**

Amnesty International : www.amnesty.org

1 Easton Street, London WC1X 8DJ, United Kingdom

Tel: (44) 171 413 55 00 Fax: (44) 171 956 11 57

International Federation of Human Rights Leagues : www.fidh.org

17 passage de la Main d'Or, 75011 Paris, France

Tel: (33) 1 43 55 25 18 Fax: (33) 1 43 55 18 80

Human Rights Watch : www.hrw.org

350 Fifth Avenue, New York NY 10018 - 3299, United States

Tel: (1) 212 290-4700 Fax: (1) 212 736-1300

- **International non-government organisations specialising in freedom of expression and press freedom**

Article 19 : www.article19.org

Lancaster House, 33 Islington High Street, London N1 9LH, United Kingdom

Tel: (44) 20 72 78 92 92 Fax: (44) 20 77 13 13 56

Committee to Protect Journalists : www.cpi.org

330 Seventh Avenue, 12th Floor, New York NY 10001, United States

Tel: (1) 212 465 10 04 Fax: (1) 212 465 95 68

Index on Censorship : www.indexcensorship.org

Lancaster House, 33 Islington High Street, London N1 9LH, United Kingdom

Tel: (44) 171 278 23 13 Fax: (44) 171 278 18 78

International Federation of Journalists : www.ifj.org

Rue Royale 266, B-1210 Brussels, Belgium

Tel: (32) 2 223 22 65 Fax: (32) 2 219 29 76

World Association of Newspapers : www.wan-press.org

25 rue d'Astorg, 75008 Paris, France

Tel: (33) 1 47 42 85 00 Fax: (33) 1 47 42 49 48

International Pen : www.oneworld.org/internatpen/
9-10 Charterhouse Buildings, Goswell Road, London EC1M 7AT,
United Kingdom

Tel: (44) 171 253 43 08 Fax: (44) 171 253 57 11

International Press Institute : www.freemedia.at

Spiegelgasse 2-29, A-1010, Vienna, Austria

Tel: (43) 151 290 11 Fax: (43) 151 290 14

Reporters Sans Frontières : www.rsf.org

5 rue Geoffroy Marie, 75009 Paris, France

Tel: (33) 1 44 83 84 84 Fax: (33) 1 45 23 11 51

World Press Freedom Committee : www.wpfc.org

11690-C Sunrise Valley Drive, Reston VA 20191, USA

Tel: (1) 703 715-9811 Fax: (1) 703 620-6790

• **Other international organisations**

United Nations Office for Liaison with NGOs : www.un.org

Room 176-2, Palais des Nations, 8-14 avenue de la Paix,
CH-1211 Geneva 10, Switzerland

Tel: (41) 22 917 21 27 Fax: (41) 22 917 00 01

United Nations Human Rights Centre : www.un.org

Palais des Nations, 8-14 avenue de la Paix, CH-1211 Geneva 10, Switzerland

Tel: (41) 22 917 42 11 Fax: (41) 22 917 01 23

International Committee of the Red Cross : www.icrc.org

17 avenue de la Paix, CH-1202 Geneva, Switzerland

Tel: (41) 22 734 60 01 Fax: (41) 22 733 20 57

Office of the United Nations High Commissioner for Refugees : www.unhcr.ch

Case Postale 2500, 1211 Genève 2 Dépôt, Suisse

Tel: (41) 22 739 81 11 Fax: (41) 22 731 95 46

UNESCO - IPDC (International Programme

for the Development of Communication) : www.unesco.org

1 rue Miollis, 75007 Paris CEDEX 15, France

Tel: (33) 1 45 68 41 98 Fax: (33) 1 44 49 01 32

APPENDIX 2

ABOUT REPORTERS SANS FRONTIÈRES

Over 80 journalists are still in prison. In more than half the world's countries, banning, confiscation and censorship of publications are everyday occurrences. Even today, nearly two billion men and women live under governments which restrict their right to know the truth. Reporters Sans Frontières, which has branches or members in more than 20 countries, is an independent organisation that defends the freedom to inform and to be informed:

1 - Every day Reporters Sans Frontières works to help imprisoned journalists.

Press campaigns are organised and protest letters sent to the governments responsible. At our request, about 40 jailed journalists are sponsored by newspapers, radio and television stations. Reporters Sans Frontières also provides lawyers for journalists in prison, pays bail and fines, and supports needy families.

2 - Reporters Sans Frontières publicises violations of press freedom in a monthly newsletter, an annual report and other reports on the state of press freedom in particular countries or regions of the world.

3 - Reporters Sans Frontières helps media that are victims of repression. It provides material assistance to independent publications and broadcasters facing government repression, violence from armed groups or open conflict.

4 - Reporters Sans Frontières works alongside major international organisations, and has consultative status with the Council of Europe, the United Nations Commission on Human Rights and UNESCO. It also has observer status with the African Commission on Human and Peoples' Rights. Reporters Sans Frontières is recognised by the French government as an organisation in the public interest.

5 - Reporters Sans Frontières is recognised by the French government as an organisation in the public interest.

BRANCHES OF REPORTERS SANS FRONTIÈRES

Reporter ohne Grenzen (Allemagne)

Tél. 49 30 615 85 85 - Fax 49 30 614 34 63

E-mail : rog@snaflu.de - Web : www.rog.at

Reporters sans frontières (Belgique)

Reporters Zonder Grenzen

Tél. 32 2 374 71 19 - Fax 32 2 374 71 19

E-mail : rsfbelgique@arcadis.be

Periodistas sin fronteras (Espagne)

Tel./Fax 34 91 585 00 45

E-mail : psf@clientes.qualia.es

Reporters sans frontières (France)

Tel. 33 1 44 83 84 84 - Fax 33 1 45 23 11 51

E-mail : rsf@rsf.org - Web : www.rsf.org

Reporters Without Borders (Grande-Bretagne)

Tél. 44 207 479 59 04 - Fax 44 207 262 46 31

E-mail : veronicaforwood@hotmail.com

Reporters Senza Frontiere (Italie)

Tél. 39 06 32 17 776

E-mail : rsfitalia@rsfitalia.org - Web : www.rsfitalia.org

Reportrar utan gränser (Suède)

Tél. 46 8618 48 41 - Fax 46 8618 93 36

E-mail : information@reportrarutangranser.org

Web : www.reportrarutangranser.org

Reporters sans frontières (Suisse)

Tel. 41 22 328 44 88 - Fax 41 22 328 44 89

E-mail : rsf-ch@bluewin.ch



APPENDIX 3

The SOS Press hotline

(33) 1 47 77 74 14

No journalist is safe from a government determined to flout press freedom, neither in his or her own country or abroad. This is why Reporters Sans Frontières, with the support of American Express, has provided an SOS Press hotline which allows people to call us - in English or French - to report the arrest, expulsion or disappearance of a journalist.

This phone number is available round the clock to journalists, their families, employers or professional organisations, who may reverse the charges if they wish.

Please try to collect as much information as possible before you call: journalist's name, nationality, employer, and any details that might prove useful. This will enable Reporters Sans Frontières to start working on the case immediately and effectively.



