

HURIDOCS Events Standard Formats

A Tool for Documenting Human Rights Violations

Second, Revised Edition

by

**Judith Dueck
Manuel Guzman
Bert Verstappen**

**HURIDOCS
2001**

Published and distributed by

HURIDOCS Advice and Support Unit/Secretariat
48 chemin du Grand-Montfleury
CH-1290 Versoix
Switzerland
Tel. 41.22.755 5252, fax 41.22.755 5260
Electronic mail: huridocs@comlink.org
Website: <http://www.huridocs.org>

Copyright 2001 by HURIDOCS.
All rights reserved.

Limited copying permission:

Human rights organisations and documentation centres are granted permission to photocopy portions of this document in order to facilitate documentation and training, provided acknowledgement of the source is given.

For translations of this document in Arabic, French, Spanish and other languages contact the publisher.

HURIDOCS Cataloguing in Publications Data

TITLE: HURIDOCS events standard formats : a tool for documenting human rights violations

PERSONAL AUTHOR: Dueck, Judith; Guzman, Manuel; Verstappen, Bert

CORPORATE AUTHOR: HURIDOCS

EDITION: 2nd rev. ed.

PLACE OF PUBLICATION: Versoix [Switzerland]

PUBLISHER: HURIDOCS

DISTRIBUTOR: HURIDOCS

ADDRESS: 48 chemin du Grand-Montfleury, CH-1290 Versoix, Switzerland

ELECTRONIC MAIL: huridocs@comlink.org

DATE OF PUBLICATION: 20010300

PAGES: xiii, 245 p.

ISBN: 92-95015-00-2

LANGUAGE: ENG

STATISTICAL INFORMATION: Y

BIBLIOGRAPHIES: Y

INDEX: INFORMATION HANDLING

FREE TEXT: The Events Standard Formats are a methodology for using the "violations" approach in monitoring and documenting all types of human rights: civil and political as well as economic, social and cultural. They are integrated, flexible and adaptable, and cover the various aspects of documenting human rights events.

This document contains formats with defined fields and instructions to assist organisations in documenting human rights-related events and in designing their databases, and for exchange of information among organisations.

This publication is a revision of the *HURIDOCS standard formats : a tool for documenting human rights violations* published in 1993.

TABLE OF CONTENTS

PREFACE , by Kofi Kumado, HURIDOCS Chairperson	V
ACKNOWLEDGEMENTS	VI
1. INTRODUCTION	1
1.1 The HURIDOCS Network	1
1.2 The HURIDOCS Mission	1
1.3 Information Handling Tools	2
1.4 Training Programme	3
2. MONITORING AND DOCUMENTING HUMAN RIGHTS VIOLATIONS: SOME BASIC CONCEPTS	4
2.1 Introduction	4
2.2 Two Approaches to Monitoring	5
2.3 How Human Rights Are Violated	6
2.4 Using the “Events” Methodology to Monitor Violations	8
2.5 What Happened and Who Did What to Whom?	8
2.6 Organising the Event Information	10
2.7 What Actions Were Taken in Response and Who Did What?	12
2.8 Additional Information	13
2.9 Examples	14
2.10 The Various “Events” Elements in Database Terms	18
2.11 Naming the Entities and Categorising the Types of Links	20
3. TOOLS AND TECHNIQUES USED IN THE DOCUMENTATION OF HUMAN RIGHTS EVENTS	21
3.1 Information Flow	21
3.2 Information Handling Tools and Techniques	23
3.3 Standard Formats and Databases	23
3.4 Benefits of Using Standard Formats	24
3.5 Different Kinds of Databases	25
3.6 Data Entry	25
4. HURIDOCS STANDARD FORMATS FOR MONITORING OF HUMAN RIGHTS EVENTS	28
4.1 Introduction	28
4.2 Fields	29
4.3 Field Tags	29
4.4 The Formats	35
5. THE EVENTS MICRO-THESAURI	42
5.1 Events Micro-Thesauri	42
5.2 Local Terminologies	44
5.3 How to Develop Local Micro-Thesauri	44
5.4 Rules in Assigning Huridocs Codes	45
5.5 Expanding the Hierarchical Lists	47
5.6 The Events Micro-Thesauri in a Computerised System	48

6. COMPLETING AND USING THE EVENTS STANDARD FORMATS	50
6.1 A Step by Step Approach	50
6.2 Data Entry	50
6.3 More about Linking Records	52
6.4 Relationship of the Various Formats: A Summary	54
6.5 Examples of Completed Formats	56
7. ADAPTING THE EVENTS STANDARD FORMATS	75
7.1 Introduction	75
7.2 Computer Implementations of the Formats	76
7.3 Short Formats	77
7.4 Note on Using Separate Role Formats	78
7.5 Designing the Formats on Paper	79
8. SCOPE NOTES	82
8.1 Introduction	82
8.2 Entry Principles	83
8.3 Formats to Cover What Happened – The Event, Act, Additional Details and Chain of Events Formats	86
8.3.1 Event	86
8.3.2 Act	101
8.3.3 Additional Details	115
8.3.4. Chain of Events	130
8.4 Person Format	135
8.5 Biographic Details Format	162
8.6 Other Formats	172
8.6.1 Involvement	172
8.6.2 Information	178
8.6.3. Intervention	187
APPENDICES	
APPENDIX A: TOWARDS A TYPOLOGY OF VIOLATIONS	196
APPENDIX B: A POSTSCRIPT OF BACKGROUND INFORMATION	204
APPENDIX C: DATA MODEL	219
GLOSSARY OF TERMS	220
Bibliography	225
Index	234
A. Alphabetical List of Fields	234
B. List of Fields by Format	240

Preface

by Kofi Kumado, HURIDOCS Chairperson

Human rights organisations all over the world perform various kinds of work. There are those who engage in human rights education. There are those who respond to the needs of victims, immediately after the violations, and long after they have been committed, such as through rehabilitation and by claiming compensation. One fundamental characteristic of genuine human rights organisations, whatever their focus of work, is the bias for truth. Truth is the foundation of justice. Human rights organisations must always strive to bring out the truth in its entirety as much as possible.

This revised book is a tool for the quest of truth. With it, it is possible to compile comprehensive data that tell in the most minute detail what became of a single victim. It is equally possible to compile comprehensive data that tell what happened to a whole country.

This revised book takes into account the many discussions that have taken place since the publication of the first edition in 1993. The current formats reflect the approach of viewing civil and political rights and economic, social and cultural rights together. We are proud to be part of the growing movement to translate the principle of the indivisibility of human rights into practice.

This book is about the "events" methodology. Ever since human rights organisations started documenting human rights violations, the "events" methodology has been put to use. It is a methodology that continues to be very relevant and useful as it was the first time it was used. To the human rights activist, each case of extra-judicial killing is one too many.

Other monitoring approaches are being studied and adapted by HURIDOCS, for example in its project on developing tools for monitoring economic, social and cultural rights which it implements jointly with the Science and Human Rights Programme of the American Association for the Advancement of Science. The goal is to build an extensive array of tools to be used in monitoring human rights. This reflects the commitment of HURIDOCS to continuously respond to the emerging needs of the members of its network.

One feature of the Revised Formats is their adaptability. HURIDOCS has collaborated with different organisations in the adaptation of the formats to suit their particular needs. For instance, a network of women's groups has customised the formats for use in monitoring violence against women.

This book is also the basis of a computer program called WinEvsys, which allows organisations to build their own databases. It is developed on a platform that is readily available and powerful enough to meet needs of human rights NGOs. Its main strength is that it allows NGOs to make use of the many current helpful features of automated documentation.

It is heartening to see many developments pointing toward the greater promotion of human rights over the world. We can see that in the formulation of policies of many countries, human rights occupy a stronger position. Human rights also constitute one of the areas stressed in the discourse about development, peace and conflict resolution. The rhetoric needs to be matched by

working mechanisms, thus, developments such as the operationalisation of the International Criminal Court are welcome.

The human rights community has not only increased in size but also a variety of organisations and networks have emerged which specialise in particular issues. In this setting, the role of non-governmental organisations is as crucial as before. There is no denying that the NGOs are the most direct and trusted contacts of victims of violations or their families.

It is our hope that this HURIDOCS tool becomes a potent weapon for NGOs in their work. With its members working in unison, I believe that the international human rights community can make a difference in the lives of a great part of the world's population.

ACKNOWLEDGEMENTS

Special thanks to the following who have enormously contributed to the revision of the Events Standard Formats:

- Ricardo Cifuentes, who programmed the original formats into Evsys, and is currently programming these revised formats into WinEvsys.
- The Evsys Design Team that as a group has been supervising the design and testing of EVSYS and WinEvsys.

Their work on Evsys and WinEvsys has introduced substantive ideas to the revision work. Particular thanks are due to Romilly Gregory and Bjørn Stormorken who provided conceptual, practical, technical and strategic guidance at various stages of the process.

The Evsys Design Team consists of:

- Ricardo Cifuentes
- Judith Dueck
- Manuel Guzman
- Romilly Gregory
- Bjørn Stormorken

Nejib Ghali and Bert Verstappen of the HURIDOCS Secretariat also participated in some meetings of the design team.

Special thanks also to:

- Agneta Pallinder for editing work and making valuable suggestions
- Aída María Noval for providing substantial comments on the final draft

These Revised Events Standard Formats are based on the formats developed by the HURIDOCS Task Force on Events which completed its work in 1993 with the publication of the *HURIDOCS Standard Formats: A Tool for Documenting Human Rights Violations*.¹ This Task Force consisted of the following members:

Judith Dueck (Task Force Leader)

Hubert Chavéz

Ricardo Cifuentes

Julio Daniel Frontalini

Manuel Guzman

Janek Kuczkiewicz

Elizabeth Feltoe

Manfred Nowak

Agneta Pallinder

Mary Robinson

Carlos Saldarriaga

¹ Dueck, Judith, et al. *HURIDOCS Standard Formats: A Tool for Documenting Human Rights Violations*. Oslo: HURIDOCS, 1993.

Eric Sottas
Bert Verstappen

Substantial contributions to the conceptual framework of this revision were made at a meeting of database design experts, held from 25 to 29 July 1994 in Washington. This resulted in the publication of *A Definition of Database Design Standards for Human Rights Agencies*.² Continuing inputs from Patrick Ball, the main author of the work, is greatly appreciated. The meeting participants were:

Patrick Ball
Ricardo Cifuentes
Judith Dueck
Romilly Gregory
Daniel Salcedo
Carlos Saldarriaga

The original standard formats as well as their computerised implementation, Evsys, were reviewed during the International Conference on Computerised Documentation of Human Rights Events, held in Mexico City, from 11 to 13 November 1997.³ The Conference participants were:

Gabriela Aspuru, Dirección de Estudios sobre Derechos Humanos, Universidad Iberoamericana (Mexico)
Ricardo Cifuentes (Chile)
Judith Dueck, HURIDOCS (Canada)
Rosana García Mora, Area Juridica, Centro de Derechos Humanos "Miguel Agustín Pro Juárez", A.C. (Mexico)
Nejib Ghali, HURIDOCS
Romilly Gregory, OXFAM / Amnesty International (United Kingdom)
Manuel Guzman, HURIDOCS
Stephen Hansen, Science and Human Rights Program, American Association for the Advancement of Science (United States)
Nelly Herrera Roman, Comisión Ecumenica de Derechos Humanos (Ecuador)
Kofi Kumado, HURIDOCS / International Commission of Jurists (Ghana)
Janek Kuczkiewicz, International Confederation of Free Trade Unions (Belgium)
Marija Laszlo, University of Zagreb (Croatia)
James Lawson, Human Rights Information Centre, Council of Europe (France)
Lydia Levin, Infonation CC (South Africa)
Kathleen Maltzahn, Coalition against Trafficking in Women - Asia-Pacific (Australia)
Aída María Noval, HURIDOCS (Mexico)
Agnethe Olesen, Danish Centre for Human Rights (Denmark)
Carlos Perez González, Comisión de Derechos Humanos del Distrito Federal (Mexico)
Henrik Ragn-Hansen (Denmark)
Bert Verstappen, HURIDOCS

² Ball, Patrick, et al. *A Definition of Database Design Standards for Human Rights Agencies*. Washington D.C.: American Association for the Advancement of Science, 1994.

³ See Guzman, Manuel and Bert Verstappen. "International Conference on Computerised Documentation of Human Rights Events: Mexico City, 11-13 November." *HURIDOCS News* 22 (1998) 11-17.

Special thanks to Stephen Hansen, Janek Kuczkiewicz, Lydia Levin, Kathleen Maltzahn and Romilly Gregory who presented discussion papers and/or demonstrations during the Conference.

Formats, comments, articles and information from or about the following organisations were used to create the original formats as developed by the HURIDOCs Task Force on Events:

AGHS Legal Aid Cell (Pakistan)
 Al-Haq/Law in the Service of Man - LSM (West Bank)
 Amnesty International, International Secretariat - AI (United Kingdom)
 ARTICLE 19 (United Kingdom)
 Asociación Pro Derechos Humanos - APRODEH (Peru)
 Catholic Commission for Justice and Peace in Zimbabwe - CCJPZ (Zimbabwe)
 Centro de Apoyo y Promoción al Desarrollo Agrario - CAPRODA (Peru)
 Centro de Estudios Legales y Sociales - CELS (Argentina)
 Centro de Estudios y Acción para la Paz - CEAPAZ (Peru)
 Civil Rights Movement (Sri Lanka)
 Colectivo de Abogados "José Alvear Restrepo" (Colombia)
 Comisión Chilena de Derechos Humanos - CCDH (Chile)
 Comisión para la Defensa de los Derechos Humanos en Centroamérica - CODEHUCA (Costa Rica)
 Comité de Defensa de los Derechos Humanos - Huacho (Peru)
 Commission on Human Rights (Philippines)
 Danish Center of Human Rights (Denmark)
 Ecumenical Commission for Displaced Families and Communities (Philippines)
 Fundación de Ayuda Social de las Iglesias Cristianas - FASIC (Chile)
 Human Rights Documentation Centre, Council of Europe (France)
 Institute for the Study of Genocide, John Jay College of Criminal Justice (United States)
 Institute of Southern African Studies - ISAS (Lesotho)
 Interdisciplinary Research Project on Root Causes of Human Rights Violations - PIOOM (Netherlands)
 International Confederation of Free Trade Unions (Belgium)
 International Labour Organisation (Switzerland)
 Medical Action Group (Philippines)
 Minnesota Lawyers International Human Rights Group (United States)
 Moiwana '86 (Suriname)
 Movement for Inter-Racial Justice and Equality - MIRJE (Sri Lanka)
 National Campaign for Housing Rights (India)
 Netherlands Institute of Human Rights - SIM (Netherlands)
 Organisation Mondiale Contre la Torture - OMCT/SOS-Torture (Switzerland)
 Organización Regional Interamericana de Trabajadores - ORIT (Mexico)
 Political Prisoners and Human Rights Committee (Pakistan)
 Prisoners Information Documentation Project (Nepal)
 Science and Human Rights Program, American Association for the Advancement of Science (United States)
 Servicios Educativos Promoción y Apoyo Rural - SEPAR (Peru)
 Tamil Information Center (United Kingdom)
 Task Force Detainees of the Philippines (Philippines)
 Tutela Legal (San Salvador)
 United Nations Centre for Human Rights (Switzerland)

United Nations Commission on Human Rights, Working Group on Enforced or Involuntary Disappearances (Switzerland)
United Nations Educational, Scientific and Cultural Organization - UNESCO (France)
United Nations High Commissioner for Refugees, Centre for Documentation on Refugees - UNHCR (Switzerland)
United Nations Office for Research and the Collection of Information (United States)

In the development of the original formats, comments and other forms of assistance from the following individuals were much appreciated:

Helen Fein (Human Rights Program, Harvard Law School, United States)
Manel Fonseka (Civil Rights Movement, Sri Lanka)
Romilly Gregory (Amnesty International, United Kingdom)
Thomas Jabine (American Association for the Advancement of Science, United States)
Peter Kooijmans (Special Rapporteur on Torture of the United Nations Commission on Human Rights, Switzerland)
Rosario Narváez Vargas (Asociación pro Derechos Humanos - APRODEH, Peru)
Salvador Peña (Servicios Educativos Promoción y Apoyo Rural - SEPAR, Peru)
Luis Guillermo Perez Casas (Colectivo de Abogados "Jose Alvear Restrepo", Colombia)
Mariella Ruiz (Centro de Estudios y Acción para la Paz - CEAPAZ, Peru)
Marta Scarpato (Organización Regional Interamericana de Trabajadores - ORIT, Mexico)
Herbert Spirer (American Statistical Association, United States)
Bjørn Stormorken (Statens Datasentral, Norway)
Katarina Tomasevski (Danish Centre of Human Rights, Denmark)
Edgar Villanueva (Commission on Human Rights, Philippines)
Gert Westerveen (United Nations High Commissioner on Refugees, Switzerland)
Oscar Montealegre Iturra (Comisión Chilena de Derechos Humanos, Chile)
Louise Spirer (American Statistical Association, United States) for her skills as a technical manual writer
Agneta Pallinder for her skills in editing and design

Direction and support were provided by the following individuals who had served and/or are currently serving as members of the HURIDOCS Continuation Committee:

Kofi Kumado, Chairperson (Faculty of Law, University of Ghana, Ghana)
Kumar Rupesinghe, past Chairperson (Sri Lanka / Norway)
Agnethe Olesen, Treasurer (Danish Centre for Human Rights, Denmark)
James Lawson, past Treasurer (Human Rights Information Centre, Council of Europe, France)
Michael Protz-Schwarz, past Treasurer (Evangelical Youth Service, Germany)
Bjørn Stormorken, past Treasurer (Norway)
Hans Thoolen, past Treasurer (United Nations High Commissioner for Refugees, Switzerland)
Supang Chantavanich (Asian Research Centre on Migration, Thailand)
Judith Dueck (Canada)
Manuel Guzman (Task Force Detainees of the Philippines, Philippines)
Aurora Javate De Dios (Coalition Against Trafficking in Women - Asia-Pacific, Philippines)
Jonathan Kuttab (Mandela Institute, Palestine)
Aída María Noval (Red de Organismos Civiles de Derechos Humanos, Mexico)

Thank-you to the following for their various contributions:

The Netherlands Institute of Human Rights (SIM) for hosting the second meeting of the Task Force on Events and the Conference "Human Rights Violations and Standard Formats: Towards Compatibility in Recording and Transferring Information", held in Utrecht, the Netherlands in July 1989;

The Asociación Pro Derechos Humanos (APRODEH), Peru for hosting the third meeting of the Task Force on Events, held in Lima, Peru in October 1991;

Aída María Noval for co-chairing and co-ordinating the "International Conference on Computerised Documentation of Human Rights Events" in Mexico;

Romilly Gregory for hosting two Evsys Design Team meetings in Oxford;

Bjørn Stormorken for hosting Evsys programming sessions in Oslo;

The Science and Human Rights Program of the American Association for the Advancement of Science, in particular Audrey Chapman, Patrick Ball and Stephen Hansen for their ongoing support, suggestions and other contributions.

Financial support for the work of the Task Force on Events, culminating in the publication of the first edition, was supplied by the Netherlands Ministry of Foreign Affairs and the International Development Research Centre, Ottawa, Canada. The "International Conference on Computerised Documentation of Human Rights Events" held in November 1997 in Mexico was supported by the European Commission and the John Merck Fund.

This document is published with the help of grants from the general programme donors of HURIDOCS:

- Danish Ministry of Foreign Affairs
- Finnish Ministry of Foreign Affairs
- French Prime Minister's Office
- Human Rights Desk, Diakonisches Werk of the Evangelical Church in Germany
- Joyce Mertz-Gilmore Foundation
- Norwegian Agency for Development Cooperation
- Swedish International Development Cooperation Agency

1. INTRODUCTION

CONTENTS OF THIS CHAPTER

- THE HURIDOCS NETWORK
 - THE HURIDOCS MISSION
 - INFORMATION HANDLING TOOLS
 - TRAINING PROGRAMME
-
-

1.1 THE HURIDOCS NETWORK

HURIDOCS (Human Rights Information and Documentation Systems, International) was set up in 1982 as a global network of human rights organisations. Its purpose was to work towards an "universal system of communication of human rights information" called for by Martin Ennals. In practice HURIDOCS has concentrated on improving access to, and dissemination of, public information on human rights, among others, through the provision of appropriate tools and training services.

HURIDOCS itself does not collect documents, but by linking the participants in the network, HURIDOCS aims to facilitate the recording and flow of human rights information. Human rights organisations in many countries are now actively documenting human rights violations. HURIDOCS - through the co-operation of networking organisations - provides tools and methods for such work and training in their use.

1.2 THE HURIDOCS MISSION

HURIDOCS believes that an important way of protecting and promoting human rights is to strengthen a broad human rights movement, especially its large component of NGOs, with sufficient capabilities to carry out their mandates. Towards this end, HURIDOCS is committed to contributing to the capacity-building efforts of the human rights community.

HURIDOCS' specific role in this capacity-building process lies in improving access to and the dissemination of human rights information through more effective, appropriate and compatible methods and techniques of information handling. HURIDOCS recognises that we live in an age of tremendous advances in information and communication technologies. There is the need to master these technologies to aid us in our human rights work. At the same time, we must be conscious of the fact that the technologies to be applied should be appropriate and responsive to the main focus of the mandates of human rights organisations.

While HURIDOCS recognises the diversity of its constituency, to which it would continue to strive to be responsive, it is also deemed incumbent for it to give priority to the needs of emerging organisations.

1.3 INFORMATION HANDLING TOOLS

HURIDOCS provides services by developing tools and techniques which organisations can use in carrying out their work. After the tools are developed, then training is provided on these tools, as well as on related areas of knowledge and skills.

In particular, HURIDOCS has produced standard formats for recording and exchanging information on human rights and has encouraged organisations around the world to use them.

HURIDOCS developed a bibliographic standard format and an organisational format first. These were published in 1985 under the title *HURIDOCS Standard Formats for the Recording and Exchange of Information on Human Rights*.⁴ A revised edition of the bibliographic format is now available under the title *HURIDOCS Standard Formats for the Recording and Exchange of Bibliographic Information concerning Human Rights*.⁵

The next set of formats developed by HURIDOCS, the Events Standard Formats, were published in 1993 under the title *HURIDOCS Standard Formats: A Tool for Documenting Human Rights Violations*.⁶ They followed on from the success of the bibliographic formats and have been developed particularly in response to requests from human rights organisations in developing countries. While the bibliographic formats follow a well-established pattern of cataloguing rules and indexing methods, there was no similar universal pattern to follow in constructing standard formats for documenting events. International bodies use their own standard formats. Therefore human rights organisations might have to use several different forms and formats, if they want to report cases to several international bodies such as the UN Human Rights Committee, Amnesty International or SOS Torture.

The Events Standard Formats are based on existing forms, stated requirements of organisations collecting and receiving information, extensive discussion within the HURIDOCS Task Force and the HURIDOCS network, as well as input from other experts in the field of human rights documentation. It is hoped that they will be used as a tool for documentation and communication of information about human rights violations.

The formats were at first developed mainly for use in protecting civil and political rights, and emphasis has been placed on torture, arrests and detention, deaths and killings, displacements and destruction of property, disappearances, deportations, exile and banishment. This revised edition attempts to be useful as well for organisations that focus on other rights, including economic, social and cultural rights.

⁴ Stormorken, Bjørn. *HURIDOCS Standard Formats for the Recording and Exchange of Information on Human Rights*. Dordrecht: Martinus Nijhoff Publishers on behalf of HURIDOCS, 1985.

⁵ Noval, Aída María, et al. *HURIDOCS Standard Formats for the Recording and Exchange of Bibliographic Information concerning Human Rights*. Geneva: HURIDOCS, 1993.

⁶ Dueck, Judith, et al. *HURIDOCS Standard Formats: A Tool for Documenting Human Rights Violations*. Oslo: HURIDOCS, 1993.

HURIDOCS recognises that different human rights organisations have different information needs and thus may configure their systems in different ways. Thus, HURIDOCS provides flexible tools, among them the Standard Formats, which would allow the organisations to design their systems to suit them best, at the same time taking into account the need for standardisation that would make networks more efficient and facilitate the exchange of information.

1.4 TRAINING PROGRAMME

In the conduct of training activities, HURIDOCS follows an integrated approach that begins with needs analysis. This it usually does through needs assessment missions, or in planning sessions in the context of regional activities.

The conduct of training courses remains a major form of training, as it facilitates exchange of skills and knowledge from persons of various backgrounds. Training courses can be local, national, regional or global in terms of participation. There are courses at introductory and advanced levels. HURIDOCS uses participatory methods resulting in practical experience in the subject matter.

HURIDOCS also provides other forms of training, such as internships and on-site training. These activities are usually carried out in preparation for or as follow up to training courses. The HURIDOCS Secretariat also provides advisory services through communication or through visits where needed. Wherever possible, local expertise is tapped for these training activities.

For more information about HURIDOCS and its activities, kindly contact the HURIDOCS Secretariat (address on verso cover page) or consult our Web site *www.huridocs.org*.

2. MONITORING AND DOCUMENTING HUMAN RIGHTS VIOLATIONS: SOME BASIC CONCEPTS

CONTENTS OF THIS CHAPTER

- INTRODUCTION
 - TWO APPROACHES TO MONITORING
 - HOW HUMAN RIGHTS ARE VIOLATED
 - Violations by the State - Acts of commission and omission
 - Non-Government Entities - Acts of commission
 - USING THE "EVENTS" METHODOLOGY TO MONITOR VIOLATIONS
 - WHAT HAPPENED AND WHO DID WHAT TO WHOM?
 - Events and Acts
 - Victims and Perpetrators
 - ORGANISING THE EVENT INFORMATION
 - Constructing the Event
 - Chain of Events
 - Distinguishing Acts from Each Other
 - Involvement
 - WHAT ACTIONS WERE TAKEN IN RESPONSE AND WHO DID WHAT?
 - Information and Intervention
 - Source and Intervening Party
 - ADDITIONAL INFORMATION
 - EXAMPLES
 - THE VARIOUS "EVENTS" ELEMENTS IN DATABASE TERMS
 - Entity and Link
 - NAMING THE ENTITIES AND CATEGORISING THE TYPES OF LINKS
 - Naming the Entities
-
-

2.1 INTRODUCTION

Definition *Fact-finding* is the process of identifying the violations in one event, and establishing the facts relevant to these violations. *Fact-finding* and *investigation* are terms that are used interchangeably.

Definition *Documentation* is the process of systematically recording the results of an investigation or fact-finding in relation to an event or number of events. *Fact-finding* and *documentation* are organically related and should not be viewed as separate processes.

Definition *Monitoring* is closely observing a given situation in society over a long period of time to see whether human rights standards are met. To carry out monitoring, investigation and documentation of a large and/or representative number of events are conducted.

Monitoring often involves a tool or instrument, such as a recording format or survey, which is used to collect data that can measure the performance of a certain party, usually the State. The performance is then assessed against a specific standard or norm. For instance, to monitor whether the right to life is observed, events involving killings are investigated to see whether or not these were committed in violation of a relevant standard, such as the one put forward by the International Covenant on Civil and Political Rights which states that “No one shall be arbitrarily deprived of his life”. Similarly, to monitor whether a state complies with its obligation to promote economic, social and cultural rights, its performance can be assessed against the provisions of the International Covenant on Economic, Social and Cultural Rights.

2.2 TWO APPROACHES TO MONITORING

In monitoring the state of human rights in a society it is possible either to focus on the violations of such rights or on the state’s efforts to progressively realise the enjoyment of rights by its citizens.

The “violations” approach is the standard in monitoring civil and political rights. Simply put, this approach seeks out the violations of recognised rights, rather than the steps taken by governments to comply with their obligations. It has been said that even a single case of extra-judicial execution is one case too many, for which the government must be taken to task.

The “progressive realisation” approach, on the other hand, is mainly used in monitoring economic, social and cultural rights. It stems from Article 2 of the International Covenant on Economic, Social and Cultural Rights which provides that “... each State Party to the Covenant undertakes to take steps, to the maximum of its available resources, with a view to achieving progressively the full realisation of the rights recognised in the Covenant”. This approach thus focuses on periodic evaluations of government efforts towards the realisation of economic, social and cultural rights, and comparing the progress made during each period.

However, the “violations” approach can and should be used also to monitor economic, social and cultural rights. An important reason is that it is more practicable, in that it does not depend on the availability and public release of extensive and appropriate statistical data.

This book provides a methodology for using the “violations” approach in monitoring all types of human rights: civil and political as well as economic, social and cultural. In the book this methodology is referred to as the “events” methodology for documenting human rights violations.

2.3 HOW HUMAN RIGHTS ARE VIOLATED

What constitutes a human rights violation has been the subject of numerous debates. In traditional discourse, human rights violations have been mainly held to be the responsibility of the state, in view of its various obligations towards its citizens. The World Conference on Human Rights in Vienna in 1993 developed a broader perspective on human rights, and consequently on human rights violations. The assertion that human rights consist of civil, cultural, economic, political and social rights that are indivisible, interrelated and interdependent also points to the responsibilities of various private actors, not just the state.

The Maastricht Guidelines,⁷ drawn up mainly to elaborate on the principles to guide the implementation of the International Covenant on Economic, Social and Cultural Rights, have helped in further solidifying the concept of attributing human rights violations to both state and non-state actors, albeit with emphasis on the role of the state. These guidelines provide the main basis for the discussions in the following sections on how to identify violations so as to be able to document them. The Maastricht Guidelines state that violations occur through **acts of commission**, by the State or by parties insufficiently regulated by the State, or through **acts of omission** by the State.

Violations by the State - Acts of commission and omission

On the part of the State, violations can be seen in terms of its failure to comply with three different types of obligations. These are:

- **obligation to respect:** the obligation to respect requires the state, and all its organs and agents, to abstain from doing anything that violates the integrity of the individual or group or infringes on their freedom. Examples of this type of violations are such acts as:
 - extra-judicial execution (in violation of the obligation to respect an individual's right to life)
 - arbitrary arrest (in violation of the obligation to respect an individual's right to liberty)
 - banning of a trade union (in violation of the obligation to respect a group's freedom of association)
 - restriction on the practice of a certain religion (in violation of the obligation to respect an individual's freedom of religion)

⁷ The Maastricht Guidelines were arrived at during a meeting of more than 30 experts held in Maastricht 22-26 January 1997. The objective of the meeting was to elaborate on the Limburg Principles on the Implementation of the International Covenant on Economic, Social and Cultural Rights as regards the nature and scope of violations of economic, social and cultural rights and appropriate responses and remedies. The Maastricht meeting was organised by the International Commission of Jurists, the Urban Morgan Institute on Human Rights and the Centre for Human Rights of the Faculty of Law of Maastricht University. The Limburg Principles and Maastricht Guidelines have been published in various documents, including International Commission of Jurists (ed.). *Economic, Social and Cultural Rights: A Compilation of Essential Documents*. Châtelaine/Geneva: International Commission of Jurists, 1997.

obligation to protect: the obligation to protect requires the state and its agents to take the measures necessary to prevent others from violating the rights of an individual or group, including the prevention or infringement of the enjoyment of their freedom. Examples of this type of violations are acts of omission like:

- failure to act when a certain group, such as an ethnic group, attacks another
 - failure to compel companies to pay decent wages
- **obligation to fulfil:** the obligation to fulfil requires the state to take the measures necessary to ensure for each person within its jurisdiction opportunities to obtain satisfaction of those needs which have been recognised in the human rights instruments and cannot be secured by personal efforts. Examples of this type of violations are acts of omission like:
- failure to adopt a basic health care system
 - failure to implement a free education system at the primary level

Non-Government Entities - Acts of commission

Non-government entities can also be involved in the perpetration of violations of human rights. Most often, the acts consist of violent actions similar to those committed by the State or its agents in contravention of the obligation to respect the freedoms of individuals or groups. Examples of such acts by non-state entities are:

- executions of civilians by armed rebels
- evictions of communities committed by trans-national companies
- battery by one partner against the other
- physical assaults by private guards against protesters

Some acts by non-state agents are in the area of economic, social and cultural rights. Examples are:

- setting wage levels that are lower than legislated rates
- discriminatory policies in the recruitment of workers
- dumping of pollutants

It cannot be denied that such acts by non-government actors lead to violations of human rights. There is still some disagreement, however, in terms of how to represent the actual violations and how to attribute these. There are those who still maintain that human rights violations should be attributed only to governments. In this approach, while the acts by non-government entities are acknowledged, these are seen as being ultimately the responsibility of the government. Thus, in the case of the kinds of acts by non-government entities that have just been listed, it is the government that is accused of human rights violations through its failure to prevent or combat these acts. On the other hand, there is a growing momentum in favour of the approach that considers acts by non-government entities as violations by themselves. For instance, the United Nations system has started to regard violence against women as a definite category of human rights violations.

2.4 USING THE “EVENTS” METHODOLOGY TO MONITOR VIOLATIONS

In this documentation method, information on human rights violations is put together using “events” as organisational units. It involves identifying the various acts, whether of commission or omission, that cause or lead to human rights violations, and which on their own, or in combination with related acts, constitute events. As any documentation methodology the “events” methodology is basically a two-stage process. The first stage consists of **determining conceptually how the information is to be divided up and organised**, and the second stage of **completing the data** for each of the resulting divisions.

The first stage of the “events” documentation methodology contains several steps. These are:

- Identifying the acts that cause violations
- Determining the victims
- Organising the acts into events
- Determining the perpetrators and their levels of involvement in an event
- Identifying the relationships among events
- Identifying other roles performed in relation to the event, and the persons or groups who perform these roles
- Showing relationships between the various individuals or groups
- Giving further information (updates) about the various individuals or groups
- Identifying where additional information is needed

In summary, these steps involve two main sets of information:

WHAT HAPPENED? WHO DID WHAT TO WHOM?

WHAT ACTIONS WERE TAKEN IN RESPONSE? WHO DID WHAT?

In the following pages these two sets of information will be examined more closely.

2.5 WHAT HAPPENED AND WHO DID WHAT TO WHOM?

The following concepts are relevant to these questions: **events and acts; victims and perpetrators; and involvement.**

Events and Acts

Definition *An **Event** is something that happens, with a beginning and an end, and which progresses until its logical conclusion. It can be a single act, a series of related acts, or a combination of related acts happening together. For an event to be included in human rights monitoring, at least one act that it contains should be qualified as a human rights violation (e.g. arbitrary arrest, which is a violation of the right to liberty), or be akin or similar to such (e.g. legal arrest).*

Definition The term *Act* is a single piece of movement or action, usually involving force. Usually, an act is committed by a person (an individual or a group) against another, in which case it is referred to as an act of commission. *Act* can also mean the non-performance of an expected or required movement or action, in which case it is referred to as an act of omission.

An event can be any of the following:

- **one-act event:** most events of this kind consist of acts which are usually completed immediately, such as the killing of a labour leader or the bombing of an office. Most acts involving legislation or policy-making can also be treated as one-act events.
- **multiple-act event:** multiple acts in one event can occur as:
 - a **series of related acts:** one can usually see the following patterns of violations committed under repressive regimes: '*arrest* → *torture* → *imprisonment*' or '*surveillance* → *abduction* → *extra-judicial execution*'. When such a series of acts is committed against the same persons, it is useful to combine these acts in one event, so as to have a complete narrative.
 - **simultaneous acts:** examples of events with simultaneous acts are a massacre or the beating of several demonstrators during a protest action.
 - a **combination of sequential and simultaneous acts:** an example of this is the arrest of several workers belonging to the same union. The arrest could be simultaneous, but the succeeding acts against each one may be different, as some may be released immediately while others could remain detained.
- **event with no act**

In general, all events will contain acts. An exception is when investigation still has to be carried out and what is available is general information and not yet the details. For instance, one may hear of a bombing in a remote village, but does not yet know about possible victims or material damage. It means that the event is already clear but as yet, no act can be determined as the number and identity of the victims still have to be ascertained.

The other possibility where an event may not contain an act is if it is a large event encompassing smaller events. This possibility is discussed later in this chapter (**Relationships of Events**).

By devising a brief **title** for the event it becomes easier for the human rights monitors and fact-finders to refer to a particular event. Such a title is often the one used in the media or immediate discussion of the event, such as for instance *The Tiananmen Square Massacre*.

Victims and Perpetrators

Various individuals or groups (such as families, communities, organisations, castes or classes, or the people in general) are involved in an event or in relation to an event. Specific terms are used to refer to an individual or group involved, depending on the **role** that they have.

Definition *A **Role** is a characteristic of a person, which is dependent on a certain context, and thus can change from one setting to another. For instance, a certain person may be a victim in one event and an intervening party in another.*

The most significant roles are those of **victim** and **perpetrator**.

Definition *The **Victim** is the person (individual or group) who is the object of an act.*

The following illustrations show some examples of who can be victims.

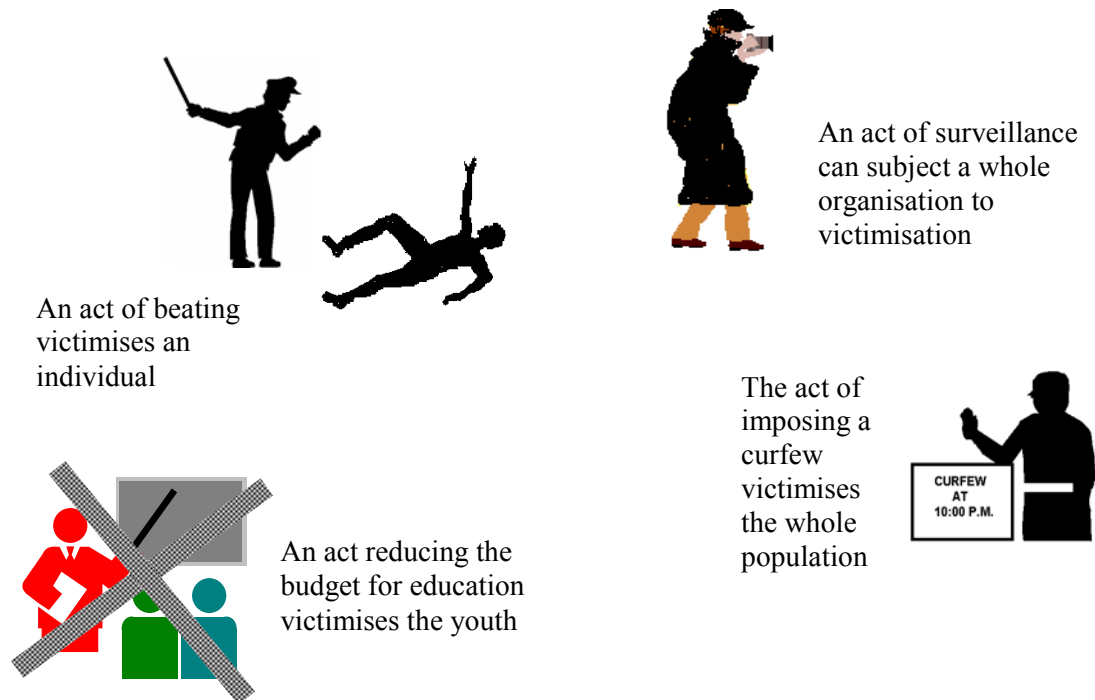


Figure 2.1 Different types of victims

Definition *The **Perpetrator** is the person (individual or group) who commits an act that constitutes a violation. Perpetrators can be state or non-state entities. The means used could be concrete arms such as guns, or more abstract processes such as lawmaking.*

2.6 ORGANISING THE EVENT INFORMATION

Constructing the Event

In order to better attribute roles and responsibilities and for ease in organising information, the scope of an event should be as narrow as possible. To isolate an event, one can start with an identified act, such as an arrest. If other acts have occurred, examine whether these are intrinsically related to the first act. If they are (e.g. torture following an arrest), then treat all these as just one event. But if it is possible to view the acts separately, it would help to record them as distinct events. For instance, the arrest of some members of a union, and the arrest of several others after some time, may be viewed as two separate events. It is possible to indicate links among events, as discussed in a later section of this chapter (**Relationships of Events**).

In other circumstances one might start with a large event that encompasses smaller events. Again, look for ways to organise events in the narrowest possible way. For instance, a counter-insurgency operation may be considered as an event, but one should also try to identify a smaller unit, such as the raid against a particular office or house in the context of the counter-insurgency operation.

For example, a campaign of ethnic cleansing in which members of an ethnic minority living in several villages are killed, wounded and displaced, can be viewed as a very big event, which encompasses numerous smaller events as well as separate acts, such as executions.

Chain of Events

Relationships between two or more events should be explicitly recorded. In the “events” methodology now being discussed this is done by establishing **chains of events**.

Definition *A Chain of events defines the relationship between two events. The possible relationships are:*

- *a large event encompassing a smaller event*
- *an event preceding a related event*
- *an event causing another event*

Distinguishing Acts from Each Other

The possibility of having numerous acts in a single event has already been mentioned. In the process of documentation, each individual act will need to be recorded separately. It is therefore necessary to distinguish acts from each other.

As a rule, each act consists of:

- type of act
- victim
- perpetrator
- location
- date and time

For instance, when a man is arrested, one act is committed. If he is later killed, another act is said to be committed, as the **type of act** differs from the first. Likewise two acts are committed when two persons are executed, there being a difference in terms of **victims**. We also say that two acts of torture are committed when a victim was tortured by the police at a certain time, and was tortured again by the army at a later time, there being a difference in terms of **perpetrators** and of **time**.

Involvement

Systematic documentation of human rights violations requires recording not only what exactly was done to a victim but also who did it and in what capacity. Indicating who did what to whom is done with the use of the **act** and **involvement** concepts together.

**ACT AGAINST VICTIM + INVOLVEMENT OF PERPETRATOR =
WHO DID WHAT TO WHOM**

Just as there are different types of acts, there are different levels of involvement by perpetrators.

Definition *Involvement is the participation of a perpetrator in a particular act, whether as one who directly committed it, or otherwise.*

For instance, in the case of violent or coercive acts, involvement by perpetrators can be in terms of any of the following:

- directly carried out the act
- gave orders that led to the act
- was a passive accomplice in the act
- is confirmed to be present in the execution of the act
- planned the act
- is suspected of involvement in the act

2.7 WHAT ACTIONS WERE TAKEN IN RESPONSE AND WHO DID WHAT?

Information relevant to these questions will be concerned with the following concepts: **[provision of] information, intervention, source and intervening party.**

Information and Intervention

There are some processes or actions that are not necessarily intrinsic parts of an event, but are taken usually in response to it, and that are also deemed relevant in the “events” methodology. These are **provision of information** (or simply, **information**) and **intervention**.

Definition *Provision of information, or simply information, is the provision by a source, to the fact-finder, of data about an event, a victim, or a perpetrator.*

There can be conflicting information from various sources, and it is the task of the fact-finder to evaluate the information and assess its reliability.

Definition *An intervention is any action by a party designed to change the course of an event or the status of those involved in the event, especially in terms of assistance. It can be for instance, the examination of a victim to seek marks of torture, or the dissemination of a press release to denounce a massacre.*

Source and Intervening Party

Definition *Source is the person (individual or group) who provides information on the event and/or its elements.*

Definition *Intervening party is the person (individual or group) who intervenes in an event, such as to aid a victim, or to seek to stop an ongoing violation.*

2.8 ADDITIONAL INFORMATION

Provision also needs to be made for including and recording further information, whether about the actors (victims and perpetrators, sources and intervening parties) or about the acts.

Definition *Biographic Details are data that document key periods in the life of an individual or group, including the various relationships that the individual or group has gone through, such as being a spouse, a member of a group, an affiliate of a bigger group or police or military careers. Other types of information that are also relevant in human rights monitoring include the educational and employment history of an individual.*

Biographic details generally consist of information current at the time of recording. But at times, it is also helpful to maintain records concerning the past and to continue maintaining and updating these records as time passes. For example, a specific individual may join a group, or a specific organisation may affiliate with another at some point in time. **Biographic details** can therefore be either a snapshot of the current situation, or a series of sets of information in relation to different time nodes.

For instance, one can follow the movement of an individual in terms of organisations s/he has been a member of, in the process recording his or her personal history as far as organisational affiliation is concerned. One example where this could be useful is in tracing the history of a perpetrator (e.g. an army officer who moves from one posting to another), to be matched with patterns of human rights violations.

Definition *Additional Details - additional information that documents aspects that are specific to particular types of acts.*

In the course of fact-finding, there are standard questions that need to be answered, such as identification of perpetrators, identification of victims and the description of the event. These questions would be the same no matter what types of acts or events the fact-finder is dealing with. However, there are certain kinds of information, referred to as **Additional Details** that are specific only to certain kinds of acts.

For instance, for victims who underwent arrest, it is very relevant to ask questions related to court charges, the presiding judge, amount of bail, etc. In a case of torture questions such as whether a medical officer assisted are pertinent, while in a case of destruction of property, matters such as the value of the property should be included.

2.9 EXAMPLES

The following sample event illustrates what has been discussed above about the overall analysis of an event.

Edgar Desacula was arrested together with Ramon Aguilar by members of the Pasay City Police Force at Roxas Boulevard at about 1:00 o'clock in the afternoon of November 18, 1987.

Desacula and Aguilar were brought to the police headquarters for questioning. Aguilar was immediately released. Desacula was passed to operatives of the Intelligence and Special Operations Group (ISOG) who conducted tactical interrogation and subjected Desacula to torture. Desacula was later charged with "Violation of Presidential Decree 1866 (Illegal Possession of Firearm in Furtherance of Rebellion)". Desacula has remained in detention.

Desacula, 23, single, and Aguilar, 26, married, both worked in the garment factory GenTex.

Edna Aguilar, wife of Ramon Aguilar, supplied information regarding the arrest. She also gave personal details of Desacula and Aguilar. She had also sought the help of Atty. Ignacio, who provided legal assistance to both victims.

The title of the event could be *Desacula et al. Arrest*. It is just one event involving two victims and four acts, and with two groups of perpetrators. A graphical presentation of all these is shown below.

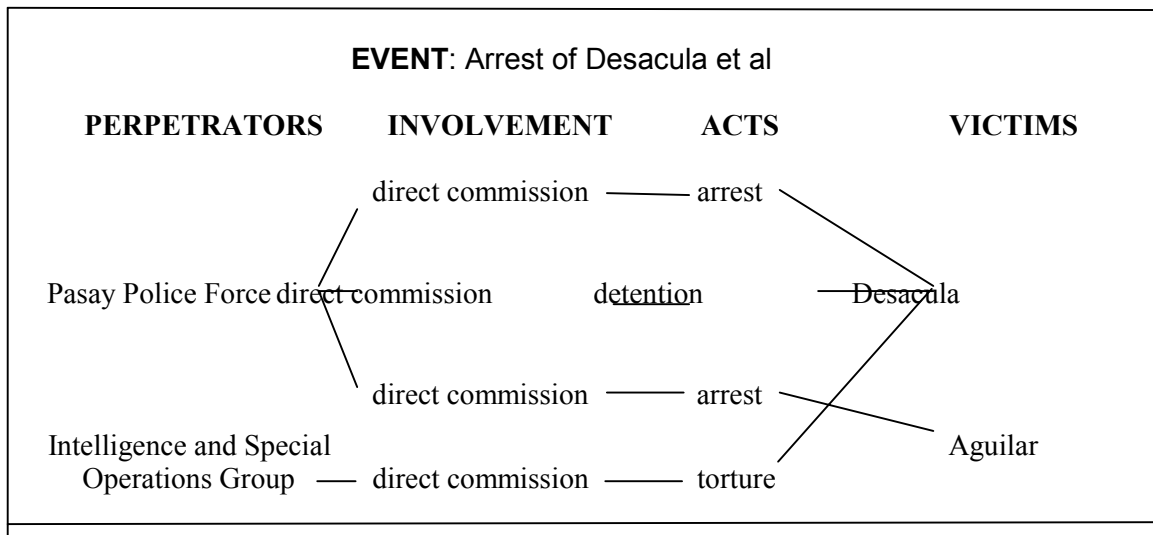


Figure 2.2 Graphical presentation of an event

Presented differently, the previous diagram can look as follows:

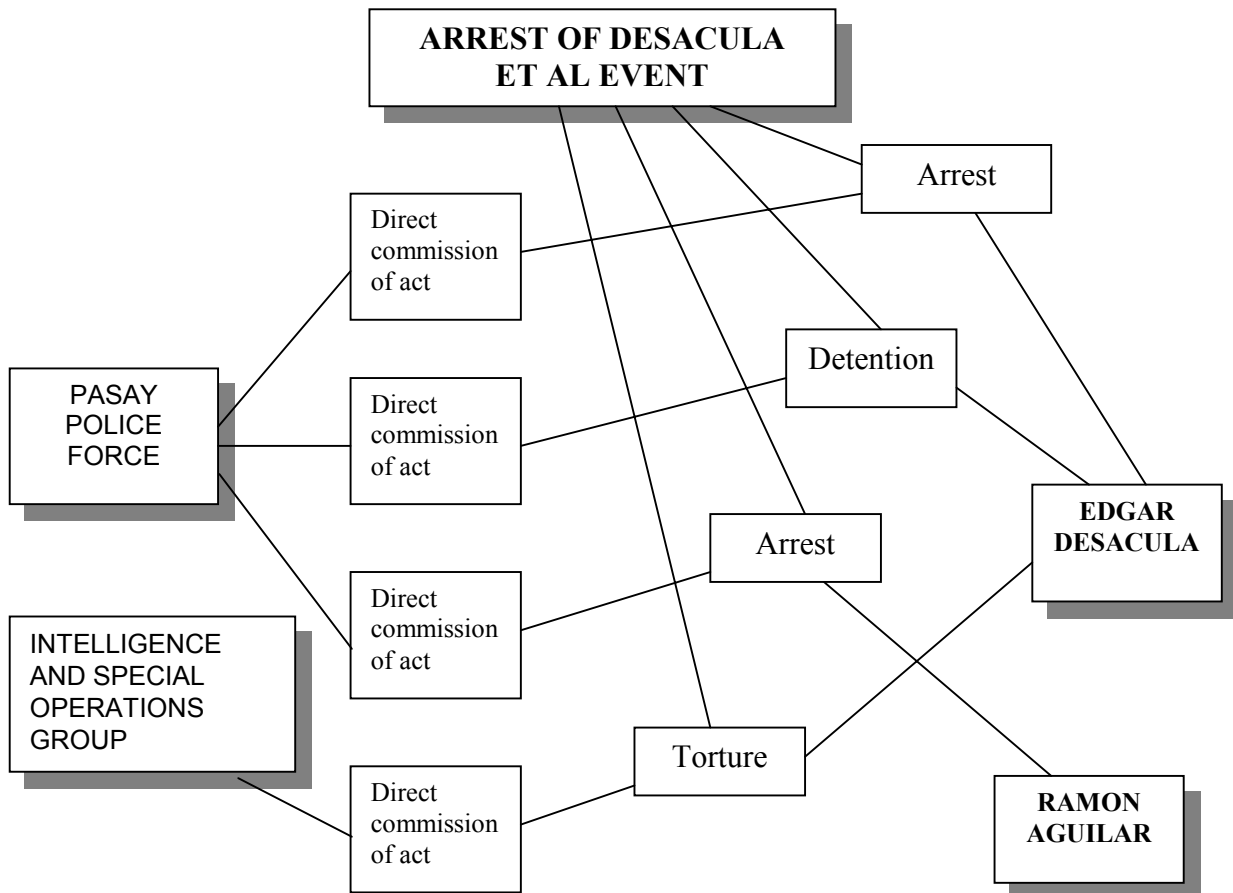


Figure 2.3 Alternative graphical presentation of an event

By tracing the different lines of connection, one can readily see that there are four acts connected to the event, and that these four acts point to two victims. The first act, for instance, can be seen to be an arrest committed against Desacula. On his part, it can be seen that he is the subject of three acts.

Similarly, the connecting lines show which acts have been committed by the two groups of perpetrators. For instance, it can easily be seen that the Pasay Police Force was responsible for directly committing three acts: the arrest of Desacula, the detention of Desacula, and the arrest of Aguilar.

The next few examples illustrate various ways in which events can be linked in a **chain of events**.

- **Large event encompassing a smaller event**

On 1 May 1998, the headquarters of ABC trade union was raided and the union's President was arrested. A week after, the secretary-general of DEF labour federation was arrested as he was delivering a speech during the federation's annual meeting. On 15 May 1998, the office of XYZ trade union was also raided and its equipment confiscated.

In this example, three separate events can be identified and recorded: the raid on the ABC trade union headquarters including the arrest of its President, the arrest of the DEF federation Secretary-General, and the raid on the XYZ trade union office. In addition, one can record a further event, that of the labour crackdown in general, and name it, for instance, *The Labour Crackdown of May 1998*. This event encompasses the other three events.

This example can be viewed in graphical terms as follows:

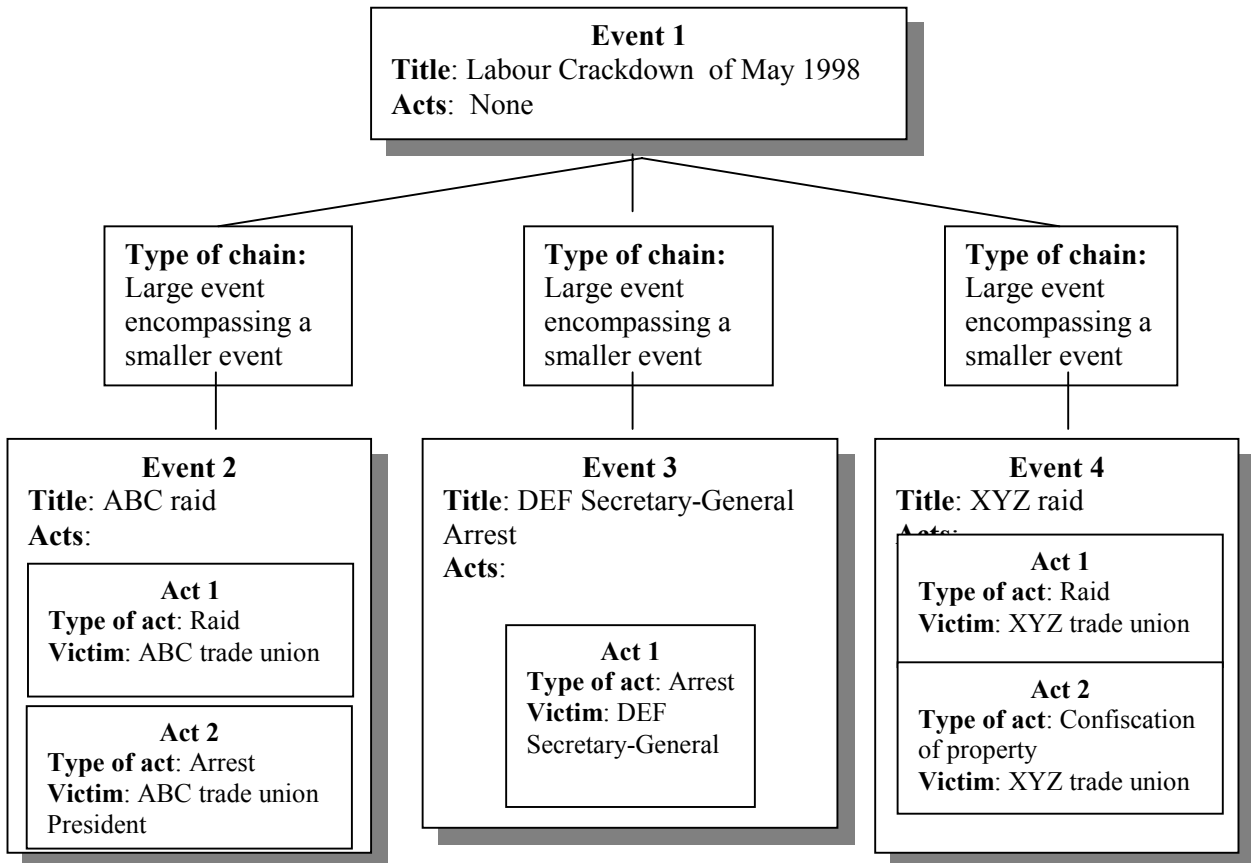


Figure 2.4 Graphical presentation of a large event encompassing a smaller event

- **Event preceding a related event**

The following example illustrates this kind of chain:

On 1 May, a violent clash between police and student demonstrators erupted during a demonstration. A student leader was arrested. A second student was beaten.

After four days, the headquarters of RISE, a student federation, was raided, and its President was arrested. A large volume of documents was confiscated. The police claimed that the raid was done because the students had planned the demonstration that occurred four days earlier and had intended to use it to stir up trouble.

Event 1 (the demonstration) is considered as an event that precedes a related event, Event 2 (the police raid). Below is how the relationship appears:

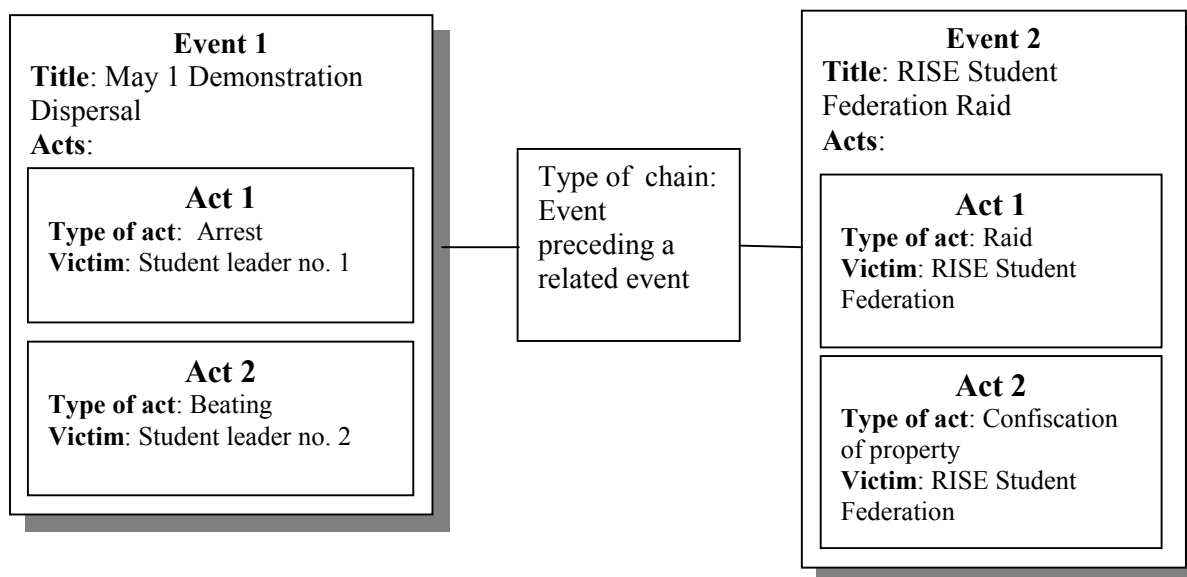


Figure 2.5 Graphical presentation of an event preceding a related event

- **Event causing another event**

To illustrate this kind of chain, consider the following example:

On 31 January, the legislature of Country X passed a law fixing the minimum wage at a very low level. The next day, the owners of ABC company adjusted its wage scale, lowering the wages, following the new law.

The first event, enactment of a law, can be considered to have caused the second event, the wage reduction. This relationship can be viewed as follows:

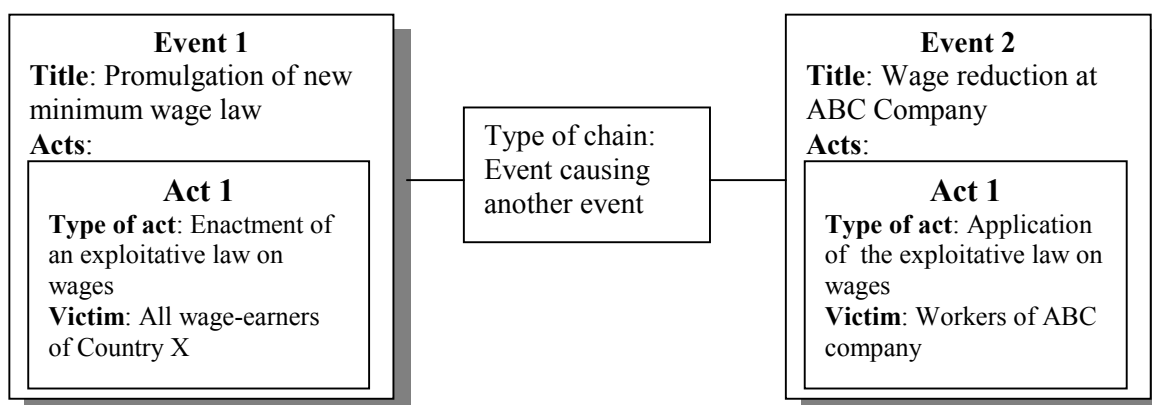


Figure 2.6 Graphical presentation of an event causing another event

2.10 THE VARIOUS “EVENTS” ELEMENTS IN DATABASE TERMS

The “events” documentation methodology involves the use of standard formats for recording information. Although a manual system of recording and retrieving information is also greatly helped by the use of standard formats, the underlying principles of the formats have been derived from the construction and operationalisation of databases. Among these is the fact that the “events” methodology deals with entities and the relationships among these entities.

Entity and Link

Definition An **entity** is a definable unit that can be viewed on its own, such as an event, an object, an individual or a group. The various attributes of an entity differentiate it from another of its kind. Thus, individuals are differentiated from each other by characteristics like age, sex, height, health, wealth, etc. Moreover, each entity has a name, or can be named, that gives it a unique identity to set it apart from the rest of its kind.

Definition An **attribute** is a characteristic that an entity holds regardless of any context, such as the name, age, sex, address or physical appearance of a person.

The two individuals shown on the right are separate entities. Each has a name that gives him or her an identity. Each is different from the other in terms of various attributes like age, sex, etc.

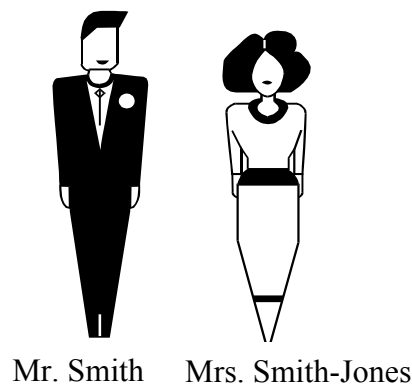


Figure 2.7 Two entities

There are two basic kinds of entities in the “events” system. One of these is **event**, a concept already thoroughly discussed in the preceding sections. Another kind of entity is the **person**.

Definition A **Person** is an individual or a group who is involved in or in relation to an event.

The other terms that refer to individuals and groups - **victim**, **perpetrator**, **source** and **intervening party** - do not represent entities but **roles** that a **person** entity can have.

The **role** of the **person** is determined by the **act** (**victim** role), **involvement** (**perpetrator** role), **information** (**source** role) or **intervention** (**intervening party** role) that links it to the **event**. It must be noted that it is very well possible that the same individual or group may have two or more roles. For instance, a victim can also be the source of information, in which case it is evident that the source is not a different person or a separate entity from the victim. No matter what role a person or group has, the fundamental characteristics of an entity remain. The name, age, address, etc. of a victim will be the same even if he or she is performing the role of a source, but the nature of the **link** determines the **role**.

Definition A **link** is a relationship between two entities. The link can be the traditional kind of relationship among persons, such as marriage or affiliation to an organisation (**Biographic details link**). It can also be embodied by a certain action or process. For instance, if one individual is the source of information about another, he is linked to the latter through the action of providing information.

Link therefore constitutes an important concept additional to that of **entity**.

To explain this more clearly, it would help to look again at Figure 2.3, reprinted below:

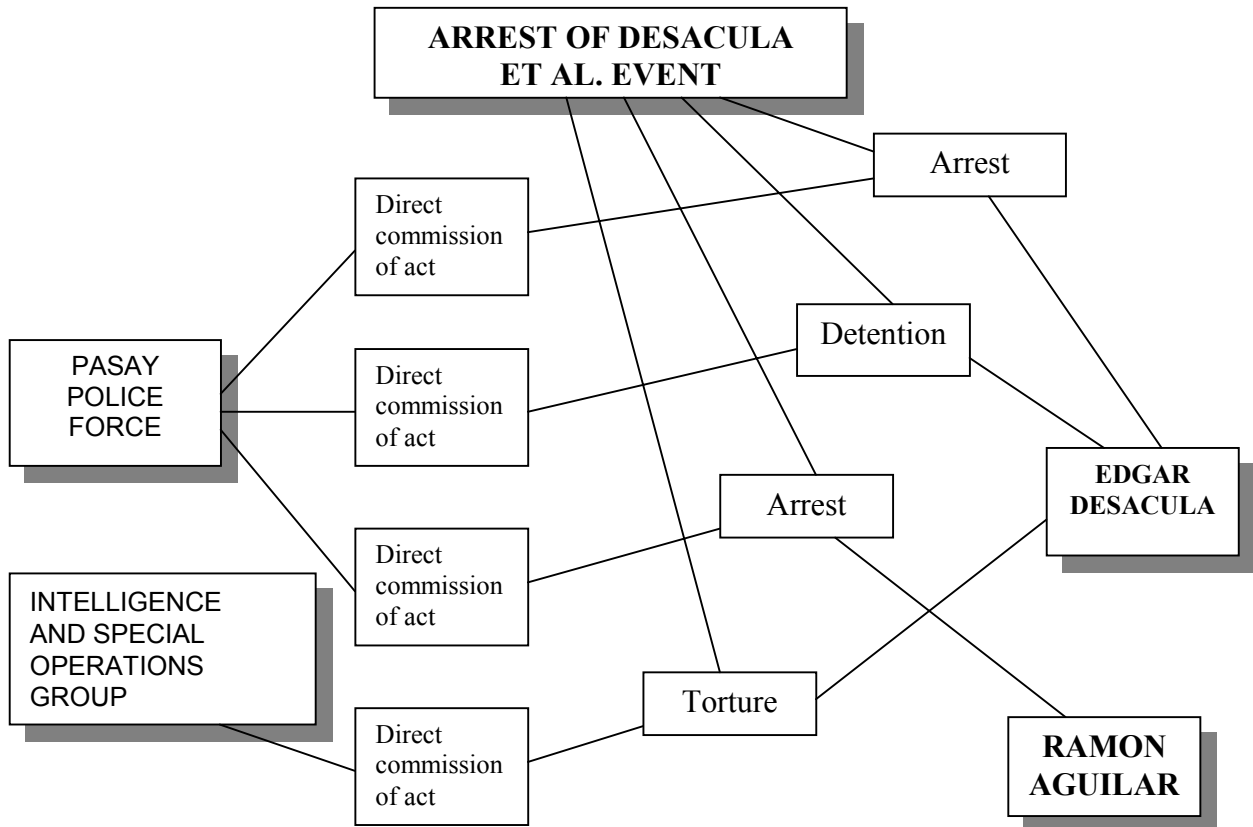


Figure 2.3 Alternative graphical presentation of an event

The boxes in the middle represent links between entities. The entities are the **event** and the various **persons** (individuals and groups) involved in the event, represented in this diagram by the boxes with shadows.

For instance, Pasay Police Force and Edgar Desacula are two distinct **person** entities. Between them there could be various types of links. In this case however, the kind of link existing between the two has to do with violations, and therefore **act** and **involvement** represent this linkage.

If Edgar Desacula would have been a policeman belonging to the Pasay Police Force, this would mean that another kind of link would then exist between them, an organisational kind of link, that would be represented by **Biographic details**.

2.11 NAMING THE ENTITIES AND CATEGORISING THE TYPES OF LINKS

In order to ensure the systematic handling of information, the individual entities need to be named and the individual links among them need to be categorised.

Naming the Entities

Naming an **event** not only gives it, and the act(s) it contains, an identity, but also determines the coverage of the **event**. Thus, the named event becomes a feasible unit for organising information. The title given to an **event** should be one that is familiar and broadly used. In fact, field investigators often find themselves using the title used by victims, witnesses or people close to them. A common practice is to use the names of persons victimised or of the place where the **event** happened, and combine these with the gravest type of violation or the method with which it was carried out. Thus, event titles like *Tiananmen Massacre*, *Romano Disappearance* or *FENASTRAS Bombing* have been actually used.

In the case of **persons**, whether individuals, groups or legal entities, the basic rule is to use the name under which the **person** is known (the proper name for individuals; the name under which an organisation or group is known etc.). In cases where the individual is not identified, it should not appear that there is no victim. Rather, assign such a name as “Unidentified person found dead on 31 January 1998 at X place”. Likewise if a group has no name then compose a label that identifies exclusively the group, such as “Townspeople of X town”, “Refugees in Camp Y for the period from 1 January to 31 December 1998” or “Youth” (in the case that all the youth in the country are affected).

3. TOOLS AND TECHNIQUES USED IN THE DOCUMENTATION OF HUMAN RIGHTS EVENTS

CONTENTS OF THIS CHAPTER

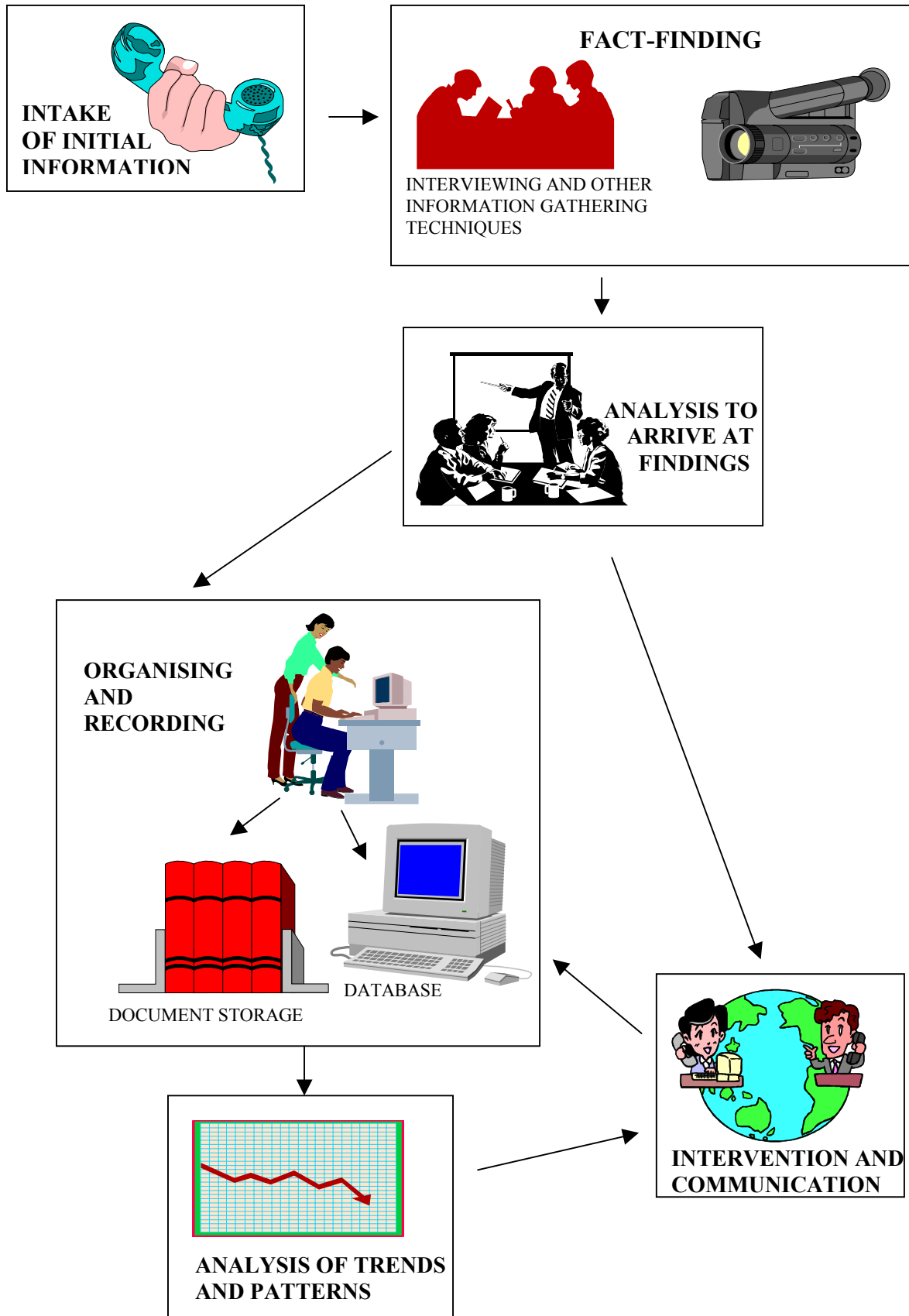
- INFORMATION FLOW
 - INFORMATION HANDLING TOOLS AND TECHNIQUES
 - STANDARD FORMATS AND DATABASES
 - BENEFITS OF USING STANDARD FORMATS
 - DIFFERENT KINDS OF DATABASES
 - DATA ENTRY
Uses of Thesauri
-

3.1 INFORMATION FLOW

Information on human rights violations takes different forms. Often, the information gets transformed as action is undertaken on it. For instance, there could be initial information received such as a phone call reporting an ongoing violation. More information will certainly be discovered once investigation or fact-finding is carried out. The information that has been gathered can later be processed to allow it to be used and re-used, such as by recording with the use of standard formats. It can be rewritten as a press release to inform the public of the existence of the violation. Later, it can form part of a report presenting the trends and patterns of violations within a given period.

A process or combination of processes takes place as one body of information is transformed to the next stage. For instance, when fact-finding is conducted, the initial body of information gets confirmed or rejected, enlarged as more information is gathered, and so on until sufficient information is amassed to arrive at some findings. Usually, for each body of information, a certain tool could be used. For instance, information gathered in fact-finding could be recorded in previously formulated questionnaires.

On the next page: *Figure 3.1 The information flow within a human rights organisation*



3.2 INFORMATION HANDLING TOOLS AND TECHNIQUES

The whole information flow consists of various processes, from information gathering to information dissemination. At the centre of all these there needs to be an efficient information recording and retrieval system. Such a system could be manual, but computerised systems such as HURIDOCs WinEvsys are now more widely used. In practice, mixed systems of paper document records combined with computerised indexing and retrieval systems are most common.

Below are some of the processes in the information work of a human rights NGO, together with common information handling tools and techniques associated with each process.

PROCESS	TOOLS AND TECHNIQUES
Fact-finding	Survey, interview schedule or questionnaire, forensic techniques, other recording tools (camera, tape recorder, etc.)
Evaluation of information gathered	Reference materials about applicable norms
Recording of information	Standard formats, free text recording, database
Storage of documents	Filing, shelving and similar activities
Retrieval of information	Search techniques
Analysis of accumulated information	Statistical data analysis techniques
Preparation of information materials	Database (through generation of reports)
Communication and exchange of information	Standard formats

3.3 STANDARD FORMATS AND DATABASES

To make it available for use and repeated re-use, information needs to be structured. Structuring information involves recording and organising it in a consistent manner. For this, standard formats are used.

Definition A *format* is an empty form, consisting of fields, on which information can be recorded. The form can be on paper, or a layout on a word processor, or it can be an entry layout within a database program.

Definition A *field* is the space in which a piece of information called a *value* is recorded.

Definition A *value* is a piece of information (such as an individual's name, age or address) entered into a field and which usually varies from record to record (therefore it is also called variable).

Definition A *record* is a description of one thing, person, group of persons, event or any other entity, consisting of data entered in a set of fields. In other words, a completed format is called a record.

Definition A *Standard format* is a set of fields, arranged in a pre-determined way, with prescribed scope notes. A completed standard format becomes a record.

Definition *Scope notes* are the instructions on how to enter data into each field in a consistent manner.

Definition A *database* is a collection of records, organised through the use of Standard Formats, so as to facilitate searching for a particular record or a set of records, or for particular data contained in those records. A good database allows to produce varying types of outputs, in terms of contents (from minimal to comprehensive data) and in terms of presentation.

3.4 BENEFITS OF USING STANDARD FORMATS

In the context of this book “standards” mean “standards for recording and retrieving information”, and in practice mainly refers to the use of standard formats within an organisation, for it to handle its information systematically. HURIDOCS therefore recommends that any organisation adopts standard formats for internal use. The recording of information, whether manual or computerised or both, should follow certain rules so that retrieval is made easier. Standards may also be applied across systems, that is, two different organisations use formats that are identical or very similar, i.e. “standard” and compatible. However, different organisations have their own needs, and thus often develop different systems. HURIDOCS encourages that the various systems set up are compatible with the systems used by other organisations within the same broad sphere of activity, such as human rights monitoring, while they need not be exactly the same.

In summary, the primary benefits of using standard formats are:

- **data analysis:** standard formats enable the build-up of a database that will facilitate analysis of data covering large numbers of events, such as in identifying trends and patterns of victimisation.
- **record tracking:** the resulting database can also be used for tracking specific records.
- **communication and exchange of information:** communication of information is made much easier, especially through electronic means, when the sender and receiver of information use the same standard formats. This implies that the sender has done the analysis, including the categorisation of the event and the various related pieces of information.
- **design of the information gathering tool:** the standard formats used in the design of a database may also influence the tools used in information gathering. For instance, a

questionnaire for interviewing could be designed so as to be consistent with the data entry form in a computerised database.

3.5 DIFFERENT KINDS OF DATABASES

A database may consist of only one file, or a set of related files. In technical terms, databases can be simple or complex.

Definition *A **Linear** or **simple database** contains information on just one type of entity - for instance, on victims. In this kind of database, there is just one database file.*

Definition *A **Relational** or **complex database** consists of two or more files - each file contains information on the same type of entity. Together, the whole database consists of information on the various entities and their relationships.*

While all databases are in one way or another structured in that they consist of records, databases are now also classified as to whether they are **structured** or **textual**.

Definition *A **Structured database** is a linear or relational database that generally makes extensive use of fields, dividing the information into small pieces.*

Definition *In a **Textual database**, usually the text of a whole document is entered into the computer, and that document is then considered as one single record. In other words, the text is contained in one large field that composes the whole record. There are no other fields, or if there are, they are very minimal (possibly only the title and other identifying data).*

Structured and textual databases require different techniques of searching.

3.6 DATA ENTRY

There are several possible types of entries in the various fields in a standard format:

Definition ***Identifier:** a term that refers to specific persons, organisations, events, objects or places, such as names and titles as well as document identification numbers.*

Recording these identifiers is usually done by following certain rules. For instance, names of persons are entered with the surnames first.

Definition *Descriptor: a term used to describe persons, organisations, events, objects or places in a general way. A descriptor places the item being described in a certain class.*

For example, descriptors of a person can be 'has pierced ears, scar on chin and tattoo on left arm'.

Definition *Free text: an entry in ordinary language, often lengthy and unstructured. An example of a free text field is one for the narration of what happened in an event.*

Definition *Limited free text: a short description consisting of a few words or a phrase.*

Definition *Codes: symbol(s) representing descriptors or identifiers. A code consists of alphabetical and/or numerical characters and symbols.*

Other possible entries are **dates** and **numeric values**, which are usually entered according to pre-defined rules.

In using descriptors, it is best if these are chosen from a controlled vocabulary.

Definition *Controlled vocabulary is a limited set of descriptors or identifiers, where preferred terms have been chosen over other possible terms, for handling information by processors and users. Such a list should be as exhaustive as possible, and should be constructed so as to eliminate dilemmas in choosing the entries. For instance, if two terms are equivalent (e.g. death penalty and capital punishment), then only one of them should be used as a descriptor. An elaborate construction of a **controlled vocabulary** is called a **thesaurus**.*

Definition *Thesaurus: unlike a simple list of indexing terms, a thesaurus is arranged by themes and topics, usually grouped hierarchically, i.e. with more specific subjects shown as subsets of more general ones. A thesaurus normally consists of a systematic part, in which the descriptors, or indexing terms, are arranged in systematic groups, and an alphabetical part that serves as an index to the thesaurus. The advantage of a thesaurus is that it allows to be far more consistent in indexing. The drawback is that to construct a good thesaurus is very time consuming and requires considerable technical as well as subject skills.*

Definition *A **Micro-thesaurus** is a short thesaurus that consists of descriptors or identifiers meant for specific fields.*

Some types of identifiers can also be constructed into Micro-thesauri (e.g. geographical areas).

HURIDOCS has compiled a number of Micro-thesauri, and assigned corresponding codes to the descriptors and identifiers they contain. The document *Micro-thesauri: A Tool for Documenting Human Rights Violations* (usually referred to as *Micro-thesauri*), contains the Micro-thesauri that are to be used for the Standard Formats on Events and for other HURIDOCS tools.

Uses of Thesauri

In monitoring human rights violations, among the uses of thesauri are:

- **Precise categorisation of information.** Recording follows an analysis of the information gathered. In other words: the investigation will have to lead to findings. For instance, an investigator has to categorise a case of killing whether it is an *extra-judicial execution* (premeditated and without any legal process involved at all) or whether it is indiscriminate and random. Such evaluations often have to be made by referring to human rights norms, whether international or domestic. Thus, a thesaurus that is exhaustive and that at the same time shows the fine distinctions among the terms would be of an invaluable help in processing information. The same goes for categorising other kinds of data like types of occupation, types of location or types of perpetrator.
- **Information storage and retrieval.** The various terms in a thesaurus can be used in retrieving desired information, whether manually (such as by using index cards) or with the aid of computers.
- **Statistical analysis.** The categories contained in a well-constructed thesaurus could serve as variables when preparing tables for analysis.

4. HURIDOCS STANDARD FORMATS FOR MONITORING HUMAN RIGHTS EVENTS

CONTENTS OF THIS CHAPTER

- INTRODUCTION
 - FIELDS
 - FIELD TAGS
 - THE FORMATS
-
-

4.1 INTRODUCTION

The *HURIDOCS Standard Formats for Monitoring Human Rights Events (Events Standard Formats - ESF)* make up an integrated, standardised, adaptable tool that covers the various aspects of documentation of human rights events introduced in the previous chapters. There are separate formats representing the core **entities** (event and person), the **links** between entities, and additional information which is **attached** to any of these.

Entity formats are for recording information about the main entities. There are two types of entity formats:

- **Event Format** - for recording information on events
- **Person Format** - for recording information on persons (individuals or groups), usually acting in one or more roles such as victim, perpetrator, source of information, intervening party

Link formats establish a relationship between two entities. There are six types of link formats:

- **Act Format** - for recording information on the acts committed against victims
- **Involvement Format** - for recording information on the involvement of perpetrators in specific acts
- **Chain of Events Format** - for recording information on the relationships of events
- **Information Format** - for recording information on the data provided by sources
- **Intervention Format** - for recording information on acts of intervention
- **Biographic Details Format** - for recording information on relationships among and updates about persons (in the latter case it is an **attachment format**)

Attachment formats provide additional information about acts, persons or groups. There are two types of attachment formats:

- **Additional Details Format** - for recording additional information relevant to specific types of acts
- **Biographic Details Format** - for recording additional information about a person or group

4.2 FIELDS

Each standard format is made up of a variable number of fields, in which the data elements are recorded. The various fields can be categorised into three general types according to the kind of data they hold.

- **Fields for factual and descriptive data**
These are fields that give the **what, who, where, when** and **how**. Examples are personal data of the victim or the description of an event.
- **Fields for analytical data**
These are fields used to contain information that is arrived at after some analysis, and thus involves judgement. They are often used to generate statistics to show trends and patterns. For instance, an organisation may want to categorise the types of events it has monitored.

The categories used for this field are often context-dependent. Included in this type of fields are fields that denote status. In some cases, such as in the status of victims, the data could be factual (e.g., dead, detained).

- **Fields for management data**
These are fields used by the organisation for its internal operations, such as in keeping track of who entered which records into the database, or which fields are to be included when exchanging with certain other organisations.

4.3 FIELD TAGS

The various fields have their own names, and at the same time they are numbered - given **field tags** - according to a simple system that makes it possible to tell from the number to which format the field belongs, and therefore which aspect of information about a case the field relates to:

Entity Formats	
Event Format fields	100s
Person Format fields	900s

Link Formats

Act Format fields	2100s
Chain of Events Format fields	2200s
Biographic Details Format fields	2300s
Involvement Format fields	2400s
Information Format fields	2500s
Intervention Format fields	2600s

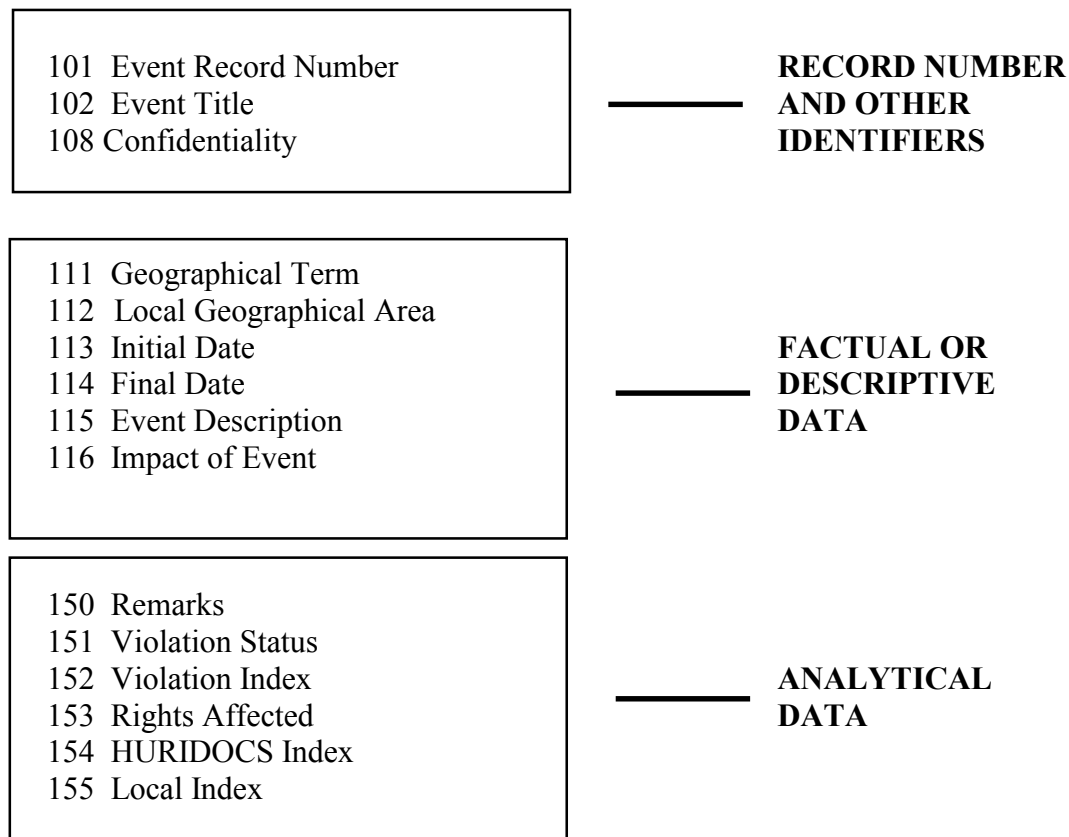
Attachment Formats

Additional Details Format fields	3000s
Biographic Details Format fields (same as when used as a Link Format)	2300s

In addition, the last two digits of the field tags in the **Event** Formats indicate what general type of data is to be recorded, as follows:

Record number and other identifiers	01 to 09
Factual and descriptive data	10 to 49
Analytical data	50s
Management data	60 and up

To illustrate, below are the fields of the **Event** Format and the kind of data they hold:



160 Date received
161 Date of Entry
162 Entered by
163 Project Title
166 Supporting Documents
167 Files
168 Record Grouping
170 Date Updated
171 Updated by
172 Monitoring Status

**MANAGEMENT
DATA**

The **Person** Format can be used for either individuals or groups, and therefore has fields to cover both possibilities, as follows:

Identifying data (whether individual or group)	03 to 10
Data about an individual	11 to 20s
Data about a group	30s
Other personal data (whether individual or group)	40s and 50s

With the **Link** and **Attachment** Formats the assignment of digits is as follows:

Titles/numbers of related records	02 to 04
Type of link	09
Factual and descriptive data	10 to 49
Analytical data	50s
Management data	60 and up

The following pages reproduce the full set of standard formats, with their numbered and named fields. Detailed instructions for using and completing the formats are found in *Chapter 6. Completing and Using the Events Standard Formats* and *Chapter 8. Scope Notes*.

4.4 THE FORMATS

EVENT FORMAT

- 101 Event Record Number
- 102 Event Title
- 108 Confidentiality
- 111 Geographical Term
- 112 Local Geographical Area
- 113 Initial Date
- 114 Final Date
- 115 Event Description
- 116 Impact of Event
- 150 Remarks
- 151 Violation Status
- 152 Violation Index
- 153 Rights Affected
- 154 HURIDOCS Index
- 155 Local Index
- 156 Other Thesaurus
- 160 Date Received
- 161 Date of Entry
- 162 Entered by
- 163 Project Title
- 165 Comments
- 166 Supporting Documents
- 167 Files
- 168 Record Grouping
- 170 Date Updated
- 171 Updated by
- 172 Monitoring Status

ACT FORMAT

- 2101 Act Record Number
- 2102 Victim Name
- 2103 Event Title
- 2108 Confidentiality
- 2109 Type of Act
- 2111 Initial Date
- 2112 Exact Location
- 2113 Stated Reason
- 2114 Method of Violence
- 2115 Attribution
- 2116 Physical Consequences
- 2117 Psychological Consequences
- 2118 Age at Time of Victimization
- 2121 Final Date
- 2122 Exact Location at End of Act
- 2123 Status at End of Act
- 2150 Remarks
- 2152 Victim Characteristics
- 2153 Type of Location
- 2154 National Legislation
- 2155 International Instruments
- 2160 Date Received
- 2161 Date of Entry
- 2162 Entered by
- 2165 Comments
- 2166 Supporting Documents
- 2170 Date Updated
- 2171 Updated by

ADDITIONAL DETAILS: ARREST, DETENTION OR LEGAL PROCEEDINGS

- 3102 Act Record Number
- 3110 Case Description
- 3112 Type of Detention
- 3113 Detention Conditions
- 3114 Whereabouts and Outside Contact during Detention
- 3115 Legal Counsel
- 3116 Type of Court
- 3117 Type of Language
- 3118 Court Case Code
- 3119 Court Case Name
- 3120 Judicial District

ADDITIONAL DETAILS: DEATHS AND KILLINGS

- 3202 Act Record Number
- 3212 Autopsy Results
- 3213 Death Certificate

ADDITIONAL DETAILS: TORTURE

- 3302 Act Record Number
- 3311 Statement Signed
- 3312 Medical Attention
- 3351 Intent

ADDITIONAL DETAILS: DESTRUCTION AND LOSS OF PROPERTY

- 3402 Act Record Number
- 3410 Type of Property Loss
- 3411 Value of Destroyed/Lost Property
- 3412 Compensation

CHAIN OF EVENTS FORMAT

2201 Chain of Events Record Number

2202 Event Title

2203 Related Event Title

2209 Type of Chain of Events

2250 Remarks

2261 Date of Entry

2262 Entered by

2265 Comments

2270 Date Updated

2271 Updated by

PERSON FORMAT

- 901 Person Record Number
- 902 Counting Unit
- 903 Name
- 904 Other Names
- 908 Confidentiality
- 910 Address/ Address Type
- 911 Date of Birth
- 912 Place of Birth
- 913 Locality of Birth
- 915 Sex
- 916 Sexual Orientation
- 917 Identification Documents
- 918 Civil Status
- 919 Dependants
- 920 Formal Education
- 921 Other Training
- 922 Occupation (ILO Categories)
- 923 Local Term for Occupation
- 924 Health
- 925 Medical Records
- 926 Physical Description
- 927 Deceased
- 928 Date Deceased
- 930 Group Description
- 931 Number of Persons in Group
- 940 Religion
- 941 Citizenship
- 942 Ethnic Background
- 943 Other Background
- 944 General Characteristics

945 Language
946 Local Language
947 National Origin
950 Remarks
953 Reliability as Source
954 Reliability as Intervening Party
960 Date Received
961 Date of Entry
962 Entered by
963 Project Title
965 Comments
966 Supporting Documents
967 Files
968 Record Grouping
970 Date Updated
971 Updated by

BIOGRAPHIC DETAILS FORMAT

2301 Biographic Details Record Number

2302 Person Name

2303 Related Person Name

2308 Confidentiality

2309 Type of Relationship

2310 Initial Date

2311 Final Date

2320 Education and Training

2322 Employment

2323 Affiliation

2327 Position in Organisation

2328 Rank

2350 Remarks

2361 Date of Entry

2362 Entered by

2365 Comments

2370 Date Updated

2371 Updated by

INVOLVEMENT FORMAT

2401 Involvement Record Number
2402 Perpetrator Name
2403 Event Title
2404 Act Record Number
2408 Confidentiality
2409 Degree of Involvement
2412 Type of Perpetrator
2422 Latest Status as Perpetrator in the Act
2450 Remarks
2461 Date of Entry
2462 Entered by
2465 Comments
2470 Date Updated
2471 Updated by

INFORMATION FORMAT

- 2501 Information Record Number
- 2502 Source Name
- 2503 Event Title
- 2504 Related Person Name
- 2508 Confidentiality
- 2509 Source Connection to Information
- 2510 Language of Source Material
- 2511 Date of Source Material
- 2512 Type of Source Material
- 2513 Local Language of Source Material
- 2550 Remarks
- 2553 Reliability of Information
- 2560 Date Received
- 2561 Date of Entry
- 2562 Entered by
- 2565 Comments
- 2570 Date Updated
- 2571 Updated by

INTERVENTION FORMAT

2601 Intervention Record Number

2602 Intervening Party Name

2603 Event Title

2604 Victim Name

2608 Confidentiality

2609 Type of Intervention

2611 Date of Intervention

2612 Parties Requested

2613 Response

2614 Impact on the Situation

2650 Remarks

2651 Intervention Status

2652 Priority

2661 Date of Entry

2662 Entered by

2665 Comments

2670 Date Updated

2671 Updated by

5. THE EVENTS MICRO-THESAURI

CONTENTS OF THIS CHAPTER

- EVENTS MICRO-THESAURI
 - LOCAL TERMINOLOGIES
 - HOW TO DEVELOP LOCAL MICRO-THESAURI
 - RULES IN ASSIGNING HURIDOCS CODES
 - EXPANDING THE HIERARCHICAL LISTS
 - THE EVENTS MICRO-THESAURI IN A COMPUTERISED SYSTEM
-
-

5.1 EVENTS MICRO-THESAURI

Many of the fields of the Events Standard Formats require entry of data selected from controlled vocabularies. HURIDOCS has developed 48 Micro-thesauri to be used in conjunction with the various formats - they are published in the document *Micro-thesauri: A Tool for Documenting Human Rights Violations* (usually referred to as *Micro-thesauri*).

While these Micro-thesauri are intended primarily for use with the Events Standard Formats and their computer implementations such as WinEvsys, they are also relevant for other applications such as bibliographic information recording. The first 17 Micro-thesauri in particular can be widely used beyond documentation of human rights violations.

The contents of the lists are based on new developments, earlier work by HURIDOCS, input from members of the HURIDOCS network, and work by other organisations including the United Nations, the International Labour Organisation, the International Refugee Documentation Network and the Minority Rights Group. In particular, HURIDOCS has adopted many standards promoted by the International Organisation for Standardisation (ISO). ISO at present includes the national standards bodies of some 90 countries and is recognised as the specialised international agency for standardisation. It has developed a wide range of standards implemented world-wide.

Many of the Events Micro-thesauri, however, have evolved from the use of grassroots NGOs. HURIDOCS Task Forces have facilitated the exchange of ideas among various information practitioners from all over the world, leading to agreements on standardised terminologies.

Various lists included in the Micro-thesauri are updates of lists included in the *HURIDOCS Standard Formats: Supporting Documents*.⁸ A new system of coding is used for the updated lists - see section 5.4. HURIDOCS recommends that organisations using the Supporting Documents start using the Micro-thesauri.

The 48 Events Micro-thesauri are as follows:

1. HURIDOCS Index Terms
2. Violations Typology
3. Rights Typology
4. Types of Acts
5. Methods of Violence
6. International Instruments
7. Counting Units
8. Civil Status
9. Education
10. Occupations (ILO Categories)
11. Physical Descriptors
12. Religions
13. Ethnic Groups
14. Languages
15. Geographical Terms
16. Types of Source Material
17. Types of Locations
18. Degrees of Involvement
19. Source Connection to Information
20. Types of Intervention
21. Types of Relationships
22. Types of Chain of Events
23. Relevant Characteristics
24. Types of Perpetrators
25. Latest Status as Victim
26. Latest Status as Perpetrator
27. Types of Responses
28. Attribution
29. Types of Detention
30. Whereabouts and Outside Contact during Detention
31. Legal Counsel
32. Types of Courts
33. Types of Language Used in Court
34. Autopsy Results
35. Death Certificate
36. Statements Signed
37. Medical Attention
38. Intent

⁸ Dueck, Judith, and Aída María Noval. *HURIDOCS Standard Formats: Supporting Documents*. Oslo: HURIDOCS, 1993.

39. Sex
40. Types of Addresses
41. Violations Status
42. Reliability
43. Monitoring Status
44. Impact on the Situation
45. Intervention Status
46. Priority
47. Compensation
48. Types of Dates

5.2 LOCAL TERMINOLOGIES

While HURIDOCS promotes international standards for the purpose of information exchange, it recognises that some thesauri may not meet the exact needs of organisations. Thus, the Events Standard Formats allow for fields with locally developed terminologies.

Thus, for instance, the ILO list of occupations is promoted as a reference for a specific field in the Events Standard Formats, but in addition, there is a field called *Local Term for Occupation*.

The following are the various subject matters for which it is recommended to develop local lists:

Local Index
National Legislation
Local Geographical Area
Local Term for Occupations
Origins (such as tribe or clan)
Local Languages
Sexual Orientation
Other Thesaurus
Judicial Districts

For a description and an example of each of these local Micro-thesauri, see *Micro-thesauri*, nos. 61 to 69.

5.3 HOW TO DEVELOP LOCAL MICRO-THESAURI

Local users can study the various Micro-thesauri in this book and in the document *Micro-thesauri*, which serve as models in thesaurus construction. As for the content of the lists, it would help to gather lists from their own countries or regions. Official agencies can be of help. For instance, lists established by the postal services can aid constructing a list of geographical areas.

Consultations among human rights practitioners would be invaluable, especially since the field of human rights involves many disciplines and interests like law, counselling, advocacy, and others.

One can then proceed to compiling various terms. The list of terms can be controlled by:

- Choosing the preferred term, if two terms are equivalent. For instance, when drawing up the list of occupations, one may have to choose between the terms *farmer* and *peasant*.
- Looking for a precise term. A term should be brief, but should represent the whole idea. By way of example, while one could use the phrase *killing of several persons at the same time in the same place*, the term *massacre* is more precise and should be used instead.
- Ensuring mutual exclusivity, meaning that the scope of one term should not overlap with the scope of another. This is especially necessary for fields that are used to generate statistics, such as in counting cases.

In order to ensure that terms are used in a coherent way, it is recommended that organisations develop definitions or "scope notes" describing the meaning of ambiguous terms.

Once the terms have been finalised, codes can be assigned to represent them. Given below are the rules that HURIDOCS followed in producing its Micro-thesauri.

5.4 RULES IN ASSIGNING HURIDOCS CODES

HURIDOCS has developed a new system of coding for the Micro-thesauri, which allows for a more systematic attribution of codes and provides users with additional possibilities for retrieving information. The new HURIDOCS codes consist of one or more group(s) of digits. Each group contains two digits, allowing up to 99 categories to be included on each level. The HURIDOCS documentation system allows for the use of a maximum of six groups of digits, or a theoretical possibility of coding almost a trillion categories!

HURIDOCS recommends that organisations that use lists of the Supporting Documents start using the new codes. In order to illustrate the equivalence between the previous Supporting Documents and the Micro-thesauri, all Micro-thesauri that are based on Supporting Documents contain the codes used in the Supporting Documents.

In assigning new codes, HURIDOCS has followed certain rules. These rules should also be followed when organisations develop local Micro-thesauri.

Rule 1: One-level short lists

If the list is short and does not have to be alphabetically arranged, numbering is simply sequential. Only one group of digits is used in this case. Thus, for *Micro-thesaurus 32: Types of Court*:

- | | |
|----|-------------------------|
| 01 | Civilian court |
| 02 | Military court |
| 03 | Administrative tribunal |

Rule 2: One-level long lists

If the list is long and the terms need to be displayed alphabetically, HURIDOCS uses all 6 groups of digits. The first five groups represent letters in the alphabet. For instance, if the first letter of the term is A, the first group of digits will be 01; if B, then the first group of digits will be 02, and so on. Similarly, if the second letter of the term is A, then the second group of digits will be 01; if B, then 02, and so on.

For words with less than five characters and for words with spaces, dashes or slashes, add 00s at the relevant places - e.g., the code for Law is 12 01 23 00 00 01, and the code for Non-governmental organisations is 14 15 14 00 19 01. The sixth group is used, on a sequential basis, to assign a number starting from 01, so as to distinguish terms having the same first five letters.

This system will still allow inclusion of terms later, while maintaining an alphabetical order, or close to it.

As an example, below is an extract from *Micro-thesaurus I: HURIDOCS Index Terms*:

01 02 04 21 03 01 Abduction
01 02 21 19 05 01 Abuse of the elderly
01 04 13 09 14 01 Administration of justice
01 07 05 14 20 01 Agents responsible for violations
01 07 18 09 03 01 Agriculture
01 12 09 05 14 01 Aliens
01 18 02 09 20 01 Arbitrary arrest and detention
01 18 13 05 04 01 Armed conflict
01 18 13 05 04 02 Armed forces
01 19 25 12 12 01 Asylum
01 19 25 12 12 02 Asylum seekers

Rule 3: Hierarchical lists

The number of groups of digits that are used correspond to the number of levels that the list has. Thus, a two-level list uses two groups of digits, meaning that the major categories are represented by the first group and the subcategories by the second group.

To provide an example, below are the first few terms in *Micro-thesaurus II: Physical Descriptors*:

01 Artificial body parts and aids
01 01 Arm, left, artificial
01 02 Arm, right, artificial
01 03 Brace, arm, left
01 04 Brace, arm, right
01 05 Brace, back

With a three-level list, three groups of digits are used. Shown below is the first part of *Micro-thesaurus 12: Religions*:

01	Buddhists
01 01	Lamaists
01 02	Zen Buddhists
02	Jains
03	Confucianists
04	Hindus
05	Sikhs
06	Bahais
07	Shintoists
08	Taoists
09	Zoroastrians
10	Christians
10 01	Orthodox Christians
10 02	Copts
10 03	Catholics
10 04	Protestants
10 04 01	Huguenots
10 04 02	Lutherans
10 04 03	Baptists
10 04 04	Pentecostals
10 05	Jehovah's Witnesses
10 99	Other Christian groups

A four-level list uses four groups of digits while a five-level list uses five groups. All six groups of digits are used for six-level lists.

5.5 EXPANDING THE HIERARCHICAL LISTS

Users who want to make any of the hierarchical lists more specific can do so by adding a new group of digits to the right of currently used groups. For instance, a user may want to add more specific terms to *Micro-thesaurus 15: Geographical Terms* as follows:

01	Africa
01 01	Central Africa
01 01 17	Burundi
01 01 17 01	Northern Burundi
01 01 17 02	Central Burundi

5.6 THE EVENTS MICRO-THESAURI IN A COMPUTERISED SYSTEM

In a computerised system like WinEvsys, the HURIDOCS codes use all six groups of digits, meaning that each code is assigned exactly 12 characters. If the actual code is less than 12 characters, zeroes are added to its right. No spaces are used in between the groups of digits.

Hence, the HURIDOCS codes integrated into a computerised system will take the following forms:

One-level short list (e.g., *Micro-thesaurus 32: Types of Courts*):

010000000000	Civilian court
020000000000	Military court
030000000000	Administrative tribunal

One-level long list (from *Micro-thesaurus 1: HURIDOCS Index Terms*):

010204210301	Abduction
010221190501	Abuse of the elderly
010413091401	Administration of justice
010705142001	Agents responsible for violations
010718090301	Agriculture
011209051401	Aliens
011802092001	Arbitrary arrest and detention
011813050401	Armed conflict
011813050402	Armed forces
011925121201	Asylum
011925121202	Asylum seekers

Hierarchical list with two levels (from *Micro-thesaurus 11: Physical Descriptors*):

010000000000	Artificial body parts and aids
010100000000	Arm, left, artificial
010200000000	Arm, right, artificial
010300000000	Brace, arm, left
010400000000	Brace, arm, right
010500000000	Brace, back

Hierarchical list with three levels (from *Micro-thesaurus 15: Geographical Terms*):

000000000000	Universal
010000000000	Africa
010100000000	Central Africa
010117000000	Burundi
010118000000	Cameroon
010120000000	Central African Republic

Hierarchical list with four levels (from *Micro-thesaurus 10: Occupations - ILO Categories*):

01000000000	Legislators, senior officials and managers
01010000000	Legislators and senior officials
01010100000	Legislators
01010200000	Senior government officials
01010300000	Traditional chiefs and heads of villages
01010400000	Senior officials of special-interest organisations
01010401000	Senior officials of political party organisations
01010402000	Senior officials of economic-interest organisations
01010403000	Senior officials of humanitarian organisations

Hierarchical list with five levels (from *Micro-thesaurus 4: Types of Acts*):

01000000000	Violations of the right to life
01010000000	Direct actions which violate the right to life
01010100000	Deliberate killings of specific individuals
01010101000	Summary execution
01010102000	Extra-judicial execution outside any legal proceedings
01010103000	Legal execution (capital punishment)
01010104000	Politically-motivated killing by non-state agent(s)
01010105000	Murder (deliberate killing which ought to be seen as a common criminal act)
01010105010	Dowry death
01010105020	Bride burning
01010105030	Death as part of a ritual
01010105040	Rape-slay
01010105050	Death in snuff films
01010200000	Killings carried out against a person with specific characteristics

MODIFICATIONS

The Micro-thesauri are intended to assist organisations working toward compatibility and uniformity in data recording and communication. Thus, any modification to the Micro-thesauri should be communicated to HURIDOCS. Suggestions for improvement will also be much appreciated and will serve to improve the next edition.

6. COMPLETING AND USING THE EVENTS STANDARD FORMATS

CONTENTS OF THIS CHAPTER

- A STEP BY STEP APPROACH
 - DATA ENTRY
 - MORE ABOUT LINKING RECORDS
Attaching Formats for Additional Information
 - RELATIONSHIPS OF THE VARIOUS FORMATS: A SUMMARY
 - EXAMPLES OF COMPLETED FORMATS
-
-

This section provides general guidelines for the organisation of information following the HURIDOCS Events Standard Formats. Specific instructions for the entry of data into each format and field can be found in *Chapter 8. Scope Notes*.

6.1 A STEP BY STEP APPROACH

1. First complete the **Event** Format to provide an overall account of what happened.
2. Next complete the formats for the different persons involved.
3. Link these records together where needed, by completing the link formats, e.g. the **Act** Format to link a **Person** as Victim to the **Event**, or the **Information** Format to link a **Person** as Source to the **Event**, or a **Chain of Events** Format to link two **Events** together.
4. Complete the attachment formats if there is additional information, e.g. an **Additional Details: Torture** format to supplement the information in the **Act** Format.

6.2 DATA ENTRY

Where appropriate, HURIDOCS encourages the use of codes, rather than descriptors, as the form of entry of information, as they are quick to record and facilitate retrieval, particularly when the data are being held in computerised databases. This could apply both to the field identifiers themselves (field tags [numerical] or field names [descriptive]) and to the information entered, e.g. a geographical code or the full name of a country or location.

However, two points should be made here:

- If information recorded is intended to be communicated to other organisations with which information is exchanged, field tags and other codes should only be used if they have been agreed by both sender and receiver.
- The choice of form of entry is largely determined by the stage of the recording process. For instance, during data gathering, the use of descriptors and free text entries is more common. But back in the office, when analysis has been done and the data can be treated with a greater degree of finality, codes can be used more intensively.

Sample Completed (Abbreviated) Event Format No. 1, using field names and descriptors:

Event Record Number 001

Event Title Desacula et al Arrest

Geographical Term Philippines

Local Geographical Area National Capital Region

Initial Date 18 November 1987

Event Description Edgar Desacula was arrested together with Ramon Aguilar by members of the Pasay City Police Force at Roxas Boulevard at about 1:00 o'clock in the afternoon of 18 November, 1987. They were brought to the police headquarters for questioning. Aguilar was immediately released while Desacula was passed to the Intelligence and Special Operations Group (ISOG) which conducted tactical interrogation and subjected him to torture for a period of two days. Desacula continues to be detained.

Impact of Event 2 victims

Sample Completed (Abbreviated) Event Format No. 2, using field tags and codes:

101 001

102 Desacula et al. Arrest

111 03 05 42

112 40 10 01*

113 18 November 1987

115 Edgar Desacula was arrested together with Ramon Aguilar by members of the Pasay City Police Force at Roxas Boulevard at about 1:00 o'clock in the afternoon of 18 November, 1987. They were brought to the police headquarters for questioning. Aguilar was immediately released while Desacula was passed to the Intelligence and Special Operations Group (ISOG) which conducted tactical interrogation and subjected him to torture for a period of two days. Desacula continues to be detained.

116 2 victims

**code from a local list*

These two completed **Events** Formats talk of the same thing, although the first one is more readable, because it uses field names and actual descriptors, while the second one uses field tags and codes. The codes used in the second example are from the Events Micro-thesauri, which are listings of terms and corresponding codes that are to be used with certain fields, and which are described further in *Chapter 5. The Events Micro-thesauri*.

The first example illustrates what one would normally do if the receiver of information does not use the field tags and codes of the Events Standard Formats. This manner of data entry is perhaps best suited to formats on paper.

The second example on the other hand is more appropriate for use within a single organisation, or if between organisations, where there is an agreement on the use of field tags and codes. It is most useful in computer applications.

6.3 MORE ABOUT LINKING RECORDS

There are six link formats altogether. They are used in linking records of different entities. Most of them are used in conjunction with a **Person** entity where they determine the role(s) of the **Person** in question. For example, if a **Person** is in the role of a Victim, then an **Act** Format is used to link the **Person** to an **Event**. Similarly, the **Intervention** Format links an **Event** to a **Person** whose role is that of an Intervening Party. This is how the six different link formats operate:

1. **Act Format** - links a **Person** record to an **Event** record, showing that the person is a *victim*
2. **Involvement Format** - links a **Person** record to an **Act** record, showing that the person is a *perpetrator*. Through the **Act** record the perpetrator is also linked to an event and to the victim
3. **Chain of Events Format** - links an **Event** record to another **Event** record
4. **Information Format** - links a **Person** record to an **Event** record or to another **Person** record, showing that the person is a *source of information*
5. **Intervention Format** - links a **Person** record to an **Event** record or to another **Person** record, showing that the person is an *intervening party*
6. **Biographic Details Format** - links a **Person** record to another **Person** record (but can also be used as an attachment format, see Chapter 4.1)

As explained earlier, the link formats are used after first creating **Event** and **Person** records by completing **Event** and **Person** Formats. The next step is to create the link records themselves by completing the link formats. The record numbers of the records being linked and other unique identifiers (e.g. *Event Title*, *Person Name*) are used to establish the links. To illustrate, consider the diagram on the next page.

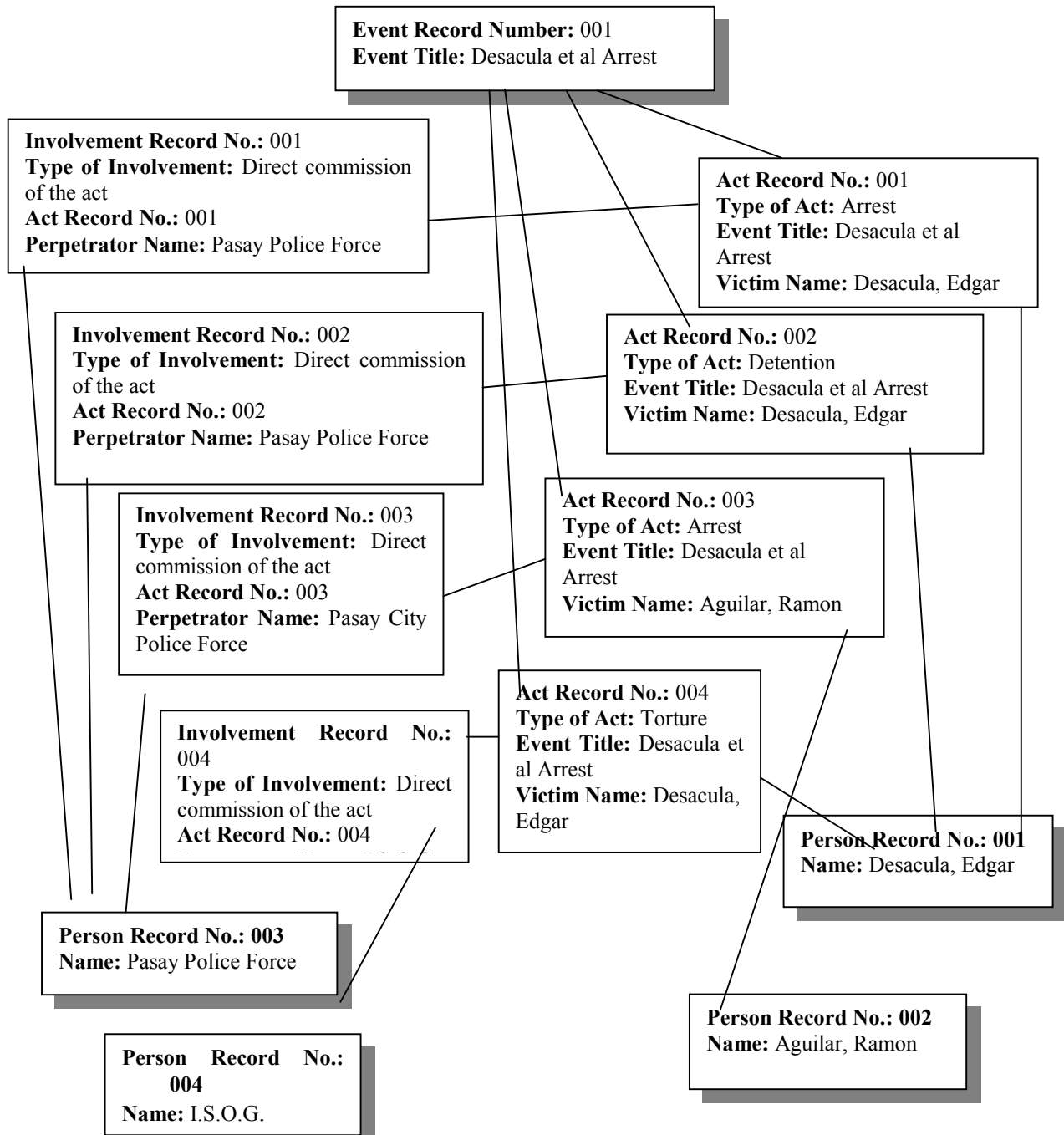


Figure 6.1 Linking various records

It can be seen that all individuals and groups, whether they were perpetrators or victims, belong to the **Person** type of records. In a computerised system, this would be just one file, and it is the link records that show what role a **Person** has in relation to a specific **Event**. If Desacula (**Person Record 001** in the above example) were to be victimised again, there would be no need to re-enter information about him as a person. To allow otherwise can lead to mistakes and confusing duplication in the database. This would still be the case even if his next role is no longer as a victim but as something else (e.g. as a source of information or as a perpetrator in another setting).

The diagram also shows how the **Act** records provide the links between the victims and an event. Therefore each **Act** record must include both the unique **Event Title** (field 2103) and the unique **Victim Name** (field 2102). In this case **Desacula et al. Arrest** will be entered in field 2103 in all the **Act** records, while records 1 - 3 will have **Desacula, Edgar** and record 4 will have **Aguilar, Ramon** entered in field 2102.

Similarly, the following diagram illustrates the use of the **Chain of Events** Format in linking Event records together:

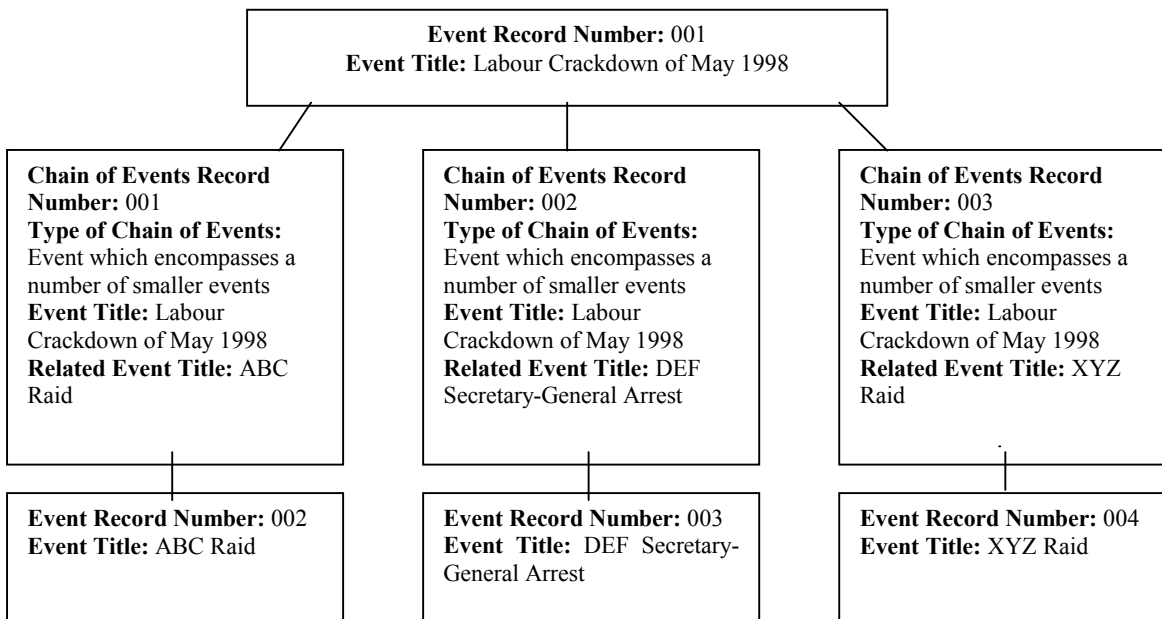


Figure 6.2 Chain of Events records

Attaching Formats for Additional Information

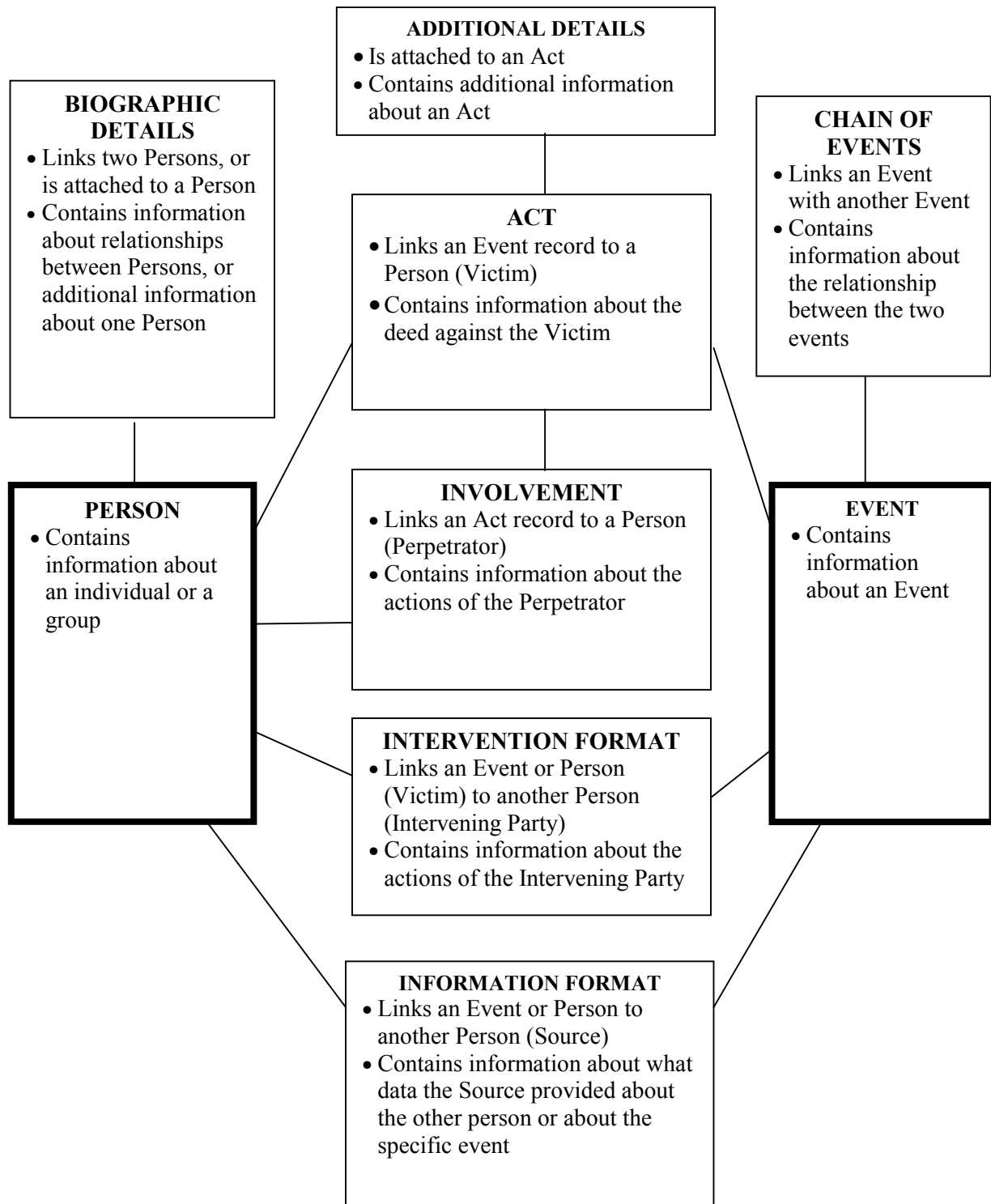
As explained earlier, the **Biographic Details** Format can either be a link format or an attachment format. For updates regarding just one **Person**, e.g., to illustrate the various positions that an alleged perpetrator has occupied in different sections of the armed forces, a **Biographic Details** Format may be completed and attached to the record of the **Person** in question.

Another attachment format is the **Additional Details** Format. It is used for recording additional information about certain kinds of acts. There is a format for recording additional details regarding arrest and detention for instance. Once completed, the **Additional Details** record can be attached to the relevant **Act** record.

6.4 RELATIONSHIPS OF THE VARIOUS FORMATS: A SUMMARY

The diagram below, *Figure 6.3 Relationships among the formats*, shows how the various elements of an event relate to each other. It can be easily seen that the basic elements are the **Event** and **Person** entities and that the rest are either links or attachments to these entities.

RELATIONSHIPS AMONG THE FORMATS



6.5 EXAMPLES OF COMPLETED FORMATS

Using the *Desacula et al Arrest* event as an example, the various formats are completed and shown on the following pages. Both field tags and field names, as well as the alternative ways of entering data (e.g., descriptors or codes) are presented here only for purposes of clarity of illustration. Fields not used in relation to this particular event are shown blank.

EVENT RECORD

101 Event Record Number 001
102 Event Title Desacula et al. Arrest
108 Confidentiality
111 Geographical Term Philippines [03 05 42]
112 Local Geographical Area National Capital Region [40 10 10]
113 Initial Date 18 November 1987
114 Final Date
115 Event Description Edgar Desacula was arrested together with Ramon Aguilar by members of the Pasay City Police Force at Roxas Boulevard at about 1:00 o'clock in the afternoon of 18 November, 1987. They were brought to the police headquarters for questioning. Aguilar was immediately released while Desacula was passed to the Intelligence and Special Operations Group (ISOG) which conducted tactical interrogation and subjected him to torture for a period of two days. Desacula continues to be detained.
116 Impact of Event 2 victims
150 Remarks The event happened at a time shortly after the Ministry of Defence announced that it will take stronger steps against militant labour.
151 Violation Status Confirmed [05]
152 Violation Index Violent or coercive act by state agents [01 01]
153 Rights Affected Liberty of the person [01 08] / Freedom from torture [01 11]
154 HURIDOCS Index Detention [04 05 20 05 14 01] / Torture [20 15 18 02 01]
155 Local Index Labour militancy [12 01 02 15 21 01]
160 Date Received 19 November 1987
161 Date of Entry 20 November 1987
162 Entered by Mdg
163 Project Title 1987 Labour Crackdown
165 Comments This event should be investigated further to see if it is connected with the reported raid of the office of the Victory Labour Union [Event 003]
166 Supporting Documents Photo 87-331
167 Files 87-NCR-010
168 Record Grouping L
170 Date Updated
171 Updated by
172 Monitoring Status Active [01]

PERSON RECORDS

901 Person Record Number 001
902 Counting Unit Individual [01]
903 Name Desacula, Edgar
904 Other Names
908 Confidentiality
910 Address/ Address Type
 Type of address: home [01]
 Address: 143 Libertad, Pasay City
 Country: Philippines [03 05 42]
 Start Date: 1 January 1986
 End Date:
911 Date of Birth 12 March 1964
912 Place of Birth Philippines [03 05 42]
913 Locality of Birth Zambales [30 01 05]
915 Sex Male [01]
916 Sexual Orientation Heterosexual male [01]
917 Identification Documents Cedula #653023
918 Civil Status Single [01]
919 Dependants
920 Formal Education Higher education [05]
921 Other Training
922 Occupation (ILO Categories) Manufacturing labourer [09 03 02]
923 Local Term for Occupation Factory worker
924 Health
925 Medical Records
926 Physical Description Moles on the neck [08 21]
927 Deceased
928 Date Deceased
930 Group Description
931 Number of Persons in Group
940 Religion Catholic [10 03]
941 Citizenship Philippines [03 05 42]
942 Ethnic Background
943 Other Background Tagalog [20 01 07 01 12 01]
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks Desacula had been earlier arrested in 1985
953 Reliability as Source
954 Reliability as Intervening Party
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
963 Project Title Persons Many Times Arrested
965 Comments More information is forthcoming from relatives being contacted by Edna Aguilar.
966 Supporting Documents Photo 87-332
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

901 Person Record Number 002
902 Counting Unit Individual [01]
903 Name Aguilar, Ramon
904 Other Names
908 Confidentiality
910 Address/ Address Type
Type of address: home [01]
Address: 88-B Yale St., Cubao, Quezon City
Country: Philippines [03 05 42]
Start Date: 1 January 1983
End Date:
911 Date of Birth 9 May 1961
912 Place of Birth Philippines [03 05 42]
913 Locality of Birth Batangas [50 01 01]
915 Sex Male [01]
916 Sexual Orientation Heterosexual male [01]
917 Identification Documents Cedula #87-984334
918 Civil Status Married [02]
919 Dependants
920 Formal Education Higher education [05]
921 Other Training
922 Occupation (ILO Categories) Manufacturing labourer [09 03 02]
923 Local Term for Occupation Factory worker
924 Health
925 Medical Records
926 Physical Description
927 Deceased
928 Date Deceased
930 Group Description
931 Number of Persons in Group
940 Religion Catholic [10 03]
941 Citizenship Philippines [03 05 42]
942 Ethnic Background
943 Other Background Tagalog [20 01 07 01 12 01]
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks
953 Reliability as Source
954 Reliability as Intervening Party
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
963 Project Title
965 Comments
966 Supporting Documents Photo 87-333
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

901 Person Record Number 003
902 Counting Unit Group, organisation or institution [03]
903 Name Pasay City Police Force
904 Other Names
908 Confidentiality
910 Address/ Address Type
 Type of address: work address [02]
 Address: 16 Buendia Ave., Pasay City
 Country: Philippines [03 05 42]
 Start Date: 1 January 1950
 End Date:
911 Date of Birth
912 Place of Birth
913 Locality of Birth
915 Sex
916 Sexual Orientation
917 Identification Documents
918 Civil Status
919 Dependants
920 Formal Education
921 Other Training
922 Occupation (ILO Categories) Policemen [05 01 06 02]
923 Local Term for Occupation
924 Health
925 Medical Records
926 Physical Description
927 Deceased
928 Date Deceased
930 Group Description Regular police force responsible for the whole city of Pasay. Lt. Cordura is known to belong to this group.
931 Number of Persons in Group 300 : estimate
940 Religion
941 Citizenship Philippines [03 05 42]
942 Ethnic Background
943 Other Background
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks
953 Reliability as Source
954 Reliability as Intervening Party
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
965 Comments Need to get the name the commanding officer
966 Supporting Documents
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

901 Person Record Number 004
902 Counting Unit Group, organisation or institution [03]
903 Name Intelligence and Service Operations Group
904 Other Names
908 Confidentiality
910 Address/ Address Type
Type of Address: work address [02]
Address: Camp Crame, Quezon City
Country: Philippines [03 05 42]
Start Date:
End Date:
911 Date of Birth
912 Place of Birth
913 Locality of Birth
915 Sex
916 Sexual Orientation
917 Identification Documents
918 Civil Status
919 Dependants
920 Formal Education
921 Other Training
922 Occupation (ILO Categories) Armed forces [10]
923 Local Tem for Occupation Military intelligence
924 Health
925 Medical Records
926 Physical Description
927 Deceased
928 Date Deceased
930 Group Description This is a little-known group said to be active in intelligence work against suspected subversives
931 Number of Persons in Group
940 Religion
941 Citizenship Philippines [03 05 42]
942 Ethnic Background
943 Other Background
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks
953 Reliability as Source
954 Reliability as Intervening Party
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
965 Comments Need to get more information on the organisational structure of the AFP to see where ISOG is connected.
966 Supporting Documents
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

901 Person Record Number 005
902 Counting Unit Individual [01]
903 Name Aguilar, Edna
904 Other Names
908 Confidentiality
910 Address/ Address Type
 Type of address: home [01]
 Address: 88-B Yale St., Cubao, Quezon City
 Country: Philippines
 Start Date: 1 January 1983
 End Date:
911 Date of Birth 3 June 1963
912 Place of Birth Philippines [03 05 42]
913 Locality of Birth Catanduanes [07 01 05]
915 Sex Female [02]
916 Sexual Orientation Heterosexual female [02]
917 Identification Documents
918 Civil Status
919 Dependants
920 Formal Education Higher education [05]
921 Other Training
922 Occupation (ILO Categories) Manufacturing labourer [09 03 02]
923 Local Term for Occupation Factory worker
924 Health
925 Medical Records
926 Physical Description
927 Deceased
928 Date Deceased
930 Group Description
931 Number of Persons in Group
940 Religion Catholic [10 03]
941 Citizenship Philippines [03 05 42]
942 Ethnic Background
943 Other Background Bicolano [02 09 03 15 12 01]]
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks
953 Reliability as Source Highly reliable [01]
954 Reliability as Intervening Party
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
963 Project Title
965 Comments
966 Supporting Documents
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

901 Person Record Number 006
902 Counting Unit Individual [01]
903 Name Ignacio, Johannes
904 Other Names
908 Confidentiality
910 Address/ Address Type
Type of address: work address [02]
Address: FLAG, Cabrera Building, Kamias St., Quezon City
Country: Philippines [03 05 42]
Start Date: 1 January 1987
End Date:
911 Date of Birth 13 March 1960
912 Place of Birth Philippines [03 05 42]
913 Locality of Birth National Capital Region [40 10 10]
915 Sex Male [01]
916 Sexual Orientation Heterosexual Male [01]
917 Identification Documents Cedula #586739
918 Civil Status Single [01]
919 Dependants
920 Formal Education Higher education [05]
921 Other Training
922 Occupation (ILO Categories) Lawyers [02 90 02 01]
923 Local Tem for Occupation Lawyers
924 Health
926 Physical Description
927 Deceased
928 Date Deceased
930 Group Description
931 Number of Persons in Group
940 Religion Catholic [10 03]
941 Citizenship Philippines [03 05 42]
942 Ethnic Background
943 Other Background Tagalog [20 01 07 01 12 01]
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks
953 Reliability as Source
954 Reliability as Intervening Party Highly reliable [01]
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
963 Project Title
965 Comments
966 Supporting Documents
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

901 Person Record Number 007
902 Counting Unit Individual [01]
903 Name Cordura, Gustavo
904 Other Names
908 Confidentiality
910 Address/ Address Type
 Type of Address: work address [02]
 Address: Camp Crame, Quezon City
 Country: Philippines [03 05 42]
 Start Date:
 End Date:
911 Date of Birth
912 Place of Birth Philippines [03 05 42]
913 Locality of Birth
915 Sex Male [01]
916 Sexual Orientation Heterosexual male [01]
917 Identification Documents
918 Civil Status
919 Dependants
920 Formal Education Higher education [05]
921 Other Training
922 Occupation (ILO Categories) Policemen [05 01 06 02]
923 Local Tem for Occupation Policemen
924 Health
925 Medical Records
926 Physical Description
927 Deceased
928 Date Deceased
930 Group Description
931 Number of Persons in Group
940 Religion
941 Citizenship Philippines [03 05 42]
942 Ethnic Background Tagalog [20 01 07 01 12 01]
943 Other Background
944 General Characteristics
945 Language Tagalog [20 01 07 01 12 01]
946 Local Language
947 National Origin Philippines [03 05 42]
950 Remarks
953 Reliability as Source
954 Reliability as Intervening Party
960 Date Received 19 November 1987
961 Date of Entry 20 November 1987
962 Entered by Mdg
963 Project Title
965 Comments
966 Supporting Documents
967 Files 87-NCR-010
968 Record Grouping
970 Date Updated
971 Updated by

On the next pages are the various link formats completed as examples, still using the *Desacula et al Arrest* event.

ACT RECORDS

2101 Act Record Number 001
2102 Victim Name Desacula, Edgar
2103 Event Title Desacula et al Arrest
2108 Confidentiality
2109 Type of Act Arrest [03 01 01]
2111 Initial Date 18 November 1987
2112 Exact Location Roxas Boulevard, Pasay City
2113 Stated Reason According to Lt. Cordura, a member of the Pasay City Police Force, the victim is suspected to be a member of an urban guerilla group.
2114 Method of Violence
2115 Attribution Officials acknowledge act [01 01]
2116 Physical Consequences
2117 Psychological Consequences
2118 Age at Time of Victimisation 21
2121 Final Date 18 November 1987
2122 Exact Location at End of Act Pasay City Police Headquarters
2123 Status at End of Act Arrested and currently held - undergoing investigation [02 02 01]
2150 Remarks No warrant of arrest was presented.
2152 Victim Characteristics Suspected member of armed opposition [01 02 02]
2153 Type of Location Road; highway [07 01]
2154 National Legislation Philippine Constitution's Bill of Rights
2155 International Instruments International Covenant on Civil and Political Rights (1966) [01 03]
2160 Date Received 19 November 1987
2161 Date of Entry 20 November 1987
2162 Entered by Mdg
2165 Comments
2166 Supporting Documents
2170 Date updated
2171 Updated by

2101 Act Record Number 002
2102 Victim Name Desacula, Edgar
2103 Event Title Desacula et al Arrest
2108 Confidentiality
2109 Type of Act Detention; imprisonment [03 01 02]
2111 Initial Date 18 November 1987
2112 Exact Location Pasay City Jail
2113 Stated Reason
2114 Method of Violence
2115 Attribution Officials acknowledge act [01 01]
2116 Physical Consequences
2117 Psychological Consequences
2118 Age at Time of Victimization 21
2121 Final Date
2122 Exact Location at End of Act
2123 Status at End of Act
2150 Remarks
2152 Victim Characteristics Suspected member of armed opposition
[01 02 02]
2153 Type of Location Penal institution [03 06]
2154 National Legislation Philippine Constitution's Bill of Rights
2155 International Instruments International Covenant on
Civil and Political Rights (1966) [01 03]
2160 Date Received 19 November 1987
2161 Date of Entry 20 November 1987
2162 Entered by Mdg
2165 Comments
2166 Supporting Documents
2170 Date Updated
2171 Updated by

2101 Act Record Number 003
2102 Victim Name Aguilar, Ramon
2103 Event Title Desacula et al Arrest
2117 Confidentiality
2109 Type of Act Arrest [03 01 01]
2111 Initial Date 18 November 1987
2117 Exact Location
2113 Stated Reason Aguilar was arrested because he was in the company of Desacula. According to Lt. Cordura, a member of the Pasay City Police Force, Desacula is suspected to be a member of an urban guerilla group.
2117 Method of Violence
2115 Attribution Officials acknowledge act [01 01]
2117 Physical Consequences
2117 Psychological Consequences
2118 Age at Time of Victimization 24
2121 Final Date 18 November 1987
2122 Exact Location at End of Act Pasay City Police Headquarters
2123 Status at End of Act Arrested and released [02 01]
2150 Remarks No warrant of arrest was presented.
2152 Victim Characteristics Suspected member of armed opposition [01 02 02]
2153 Type of Location Road; highway [07 01]
2154 National Legislation Philippine Constitution's Bill of Rights
2155 International Instruments International Covenant on Civil and Political Rights (1966) [01 03]
2160 Date Received 19 November 1987
2161 Date of Entry 20 November 1987
2162 Entered by Mdg
2165 Comments
2166 Supporting Documents
2170 Date Updated
2171 Updated by

2101 Act Record Number 004
2102 Victim Name Desacula, Edgar
2103 Event Title Desacula et al Arrest
2108 Confidentiality
2109 Type of Act Torture [02 01 11 11]
2111 Initial Date 18 November 1987
2112 Exact Location Pasay City Police Headquarters
2113 Stated Reason
2114 Method of Violence Application of electric shock [03 08]
2115 Attribution Officials deny act [01 02]
2116 Physical Consequences There are scars on the back, arms and thighs as consequences of the application of electric shock.
2117 Psychological Consequences
2118 Age at Time of Victimization 21
2121 Final Date 19 November 1987
2122 Exact Location at End of Act Pasay City Police Headquarters
2123 Status at End of Act
2150 Remarks The official who denied that torture was committed was Lt. Gustavo Cordura.
2152 Victim Characteristics Suspected member of armed opposition [01 02 02]
2153 Type of Location Police station or post [03 05]
2154 National Legislation Philippine Constitution's Bill of Rights
2155 International Instruments International Covenant on Civil and Political Rights (1966) [01 03] / Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (1984) [04 04]
2160 Date Received 19 November 1987
2161 Date of Entry 20 November 1987
2162 Entered by Mdg
2165 Comments See if it is possible to ask a doctor to examine Desacula's scars.
2166 Supporting Documents
2170 Date Updated
2171 Updated by

INVOLVEMENT RECORDS

2401 Involvement Record Number 001
2402 Perpetrator Name Pasay City Police Force
2403 Event Title Desacula et al Arrest
2404 Act Record Number 001
2408 Confidentiality
2409 Degree of Involvement Directly carried out the act [01 01]
2412 Type of Perpetrator Police [01 01 04]
2422 Latest Status as Perpetrator in the Act
2450 Remarks
2461 Date of Entry 20 November 1987
2462 Entered by Mdg
2465 Comments
2470 Date Updated
2471 Updated by

2401 Involvement Record Number 002
2402 Perpetrator Name Pasay City Police Force
2403 Event Title Desacula et al Arrest
2404 Act Record Number 002
2408 Confidentiality
2409 Degree of Involvement Directly carried out the act [01 01]
2412 Type of Perpetrator Police [01 01 04]
2422 Latest Status as Perpetrator in the Act
2450 Remarks
2461 Date of Entry 20 November 1987
2462 Entered by Mdg
2465 Comments
2470 Date Updated
2471 Updated by

2401 Involvement Record Number 003
2402 Perpetrator Name Pasay City Police Force
2403 Event Title Desacula et al Arrest
2404 Act Record Number 003
2408 Confidentiality
2409 Degree of Involvement Directly carried out the act [01 01]
2412 Type of Perpetrator Police [01 01 04]
2422 Latest Status as Perpetrator in the Act
2450 Remarks
2461 Date of Entry 20 November 1987
2462 Entered by Mdg
2465 Comments
2470 Date Updated
2471 Updated by

2401 Involvement Record Number 004
2402 Perpetrator Name Intelligence and Service Operations Group
2403 Event Title Desacula et al Arrest
2404 Act Record Number 004
2408 Confidentiality
2409 Degree of Involvement Directly carried out the act [01 01]
2412 Type of Perpetrator Secret Service [01 01 06]
2422 Latest Status as Perpetrator in the Act
2450 Remarks
2461 Date of Entry 20 November 1987
2462 Entered by Mdg
2465 Comments
2470 Date Updated
2471 Updated by

INFORMATION RECORDS

2501 Information Record Number 001
2502 Source Name Aguilar, Edna
2503 Event Title Desacula et al Arrest
2504 Related Person Name
2508 Confidentiality
2509 Source Connection to Information Related to the victim [02 01]
2510 Language of Source Material Tagalog [20 01 07 01 12 01]
2511 Date of Source Material 19 November 1987
2512 Type of Source Material Interview [09 14 20 05 18 01]
2513 Local Language of Material
2550 Remarks
2553 Reliability of Information Highly reliable [01]
2560 Date Received 19 November 1987
2561 Date of Entry 20 November 1987
2562 Entered by Mdg
2565 Comments
2570 Date Updated
2571 Updated by

2501 Information Record Number 002
2502 Source Name Aguilar, Edna
2503 Event Title
2504 Related Person Name Desacula, Edgar
2508 Confidentiality
2509 Source Connection to Information Related to the victim [02 01]
2510 Language of Source Material Tagalog [20 01 07 01 12 01]
2511 Date of Source Material 19 November 1987
2512 Type of Source Material Interview [09 14 20 05 18 01]
2513 Local Language of Source Material
2550 Remarks
2553 Reliability of Information Highly Reliable [01]
2560 Date Received 19 November 1987
2561 Date of Entry 20 November 1987
2562 Entered by Mdg
2565 Comments Edna Aguilar will contact the relatives of Desacula for more information about him.
2570 Date Updated
2571 Updated by

2501 Information Record Number 003
2502 Source Name Aguilar, Edna
2503 Event Title
2504 Related Person Name Aguilar, Ramon
2508 Confidentiality
2509 Source Connection to Information Related to the victim [02 01]
2510 Language of Source Material Tagalog [20 01 07 01 12 01]
2511 Date of Source Material 19 November 1987
2512 Type of Source Material Interview [09 14 20 05 18 01]
2513 Local Language of Source Material
2550 Remarks
2553 Reliability of Information Highly Reliable [01]
2560 Date Received 19 November 1987
2561 Date of Entry 20 November 1987
2562 Entered by Mdg
2565 Comments
2570 Date Updated
2571 Updated by

INTERVENTION RECORDS

2601 Intervention Record Number 001
2602 Intervening Party Name Ignacio, Johannes
2603 Event Title Desacula et al. Arrest
2604 Victim Name Desacula, Edgar
2608 Confidentiality
2609 Type of Intervention Legal aid [01 02]
2611 Date of Intervention 19 November 1987
2612 Parties Requested
2613 Response
2614 Impact on the Situation Minor impact [03]
2650 Remarks
2651 Intervention Status Significant action taken and continuing [01]
2652 Priority High priority [02]
2661 Date of Entry 23 November 1987
2662 Entered by Mdg
2665 Comments
2670 Date Updated
2671 Updated by

2601 Intervention Record Number 002
2602 Intervening Party Name Ignacio, Johannes
2603 Event Title Desacula et al. Arrest
2604 Victim Name Aguilar, Ramon
2608 Confidentiality
2609 Type of Intervention Legal aid [01 02]
2611 Date of Intervention 19 November 1987
2612 Parties Requested
2613 Response
2614 Impact on the Situation Strong positive impact [01]
2650 Remarks
2651 Intervention Status Action taken but not continuing [04]
2652 Priority Low priority [04]
2661 Date of Entry 23 November 1987
2662 Entered by Mdg
2665 Comments
2670 Date Updated
2671 Updated by

ADDITIONAL DETAILS RECORD

3102 Act Record Number 002
3110 Case Description Desacula was charged with "Violation of Presidential Decree 1866 (Rebellion)"
3112 Type of Detention Held under administrative detention [01]
3113 Detention Conditions Desacula is held in a 4 x 6 m. cell together with 4 other detainees at the Pasay City Jail
3114 Whereabouts and Outside Contact during Detention Outside contact is permitted [01 01 01]
3115 Legal Counsel Counsel provided by voluntary / human rights organisation [52]
3116 Type of Court Civilian court [01]
3117 Type of Language Victim can speak, read, write and understand the language [02]
3118 Court Case Code 87-12702 / 87-12703
3119 Court Case Name People of the Philippines vs. Edgardo Desacula
3120 Judicial District

BIOGRAPHIC DETAILS RECORDS

2301 Biographic Details Record Number 001
2302 Person Name Aguilar, Ramon
2303 Related Person Name Aguilar, Edna
2308 Confidentiality
2309 Type of Relationship Spouse [01 01 01]
2310 Initial Date 14 April 1986
2311 Final Date
2320 Education and Training
2322 Employment
2323 Affiliation
2327 Position in Organisation
2328 Rank
2350 Remarks
2361 Date of Entry 20 November 1987
2362 Entered by Mdg
2365 Comments
2370 Date Updated
2371 Updated by

2301 Biographic Details Record Number 002
2302 Person Name Cordura, Gustavo
2303 Related Person Name Pasay City Police Force
2308 Confidentiality
2309 Type of Relationship Member [11 01]
2310 Initial Date 1 January 1985
2311 Final Date
2320 Education and Training
2322 Employment
2323 Affiliation
2327 Position in Organisation Investigator
2328 Rank Lieutenant
2350 Remarks
2361 Date of Entry 20 November 1987
2362 Entered by Mdg
2365 Comments
2370 Date Updated
2371 Updated by

7. ADAPTING THE EVENTS STANDARD FORMATS

CONTENTS OF THIS CHAPTER

- INTRODUCTION
 - COMPUTER IMPLEMENTATIONS OF THE FORMATS
 - SHORT FORMATS
 - NOTE ON USING SEPARATE ROLE FORMATS
 - DESIGNING THE FORMATS ON PAPER
-
-

7.1 INTRODUCTION

In the design of the Standard Formats, HURIDOCs has tried to be as comprehensive as possible. This explains the multitude of formats and fields. It is quite possible, however, for organisations to adapt the formats to their own needs, and in many cases only to use a subset of the whole tool. Certain organisations will use only some of the formats and others will use only a select number of fields. Likewise it is possible to add fields and assign field tags (field numbers) for them. For example, an organisation may want to include a field for *Motivation* in the **Event** Format. This is likely to be a field for information used in analysis, so a field tag from the range 150 to 159, for instance 159 that is not used in the standard version of the format, could be allocated.

With respect to the Micro-thesauri, individual organisations will sometimes find that the standard lists do not fit the categories they would like to record, and may therefore wish to develop their own lists. Some organisations may decide to use just a subset of the categories of the prescribed Micro-thesauri. For instance, a national organisation would have no need for the list of all major languages in the world - a list of national languages and dialects would be more important.

Another major area of adaptation is the use of the formats for monitoring economic, social and cultural rights. This subject is further discussed in Appendix B: *Towards a Typology of Violations*.

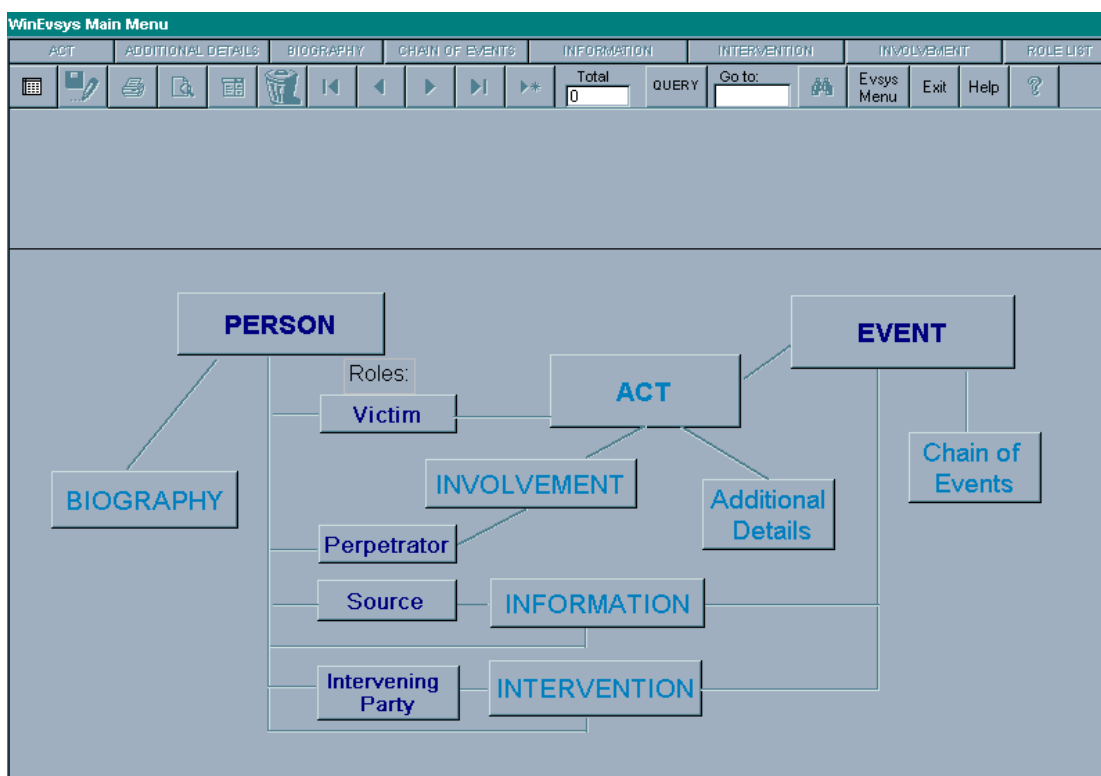
If the recorded information is to be shared with other organisations it is important that any adaptations are fully compatible with the original full formats. For instance an organisation may decide to omit some fields, but should not change the field tags (field numbers) or field names. Likewise it is essential for communication that only the established codes are used. If an organisation wishes to communicate information using for instance a locally developed Micro-thesaurus, the “code key” needs to be sent to all receiving organisations as well as to HURIDOCs.

7.2 COMPUTER IMPLEMENTATIONS OF THE FORMATS

HURIDOCS promotes the Events Standard Formats as standards for organisations to use in designing their databases, and for exchange of information among organisations. This means that any organisation is free to produce a computer program based on these Formats or their adaptations. The data model which programmers can adopt for this purpose is included as Appendix C in this volume.

However, HURIDOCS recognises that there are many organisations that do not have the resources or the desire to produce computer programs on their own. Therefore HURIDOCS has taken on the task of developing and distributing a computer application for the most commonly used Windows operating system, called WinEvsys. The scope notes for completing the formats refer occasionally to WinEvsys in citing examples for data entry in computerised systems.

Figure 7.2 The opening screen of the WinEvsys application



WinEvsys, the computerised implementation of the Events Standard Formats as developed by HURIDOCS, allows for a number of possible adaptations, especially with regard to the modification of the Micro-thesauri. Modification can be done with the use of the Microsoft Access software. The procedures involved in making adaptations through WinEvsys are described in the WinEvsys manual.

7.3 SHORT FORMATS

As mentioned above, certain organisations may opt to use only a few of the formats, and may even decide to collapse two or more of them together. Below is a configuration using only two formats (**Event** and **Person [Victim]**), as suggested by some members of the network. These have come to be known as Short Formats, and were recommended mainly for communicating cases of human rights violations

EVENT FORMAT

(with fields from the Event, Act, Involvement, Information and Intervention Formats)

101	Event Record Number
111	Geographical Term
112	Local Geographical Area
2109	Type of Act
2111	Initial Date
2153	Type of Location
2112	Exact Location
2121	Final Date
115	Event Description
2450	Remarks on the Perpetrator
2152	Victim Characteristics
2550	Remarks on the Source
2650	Remarks on Intervention
150	Remarks on the Event
2102	Victim Name
161	Date of Entry

PERSON [VICTIM] FORMAT

(field numbers are taken from the Victim Format, and are mainly intended for manual applications - for an explanation of this format and the codes, see section 7.4 below)

201	Victim Record Number
203	Name
211	Date of Birth
215	Sex
219	Dependants
222	Occupation (ILO Categories)
2323	Affiliation
2123	Status at End of Act
250	Remarks
102	Event Title
261	Date of Entry

The use of the above short formats implies that only one act is selected for communication, such as a disappearance or an extra-judicial execution.

7.4 NOTE ON USING SEPARATE ROLE FORMATS

In the previous edition of HURIDOCs Events Standard Formats the different roles a Person could play were represented by different formats: "Victim Information Format", "Source Information Format", "Alleged Perpetrator Information Format" and "Intervention Information Format". With the greater emphasis in this new edition on computerised record keeping the different role formats have been removed, in favour of maintaining one single data file of Person records and showing the roles through link formats (for instance showing that a person is a victim by linking the Person record to an event through an Act record; or by showing that a person is a Source by linking their Person record to an Event through an Information record).

However, it is still possible for an organisation to opt to use specific role formats: Victim, Perpetrator, Source or Intervening Party, including only a selection of the fields available in the full **Person** Format. For instance an **Intervening Party** or a **Source** Format might exclude many of the fields for personal data such as marital status and education that are relevant to a **Victim** Format and that are to be found in the full **Person** Format. This type of adaptation is perhaps most likely when a manual rather than a computerised recording system is used. But separate role formats can also be useful as output formats in a computerised system, or as paper formats for a first recording of information, e.g. in an interview situation.

In order to better distinguish between separate role formats it is recommended that the field tags (field numbers) of each role format are made distinctive. This can best be done by replacing the first digit (9) of the **Person** Format with the initial digits for the role formats, i.e. Victim format (2), Source format (3), Perpetrator format (4) and Intervening Party format (5).

The following table provides an illustration, using a small selection of fields in the formats only:

FIELD NAME	PERSON FORMAT	VICTIM FORMAT	SOURCE FORMAT	PERPETRA- TOR FORMAT	INTERVENING PARTY FORMAT
Record Number	901	201	301	401	501
Counting Unit	902	202	302	402	502
Name	903	203	303	403	503
Other Names	904	204	304	404	504
Confidentiality	908	208	308	408	508
Address/ Address Type	910	210	310	410	510
Reliability as Source	953	-	353	-	-
Reliability as Intervening Party	954	-	-	-	554

Figure 7.1 Table illustrating the codes for different types of Person Formats

Because the role formats are simply variations on the **Person** Format the last two digits are common for the same kinds of fields.

7.5 DESIGNING THE FORMATS ON PAPER

Another major area of adaptation of the formats lies in translating them into formats on paper, especially for use in data gathering.

The way the formats look on paper could be very different compared to entry forms in a computerised database. On the computer, one can easily have entries with a variable length for free text fields such as *Event Description* or *Comments*. The designer of a paper form must anticipate the amount of space needed, and might for instance like to group the free text fields together as separate pages of the form with the option of continuing on the reverse of the page. It is possible to customise a paper form also in other ways, for example by selecting only the most pertinent fields to be included in the format,⁹ or by adding fields from other formats.

The following pages illustrate a possible layout, and a sample completion, of the **Event** Format as a paper form with some fields added from the **Act** Format, which make it possible to record more details. It must however be borne in mind that the data regarding the various acts, though contained in the **Event** Format, still constitute distinct records. In a computer database, these have to be entered in a separate format, the **Act** Format.

⁹ For example, only the fields for factual and descriptive data, but not the fields for analytical data. For more information about this distinction, see section 4.2 *Fields*.

The *Desacula et al Arrest* event when recorded into the preceding format, could look as follows:

Documentation Form 1		EVENT NUMBER		000001	
EVENT TITLE Desacula et al. Arrest					
LOCAL GEOGRAPHICAL AREA National Capital Region					
INITIAL DATE 18 November 1987			FINAL DATE		
EVENT DESCRIPTION:					
Edgar Desacula was arrested together with Ramon Aguilar by members of the Pasay City Police Force at Roxas Boulevard at about 1:00 o'clock in the afternoon of 18 November, 1987. They were brought to the police headquarters for questioning. Aguilar was immediately released while Desacula was passed to the Intelligence and Special Operations Group (ISOG) which conducted tactical interrogation and subjected him to torture for a period of two days. Desacula continues to be detained.					
TOTAL NUMBER OF VICTIMS 2					
COMPONENT ACTS:					
ACT	VICTIM	PERPETRATOR	INVOLVEMENT	DATE	EXACT LOCATION
Arrest	Desacula, Edgar	Pasay Police Force	Direct	19871118	Roxas Boulevard
Arrest	Aguilar, Ramon	Pasay Police Force	Direct	19871118	Roxas Boulevard
Torture	Desacula, Edgar	Intelligence and Service Operating Group	Direct	19871118	Police HQ
Detention	Desacula, Edgar	Pasay Police Force	Direct	19871118	Pasay City Jail
RELEVANT NATIONAL LEGISLATION:					
The Philippine Constitution's Bill of Rights provides for the prohibition of torture					
PREPARED BY			Mdg		
DATE OF ENTRY			November 20, 1987		

Figure 7.4 Sample completed documentation form

8. SCOPE NOTES

CONTENTS OF THIS CHAPTER

- INTRODUCTION
 - ENTRY PRINCIPLES
 - FORMATS TO COVER WHAT HAPPENED - THE EVENT, ACT, ADDITIONAL DETAILS AND CHAIN OF EVENTS FORMATS
 - SCOPE NOTES - EVENT FORMAT
 - SCOPE NOTES - ACT FORMAT
 - SCOPE NOTES - ADDITIONAL DETAILS FORMATS
 - Arrest, Detention or Legal Proceedings
 - Deaths and Killings
 - Torture
 - Destruction and Loss of Property
 - CHAIN OF EVENTS FORMAT - SCOPE NOTES
 - PERSON FORMAT - SCOPE NOTES
 - BIOGRAPHIC DETAILS FORMAT - SCOPE NOTES
 - OTHER FORMATS
 - SCOPE NOTES - INVOLVEMENT FORMAT
 - SCOPE NOTES - INFORMATION FORMAT
 - SCOPE NOTES - INTERVENTION FORMAT
-
-

8.1 INTRODUCTION

The scope notes below provide guidance to the user on how to use each field in the various formats. References are frequently made to the Micro-thesauri found in the publication *Micro-thesauri: A Tool for Documenting Human Rights Violations*, which include codes and terms. HURIDOCS also provides additional supporting documents such as guidelines for entering names, and these should also be used in conjunction with completing the various fields.

The heading of each scope note consists of two parts – the Field Tag and the Field Name. Following these are four parts in the following order:

- **Definition** of the field
- **Guidelines** on how and when to use this field
- **Entry** with instructions on how to enter information
- **Examples** which illustrate how to enter information.

Information can be entered into the fields in a variety of ways that are specified in the scope notes for each field.

These include:

- free text (limited or not)
- terms from a controlled vocabulary list (such as index terms)
- dates (which can be used for calculations)
- numbers used for calculations
- unique record numbers, usually generated by the computer program
- designations for rankings, values such as yes / no, or status values
- codes or identification symbols, such as initials or abbreviations, defined by local organisations or networks
- codes from a Events Micro-thesaurus
- codes from a locally defined Micro-thesaurus, or a thesaurus chosen by the local organisation

The type of entry chosen depends on the organisation's information needs, technological capabilities and the requirements of the computer programme that may be used. The instructions below reflect suggested entry methods for use with WinEvsys.

In several fields, organisations can enter codes or terms. In the examples below, both have been included, separated by *or*. Terms and clarifying notes are separated by space colon space (:).

Before starting to record information using the formats and these scope notes, it is advisable to become familiar with the content of the earlier chapters of this book, which contain background information on recording human rights violations using the Events Standard Formats of HURIDOCS.

8.2 ENTRY PRINCIPLES

1. Entry choices

In a computer database, many choices for entries are included in various electronic tables within the program. Users obtain a list of vocabulary terms from which they can select the most appropriate term(s). These lists of terms may be developed locally, can come from an existing thesaurus, may be chosen from lists in the scope notes below or may be terms from the Events Micro-thesauri. After the user has chosen the most appropriate term(s), the computer stores a code matching this term(s).

The WinEvsys software has easy entry principles for operations such as separating entries and updating records - for details, see the Winevsys manual.

2. Numbering records

For manual systems, organisations have to develop a suitable numbering system which best fulfils their needs in classifying and retrieving their records. Records can be numbered sequentially by type of format (for example, E110 for the 110th Event format), by geographical region or chronologically.

In computerised systems, records will usually automatically be assigned a number to identify each record and make it unique.

3. Separating entries

a. When filling out a format manually, use a slash (/) to separate different entries in the same field, e.g. Kenya / Uganda. Fields with this type of entry are called “repeatable” in a computer database because more than one entry is possible. Not all fields allow repeated entries.

b. When completing a format manually, use a colon (:) to separate different parts of the SAME entry in one field, e.g. **15 December 1998 : union dissolved**. In this case, the note "union dissolved" clarifies the date entry. Clarifying notes can be of unlimited field length but are only available on some fields. For these fields, there must be only one clarifying note, regardless of how many repeated entries there are.

c. When completing information manually, use a dash (-) to separate an uncertain date from its qualifier. For instance, if an event is estimated to have happened around 15 December 1998, the entry can be **15 December 1998 - estimate**. Hence, it is possible to use both dash and colon, e.g., **15 December 1998 - estimate : union dissolved**.

4. Punctuation

As a general rule, do not use punctuation at the end of an entry in a field. You may only do so in the case of fields that admit free text of unlimited length, such as *Event Description*.

5. Remarks and Comments

The field *Remarks* is for factual information on any format which does not fit in any other field. *Comments* is one of the management fields meant for internal use - it allows the person analysing or entering the data to record more subjective information on the record being entered or modified.

6. Updates

Sometimes updates are needed after the information has been recorded. These updates may take the form of a revision which means that permanent changes to an existing record are made (i.e., the old information is changed or overwritten). Information that was entered by error can be overwritten. Fields such as *Confidentiality*, *Sex* and *Civil Status* may be revised in this way. Updates can also involve adding information to existing fields, particularly in those that are repeatable, allow clarifying notes or free text. In this case, the new information is simply added onto the old information with nothing being overwritten. Examples of this include **Event Description**, **Remarks**, **Comments**, **Case Description**, and **Attribution**. In the case of free text fields, you may wish to use a slash and the date between old information and new information.

7. Index terms

The index terms provide a point of access to the contents of a collection of documents, allowing the user to retrieve particular (sets of) records. The effectiveness and precision of the documentation system depends to a large extent on the quality of the indexing. The total number of index terms assigned to an event varies according to the complexity of the unit being analysed. Every effort must be made to select the most specific terms. To avoid pitfalls in selecting index terms:

DO NOT select a broader term when a narrower term is more appropriate; e.g., do not use "civil and political rights" when an event deals only with "academic freedom".

DO NOT use religion, ethnic background, language, citizenship or origins in general index fields. These and other characteristics of persons are covered in fields designed specifically for these areas.

DO keep user needs in mind at all times. For each index term selected, ask the question: "If a user were doing a search on this particular topic, would s/he find this record pertinent?" If the answer is "No", the index term should not be selected.

8. Confidentiality

Caution should be used in entering sensitive material into a database. Unless safeguards such as encryption are taken to protect victims, sensitive material should not be entered in the system at all. Confidential information should generally not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. This issue should be thoroughly explored before organisations embark on database projects.

9. Information unknown

If no data are available for recording information in a specific field, or when the data are not certain, the field should be left blank. A note on this can be made in the field *Comments*. Most Micro-thesauri have a code 99 for indicating that information is not (yet) known.

10. The format of dates

The format of dates varies in different parts of the world. The date format in computerised databases provides flexibility for computation, search and output. Users can set up their systems to reflect the format that is in common use in their area. For electronic exchange, even when a date is entered using a certain format (e.g., January 10, 2001), it can be read and displayed in another format as used by the receiver (e.g., 10 January 2001). This is because computer operating systems all follow the same machine-based standard in the storage of date values. What is important in the case of WinEvsys and similar applications is to define fields for entering dates as date fields and not as text fields, for this internal machine-based standard to apply.

For purposes of manual recording, HURIDOCS recommends the use of the format DD Month YYYY (e.g., 1 January 2001).¹⁰

For uncertain dates, it is recommended to qualify the entry with an indication as to whether the date is an estimate, or has an unknown month, or an unknown month and date. Use a dash (-) to separate the qualifier. Enter 1 for an unknown day and January for an unknown month.

If the date is entirely unknown, leave the field blank.

Examples:

8 May 1989	Entry: 8 May 1989
Around 1934	Entry: 1 January 1934 - estimate
June 1999	Entry: 1 June 1999 - unknown day
2001	Entry: 1 January 2001 - unknown day and month
Approximately 15 July 1999	Entry: 15 July 1999 - estimate
In July 1999	Entry: 1 July 1999 - unknown day
Approximately July 1999	Entry: 1 July 1999 - estimate
1999	Entry: 1 January 1999 - unknown day and month
1 January 1999	Entry: 1 January 1999
January 1999	Entry: 1 January 1999 - unknown date

8.3 FORMATS TO COVER WHAT HAPPENED – THE EVENT, ACT, ADDITIONAL DETAILS AND CHAIN OF EVENTS FORMATS

The **Event** and **Act** Formats are used mainly to describe what happened. The **Act** Format covers a specific human rights violation or similar act. The **Event** Format covers an event consisting of only one act or of several related acts.

For certain types of acts, the **Additional Details** Format is used as an extension of the **Act** Format. The **Chain of Events** Format meanwhile is used to link **Event** records together.

8.3.1 EVENT

The **Event** Format provides for the recording of the basic information about a human rights event or “story”. Specifics related to parts of the event can be entered in the **Act** Format or elsewhere. **Persons** (both individuals and groups) can be connected to the **Event** via the link formats (**Act**, **Involvement**, **Information** and **Intervention**), to indicate their specific roles (**Victim**, **Perpetrator**, **Source** and **Intervening Party**). Events can be linked via the **Chain of Events** Format.

¹⁰ This format replaces the previous format for dates YYYYMMDD (based on ISO standard 8601).

EVENT FORMAT

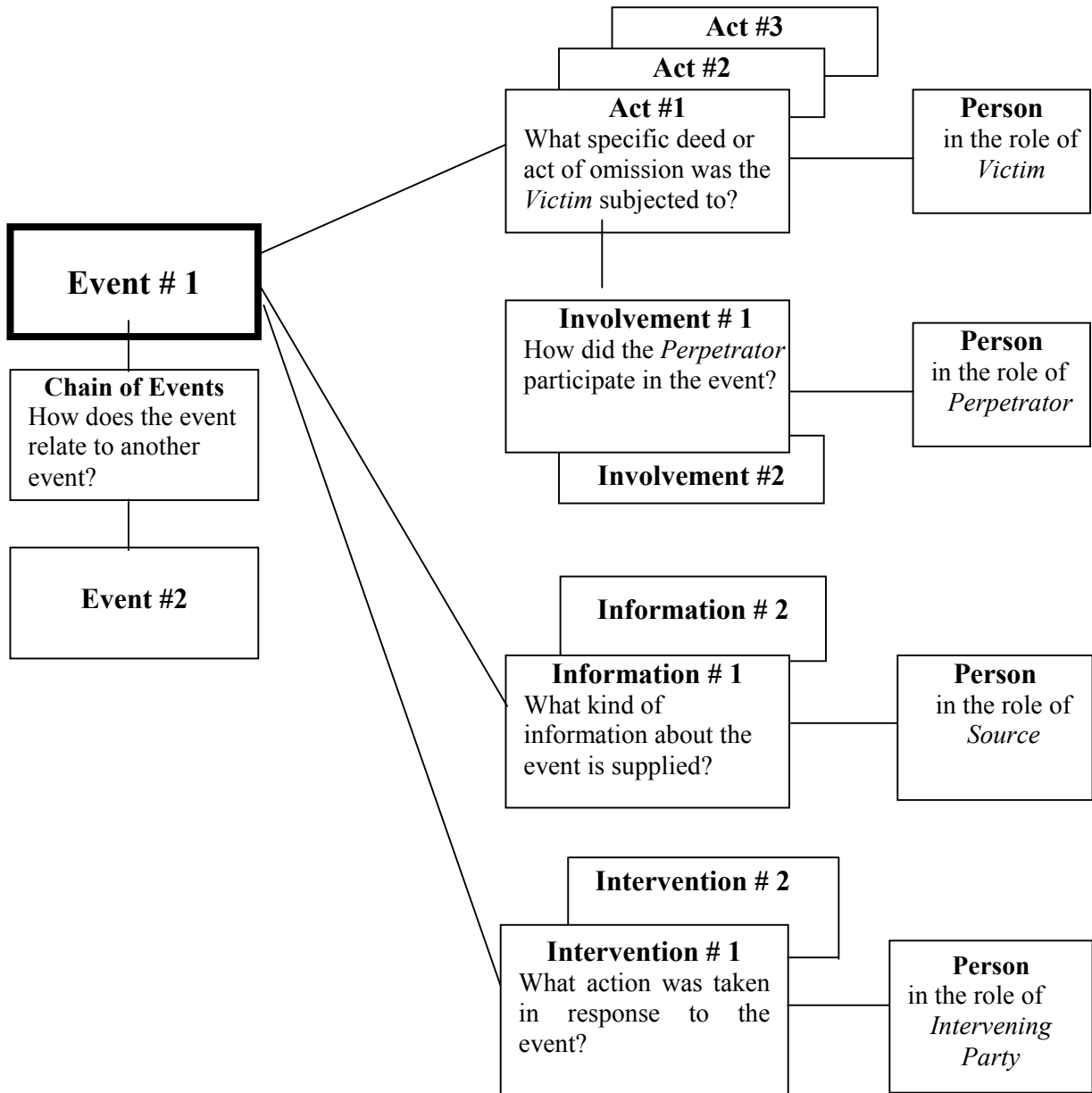


Figure 8.1 The Event Format

101 Event Record Number

Definition:

An accession number that identifies this and only this record.

Guidelines:

Although record numbers have local significance only, they should be included in exchanges for identification purposes. If additional record numbers are needed for alternative numbering systems, field 167 *Files* may be used. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Event** record.

Examples:

000047 (This is the 47th **Event** record.)

102 Event Title

Definition:

A title that clearly identifies the event.

Guidelines:

The title should easily remind users of the event. It may identify the event internally within the organisation, it may be broadly used in the community or it may be the name of an internal or external project. The title must be unique to one and only one event. This field is not repeatable and does not allow for clarifying notes.

Entry:

To be determined by local organisations. Limited free text.

Examples:

1. For violations against groups, the place could be the key word, e.g., *Tiananmen Massacre* or *Fenestra Bombing*.
2. If there is a single victim, the name and the gravest case could be the title, e.g., *Romano Disappearance*.
3. For a group, the most prominent member could be used, e.g. *John Doe et al. Arrest*.

108 Confidentiality

Definition:

An indication of the confidentiality of this **Event** record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation.

This field is not repeatable and does not allow for clarifying notes. “Y” indicates that this entire record is confidential.

Entry:

Enter "Y" here if the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

111 Geographical Term**Definition:**

The most appropriate geographical terms or codes describing the country, countries or region where the event occurred.

Guidelines:

This is a repeatable, coded field. Several areas may be chosen if relevant. A default term or code could be used if the organisation mainly works in one particular country. Clarifying notes may be added. If more than one term is selected, the clarifying notes can be used to distinguish between primary and secondary areas.

Entry:

Codes or terms from *Micro-thesaurus 15: Geographical Terms*.

Examples:

03 05 36 or Malaysia

02 02 34 / 02 02 63 or Kenya / Uganda

112 Local Geographical Area**Definition:**

An indication of the district, sub-region or local area where the event occurred.

Guidelines:

This is a repeatable field that allows clarifying notes. Each organisation will need to compile a list of provinces, districts, areas, towns, cities, etc., so that entries are consistent. This list should be provided to organisations receiving information. Spellings of geographical units should be consistent. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of terms see *Micro-thesaurus 63: Local Geographical Area*.

Organisations can use official maps and lists with the administrative division of the country concerned to compile this list. They may want to co-operate with other organisations in their country or region in order to standardise this local Micro-thesaurus.

Entry:

Locally developed terms or codes as determined by individual organisations.

Examples:

Jerusalem

113 Initial Date**Definition:**

An indication of when the event recorded here began.

Guidelines:

If there is one clear date for the event, enter that date. If the event occurred over a period, enter the beginning date or the first important, relevant date that this record covers. A clarifying note can be added if necessary. This field is not repeatable.

Use 1 for unknown days and January for unknown months. Use *Micro-thesaurus 48: Types of Dates* to indicate if the date is an estimate or whether it has an unknown day or an unknown month and day. Use *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

Enter the date in the sequence DD Month YYYY. If date is uncertain, select applicable code or term from *Micro-thesaurus 48: Types of Dates*, as noted below:

- 01 Estimate
- 02 Unknown day
- 03 Unknown month and day

Examples:

8 May 1989	Entry: 8 May 1989
June 1999	Entry: 1 June 1999 : 02 <i>or</i> Unknown day
2001	Entry: 1 January 2001 : 03 <i>or</i> Unknown month and day

The first relevant date of an ongoing event related to Joe Smith occurs when the labour union he heads goes on strike on 3 February 1998.

Entry: 3 February 1998 : Labour union starts strike

114 Final Date**Definition:**

An indication of if and when the event ended.

Guidelines:

Fields *113 Initial Date* and *114 Final Date* indicate the start and end dates of the event, and determine the period of the event recorded. If the event is ongoing, field *114* should be blank. A clarifying note may be added.

Use 1 for unknown days and January for unknown months. Use *Micro-thesaurus 48: Types of Dates*, to indicate if the date is an estimate or whether it has an unknown day or an unknown month and day. This field is not repeatable. Use the *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

As in field 113 above. This field may be revised as new information becomes available, either by overwriting the originally recorded information or by adding a clarifying note.

Examples:

In the case of Joe Smith of field 113, if the event is concluded on 3 June 1998 when the picket of striking workers was attacked with force and dispersed, the entry might be:

Entry: 3 June 1998 : strike ended through force

115 Event Description**Definition:**

A concise description of the overall violation, condition or situation causing concern.

Guidelines:

- Describe the action of the event as exactly as possible.
- Describe the means used by the perpetrator: something concrete such as a bombing, a legal tool such as an administrative decree or a more abstract concept such as general threats.

Restrict the entry to facts. Do not include information that will be covered in other fields listed below.

The information in this field should be about the overall event. Specific acts should be recorded on the **Act** Format. Entries in this field can be very short and abbreviated or they can be entered for communication as press releases, urgent actions etc.

Entry:

Free text.

Examples:

Edgar Desacula was arrested together with Ramon Aguilar by members of the Pasay City Police Force at Roxas Boulevard at about 1:00 o'clock in the afternoon of 18 November 1987. When brought to the police headquarters, they were passed to the Intelligence and Special Operations Group (ISOG) which conducted tactical interrogation and subjected Desacula to torture.

116 Impact of Event

Definition:

An indication of the number of affected persons.

Guidelines:

Count or estimate the number of individuals, family units, communities, etc. affected by the event. This number is not used to generate statistics - it is rather meant to provide a picture of the overall event.

It may be useful to identify the source of the information when it has been supplied by another source than the one identified in the information link.

For violations against a large group of people, complete this field with as close an estimate as possible. Provide full information on specific victims on the **Victim** Format wherever possible since detailed information on even a few victims is useful.

Entry:

Free text.

Examples:

101 people killed, 30 people wounded according to CNN

2 villages under curfew, 500 people affected according to the ICRC

2 refugee camps sealed, 300 people affected

5 houses completely demolished, 2 houses partially demolished, 5 people wounded : 3 adults and 2 children

150 Remarks

Definition:

Any additional comments concerning the event.

Guidelines:

This is a free text field. Any details particular to the act not covered in other fields can be entered here, such as:

- the general political context in which the act occurred, for example a state of emergency
- conflicting evidence and contradictions with "official" statements
- resistance/actions by the victim.
- information concerning collective punishment.

Information on people and organisations can be completed using the **Person** Format. Ensure that the name entered here is identical to the one entered in field *903 Name* on the **Person** Format.

Entry:

Free text.

Examples:

It is widely suspected that the event is connected to an earlier incident as an act of revenge. As yet, there is no evidence to support this suspicion.

151 Violation Status**Definition:**

An indication if there has been a confirmed or possible violation.

Guidelines:

Use *Micro-thesaurus 41: Violations Status* to indicate whether the event constitutes a human rights violation.

The entry may be overwritten as additional information becomes available or when further analysis has been made. A clarifying note can be added. This field is not repeatable.

Entry:

Select code or term from *Micro-thesaurus 41: Violations Status*.

Examples:

03 *or* Likely : Two witnesses were interviewed separately and told consistent stories regarding various details that occurred during this event.

152 Violation Index**Definition:**

An indication of the types of violations that are occurring within this event. This field is for data analysis. It requires the user to classify the events so as to be able to analyse trends and patterns of violations later.

Guidelines:

This is a repeatable, coded field that does not allow clarifying notes. Several entries may be chosen. Completion of this field does not indicate the confirmation of a violation, it only mentions the issues and concerns at stake.

Entry:

Codes or terms from *Micro-thesaurus 02: Violations Typology*.

Examples:

01 01 *or* Violent or coercive acts by state agents

153 Rights Affected

Definition:

An indication of which rights apply to this event.

Guidelines:

This is a coded repeatable field. The rights affected as classified in *Micro-thesaurus 03: Rights Typology*, are to be entered here. The specific relevant national legislation and international instruments should be entered in fields **2154 National Legislation** and **2155 International Instruments**, on the **Act Format**.

Entry:

Codes or terms from *Micro-thesaurus 03: Rights Typology*.

Examples:

02 02 / 03 01 *or* Adequate food (Right to) / Rights of children and juveniles

154 HURIDOCS Index

Definition:

A term or terms reflecting the main subject(s) of this event selected from the HURIDOCS list of index terms. This field is useful in particular for retrieval, and also when exchanging data.

Guidelines:

This is a repeatable, coded field that does not allow clarifying notes. Select the most appropriate terms from *Micro-thesaurus 01: HURIDOCS Index Terms*. Use terms or codes from other thesauri in field **155 Local Index**.

Entry:

Codes or terms from *Micro-thesaurus 01: HURIDOCS Index Terms*.

Examples:

20 15 18 20 21 01 / 16 18 09 19 15 02 *or* Torture / Prisoners

155 Local Index

Definition:

A term or terms reflecting the main subject(s) of this event selected from a locally developed list.

Guidelines:

Terms from a locally developed thesaurus or list of index terms can be entered here. This is a repeatable field that does not allow clarifying notes. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of local index terms see *Micro-thesaurus 61: Local Index*. For other published thesauri use field **156 Other Thesaurus**.

Entry:

Codes or terms as decided upon by each organisation.

Examples:

Reproductive rights

156 Other Thesaurus**Definition:**

A term or terms reflecting the main subjects of this event as selected from a thesaurus chosen by the user.

Guidelines:

This is a repeatable, coded field. It does not allow clarifying notes. Use terms from the chosen thesaurus.¹¹ For a sample see *Micro-thesaurus 68: Other Thesaurus*.

Use field *155 Local Index* for a locally designed thesaurus or other index.

Entry:

Codes or terms from the chosen thesaurus.

Examples:

08 05 or Collective bargaining and agreements¹²

160 Date Received**Definition:**

The date when the organisation was notified of the event.

Guidelines:

A clarifying note may be added to indicate how the organisation received the information. Use the *Entry principles, section 10: The format of dates* found at the beginning of this chapter for further guidance. This field is not repeatable.

¹¹ Thesauri which may be useful include:

Aitchison, Jean and International Refugee Documentation Network. *International Thesaurus of Refugee Terminology*, 2nd ed. New York and Geneva: United Nations, 1996. xxviii, 560 p.

Caccia, Iva. *Human Rights Thesaurus*. Ottawa: Human Rights Research and Education Centre and Human Rights Internet, 1993.

Hansen, Stephen A., *Thesaurus of Economic, Social & Cultural Rights: Terminology and Potential Violations*. Washington D.C.: American Association for the Advancement of Science and HURIDOCS, 2000.

Human Rights Internet. "Subject Indexing Terms". *Master List of Human Rights Organizations and Serial Publications. Supplement to Human Rights Internet Reporter* 14 (1990-1991): 86-110. Ottawa: Human Rights Internet, 1991.

Stormorken, Bjørn and Leo Zwaak, *Human Rights Terminology in International Law: A Thesaurus*. Dordrecht: Martinus Nijhoff Publishers and Council of Europe, 1988.

¹² Term and code taken from Hansen, Stephen A., *Thesaurus of Economic, Social & Cultural Rights: Terminology and Potential Violations*. Washington D.C.: American Association for the Advancement of Science and HURIDOCS, 2000.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

An employee was notified informally of the event on 19 May 2000 and the organisation formally received this information 20 May 2000

Entry: 20 May 2000 : mc was notified personally on 19 May 2000 and formally notified us on 20 May 2000

161 Date of Entry

Definition:

The date on which the record is registered in the system of the organisation recording the event.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow clarifying notes.

Entry:

Enter the date using the format DD Month Year.

Examples:

8 May 1999

162 Entered by

Definition:

The name or code of the person who entered this **Event** record into the system.

Guidelines:

Organisations should prepare a list of codes or abbreviations to be used by the persons who will be entering data into the system. This field is not repeatable.

Entry:

Name or code as defined by local organisations.

Examples:

Emil de Puscaru

Entry: ep

163 Project Title**Definition:**

The title of a project on which the organisation is working and in which this event plays a role.

Guidelines:

This project title may be used to pull together various documents related to a particular project. Organisations are advised to use short names or codes for their projects. It could also be the name of a case or a legal proceeding. This field has unlimited length, thus several entries may be included to allow for situations where the event is part of several projects.

Entry:

Free text. To be determined by the organisation.

Examples:

Mass killings in Rwanda, 1995-1998

165 Comments**Definition:**

Any internal notes concerning the event.

Guidelines:

This field can contain any additional information or comments of an informal or subjective nature. It could include:

- suggestions for follow-up or verification
- possible motives or causes, location of possible witnesses, and other issues surrounding the event
- an analysis of the event as a whole.

Caution should be exercised in completing this field. Generally this field is for internal use only.

Entry:

Free text.

Examples:

Check with the press, the embassy (John W.) and public relations for corroboration

166 Supporting Documents**Definition:**

An indication of where supporting documents for this event can be found.

Guidelines:

Use for references to actual supporting material such as photographs, survey results and letters. Related articles and books can be recorded by title or code. This field can also be used

to refer to files where additional information can be found. Since this field is mainly of local importance, organisations can develop their own systems.

Entry:

Free text.

Examples:

Dossier 01584 of the National Archive of Violations of Human Rights of the Chilean Commission on Human Rights

167 Files

Definition:

A field of local significance indicating in which files the **Event** record has been placed.

Guidelines:

The field may be used for local purposes such as the indication of record numbers and file numbers.

Entry:

As defined by individual organisations.

Examples:

1345 / 1346 / 1347
Southern Province A238

168 Record Grouping

Definition:

An indication of whether this **Event** record should be included in a listing or count of a particular set of records.

Guidelines:

The purpose of this field is to allow organisations to tag or group **Event** records for internal purposes determined by the organisation itself. Codes can be developed by the organisations themselves to assist in the grouping of data. The entry in the field may be permanent or temporary depending on the organisation's needs. The field is long enough to allow several entries if codes are used.

Entry:

Simple notations like "X" or a more complex system as determined locally.

Examples:

T (indicating that the record should be included in monthly report of torture cases)

170 Date Updated**Definition:**

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow clarifying notes. This date will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

171 Updated by**Definition:**

The code of the person who updated the record with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations followed by additional information as required.

Examples:

Fatima Barakat

Entry: fb

Manuel las Heras updated fields *115* and *151*. S. Bannakit updated fields *116* and *150* in January 2000. Emmanuel Bernadac verified the information and updated fields *151* and *172*.

Entry: mlh 115 151; sb 116 150 January 2000; eb 151 172.

172 Monitoring Status**Definition:**

An indication of whether this event is actively being worked on by the organisation.

Guidelines:

Choose a code or term from *Micro-thesaurus 43: Monitoring Status*.

This field is not repeatable. Clarifying notes may be added to indicate who is working on the case or what is pending. This field is overwritten as the status changes.

Entry:

Choose code or term from *Micro-thesaurus 43: Monitoring Status*, as defined below, plus limited free text.

- 01 Active
- 02 Pending
- 03 Not active

Examples:

- 01 *or* Active : jd
- 02 *or* Pending : corroboration by mc
- 03 *or* Not active : action stopped by decision at board meeting 10/98
- 03 *or* Not active : desired result obtained
- 03 *or* Not active : victim released

8.3.2 ACT

An **Act** is a specific human rights violation (such as an illegal arrest) or a similar action (such as a legal arrest) against a victim. It can be an act of commission or an act of omission.

The **Act** Format links a **Person** record to an **Event** record, thereby defining the role of the **Person** as that of **Victim**. In addition an **Act** record can be linked via the **Involvement** Format to a **Person** record, thereby defining the role of the **Person** as that of **Perpetrator**.

ACT FORMAT

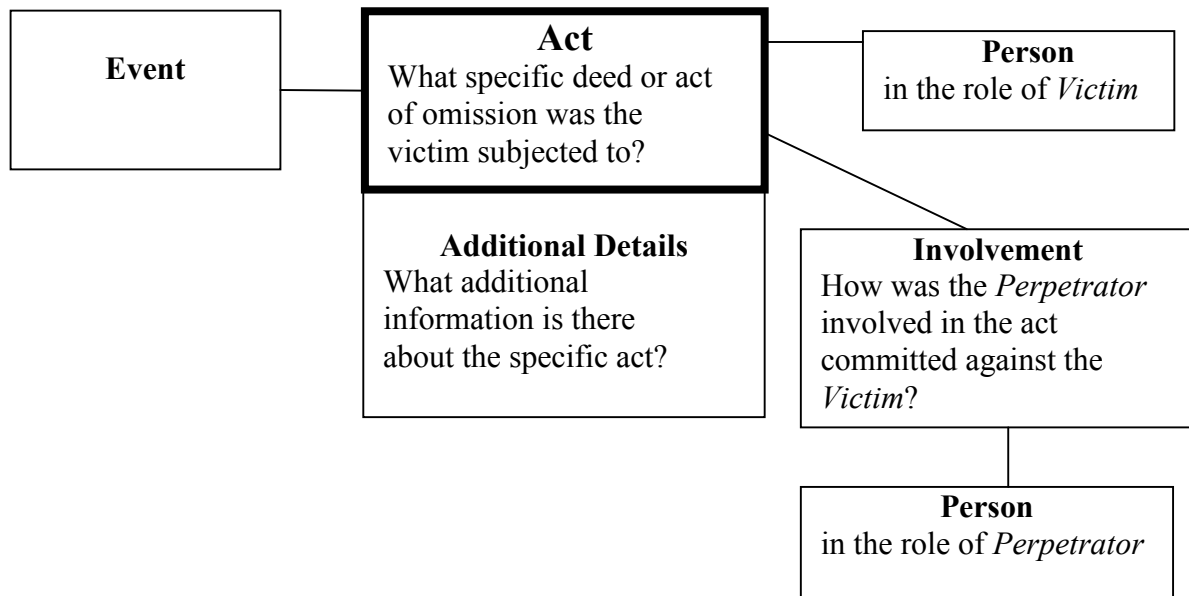


Figure 8.2 The Act Format

2101 Act Record Number

Definition:

An accession number that identifies this and only this record.

Guidelines:

Although record numbers have local significance only, they should be included in exchanges for identification purposes. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Act** record.

Examples:

000132 (This is the 132nd **Act** record)

2102 Victim Name

Definition:

The exact name of the victim of this act.

Guidelines:

Enter the name of the victim of this act. Use the *Guidelines for Recording the Names of Persons*.¹³ Ensure that the name is entered exactly as it is in field **903 Name** in the **Person** Format. Use full names for persons, so that they are more likely to be unique. Only one name may be entered. This field is not repeatable and does not allow for clarifying notes. Users may prefer to use field **901 Person Record Number**.

Entry:

The name of the victim.

Examples:

Edgar Desacula

Entry: Desacula, Edgar

Peter Fox

Entry: 129 (number of 129th **Person** record)

2103 Event Title

Definition:

The exact title of the event connected to this act.

¹³ The guidelines are available from HURIDOCS. One reference source is Dueck, Judith, and Aída María Noval. "Supporting Document A". *HURIDOCS Standard Formats: Supporting Documents*, Oslo: HURIDOCS, 1993. 2-24.

Guidelines:

Each act must be connected to an event. This field is not repeatable and does not allow for clarifying notes. The Event Title must be entered exactly as in field *102 Event Title* of the appropriate **Event** record. Event Titles must be unique to one and only one event. Users may prefer to use the Event Record Number instead of Event Title.

Entry:

The title of the related event.

Examples:

Deir Yassin Massacre
000047 (number of the 47th **Event** record.)

2108 Confidentiality**Definition:**

An indication of the confidentiality of this **Act** record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. Caution should be used in entering sensitive material into a database. Unless safeguards such as encryption are taken to protect victims, sensitive material should not be entered in the system at all. This field is non-repeatable and does not allow for clarifying notes. "Y" indicates that this entire record is confidential.

Entry:

Enter "Y" here to indicate that the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

2109 Type of Act**Definition:**

An indication of the type of act.

Guidelines:

Use codes from *Micro-thesaurus 04: Types of Acts*, to classify the type of act. Consider carefully which term describes the type of act most accurately. This field is not repeatable and does not allow for clarifying notes.

Entry:

Codes or terms from *Micro-thesaurus 04: Types of Acts*.

Examples:

01 01 90 03 02 *or* Death resulting from denial of appropriate medical attention

2111 Initial Date

Definition:

An indication of when the act took place (for instantaneous events) or began.

Guidelines:

Indicate the date of the start of the act. A clarifying note can follow if necessary. Use 1 for unknown days and January for unknown months. Use *Micro-thesaurus 48: Types of Dates* to indicate if the date is an estimate or whether it has an unknown data or an unknown month and day. Use the *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Field *2121 Final Date* is to be used to indicate when the act came to an end.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2112 Exact Location

Definition:

An indication of the precise area(s) where the act occurred.

Guidelines:

Include:

- the area of displacement, the place of disappearance, the place where shooting, arrest, questioning, etc. occurred.
- penal precinct, the name of prison or legal jurisdiction, the place of incarceration, place of trial, legal jurisdiction, detention facility, military headquarters, etc. if relevant.
- the office, institution, organisation, or place of residence where the act occurred.

If the address, fax, phone, or other information is needed about an institution, complete the **Person** Format. Ensure that the name entered here is identical to the one entered in field *903 Name* in the **Person** Format.

Entry:

Free text.

Examples:

Central Police Station, 123 San Francisco Street, Cadiz City

2113 Stated Reason**Definition:**

An indication if an official reason has been given for this act.

Guidelines:

Indicate what the allegations, official explanations or reasons are. Use caution in completing this field. Note who stated the reason. Direct quotes of authorities or perpetrators may be entered, but only if it is certain that the quote is exact and correct. Include details of collective punishment if these are stated. If additional information is needed regarding persons, complete the **Person** Format. Ensure that the name entered here is identical to the one entered in the name field on the **Person** Format.

Entry:

Free text.

Examples:

According to the chief of the police office at Corner Street, the victim was a member of the paramilitary group The White Hand.

2114 Method of Violence**Definition:**

An indication of the specific method of violence.

Guidelines:

Choose the correct code to indicate the precise method of torture, killing, assault or other violence used to accomplish this act. This is a repeatable field that allows clarifying notes.

Entry:

Codes or terms from *Micro-thesaurus 05: Methods of Violence*.

Examples:

Strangling

Entry: 03 10 *or* Strangulation

Tear gas attack on demonstrators

Entry: 04 01 *or* Use of tear gas

2115 Attribution**Definition:**

The credit or attribution of an act declared by a group in regard of a violation.

Guidelines:

Use the codes or terms from *Micro-thesaurus 28: Attribution*. Add clarifying notes to enumerate or explain evidences opposing the official version. Indicate consistency between the official version and evidence of witness records to the contrary. This is a repeatable field.

Entry:

Codes or terms from *Micro-thesaurus 28: Attribution*.

Examples:

Civilian is shot. Guerrilla group claims responsibility

Entry: 02 05 *or* Non-state actors acknowledge act and accept or claim responsibility

Killed in Detention. Torture was used extensively. Prison officials deny death completely

Entry: 01 02 *or* Officials deny act

2116 Physical Consequences

Definition:

An indication of the immediate and ongoing physical consequences to the victim of the act.

Guidelines:

The state of the victim's health before the act should be entered on the **Person** (Victim) Format.

In this field, indicate wounds, bruises, indications of assault or rape¹⁴ or other physical consequences of the Act. A doctor's report should be obtained if possible. Complete the **Person** Format for medical officers if relevant. General information concerning the state of health, medical records and physical description of the person should be entered on the **Person** (Victim) Format.

Entry:

Free text.

Examples:

The right arm of the victim was broken, and was set at the hospital by Dr. Rodriguez.

¹⁴ For an outline of physical examination see *Manual on the Effective Investigation and Documentation of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (the Istanbul Protocol): submitted to the: United Nations Office of the High Commissioner for Human Rights, August 9, 1999*. Boston: Physicians for Human Rights USA, 1999.

Organisations such as groups dealing with victims of torture and other human rights violations which want to systematically record information about physical and psychological consequences may want to develop controlled vocabulary to record information in this field. Relevant sources for developing such a vocabulary include: World Health Organization. *The International Classification of Diseases and Related Health Problems (ICD-10)*. vol. 1. Geneva: World Health Organization, 1992 and Rehabilitation and Research Council for Torture Victims. *List of Selected Mental Symptoms*. Copenhagen: Rehabilitation and Research Council for Torture Victims, 1998.

2117 Psychological Consequences**Definition:**

An indication of any immediate or ongoing psychological consequences.

Guidelines:

A psychological or psychiatric report should be obtained if relevant. Note emotional reactions, behaviour, ability to concentrate, etc. Indicate if therapy or assistance has been provided. Complete the **Person** Format for persons providing treatment, if relevant.

Include only information related to this particular act. General information about the victim's psychological health should be included on the **Person** (Victim) Format.

Entry:

Free text.

Examples:

The person has had regular problems related to sleeplessness and nightmares since the act, and has been under consultation with the psychologist Dr. Cecilia Jones (see **Person** record 000232).

2118 Age at Time of Victimization**Definition:**

The age of the victim at the moment of victimisation.

Guidelines:

If the age is not known, it has to be calculated on basis of field *2111 Initial Date* in this format and field *911 Date of Birth* in the **Person** (Victim) Format. Verify that the data entered in the three fields are consistent.

This is a non-repeatable field with clarifying notes to indicate if an age has been estimated.

Entry:

Age in whole numbers.

Examples:

Victim was 20 years and 3 months old when the act was committed

Entry: 20

There are no identity papers available for the victim, but according to the autopsy he is between 20 and 25 years old.

Entry: 22 : estimate

2121 Final Date

Definition:

The date when the act came to an end.

Guidelines:

Complete this field only if field *2123 Status at End of Act* has an entry.

While some acts (for example killing by shooting or arrest) end instantly or shortly after they have begun, other acts (such as abduction or imprisonment) continue over a longer period of time.

Indicate the end date of the act. A clarifying note can follow if necessary. Use 1 for unknown days and January for unknown months. Use *Micro-thesaurus 48: Types of Dates* to indicate if the date is an estimate or whether it has an unknown data or an unknown month and day. Use the *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

19 October 2000

2122 Exact Location at End of Act

Definition:

An indication of the precise area(s) where the act ended.

Guidelines:

Complete this field only if field *2123 Status at End of Act* has an entry.

Indicate the area where the act, if it lasted for some time, ended. It could be the place where displaced persons are temporarily staying after having fled, or the place where a missing victim was discovered.

If the address, fax, phone, or other information is needed about an institution, complete the **Person** Format. Ensure that the name entered here is identical to the one entered in field *903 Name* in the **Person** Format.

Entry:

Free text.

Examples:

Umraniye Prison, Ankara Street 23, Istanbul

2123 Status at End of Act**Definition:**

An indication of the status of the person at the end of an act.

Guidelines:

This is a non-repeatable, coded field that allows clarifying notes. The clarifying notes should contain any important information. The code will be overwritten when it is updated.

Entry:

Code or term from *Micro-thesaurus 25: Status as Victim*.

Examples:

02 01 02 *or* Arrested and released - undergoing trial

2150 Remarks**Definition:**

Additional comments concerning the act.

Guidelines:

This is a free text field. Any details particular to the act not covered in other fields can be entered here, such as:

- the general political context in which the act occurred, for example a state of emergency
- conflicting evidence and contradictions with "official" statements
- resistance/actions by the victim.
- information concerning collective punishment
- a general description of an act for which an **Additional details** Format is completed.

Information on people and organisations can be completed using the **Person** Format. Ensure that the name entered here is identical to the one entered in field *903 Name* on the **Person** Format.

Entry:

Free text.

Examples:

Two very different versions of what happened are being presented by the victim and by another person who claims to have witnessed the incident. The victim's version appears to be more credible.

2152 Victim Characteristics

Definition:

An indication of the characteristics of the victim that may have caused his/her victimisation in this specific act.

Guidelines:

This is a repeatable, coded field. Identify particular characteristics that may have caused victimisation in this specific act, e.g. because they were at a particular place at a particular time, or because they were trade union leaders, students, activists, members in particular organisations or groups, employed in particular professions, adherents to a particular religion, AIDS patients, members of a particular tribe, caste, race, minority, religious group etc. Add clarifying notes as applicable which focus on the basis of the victimisation.

Use the clarifying notes to assist in the description of the basis for targeting the victim. Do not enter information that will endanger specific victims, e.g., membership in an illegal organisation linked to a specific person's name. Although this type of information might be held by an organisation, caution must be used if it is communicated, since such information could have disastrous effects on the victim.

Do not enter characteristics that are unrelated to this act.

Entry:

Codes or terms from *Micro-thesaurus 23: Relevant Characteristics*.

Examples:

02 02 03 *or* Street children

2153 Type of Location

Definition:

An indication of the type of location where the act occurred.

Guidelines:

Choose a code from *Micro-thesaurus 17: Types of Locations*. Clarifying notes are allowed if necessary. This is not a repeatable field.

Entry:

Codes or terms from *Micro-thesaurus 17: Types of Locations*.

Examples:

01 01 01 *or* Victim's home

2154 National Legislation**Definition:**

An indication of which national legislation is relevant to the case or the event.

Guidelines:

Include national law, provincial or state law, municipal law, military regulations, state of siege decrees, martial law, etc. Organisations are encouraged to develop a list of relevant local legislation. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of terms for national legislation see *Micro-thesaurus 62: National Legislation*.

Indicate which national procedures have been invoked either in defence of or against a victim in similar circumstances in the past. Indicate if prescribed legal procedures were followed. Make reference to time limits and powers of authorities. This is a repeatable field and allows clarifying notes.

Entry:

Local code.

Examples:

Republic Act 1700 provides for the punishment of the crime rebellion

Entry: RA 1700 (code for Republic Act 1700) : punishment of crime rebellion

2155 International Instruments**Definition:**

An indication of which international instruments are applicable to this act.

Guidelines:

This is a quite complex field and should only be used by those organisations to whom it is particularly important and who have expertise in the field of international law. Use the codes as defined in *Micro-thesaurus 06: International Instruments*. Include article and paragraph in the clarifying notes. *Human Rights: a Compilation of International Instruments* and other compilations may be helpful.¹⁵ This is a repeatable field.

¹⁵ United Nations Centre for Human Rights (ed.). *Human Rights: A Compilation of International Instruments*. New York: United Nations, 1994.

Other materials which might be of use include:

Office of the High Commissioner for Human Rights, and United Nations Library. *Human Rights on CD-ROM 1999: Bibliographical References to United Nations Documents and Publications*. Geneva: Office of the High Commissioner for Human Rights, and United Nations Library, 1999

Brownlie, Ian (ed.). *Basic Documents on Human Rights*. New York: Oxford University Press, 1995.

Newman, Frank, and David Weissbrodt (ed.). *International Human Rights: Law, Policy and Process*. 2nd ed. Cincinnati: Anderson Publishing Company, 1996.

Ravindran, D.J. *Human Rights Praxis: A Resource Book for Study, Action and Reflection*. Bangkok: Asian Forum for Human Rights and Development - Forum-Asia, 1994.

Entry:

Codes or terms from *Micro-thesaurus 06: International Instruments*.

Examples:

Paragraph 1 of Article 5 of the European Convention on Human Rights (formally known as the Convention for the Protection of Human Rights and Fundamental Freedoms)

Entry:

02 01 *or* Paragraph 1, Article 5

2160 Date Received

Definition:

The date when the organisation was notified of the act.

Guidelines:

Use the *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance. A clarifying note may be added to indicate how the organisation received the information.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

An employee was notified informally of the act on 19 May 2001 and the organisation formally received this information on 20 May 2001

Entry: 20010520 : mc was notified personally on 19 May 2001 and formally notified us on 20 May 2001.

2161 Date of Entry

Definition:

The date on which the record is registered in the system of the organisation recording the act.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2162 Entered by**Definition:**

The name or code of the person who entered this **Act** record.

Guidelines:

Organisations should prepare a list of codes to be used by people who will be entering data into the system. This field is not repeatable.

Entry:

Name or code as defined by local organisations.

Examples:

Igor Kirichenko

Entry: ik

2165 Comments**Definition:**

Any notes that the person identified in field *2162 Entered by* adds concerning the act.

Guidelines:

This field can contain any additional information or comments of an informal or subjective nature. It could include:

- suggestions for follow-up or verification
- possible motives or causes, location of possible witnesses, and other issues surrounding the event
- an analysis of the event as a whole.

Caution should be exercised in completing this field. Generally this field is for internal use only.

Entry:

Free text.

Examples:

There are likely to be witnesses in Buri refugee camp - we should consider sending interviewers

2166 Supporting Documents**Definition:**

An indication of where supporting documents for this act can be found.

Guidelines:

Use for references to actual supporting material such as photographs, survey results and letters. Related articles and books can be recorded by title or code. This field can also be used to refer to files where additional information can be found. Since this field is mainly of local importance, organisations can develop their own systems.

Entry:

Free text.

Examples:

Dossier 96-8901 of the Truth and Reconciliation Commission of South Africa

2170 Date Updated

Definition:

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow for clarifying notes. This date generally will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2171 Updated by

Definition:

The code of the person who updated the record with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations followed by additional information as required.

Examples:

Francisca de Oliveira

Entry: fo

Ulrich Mueller updated fields 2112 and 2113. Henrique Ribeiro updated fields 2152 and 2153 in January 2000. Muhammad al Yasin verified the information and updated field 2112 and 2153.

Entry: um 2112 2113; hr 2152 2153 January 2000; my 2112 2153.

8.3.3 ADDITIONAL DETAILS

The **Additional Details** Format is an attachment format, used in conjunction only with some specific types of acts. Thus, not all **Act** records have **Additional Details** records.

The **Additional Details** Format is used for providing supplementary information about specific types of acts. Basic information is provided in the **Act** Format, while more detailed information about the same act is provided in the **Additional Details** fields. No management fields are needed because the management fields for the related **Act** apply to the **Additional Details** fields. The following fields are available for particular kinds of acts. More **Additional Details** Formats can be added according to the needs of specific organisations. In doing so, the structure and contents of the present **Additional Details** Formats can be used as samples.

ACTS AND ADDITIONAL DETAILS

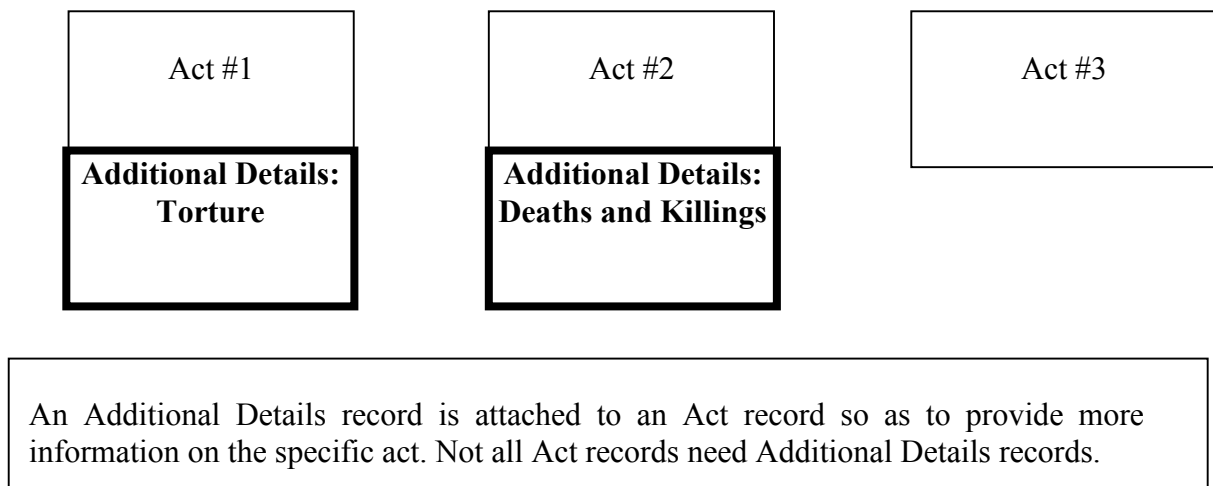


Figure 8.3 Acts and Additional Details

A. ADDITIONAL DETAILS: ARREST, DETENTION OR LEGAL PROCEEDINGS

These fields can be used for arrests, detention, restriction orders or any situations that require information about legal proceedings.

Use the **Intervention** Format if an inquiry is requested and note details on whether it is carried out, who requested it, what the response was and what the results were.

Details concerning previous arrests, restriction orders, sentences, cases etc., can be provided as background information on the **Person (Victim)** Format or as separate **Act** records.

3102 Act Record Number

Definition:

The number of the **Act** record to which these Additional Details are connected.

Guidelines:

Each **Additional Details** record must be connected to an act. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Act** record.

Examples:

000159 (These Additional Details are connected to the 159th **Act** record.)

3110 Case Description

Definition:

A description of the proceedings of the case.

Guidelines:

Specific information about the case and legal proceedings can be recorded here, preferably in chronological order as the case evolves. Indicate what kind of procedures were used and give details of the restrictions or sentence.

The following details concerning the legal proceedings could be provided here:

- Complaint filed by (complainant) on (date)
- Information filed by (prosecutor) on (date)
- Preliminary investigation conducted by (prosecutor; judge) on (date)
- Notice sent by (prosecutor; judge) requiring (accused) to appear on (date) to submit counter-affidavits
- Counter-affidavits submitted by (accused) on (date)
- (Accused) waived right to submit counter-affidavits on (date)
- (Judge) decided that there is no probable cause on (date)
- Warrant of arrest issued and bail fixed at (amount) by (judge) on (date)
- (Defence counsel) moved for reinvestigation on (date)
- Arraignment held on (date)
- (Accused) entered plea of guilty. (Accused) is sentenced by (judge) with (sentence)
- (Accused) entered plea of not guilty. Trial set for (date)
- Motion to quash raised by (defence counsel), arguing that (reasons)
- (Judge) upheld motion to quash, case dismissed on (date)
- Prosecution presented evidence on (date). Evidence consisted of (testimonies; exhibits)
- Defence presented evidence on (date). Evidence consisted of (testimonies; exhibits)
- Motion to dismiss or demurrer to evidence filed by (accused); (Judge) grants motion to dismiss on (date)
- Prosecution presented rebuttal evidence on (date). Evidence consisted of (testimonies; exhibits)
- (Judge) promulgated (sentence) on (date)
- (Appellant) filed brief on (date), arguing that (reasons)
- Released on (date)

Indicate the length of time between the arrest and the order to continue the detention, the authority issuing the order and the grounds on which the order was given (e.g. seriousness of imputed crime, fear of flight or repetition etc.) Indicate the duration of detention until release or until start of trial. In case of release before the start of the trial, indicate the form (bail, other conditions) and circumstances.

The terms of the sentence, details of parole, duration etc. should be indicated. Examples include death sentence, life imprisonment, sentences for a definite period of imprisonment, internal exile, banishment, political or civil disqualification, and suspended sentences. Sentences that are not final should include the phrase "in the first instance" or other applicable specifications. Include information on restrictions on the freedom of movement, administrative detention (without charge or trial, but based on existing laws) or other actions.

This field should include the circumstances, use of arrest warrant, flagrante delicto, form of release, length of time until release, bail (terms and amount), and if and which charges (specify) were brought. Include also information on appeals or inquiries.

Indicate indictments, pre-trial judicial investigations (authority, length of investigation, results and charges), pending actions (appeal, judgement, sentence), appeals (number, terms and results of appeals).

Information concerning individuals or organisations involved in the case may be recorded using the **Person** Format. Ensure that names are entered consistently here and in the **Person** Format.

Entry:

Free text.

Examples:

Complaint against the defendant was filed on 3 November 1998.

Warrant of arrest was issued on 7 November 1998.

The accused was arrested on the next day, 8 November 1998.

3112 Type of Detention

Definition:

Details concerning the detention.

Guidelines:

Use codes from *Micro-thesaurus 29: Types of Detention*, to indicate the type of detention. Indicate whether remedies were sought to obtain release from detention.

This is a non-repeatable, coded field that allows clarifying notes.

Entry:

Codes or terms from *Micro-thesaurus 29: Types of Detention*.

Examples:

05 or Held and charged with a specific crime against persons or property

3113 Detention Conditions

Definition:

A description of prison conditions.

Guidelines:

Briefly summarise the prison conditions at the time of the Act. Provide information on sanitation, recreation facilities, segregation practices, provision of reading materials, conditions for juveniles etc. Relevant legislation can be noted in fields *2154 National Legislation*, and *2155 International Instruments*.

Entry:

Free text.

Examples:

The prison was built at the beginning of the 20th century, and only minor renovations have been made. Recreation facilities are minimal. Most cells contain 3 to 4 inmates, and there are isolation cells for inmates who committed any kind of violence. The inmates are allowed to be in the courtyard for two hours every day.

3114 Whereabouts and Outside Contact during Detention

Definition:

An indication as to with whom the victim has been allowed to communicate and the frequency of communication during the arrest or detention.

Guidelines:

Use codes from *Micro-thesaurus 30: Whereabouts and Outside Contact during Detention*. Clarifying notes can be used to indicate frequency and length of contact. Indicate the manner of contact (phone, in person, letter, intermediary, etc.) and any repercussions.

Indicate relevant time periods and periods in isolation. Indicate if family was notified concerning the whereabouts of the arrested person.

Use the **Person** Format to indicate type of contact, plus the addresses, phone numbers or additional information about contacts. Ensure that there is consistency between the entry in this field and the field *903 Name* in the **Person** Format. This is a repeatable field.

Entry:

Codes or terms from *Micro-thesaurus 30: Whereabouts and Outside Contact during Detention*.

Examples:

Communication is not permitted with family, the Red Cross or human rights NGOs.

Entry: 01 01 01 01 / 01 01 01 03 / 01 01 01 04 *or* Contact with family is not permitted / Contact with humanitarian organisation is not permitted / Contact with human rights organisation is not permitted

3115 Legal Counsel**Definition:**

An indication as to whether the arrested person was given legal counsel and the type of counsel provided.

Guidelines:

This is a repeatable, coded field that allows clarifying notes.

Indicate if counsel was private or public and how soon the victim requested and/or was given access to counsel. Indicate if counsel was provided before or after signing a statement. If possible, refer to primary documents.

Details concurring the legal counsel such as duration of legal counsel, phone number, address etc. can be provided in the **Person** format.

Entry:

Codes or terms from *Micro-thesaurus 31: Legal Counsel*.

Examples:

The defence was represented by legal counsel appointed by the state, no consultation was permitted

Entry: 12 / 51 *or* No consultation with legal counsel permitted / Counsel appointed by the state

3116 Type of Court**Definition:**

The type of courts used in this case.

Guidelines:

This is a repeatable, coded field that allows clarifying notes. Use the codes or terms from *Micro-thesaurus 32: Types of Courts*, as noted below:

- 01 Civilian court
- 02 Military court
- 03 Administrative tribunal
- 90 Other
- 99 Unknown

Entry:

Code or term from *Micro-thesaurus 32: Types of Courts*.

Examples:

02 or Military court

3117 Type of Language

Definition:

An indication of the degree to which the victim could understand the proceedings or court documents.

Guidelines:

This is a non-repeatable, coded field that allows clarifying notes on the quality of the translation, such as whether it was simultaneous or consecutive, summarised or in full, both for interpretation and for translations of documents. Use the codes from *Micro-thesaurus 33: Types of Language Used in Court*.

Entry:

Codes or terms from *Micro-thesaurus 33: Types of Language Used in Court*.

Examples:

05 or Victim has little or no understanding of the language but translation was provided

3118 Court Case Code

Definition:

The code or number of a legal case as given by the court.

Guidelines:

Use this field if the event relates to a court case.

Entry:

Limited free text. Enter the code as used in the courts.

Examples:

1997/Jan/203/Mitchell

3119 Court Case Name

Definition:

The official name of a legal case.

Guidelines:

Use this field for the case name as used in the courts.

Entry:

Limited free text. Enter the name as used in the courts.

Examples:

People of South Africa vs. Motunbo

3120 Judicial District

Definition:

The official name of the judicial district in which legal proceedings took place.

Guidelines:

This is a non-repeatable, coded field that allows clarifying notes. Use the codes from *Micro-thesaurus 69: Judicial Districts*.

Entry:

Codes or terms from *Micro-thesaurus 69: Judicial Districts*.

Examples:

08 or Douglas County

B. ADDITIONAL DETAILS: DEATHS AND KILLINGS

3202 Act Record Number

Definition:

The number of the **Act** record to which these Additional Details are connected.

Guidelines:

Each **Additional Details** record must be connected to an act. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Act** record.

Examples:

000159 (These Additional Details are connected to the 159th **Act** record.)

3212 Autopsy Results¹⁶

Definition:

An indication if an autopsy was performed and the particulars of the autopsy.

Guidelines:

Indicate if an autopsy was performed, using the codes from *Micro-thesaurus 34: Autopsy Results*, with codes as follows:

- 01 Autopsy was performed by medical professionals
- 02 Informal examination of the body was performed
- 03 No autopsy or examination was performed
- 99 Unknown

Use the clarifying notes to indicate

- the estimated or established date of death
- if an autopsy was requested and by whom, and whether it took place
- reasons why an autopsy was not performed
- the date of autopsy and the cause of death as indicated by the autopsy
- the name of the person who performed the autopsy and particulars about his/her relation to the deceased

Note unusual markings on the corpse that may have been caused by the perpetrator or that may identify the perpetrator, e.g., a shot in the nape of the neck by the para-military groups of the "White Hand" in Central America.

This field is not repeatable and allows clarifying notes.

¹⁶ For guidelines on death investigation, see: United Nations. Office of Legal Affairs. *Guidelines for the Conduct of United Nations Inquiries into Allegations of Massacres*. New York: United Nations, 1997.

Entry:

Codes or terms from *Micro-thesaurus 34: Autopsy Results*.

Examples:

01 *or* Autopsy was performed by medical professionals : The autopsy was carried out on 14 April 1998 by Dr. Mary Clements, the family doctor of the deceased. She concluded that the cause of death was asphyxiation through hanging on 12 or 13 April, at the location where the victim was found.

3213 Death Certificate**Definition:**

An indication of whether there is death certificate and what information it gives regarding the causes and circumstances of the death.

Guidelines:

Indicate if there is a death certificate using codes from *Micro-thesaurus 35: Death Certificate*, as noted below.

- 01 No death certificate can be located and it does not seem to exist
- 02 A death certificate apparently exists but does not seem to be available
- 03 A death certificate exists and has been seen by reliable witnesses
- 04 A death certificate is available
- 99 Unknown

Add clarifying notes to indicate the cause of death as described on the death certificate, the name of the physician who signed the death certificate, the date of death etc. The **Person** Format may be completed if desired. Ensure that names are entered consistently in this field and on the **Person** Format.

Note if the death certificate is not available and why. If a death certificate has been requested but has not been supplied, provide particulars.

This field is not repeatable and allows clarifying notes.

Entry:

Code or terms from *Micro-thesaurus 35: Death Certificate*.

Examples:

03 *or* A death certificate exists and has been seen by reliable witnesses : The death certificate was shown to Cedric Osaka, brother of the victim, at the Central Police Post on 12 March. According to the police, it has been misplaced, as it is no longer on the file. It is not known which doctor signed the certificate.

C. ADDITIONAL DETAILS: TORTURE

According to the 1984 United Nations Convention Against Torture, torture is: "any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted on a person for such purposes as obtaining from him or a third person information or a confession, punishing him for an act he or a third person has committed or is suspected of having committed, or intimidating or coercing him or a third person, or for any reason based on discrimination of any kind, when such pain or suffering is inflicted by or at the instigation of or with the consent or acquiescence of a public official or other person acting in an official capacity."

Include a general description of the torture, its nature and its duration in field *2150 Remarks*. Personnel who actively or passively performed, administered, ordered, encouraged or otherwise participated in the torture should be described on the **Person** (Perpetrator) Format and linked to the **Act** Format using the **Involvement** link Format.

3302 Act Record Number

Definition:

The number of the **Act** record to which these Additional Details are connected.

Guidelines:

Each **Additional Details** record must be connected to an act. This field is not repeatable and does not allow for clarifying notes.

Entry:

The record number of the related **Act** record.

Examples:

000159 (These Additional Details are connected to the 159th **Act** record.)

3311 Statement Signed

Definition:

A description of statements signed under torture or threat of torture.

Guidelines:

Use codes from *Micro-thesaurus 36: Statements Signed*, as noted below:

- 01 Forced to sign
- 02 Not requested or forced to sign anything
- 03 Requested to sign but refused
- 04 Signed a statement voluntarily with full understanding
- 05 Signed a statement voluntarily but without understanding it
- 99 Unknown

This is a repeatable field. Use clarifying notes to report all statements that were signed.

Indicate:

- the contents and language of the statement (if relevant)
- whether it was a confession, a statement that no torture occurred, etc.
- if the victim was requested to sign statements but did not sign
- the type of questioning used, the specific questions asked and the answers given

Entry:

Code or terms from *Micro-thesaurus 36: Statements Signed*.

Examples:

03 or Requested to sign but refused

3312 Medical Attention

Definition:

An indication of whether medical treatment was required and/or provided and the role of medical officers.

Guidelines:

Use the codes from *Micro-thesaurus 37: Medical Attention*, to indicate the presence and role of medical officers.

Use clarifying notes to indicate:

- whether medical attention was needed and/or provided
- who requested the medical officer to be present
- the function of the medical officer and his/her role before, during, and after the torture (collaboration with the perpetrator, degree of participation in the torture)

Identify the medical officer or other persons on the **Person** Format if desired. Ensure that any names recorded here are consistent with what is entered in the **Person** Format.

Describe the need for medical attention after torture. Note any material evidence (scars, etc.). Photographs should be taken if possible. Obtain a doctor's examination report if possible. Indicate whether medical attention was requested and what type, if any, of medical care was provided. Identify other medical personnel on the **Person** Format if desired. This is a repeatable field.

Entry:

Codes or terms from *Micro-thesaurus 37: Medical Attention*.

Examples:

Medical officer was present during and after torture.

Entry: 01 03 / 01 05 or Medical officer was present during torture / Medical officer was present after torture

3351 Intent

Definition:

An indication of the purpose of the torture.

Guidelines:

This is a repeatable, coded field that allows clarifying notes. Use *Micro-thesaurus 38: Intent*.

Entry:

Codes or terms from *Micro-thesaurus 38: Intent*.

Examples:

02 02 *or* Sowing fear or creating pressure on others

D. ADDITIONAL DETAILS: DESTRUCTION AND LOSS OF PROPERTY

These **Additional Details** cover acts that involve violations of the right not to be deprived arbitrarily of one's property, and violations of prohibitions on unwarranted interference with one's home. In some cases, the event involves collective punishment, e.g., when a whole family is punished because one member is accused of a certain crime. In other cases, the event may be the result of a conflict between two parties or a case involving confiscation of property.

Additional details may be desired for these situations that can involve arson, house demolitions, house sealing, evictions, etc. These fields may also be useful for vandalism or theft situations.

Complete the **Intervention Link** Format to indicate actions on behalf of the displaced persons. Legal matters related to the situation can be entered in **Additional Details: Arrest, Detention, Legal Proceedings**.

Use the **Act** Format field *2150 Remarks*, to indicate if the victims were forewarned and if so how much warning was given and the manner of the warning. Indicate measures taken to ensure safety, health and nutrition, etc. Indicate any particular hardships as appropriate.

3402 Act Record Number

Definition:

The number of the **Act** record to which these Additional Details are connected.

Guidelines:

Each **Additional Details** record must be connected to an act. This field is not repeatable and does not allow for clarifying notes.

Entry:

The number of the related **Act** record.

Examples:

000170 (These Additional Details are connected to the 170th **Act** record.)

3410 Type of Property Loss

Definition:

An indication of the type of building, dwelling, property or personal loss and its state before and after the act.

Guidelines:

A description of the type and state of building or property before the act was carried out, and the damage caused by the act.

Entry:

Free text.

Examples:

2 bedrooms sealed off from 5 room, 2 storey house
1 room hut demolished
Demolition order on a tin roofed, cinder-block, 2 room structure with no running water
Contents of one bedroom removed
Furniture smashed
Files taken
Computer equipment removed
Passport and identification card taken
Electronic equipment taken
Clothing and personal belongings taken

3411 Value of Destroyed/Lost Property

Definition:

An indication of the degree of material loss incurred by the victim.

Guidelines:

Indicate an estimated monetary value of the loss. Use clarifying notes to specify the currency, including the estimated replacement costs. Include estimates of specific items such as: furniture, kitchen utensils, farming implements, farm products, livestock, personal belongings.

This field is not repeatable and allows clarifying notes.

Entry:

Amount of total estimated loss.

Examples:

35,000 baht : estimate made by the victim

3412 Compensation

Definition:

An indication of the degree of compensation, if any, offered by the perpetrator or authorities.

Guidelines:

Indicate if any compensation was provided to the victim using codes or terms from *Microthesaurus 47: Compensation*, as noted below:

- 01 Full compensation provided
- 02 Substantial compensation provided
- 03 Partial compensation provided
- 04 No compensation provided
- 99 Unknown

This field is not repeatable and allows clarifying notes.

Entry:

Use code or term from the above list.

Examples:

02 *or* Substantial compensation provided

Other Additional Details fields can be added, for situations such as Mass Movements of People and Displacements. In doing so, the structure and contents of the present **Additional Record** Formats can be used as samples.

8.3.4 CHAIN OF EVENTS

Chain of Events represents a link between two events. Fields 2202 *Event Title* and 2203 *Related Event Title* provide the information that link the records.

CHAIN OF EVENTS

CHAIN OF EVENTS links an Event with another Event, such as by showing their sequence:



Figure 8.4 The Chain of Events Format (1)

... or to show how a big event spans two or more smaller events:

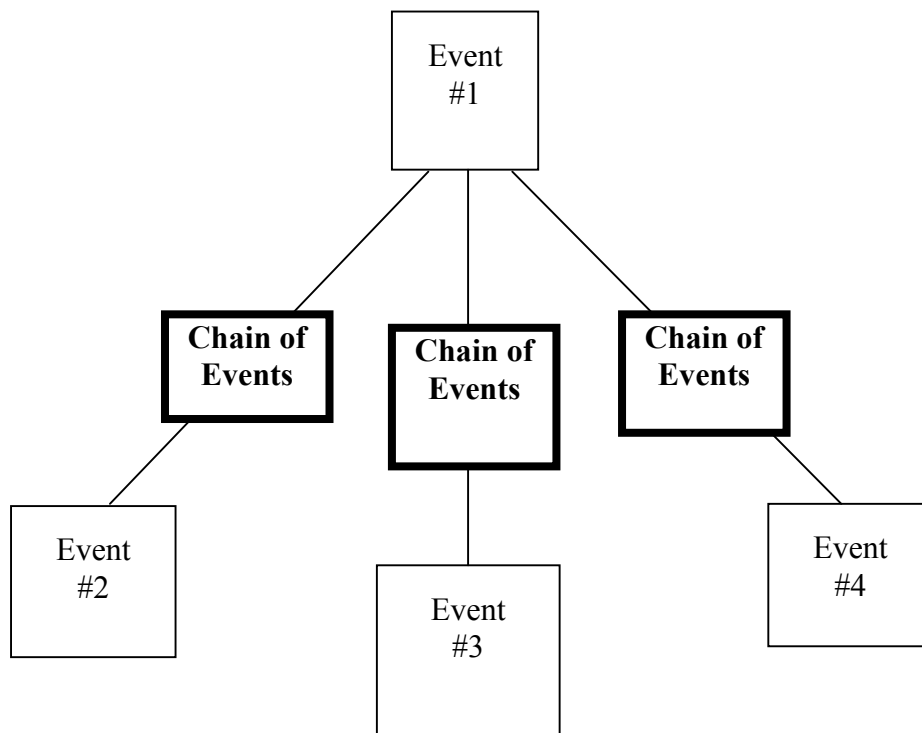


Figure 8.5 The Chain of Events Format (2)

2201 Chain of Events Record Number**Definition:**

An accession number that identifies this and only this record.

Guidelines:

Normally this will be a number generated by a database system. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Chain of Events** record.

Examples:

000028 (This is the 28th **Chain of Events** record.)

2202 Event Title**Definition:**

The exact title of the first of two events being linked.

Guidelines:

This field is not repeatable and does not allow for clarifying notes. The title of the event must be entered exactly as it is entered in field *102 Event Title* of the appropriate **Event** record. Users may prefer to use the Event Record number instead of the Event Title.

Entry:

The title of the first event.

Examples:

Labour Crackdown of May 1993

2203 Related Event Title**Definition:**

The exact Event Title of the event connected to the event noted in field *2202 Event Title*.

Guidelines:

This field is not repeatable and does not allow for clarifying notes. The title of the event must be entered exactly as it is entered in field *102 Event Title* of the appropriate **Event** record. Users may prefer to use the Event Record number instead of Event Title.

Entry:

The title of the related event.

Examples:

Raid on Premises of the Federation of Democratic Workers Trade Unions

2209 Type of Chain of Events

Definition:

An indication of the relationship that the event entered in field 2202 *Event Title* has to the event entered in field 2203 *Related Event Title*.

Guidelines:

This field is not repeatable and does not allow for clarifying notes.

Entry:

Code or term from *Micro-thesaurus 22: Types of Chain of Events*.

- 01 Event which precedes another related event
- 02 Large event encompassing a smaller event
- 03 Event which causes another event
- 11 Event happening in parallel with another event
- 21 Smaller event within a bigger event
- 22 Event which follows a related event
- 23 Event which is a consequence of another event

Examples:

21 *or* Smaller event within a bigger event

2250 Remarks

Definition:

Additional comments concerning the chain of events.

Guidelines:

This field might include an identification of how the events are related, an analysis of cause and effect or other pertinent information.

Entry:

Free text.

Examples:

The attack on the village Palibam was undertaken in retaliation for the kidnapping of General Musini.

2261 Date of Entry

Definition:

The date on which the **Chain of events** record is registered in the system of the organisation recording the chain of events.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2262 Entered by**Definition:**

The name or code of the person who prepared this record.

Guidelines:

Organisations should prepare a list of codes to be used by people who will be entering data into the system.

Entry:

Name or code as defined by local organisations.

Examples:

Michiko Tomonaga

Entry: mt

2265 Comments**Definition:**

Any notes concerning the chain of events.

Guidelines:

This field can contain any additional information or comments of an informal or subjective nature. It could include:

- suggestions for follow-up or verification
- possible motives or causes, location of possible witnesses, and other issues surrounding the situation
- an analysis of the whole chain of events

Caution should be exercised in completing this field. Generally this field is for internal use only.

Entry:

Free text.

Examples:

The researcher for Asia should be requested to write a note on the origins of the conflict.

2270 Date Updated

Definition:

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2271 Updated by

Definition:

The code of the person who updated the record, with brief information on what was updated.

Guidelines:

Organisations should prepare a list of codes to be used by persons who will be updating records. Information on which fields were updated can be noted here. Information in this field is not overwritten. Ongoing update information is added as necessary. Dates may be included if desired.

Entry:

Free text that includes the name or code as defined by local organisations, followed by additional information as required.

Examples:

Faridah Said

Entry: fs

Ahmed Ndiaye updated fields 2209 and 2250. Gobin Chatterjee updated field 2265 in January 2000.

Entry: an 2209 2250; gc 2265 January 2000

8.4 PERSON FORMAT

A record that is produced using the **Person** Format is a “snapshot” of an individual or group at one point in time. Updates may be added directly to the format as per the instructions in *Entry principles, section 6: Updates* at the beginning of this chapter. The **Biographic Details** Format is used to record additional personal information, and often links a **Person** to another. Information on marriages, employment, affiliation or other relationships among individuals and/or groups can be entered using the **Biographic Details** Format. This format is particularly effective when chronologies are required, for example about employment, education, domestic situations, affiliations etc.

The **Person** Format is used to record information on any individual or group and may or may not have a link to another format.

A link to the **Event** via the **Act** Format indicates that the **Person** has the role of Victim, i.e. is an individual or group who is the subject of violations and similar acts. In cases of acts against large groups of people, when many specific details cannot be collected about each victim, it may be useful to obtain complete Person information from a small sampling of victims.

A link to the **Act** (and therefore indirectly to the Victim and to the **Event**) via the **Involvement** Format shows the **Person** in the role of Perpetrator. The perpetrator could be an army unit, guerrilla group, mob, individual soldier, government official or anyone else who commits a violent act against another individual or group, or otherwise fails to meet obligations toward the latter, such as in the non-fulfilment of certain legitimate demands. When the perpetrator is an organisation, it may be useful to collect specific information concerning key people in the organisation, using the **Biographic Details** Format, which can also be used to record additional information about individual perpetrators.

Linking a **Person** to the **Event** via the **Information** Format identifies the **Person** as a Source. Likewise the **Information** Format linking two **Persons** shows that one is a source of information about the other. The **Information** Format does not refer to specific source materials, but rather provides information about the source (individual or group) as a whole. The **Information** Format provides the link between the Person (Source) and the **Event** or **Person** described by the information. Therefore, each **Person** (Source) record must have a corresponding **Information** record. When the source is an organisation, it may be useful to collect specific information concerning key people in the organisation. The **Biographic Details** Format can be used to connect these key people with the organisation.

Examples:

- A witness might supply the information about the Event.
- A relative of the victim might supply the information entered into the **Person** (Victim) record.
- A government official might supply some of the information on the perpetrator in a particular Event.
- A doctor might supply information on the health of a victim or on the medical facilities in a community.

- An organisation might supply information concerning the background of an Event, such as a university supplying information concerning police training on demonstration control.
- The press might supply information concerning the start of a particular Event.

Linking a **Person** to an **Event** or another **Person** via the **Intervention** Format indicates the role of Intervening Party, that is groups or individuals who respond to a human rights situation or work on behalf of victims. The **Biographic Details** Format can be used to provide additional information such as connections to people or other organisations.

Only one **Person** Format should be completed for each individual or group, regardless of how many roles he, she or it has. It is the linking formats that show what a person's roles are. However, it is possible both in computerised and manual systems to construct **Victim**, **Source**, **Perpetrator** and **Intervening Party** role formats, particularly for display and output, from a selection of fields from the **Person** Format. This is further elaborated in *Chapter 7. Adapting the Events Standard Formats*.

PERSON FORMAT

A **Person** format is used to contain information about an individual or a group who may play the role of *Victim*, *Perpetrator*, *Source* or *Intervening Party*. It may also contain information about other individuals or groups who do not play any of these roles.

The various roles can be held by different persons. . .

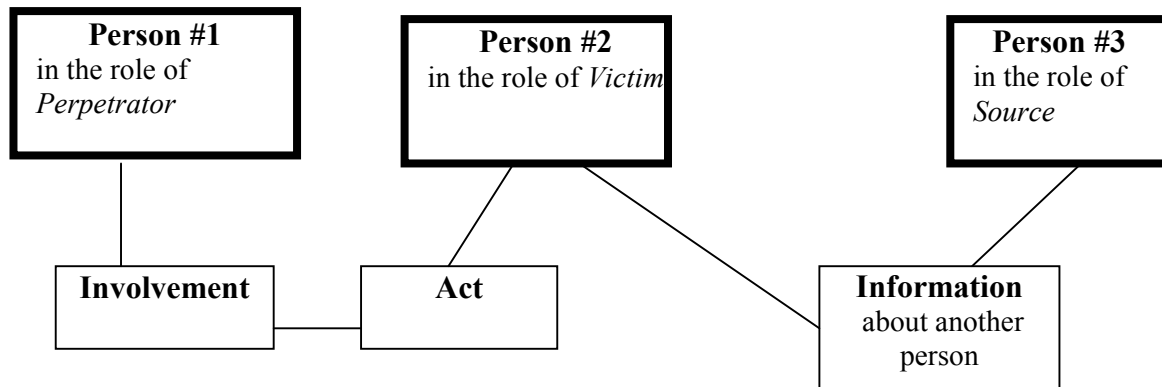


Figure 8.6 The Person Format (1)

... or a certain Person may have multiple roles. . .

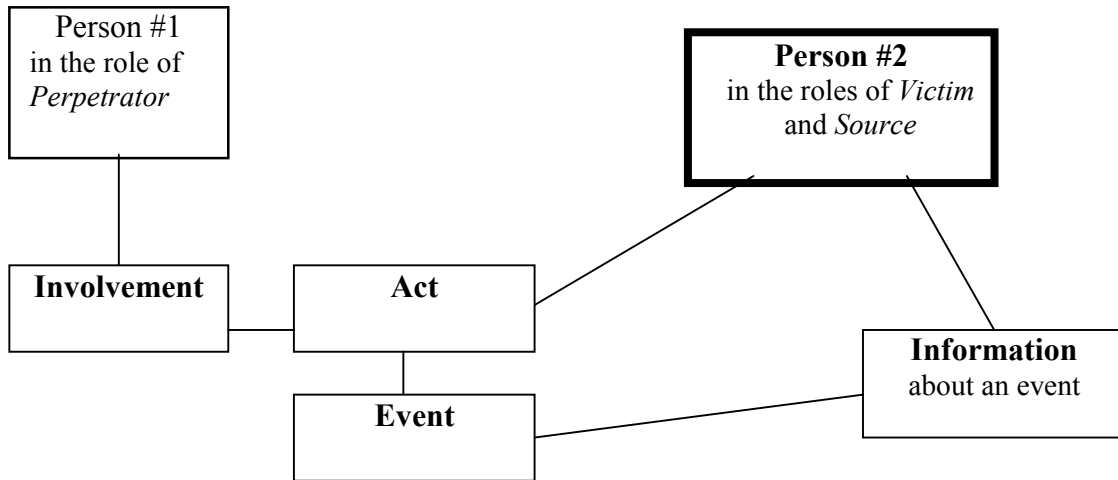


Figure 8.7 The Person Format (2)

... or a certain Person may have no major role at all.

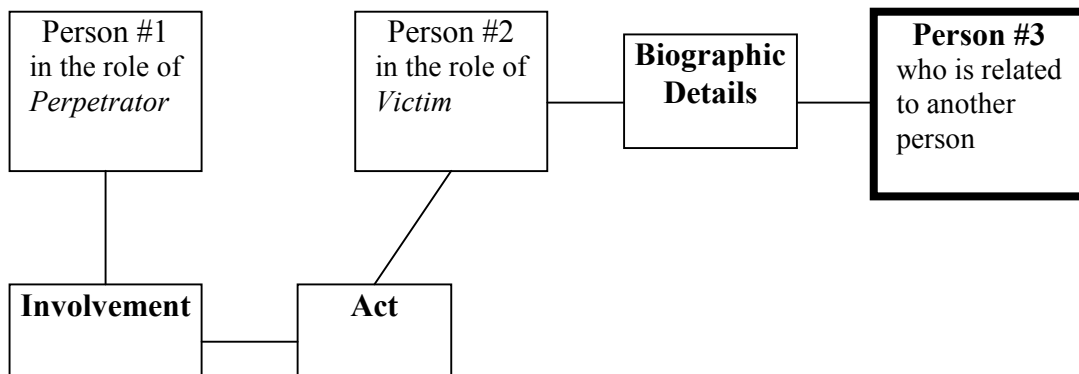


Figure 8.8 The Person Format (3)

901 Person Record Number

Definition:

An accession number that identifies this and only this **Person** record.

Guidelines:

Although record numbers have local significance only, they should be included in exchanges for identification purposes. If additional record numbers are needed for alternative numbering systems, field 967 *Files* may be used. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Person** record.

Examples:

000387 (This is the 387th **Person** record.)

902 Counting Unit

Definition:

An indication of the type of person or group being described.

Guidelines:

Choose a code from *Micro-thesaurus 07: Counting Units*. This field is not repeatable and does not allow for clarifying notes.

Entry:

Code or term from *Micro-thesaurus 07: Counting Units*, as noted below:

- 01 Individual
- 02 Family
- 03 Group, organisation or institution

- 04 Community
- 05 Social group, class or caste
- 06 People in general

Examples:

04 *or* Community

903 Name**Definition:**

The name of one person or organisation or unit as defined in field *902 Counting Unit*.

Guidelines:

Use the *Guidelines for Recording the Names of Persons*.¹⁷ Add clarifying notes as necessary for nicknames, rank, title, codename, alias or acronym. Person names must be unique. If two or more individuals or groups have the same name, add the numeral 2 or 3 etc. after the second and subsequent full names. If a Person has another name, such as the name used before marriage, use field *904 Other Names* to enter such.

Entry:

Enter family name and given names or initials. Enter title, rank, nickname, codename, alias names or acronyms in the clarifying notes.

Examples:

Dr. Jamil R.I. Mattar (commonly called Abu Ibrahim)

Entry: Mattar, Jamil R.I. : Dr., Abu Ibrahim

Abdul Rahman (a motor mechanic) and Abdul Rahman (a teacher)

Entries: Rahman, Abdul

Rahman, Abdul 2

The organisation: Children and Human Rights (acronym CHR)

Entry: Children and Human Rights : CHR

Major Zheng Qiungqi

Entry: Zheng Qiungqi : Major

Captain Alfredo Manuel Alonso, nicknamed The Knife

Entry: Alonso, Alfredo Manuel : Captain, The Knife

Residents of Termoco Village

Entry: Termoco Village residents

904 Other Names**Definition:**

Other names used by the person or organisation or unit as defined in field *902 Counting Unit*. For instance, a person's name could change after marriage.

Guidelines:

Use the *Guidelines for Recording the Names of Persons*.¹⁸

¹⁷ The guidelines are available from HURIDOCS. One reference source is Dueck, Judith, and Aída María Noval. "Supporting Document A." *HURIDOCS Standard Formats: Supporting Documents*. Oslo: HURIDOCS, 1993. 2-24.

¹⁸ Ibid.

If a person's name changed (e.g., after marriage), and field *903 Name* is edited to reflect the new name, then this field should carry the previous name.

Entry:

Enter the name of the person as in field *903*. It is possible to enter several alternative names by separating them with slash (/).

Examples:

Cardenas, Barbara

908 Confidentiality

Definition:

An indication of the confidentiality of this **Person** record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. Caution should also be used in entering sensitive material into a database. Unless safeguards such as encryption are taken to protect persons, sensitive material should not be entered in the system at all. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter "Y" here to indicate that the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

910 Address/ Address Type

Definition:

Information on where the person resides or has resided, including dates when residence started and ended.

Guidelines:

This field consists of a number of sub-fields. When completed, the sub-fields form a record. It is possible to have more than one record for each person, in which case the entry into the field is in the form of a table. Following are the sub-fields composing this field:

- Type of Address
- Address
- Country
- Phone
- Cellular phone
- Fax
- E-mail

- WWW home page address
- Start date
- End date

Use *Micro-thesaurus 40: Types of Addresses* to indicate the type of address.

Entry:

Enter information into the table as appropriate. For the type of address, choose a code from *Micro-thesaurus 40: Types of Addresses*, as noted below:

- 01 Home address
- 02 Work address
- 03 Alternative address
- 04 Previous address
- 05 Temporary address
- 90 Other
- 99 Unknown

Examples:

Type of address: 01 *or* Home address
 Address: 45, rue de Casablanca, Dakar
 Country: Senegal
 Phone: 834523
 Fax: 834524
 Start date: 1 January 1999
 End date:

Type of address: 05 *or* Temporary address
 Address: 39, chemin du Lyon, Dakar
 Country: Senegal
 Phone: 487326
 Fax: 787851
 Start date: 17 November 1998
 End date: 31 December 1998

911 Date of Birth

Definition:

The date of birth of the person.

Guidelines:

Enter the exact date of birth of the individual, with the format of the date according to the *Entry principles, section 10: The format of dates* at the beginning of this chapter.

Indicate if the date is an estimate, if the day is unknown or if the month is unknown. A clarifying note can be added if necessary. This field is not repeatable. Use 1 for unknown days or months. Use code or term from *Micro-thesaurus 48: Types of Dates* to indicate whether an uncertain date is an estimate or has unknown month or unknown month and day.

If the person is a group, provide an estimate of the average date of birth if this is relevant. This could be important, for example, for a children's group, a teenage gang or group of elderly people. Add clarifying notes as appropriate.

If the person is an organisation, the date of its establishment may be included.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

Unknown but probably around 1930

Entry: 1 January 1930 : 01

8 May 1989

Entry: 8 May 1989

June 1999

Entry: 1 June 1999 : 02

912 Place of Birth

Definition:

The place of birth of the person.

Guidelines:

Use code or term from *Micro-thesaurus 15: Geographical Terms*. If the person is a group, provide information on where the members of the group were born if this is relevant, for example, the members of the group were all or mostly born in a particular country. Add clarifying notes as appropriate. This field is not repeatable.

Entry:

Code or term from *Micro-thesaurus 15: Geographical Terms*.

Examples:

03 05 36 *or* Malaysia

02 02 43 *or* Mexico : Tuxtla Gutiérrez, Chiapas (capital city of a state in Mexico)

913 Locality of Birth

Definition:

The local place of birth of the person.

Guidelines:

The term or code may be taken from the local Micro-thesaurus developed by local organisations for use in field *112 Local Geographical Term*. The precise address may be added as well in the clarifying notes. This field is not repeatable.

If the person is a group, provide information on where the members of the group were born if this is relevant. For example, if the members of the group were all or mostly born in a particular refugee camp, village, barrio or community this may be relevant. Add clarifying notes as appropriate. This field is not repeatable.

If the person is an organisation, the place of its establishment may be included.

Entry:

Local code or term.

Examples:

Gitarama - Bulinga - Gasave

915 Sex**Definition:**

The sex of the person.

Guidelines:

This field is not repeatable and does not allow for clarifying notes. Use codes or terms from *Micro-thesaurus 39: Sex*. If unknown, leave the field blank.

Entry:

Use codes or terms from *Micro-thesaurus 39: Sex*, as noted below.

- 01 Male
- 02 Female

Examples:

02 *or* Female

916 Sexual Orientation**Definition:**

An indication of the sexual orientation of the person.

Guidelines:

Use caution in completing this field. Organisations may wish to use the various categories enumerated below, or may wish to develop their own *Micro-thesaurus*, especially because perceptions of sexual orientation may vary.

Possible categories are:

- 01 Heterosexual male
- 02 Heterosexual female
- 03 Lesbian
- 04 Gay
- 05 Bisexual
- 06 Transgender
- 06 01 Transsexual

If the person is a group, include the make up of the group in terms of sexual orientation in the clarifying notes if this is relevant.

This field is not repeatable. It allows local codes and clarifying notes. A local *Micro-thesaurus* should contain mutually exclusive terms. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list see *Micro-thesaurus 67: Sexual Orientation*.

Entry:

Codes or terms from a local Micro-thesaurus.

Examples:

04 (local code for the term Gay)

917 Identification Documents

Definition:

An indication of the identification documents held by the person.

Guidelines:

Indicate the kinds of identification documents held by the person. Types of identification documents include passport, national identification card, birth certificate, driver's licence, car license plate, voter's identification card, employee identification card, student identification card, work permit, social security number, and property deeds and rental or lease agreements.

Actual numbers can be included. Photocopies of passports and other identification documents, photographs, signature specimens, fingerprint imprints and other detailed information may be collected and filed. The location of these documents should be entered in field *966 Supporting Documents*.

If the person is a group, include relevant information concerning the official documents held by the group such as the licence plate of cars owned by the organisation, registration or licensing of the group, photographs of the group, lease or rental agreements or property deeds.

Entry:

Free text.

Examples:

Indian passport, no. 78345123, issued in Madras on 12 January 1998, valid until 2003

918 Civil Status

Definition:

The current civil or marital status of the person.

Guidelines:

Use discretion and respect privacy in completing this field. Use codes or terms from *Micro-thesaurus 08: Civil Status* for this field. This field is not repeatable. The **Biographic Details** Format can be used to provide detailed information such as the name of the spouse, date of marriage and date of divorce. The code in this field will be overwritten as the circumstances of the person change.

If the person is a group, enter information concerning the group. This may be useful if it is a group for young married women, or for single men etc. Indicate particulars in the clarifying notes.

Entry:

Code or term from *Micro-thesaurus 08: Civil Status*, as noted below:

- 01 Single
- 02 Married
- 03 Widowed
- 04 Separated
- 05 Divorced
- 06 Living with common-law spouse
- 07 With partner
- 09 Other
- 99 Unknown

Examples:

03 *or* Widowed : was married to Janeth Otungu (deceased in 1994)

919 Dependants

Definition:

The number of children or other dependants for which the person is responsible.

Guidelines:

Indicate the number of dependants. Use the clarifying notes to provide an indication of the type of dependants for which the person is responsible. Include children under 18 living at home, physically or mentally challenged adults, elderly parents, etc. Include all dependants for whom the person is financially or legally responsible.

The code in this field will be overwritten as the circumstances of the person change. Use the clarifying notes to specify the types of changes. If desired, use the **Biographic Details** Format to provide links to additional information about dependants.

If the person is a group responsible for dependants, indicate the number of dependants for which it is responsible. For example, the number of children in an orphanage may be recorded here.

Entry:

The number of dependants.

Examples:

In 1997 the entry might be:

5 : 4 children, 1 mentally challenged adult

In 1998 when the father moves in, the entry might be:

6 : 4 children, 1 mentally challenged adult, 1998 elderly father moved in

In 1999 when one child marries, the father dies and the mentally challenged adult is institutionalised, the entry might be:

4: 4 children 1 married in 1999, 1 mentally challenged adult institutionalised in 1999, 1998 elderly father moved in but died in 1999

920 Formal Education

Definition:

An indication of the literacy level or highest education of the person.

Guidelines:

Choose a code or term from *Micro-thesaurus 09: Education*, to indicate the highest level of education achieved.

Use the clarifying notes to indicate any certificates, diplomas and degrees obtained and the date. This is a non-repeatable, coded field. Use the **Biographic Details** Format to provide information on the dates and names of educational institutions attended.

If the person is a group include relevant information on the average educational level of the group. This could be useful for an educational institution noting, for example, a school with a majority of teachers who have only secondary education.

Entry:

Term or code from *Micro-thesaurus 09: Education*.

Examples:

04 or Secondary education

921 Other Training

Definition:

An indication of the occupational or other training received by the person.

Guidelines:

Indicate if the person has received occupational or other training. Note any certificates or diplomas obtained and the date. Include the name of the institution or organisation on the **Biographic Details** Format if relevant. Include ongoing professional training, special programs, upgrading courses etc.

Entry:

Free text.

Examples:

Received a diploma on Automotive Repair from the San Jose Vocational School.

922 Occupation (ILO Categories)**Definition:**

Occupation or professional activity of the person.

Guidelines:

Use the classifications in *Micro-thesaurus 10: Occupations (ILO Categories)*. This is a repeatable field that allows clarifying notes.

If the person is a group, note the occupations within the group if this is relevant. For example a union of journalists, or a group of teachers, or a group of business people.

Entry:

Codes or terms from *Micro-thesaurus 10: Occupations (ILO Categories)*.

Examples:

02 90 05 01 *or* Authors, journalists and other writers : Editor of the journal "Daily news" since 1991

923 Local Term for Occupation**Definition:**

Occupation, work or professional activity of the person as defined locally.

Guidelines:

If desired, a list of occupations can be created for use by a specific organisation. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of local occupations see *Micro-thesaurus 64: Local Terms for Occupations*.

This is a repeatable field that allows clarifying notes. Use the **Biographic Details** Format to provide specifics related to specific employers, length of employment, position, rank, salary, type of contract, terms of employment, hours of work, absences, safety conditions, start dates and end dates etc.

Entry:

Local codes or terms.

Examples:

Campesino (seasonal agricultural worker)

924 Health

Definition:

An indication of the general health of the person.

Guidelines:

Indicate any chronic illness, current diseases and general state of health. Indicate if the person is pregnant and if so, by how many months at the date the information was received. Indicate wounds, bruises, indications of assault or rape etc.¹⁹

Note where these documents can be found in field 966: *Supporting Documents*. Updates may be added at the end of the field with the date of the update. Provide details on the physical consequences of a particular Act in field 2116 *Physical Consequences*.

Entry:

Free text.

Examples:

Mrs. Pertuche was pregnant at the time of the bombing.

925 Medical Records

Definition:

Information from medical records.

Guidelines:

Medical information such as blood type, eyesight, hearing, past bone fractures (place, date), bone diseases, congenital malformations, severe lesions, severe illness, number of pregnancies or handedness. Refer to and obtain photographs, X-rays, optometric prescriptions, medical and dental records, drug prescriptions etc. Refer to health records, doctor's examination reports or autopsy records (in the case of death). Provide details on the physical consequences of a particular act in field 2116 *Physical Consequences*.

Note where these documents can be found in field 966 *Supporting Documents*. Updates may be added at the end of the field.

¹⁹ For an outline of physical examination see *Manual on the Effective Investigation and Documentation of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (the Istanbul Protocol): submitted to the: United Nations Office of the High Commissioner for Human Rights, August 9, 1999*. Boston: Physicians for Human Rights USA, 1999.

Organisations such as groups dealing with victims of torture and other human rights violations which want to systematically record information about health situations may want to develop controlled vocabulary to record information in this field. Relevant sources for developing such a vocabulary include: World Health Organization. *The International Classification of Diseases and Related Health Problems (ICD-10)*. vol. 1. Geneva: World Health Organization, 1992 and Rehabilitation and Research Council for Torture Victims. *List of Selected Mental Symptoms*. Copenhagen: Rehabilitation and Research Council for Torture Victims, 1998.

Entry:

Free text.

Examples:

Wears glasses since 1985 and has a hearing aid since 1992.

926 Physical Description**Definition:**

A physical description of characteristics that identify the person.

Guidelines:

- Describe the appearance of the person in terms of markings, unique characteristics, clothing, jewellery, uniform etc.
- Include descriptive details concerning weight, height, colour of hair and eyes, skin colour, shape of facial features, body proportions, tattoos, moles, fingerprint classification, birthmarks, scars, skull shape and size, facial bones, etc.
- Include any wounds, scars, limping, obvious broken bones or anything that might identify the person.
- Include vehicle licence plate and description if relevant.
- Obtain photographs if possible.

This is a repeatable, coded field that allows clarifying notes. Updates may be added at the end of the field. If a death is involved, an informal description of the body can be provided. Formal autopsy results should be noted in fields *3212 Autopsy Results*, or *2116 Physical Consequences*, if the death is the result of a particular act. Provide details on other physical consequences of a particular act in field *2116*.

Entry:

Codes from *Micro-thesaurus 11: Physical Descriptors*.

Examples:

05 01 *or* Fractured ankle, left

927 Deceased**Definition:**

An indication if the person is alive or deceased.

Guidelines:

Clarifying notes can be added for circumstances and causes of decease. The date of decease is to be recorded in field *928 Date Deceased*. This field is not repeatable.

Entry:

Enter "Y" here to indicate that the person is dead.

Examples:

Y : died in a car accident

928 Date Deceased**Definition:**

The date of death of the person.

Guidelines:

Use the *Entry principles, section 10: The format of dates* found at the beginning of this chapter for further guidance. Indicate if the date is an estimate, if the day is unknown or if the month and day are unknown, by using *Micro-thesaurus 48: Types of Dates*. If no date estimate is possible, enter "Y" to indicate that the person is dead. Computerised systems may use a checkbox to indicate if the person is dead.

Entry:

Enter the date in the sequence DD Month YYYY. Enter 1 for unknown days and January for unknown months. If date is uncertain, select applicable code or term from *Micro-thesaurus 48: Types of Dates*, as noted below:

- 01 Estimate
- 02 Unknown day
- 03 Unknown month and day

Examples:

Dead but date unknown

Entry: Y: unknown date (or check the "dead" checkbox in case of computerised systems)

Unknown but probably around 1930

Entry: 1 January 1930 : 01 or Estimate

8 May 1989

Entry: 8 May 1989

June 1999

Entry: 1 June 1999 : 02 or Unknown day

930 Group Description**Definition:**

A description of the group in terms of its composition, size, objectives etc.

Guidelines:

Include relevant information on the composition of the group in terms of size, age, sex, goals, objectives etc. The location of documents and brochures about the organisation can be noted in field 966 **Supporting Documents**. Note distinguishing characteristics of the group in terms of ideals, behaviours and appearance. If relevant, include details about the type of company i.e., state company, private enterprise, multinational corporation. Do not include information provided in field 944 **General Characteristics**.

Entry:

Free text.

Examples:

This indigenous people has been living along the banks of the Amazon river for a long time. It consists of about 200 persons who are living together in extended families. Its means of subsistence are hunting and agriculture. It has been in contact with the outside world since the 19th century, when missionaries made an unsuccessful attempt to convert its members to Christianity.

931 Number of Persons in Group**Definition:**

The number of persons composing a group.

Guidelines:

Enter a number. This is a non-repeatable field with clarifying notes to indicate if the number of persons has been estimated.

Entry:

Number

Examples:

3

200 : estimate made by Pedro Rodriguez (Source record 127)

940 Religion**Definition:**

The religion of the person or the religious make up of the group.

Guidelines:

Enter religion and denomination or subgroup if known. Use clarifying notes for more specificity. For groups provide approximate percentages of the religious make-up of the group if relevant. This field is not repeatable.

Entry:

Codes or terms from *Micro-thesaurus 12: Religions*.

Examples:

Sunni Muslim

Entry: 12 01 *or* Sunnis

Russian Orthodox Christian

Entry: 10 01 *or* Orthodox Christians : Russian

941 Citizenship

Definition:

The country or countries of which the person is a formal citizen.

Guidelines:

Include only those countries of which the person is actually a citizen. This is a repeatable coded field. If the person is a group indicate the main nationalities within the group. Actual percentages can be added in the clarifying notes if relevant.

Entry:

Codes or terms from *Micro-thesaurus 15: Geographical Terms*.

Examples:

03 05 36 or Malaysia

02 02 34 / 02 02 63 or Kenya / Uganda

942 Ethnic Background

Definition:

The relevant ethnic background as defined in *Micro-thesaurus 13: Ethnic Groups*.

Guidelines:

Choose the ethnic origins from the list that best describe the person. If the person is a group, indicate the ethnic backgrounds within the group as approximate percentages in the clarifying notes. This is a repeatable coded field that allows clarifying notes.

Entry:

Code or terms from *Micro-thesaurus 13: Ethnic Groups*.

Examples:

06 01 14 07 19 01 or Fangs

943 Other Background

Definition:

The linguistic or religious group or the tribe, caste, family line or regional grouping from which the person comes.

Guidelines:

Each organisation will need to compile a list of tribes, castes, family line or regional groupings of relevance for their work so that entries are consistent. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of origins see *Micro-thesaurus 65: Origins*.

Choose the origins from the list that best describe the person. This is a repeatable, coded field that allows clarifying notes. If the person is a group, indicate the origins within the group as approximate percentages, in the clarifying notes.

Entry:

Codes or terms from locally defined lists.

Examples:

Aeta

944 General Characteristics**Definition:**

An indication of the general characteristics of the person that may lead to victimisation in the future.

Guidelines:

Indicate characteristics from *Micro-thesaurus 23: Relevant Characteristics*. This is a descriptive field. It does not relate to a specific Act. This is a repeatable, coded field that allows clarifying notes.

For specifying person characteristics related to religion, nationality, ethnicity, education, or occupation, use fields 940, 941, 942, 943, 920, 921, 922 and 923. Do not enter information that will endanger persons or organisations, e.g. membership in an illegal organisation linked to a specific person's name. Although this type of information might be held by an organisation, caution must be used if it is entered into a database or communicated, since such information could have disastrous effects on the person.

Entry:

Codes or terms from *Micro-thesaurus 23: Relevant Characteristics*.

Examples:

05 01 01 *or* Relatives of persons targeted for repression

945 Language**Definition:**

The languages well-known by the person.

Guidelines:

Indicate the languages well-known by the person, with an emphasis on oral comprehension and reading. Do not include languages in which the person has limited knowledge.

This is a coded repeatable field that allows clarifying notes. Use the clarifying notes to indicate which language is the mother-tongue, or to note if the person has oral fluency or high level reading skills. If neither are specified, it is assumed that the person is fully fluent in the language including reading, writing and speaking. Local organisations may choose to restrict this entry only to the mother-tongue if desired.

Entry:

Codes or terms from *Micro-thesaurus 14: Languages*.

Examples:

21 18 04 21 00 01 *or* Urdu : mother tongue

05 14 07 12 09 01 *or* English : learned in school; oral, read

08 09 14 04 09 01 *or* Hindi : oral

946 Local Language

Definition:

The local languages known by the person.

Guidelines:

Indicate the local languages spoken or understood by the person. Organisations will need to establish a list of local languages in order to complete this field consistently. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of local languages see *Micro-thesaurus 66: Local Languages*.

This is a repeatable, coded field. Clarifying notes may be added to indicate if the person can speak, read or write the language and how well it is known.

Entry:

Codes or terms from a local Micro-thesaurus.

Examples:

Ybanag

947 National Origin

Definition:

The country from which the person originally comes from.

Guidelines:

This field can be used for persons who fled or migrated a long time ago but have still maintained a link with their country of origin, and for more recent migrants and refugees.

Include the country or countries of which the person originates. If the person is a group indicate the main countries of origin within the group. Actual percentages can be added in the clarifying notes if relevant.

This is a repeatable coded field.

Entry:

Codes or terms from *Micro-thesaurus 15: Geographical Terms*.

Examples:

Surinamese in the Netherlands

Entry: 02 03 54 *or* Suriname

Refugees from Liberia and Sierra Leone in Guinea

Entry: 01 05 37 / 01 05 55 *or* Liberia / Sierra Leone

950 Remarks**Definition:**

Any additional comments concerning the person.

Guidelines:

Additional factual information concerning the person can be added here if it falls outside of the scope of the other fields. Include relevant details pertaining to socio-economic status, wealth, relationship to community, land holdings, etc.

Entry:

Free text.

Examples:

Had two farms with 20 acres of land and cattle and sold these in 1986. Lives on the revenues of this sale since then.

953 Reliability as Source**Definition:**

An evaluation of the general reliability of this person or group as a source.

Guidelines:

Reliability is an assessment of the probability of accuracy, the credibility of the source and his or her access to the information reported. Consider the following points in assessing the reliability of sources as a whole:

- evaluation of past reports
- degree of public or known notoriety or trust
- degree of personal commitment (emotional, political, religious, etc.)
- motives and/or objectives
- general mental and emotional state
- objectivity
- training and experience
- knowledge of relevant languages

Organisations may wish to develop their own system of grading, or they may use the subjective judgements of the list below. Decisions should be based on the above factors and others determined by individual organisations.

Use codes or terms from *Micro-thesaurus 42: Reliability*.

This is a non-repeatable, coded field. The code will be overwritten when the field is updated. The clarifying notes should indicate if the organisation has closed, the person has died or other relevant factors.

Entry:

Use code or term from *Micro-thesaurus 42: Reliability*, as noted below:

- 01 Highly reliable
- 02 Likely reliable
- 03 Unsure
- 04 Likely unreliable
- 05 Highly unreliable
- 99 Unknown

Examples:

An organisation that has consistently supplied only accurate information over a significant period of time could be 01 *or* Highly reliable

A well respected doctor or lawyer might be 01 *or* Highly reliable

A source never used before might be 03 *or* Unsure

A tabloid newspaper might be 04 *or* Likely unreliable

A corrupt politician might be 05 *or* Highly unreliable

954 Reliability as Intervening Party

Definition:

An evaluation of the general reliability of this person or organisation as an intervening party.

Guidelines:

Reliability is an assessment of the probability of accuracy and credibility of the intervening party. Consider the following points in assessing the reliability of intervening parties as a whole:

- evaluation of past reports, actions and interventions
- degree of public or known notoriety or trust
- degree of personal commitment (emotional, political, religious, etc.)
- motives and/or objectives
- general mental and emotional state
- objectivity
- training and experience
- record of follow-up
- consistency in doing what has been promised

Organisations may wish to develop their own system of grading or use the subjective judgements of the list below. The above factors and others determined by individual organisations should be considered.

Use code or term from *Micro-thesaurus 42: Reliability*.

This is a non-repeatable, coded field. Clarifying notes can indicate if the organisation has closed, the person has died or other relevant factors. The code is overwritten when the field is updated but clarifying notes can be added.

Entry:

Use code or term from *Micro-thesaurus 42: Reliability*, as noted below:

- 01 Highly reliable
- 02 Likely reliable
- 03 Unsure
- 04 Likely unreliable
- 05 Highly unreliable
- 99 Unknown

Examples:

An organisation that has consistently made effective interventions over a significant period of time could be 01 *or* Highly reliable

A well respected lawyer might be 01 *or* Highly reliable

An organisation making its first intervention might be 03 *or* Unsure

An organisation that bases its interventions on tabloid newspaper information might be 04 *or* 05 *or* Highly unreliable

A organisation that is known to collaborate inappropriately might be 05 *or* Highly unreliable

960 Date Received

Definition:

The date when the organisation obtained information about this group or individual.

Guidelines:

A clarifying note may be added to indicate how the organisation received the information. This field is not repeatable. Use *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1989

Entry: 8 May 1989 : Newspaper article tip-off on 1 May, interview with victim on 8 May 1989

961 Date of Entry

Definition:

The date on which the record is registered in the system of the recording organisation.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

962 Entered by

Definition:

The name or code of the person who entered this record.

Guidelines:

Organisations should prepare a list of codes to be used by people who will be entering data into the system. This field is not repeatable.

Entry:

Name or code as defined by local organisations.

Examples:

Gisela zur Linde

Entry: gl

963 Project Title

Definition:

The title of a project on which the organisation may be working in which this person has a role.

Guidelines:

This project title may be used to pull various documents related to a particular project together. Organisations are advised to use short names or codes for their projects. It could also be the name of a case or a legal proceeding. The field is unlimited, so it is possible to include several entries to allow for situations where the person is part of several active projects.

Entry:

Free text.

Examples:

Extrajudicial killings, 1982-1989 / Violence against minorities

965 Comments**Definition:**

Any notes that the person identified in field *962 Entered by* adds concerning this person.

Guidelines:

This field can contain any additional information or comments of a more informal or subjective nature. It could include suggestions for follow-up, verification or other ideas concerning the person. Caution should be exercised in completing this field.

Entry:

Free text.

Examples:

Corroboration of person info with the eldest sister (Miriam) is suggested.

966 Supporting Documents**Definition:**

An indication of which documents that contain details about this person are available, and where they can be found.

Guidelines:

Use for references to actual supporting material such as photographs or correspondence. Photocopies of relevant documents may be collected and held by the organisation. This field can be used to refer to files where additional information can be found. Since this field is mainly of local importance, organisations can develop their own systems.

Entry:

Free text.

Examples:

Dossier 1268 of the Memorial Archives, Moscow

967 Files**Definition:**

A field of local significance indicating in which files the **Person** record has been placed.

Guidelines:

The field may be used for local purposes such as the indication of record numbers and file numbers.

Entry:

Limited free text.

Examples:

867 / 868

Southern Province P238

968 Record Grouping

Definition:

An indication of whether this **Person** record should be included in a listing or count of a particular set of records.

Guidelines:

The purpose of this field is to allow organisations to group records for any reason that they choose. This field can be used to tag or group records. Codes could be developed by the organisations themselves to assist in the grouping of data. The entry in the field may be permanent or temporary depending on the organisation's needs. This is a repeatable field.

Entry:

Simple notations like "X" or a more complex system as determined locally.

Examples:

T95-98 (included in count for project on torture cases, 1995-1998)

970 Date Updated

Definition:

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow clarifying notes. This date will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

971 Updated by

Definition:

The code of the person who updated the record with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations, followed by additional information as required.

Examples:

Philippe la Bruyère

Entry: pb

John O'Dogherty updated fields 927, 928 and 953. Ayesha Hatta updated fields 916 and 950.

Kathy Lee verified the information and updated fields 953 and 964 on 15 January 2000

Entry: jod 927 928 953; ah 916 950; kl 953 964 15 January 2000.

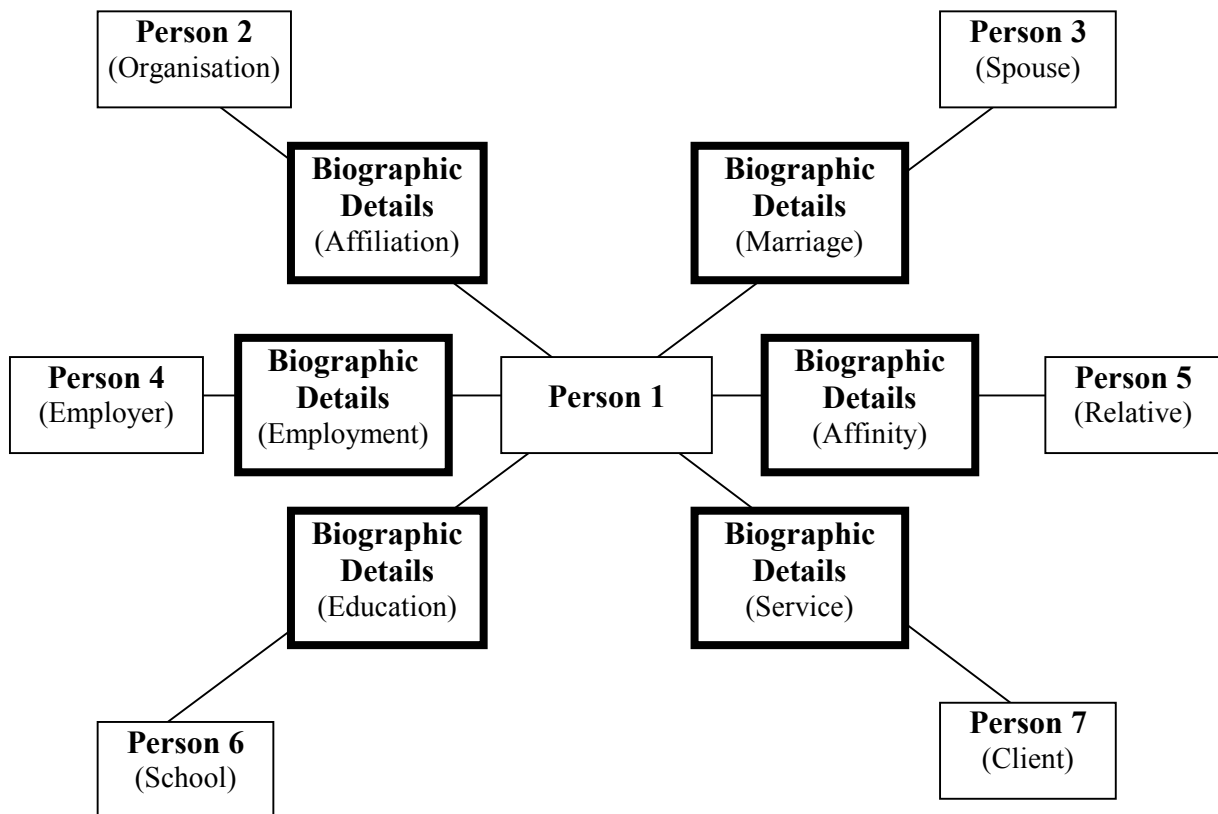
8.5 BIOGRAPHIC DETAILS FORMAT

The **Biographic Details** Format is both a link format and an attachment format.

As a link format, it is often used to establish the connection between two **Persons** (who could be individuals or groups). The fields 2302 **Person Name** and 2303 **Related Person Name** provide the information that link the records.

As an attachment format, it can contain data pertaining to just one **Person**, such as an update on the person's professional career. Thus, the **Biographic Details** Format provides the means for keeping a chronology of such aspects of a person's life as employment, domestic matters, affiliation or education.

BIOGRAPHIC DETAILS FORMAT



A **Biographic Details** Format can be attached to a **Person** to provide additional information about the person. Often, it is used to link one **Person** to another **Person** providing information about the relationship between the two **Persons**.

Figure 8.9 The Biographic Details Format

2301 Biographic Details Record Number**Definition:**

An accession number that identifies this and only this record.

Guidelines:

Normally, this will be a number generated by a database system. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Biographic Details** record.

Examples:

000287 (This is the 287th **Biographic Details** record.)

2302 Person Name**Definition:**

The name of the person whom the update is about, or, if a link is being established, the first person in the relationship. Ensure that the name is entered exactly as it is in field *903 Name*. Person names must be unique to one and only one person or group. Only one name may be entered. This field is not repeatable and does not allow clarifying notes. Users may prefer to use field *901 Person Record Number*.

Guidelines:

If the **Biographic Details** Format is being used as an attachment format, this field refers to the person whom the update is about.

If the format is being used to establish a link, this field refers to the first party in the relationship. Field *2303 Related Person Name* will then be used for the second party in the relationship.

It is preferable that when two entities are being linked, the bigger unit is entered into field *2303*. Thus, if an individual is a member of an organisation, the name of the individual should be entered into field *2302* while the name of the organisation should be entered into field *2303*.

Use the *Guidelines for Recording the Names of Persons*.²⁰ Use full names for persons, so that they are more likely to be unique. Only one name may be entered. This field is not repeatable and does not allow for clarifying notes.

Entry:

The name of the person whom the update is about or who is the first party in a relationship.

²⁰ The guidelines are available from HURIDOCS. One reference source is Dueck, Judith, and Aída María Noval. "Supporting Document A". *HURIDOCS Standard Formats: Supporting Documents*, Oslo: HURIDOCS, 1993. 2-24.

Examples:

Edgar Desacula (friend of Ramon Aguilar)

Entry: Desacula, Edgar

2303 Related Person Name

Definition:

The name of the second person in the relationship being established.

Guidelines:

See field 2302. The person identified in this field is the second person in the relationship.

Use the *Guidelines for Recording the Names of Persons*.²¹ Use full names for persons, so that they are more likely to be unique. Only one name may be entered. This field is not repeatable and does not allow for clarifying notes.

Entry:

The name of the second person in the relationship.

Examples:

Ramon Aguilar (friend of Edgar Desacula)

Entry: Aguilar, Ramon

2308 Confidentiality

Definition:

An indication of the confidentiality of this record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. Caution should also be used in entering sensitive material into a database. Unless safeguards such as encryption are taken to protect persons, sensitive material should not be entered in the system at all. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter "Y" here to indicate that the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

²¹ The guidelines are available from HURIDOCS. One reference source is Dueck, Judith, and Aída María Noval. "Supporting Document A". *HURIDOCS Standard Formats: Supporting Documents*, Oslo: HURIDOCS, 1993. 2-24.

2309 Type of Relationship**Definition:**

The relationship of the person identified in field 2302 *Person Name* to the person identified in field 2303 *Related Person Name*.

Guidelines:

Details regarding the nature of the relationship can be provided in the clarifying notes. The subject of the entry refers to the person mentioned in field 2302.

For instance, if the entry is “member”, it means that the person referred to in field 2302 is a member of the group referred to in field 2303. If the entry is “teacher”, then the name or record number of the student should be in field 2303.

Entry:

Code or term from *Micro-thesaurus 21: Types of Relationships*.

Examples:

Sarady Chhuoy and Christopher Memple are both students and friends.

Entry: 01 02 01 *or* Friend

Afterwards, another **Biographic Details** record must be produced with the following entry:

Entry: 01 02 02 *or* Co-student

Al Haq is an affiliate of the International Commission of Jurists

Entry: 21 03 *or* Member organisation

2310 Initial Date**Definition:**

The date at which the relationship described in this link began.

Guidelines:

A clarifying note may be added to indicate particulars.

Entry:

Enter the date using the format DD Month YYYY. Use 1 for unknown days and January for unknown months. Use *Micro-thesaurus 48: Types of Dates* to indicate if the date is an estimate or whether it has an unknown data or an unknown month and day. Use *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Examples:

8 May 1992 : Alice Hamilton joined the Freedom Party

2311 Final Date

Definition:

The date at which the relationship described in this link ended.

Guidelines:

Fields **2311 Initial Date** and **2312 Final Date** indicate the start and end dates of the relationship, and determine the period of the relationship recorded. If the relationship is ongoing, field **2312** should be blank. A clarifying note may be added.

Use 1 for unknown days and January for unknown months. Use *Micro-thesaurus 48: Types of Dates* to indicate if the date is an estimate or whether it has an unknown data or an unknown month and day. This field is not repeatable. Use the *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

20 August 2000 : Alice Hamilton cancelled her membership of the Freedom Party

2320 Education and Training

Definition:

An indication of the level of education obtained.

Guidelines:

Provide the exact degree/diploma/certificate/major or program name in the clarifying notes. The name of the institution should be recorded in field **2303 Related Person Name**. The name of the individual is recorded in field **2302 Person Name**. The date the individual enrolled in the program is in field **2310 Begin Date**, and the date of graduation is in **2311 Final Date**. Include formal education, occupational training and other training.

This is a non-repeatable, coded field. Complete a separate update for each type of training received.

Entry:

Term or code from *Micro-thesaurus 09: Education*.

Examples:

05 or Higher education : Sociology

2322 Employment**Definition:**

An indication of the employment of the person.

Guidelines:

Normally the employee will be noted in field 2302 *Person Name* and the employer in field 2303 *Related Person Name*.

The relationship link can include government or military service as well as employment with multinationals, corporations, or other organisations. Include name of present employer, commanding officer or supervisor if different from the entry in field 2303. If preferred, a new **Biographic Details** Format can be completed.

Include:

- relevant details of present employment e.g., salary, type of contract, terms of employment.
- relevant details as to hours of work, absences, safety conditions.
- details concerning the person's service or employment with the army, navy, air force, civil guard, armed groups, security, prisons, government, paramilitary as well as municipal, national or treasury police. Add information about the detachment, the jurisdiction, the section, the place of detachment, headquarters, the garrison, the regiment, squad, platoon, police station etc. Indicate if service is part of regular employment or as draft or reservist duty.
- details concerning the person's career in the civil service.

Entry:

Free text.

Examples:

Has been working as an architect with the firm New Houses since 1993, became its Executive Director in 1999.

2323 Affiliation**Definition:**

Nature of connection with organisations or groups with which the person or organisation is / has been associated.

Guidelines:

The affiliation between the person identified in field 2302 *Person Name* and the organisation identified in field 2303 *Related Person Name*. This might include religious, political, labour, volunteer and other associations. Provide terms of affiliation. Caution must be used in completing this field, as this may be very sensitive information.

Entry:

Free text.

Examples:

Active member of the Green Grass movement, and member of its Board since 1997.

2327 Position in Organisation

Definition:

The current title, official post, and job description.

Guidelines:

Describe the job held by the person identified in field 2302 *Person Name* in the organisation identified in field 2323 *Affiliation*.

Entry:

Free text.

Examples:

Legal Officer for Asia

2328 Rank

Definition:

The rank and level of responsibility of the person identified in field 2302 *Person Name* in the organisation identified in field 2323 *Affiliation*.

Definition:

Include:

- the hierarchical position, rank, grade, awards, number of people for whom the person is responsible, his/her general sphere of influence and actual level of responsibility
- the number of people over whom the person has authority.
- the level of responsibility in relation to colleagues or peers.

Other **Biographic Details** Formats can be completed to indicate connections between specific persons in the organisation such as the name of the supervisor. Promotions to new positions can be added here as an update or if preferred a new **Biographic Details** Format can be completed.

Entry:

Free text.

Examples:

Executive Director, in charge of an office with seven staff members and an annual budget of 1.4 million Swiss Francs.

2350 Remarks**Definition:**

Any additional comments concerning the person and these Biographic Details.

Guidelines:

Additional information concerning the relationship can be added here if it does not fit anywhere else.

Entry:

Free text.

Examples:

Withdrew her membership of the Progressive Party in 1996 after a conflict with its Secretary General in relation to the social policy to be followed.

2361 Date of Entry**Definition:**

The date on which the record is registered in the system of the recording organisation.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2362 Entered by**Definition:**

The name or code of the person who prepared this record.

Guidelines:

Organisations should prepare a list of codes to be used by persons who will be entering data into the system.

Entry:

Name or code as defined by local organisations.

Examples:

Lee Soong

Entry: ls

2365 Comments

Definition:

Any notes that the person identified in field 2362 adds concerning this link.

Guidelines:

This field can contain any additional information or comments.

Entry:

Free text.

Examples:

Information needs to be corroborated with other members of the Progressive Party.

2370 Date Updated

Definition:

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow clarifying notes. This date will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2371 Updated by

Definition:

The code of the person who updated the record with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations followed by additional information as required.

Examples:

Myint Than

Entry: mt

Henrique Neto updated fields 2320 and 2322. Mario Rodriguez updated fields 2327 and 2328 in January 2000. Marija Golovina verified the information and updated field 2320 and 2328.

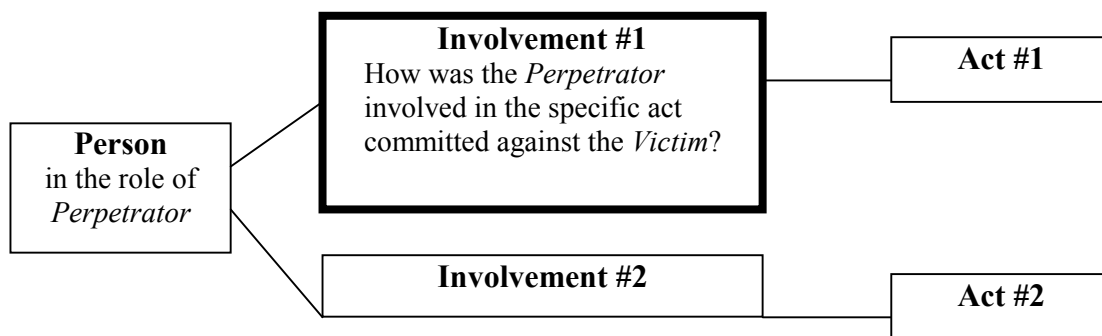
Entry: hn 2320 2322; mr 2327 2328 January 2000; mg 2320 2328.

8.6 OTHER FORMATS

8.6.1 INVOLVEMENT

The **Involvement** Format is used to establish the connection between the **Perpetrator** and a specific **Act**, and indirectly to the Event of which the Act forms a part. Fields 2402 to 2404 provide the information that links the records. Field 2402 and one or both of 2403 and 2404 must always be completed.

INVOLVEMENT FORMAT



An **Involvement** Format links an **Act** to a **Person**, assigning the role of *Perpetrator* to that person. It contains information on the specific complicity of a *Perpetrator* in a specific **Act**.

Figure 8.10 The Involvement Format

2401 Involvement Record Number

Definition:

An accession number that identifies this and only this record.

Guidelines:

This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Involvement** record.

Examples:

000045 (This is the 45th **Involvement** record.)

2402 Perpetrator Name**Definition:**

The exact name of the perpetrator responsible for the relevant Act.

Guidelines:

The person or organisation involved in causing the Act.

Use the *Guidelines for Recording the Names of Persons*.²² Use full names for persons, so that they are more likely to be unique. Only one name may be entered. This field is not repeatable and does not allow for clarifying notes.

Entry:

The relevant name.

Examples:

Intelligence and Service Operations Group

2403 Event Title**Definition:**

The exact title of the relevant event.

Guidelines:

This field is not repeatable and does not allow clarifying notes. Event Title must be entered exactly as it is entered in field *102 Event Title* of the appropriate **Event** record. The **Involvement** record links a perpetrator directly to an act, not an event, but it might be useful to include the Event Title as an indirect reference point.

Entry:

The title of the event.

Examples:

Deir Yassin Massacre

2404 Act Record Number**Definition:**

The record number of the relevant act.

Guidelines:

This field is not repeatable and does not allow clarifying notes. This is an essential field because it links the act to the relevant perpetrator.

Entry:

The record number of the relevant act.

²² The guidelines are available from HURIDOCS. One reference source is Dueck, Judith, and Aída María Noval. "Supporting Document A". *HURIDOCS Standard Formats: Supporting Documents*, Oslo: HURIDOCS, 1993. 2-24.

Examples:

000213 (This refers to the 213th Act record.)

2408 Confidentiality

Definition:

An indication of the confidentiality of this record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. Caution should also be used in entering sensitive material into an information system or a database. Unless safeguards such as encryption are taken to protect Persons, sensitive material should not be entered in the system at all. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter "Y" here to indicate that the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

2409 Degree of Involvement

Definition:

An indication of the relationship between a person (in the role of a perpetrator) and an Act.

Guidelines:

Degree of involvement refers to the liability of a **perpetrator** in regard of a certain violation.

Use codes from *Micro-thesaurus 18: Degrees of Involvement*. Use clarifying notes to provide evidence of involvement (instigation, tolerance, overlooking, direct involvement, observation, encouragement, attempted prevention, sanction etc.). This is not a repeatable field.

If additional information exists in documents held by the organisation, document number and the location of these documents may be entered in field 2166 on the **Act** Format or in field 966 on the **Person** Format.

Entry:

Code or term from *Micro-thesaurus 18: Degrees of Involvement*.

Examples:

01 02 or Gave orders that led to the act

2412 Type of Perpetrator**Definition:**

An indication of the type of perpetrator involved in this act.

Guidelines:

Use codes from *Micro-thesaurus 24: Types of Perpetrators* to classify the type of perpetrator. This is a repeatable field that allows clarifying notes.

Entry:

Codes or terms from *Micro-thesaurus 24: Types of Perpetrators*.

Examples:

02 02 01 or Guerrilla armies

2422 Latest Status as Perpetrator in the Act**Definition:**

An indication of the status of the person as a perpetrator in the Act to which this **Involvement** record is linked.

Guidelines:

This is a non-repeatable, coded field that allows clarifying notes. The clarifying notes should indicate the date relevant to the current status and any important information about any previous status. The code will be overwritten when it is updated.

Entry:

Code or term from *Micro-thesaurus 26: Status as Perpetrator*.

Examples:

03 02 or Faced charges but punished minimally

2450 Remarks**Definition:**

Any additional comments concerning the involvement of the perpetrator in question.

Guidelines:

Additional information concerning the involvement can be added here if it does not fit anywhere else.

Entry:

Free text.

Examples:

The involvement of Sgt. Cruise is much clearer than that of the rest of the involved perpetrators, as witnesses beyond doubt identify him to have carried out the act.

2461 Date of Entry

Definition:

The date on which the record is registered in the system of the recording organisation.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2462 Entered by

Definition:

The name or code of the person who prepared this record.

Guidelines:

Organisations should prepare a list of codes to be used by people who will be entering data into the system.

Entry:

Name or code as defined by local organisations.

Examples:

Sarah Chang

Entry: sc

2465 Comments

Definition:

Any notes that the person identified in field 2262 *Entered by* adds concerning the involvement of this perpetrator.

Guidelines:

This field can contain any additional information or comments of a more informal or subjective nature. It could include suggestions for follow-up, verification or other ideas concerning the victim. Caution should be exercised in completing this field.

Entry:

Free text.

Examples:

The information needs to be corroborated by other members of the organisation.

2470 Date Updated**Definition:**

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow clarifying notes. This date will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2471 Updated by**Definition:**

The code of the person who updated the record, with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations followed by additional information as required.

Examples:

Gerald Baker

Entry: gb

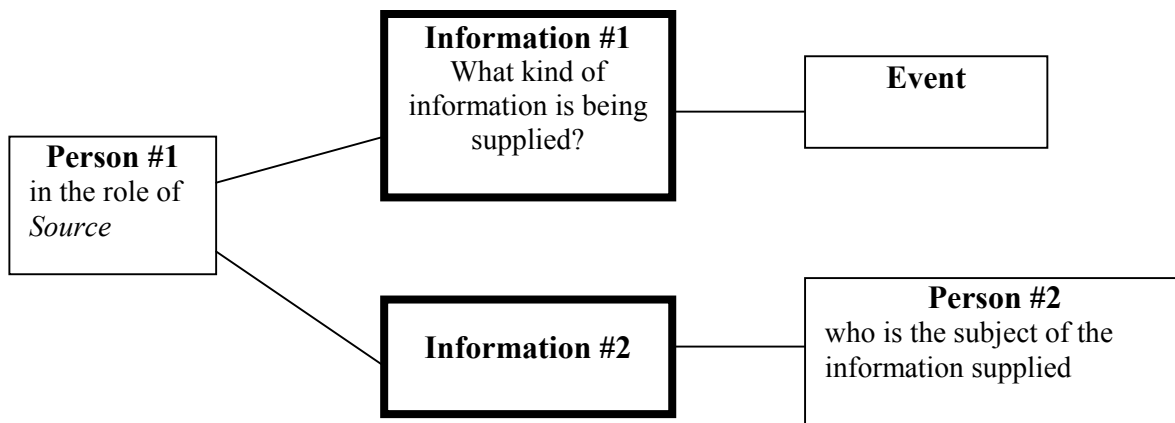
Fernanda Pereira updated fields 2409 and 2412. Isabelle Ward updated field 2450 in January 2000.

Entry: fp 2409 2412; iw 2450 January 2000

8.6.2 INFORMATION

Information refers to the action of a **Person** (individual or group) as **Source** in providing information about an **Event** or **Person**. Thus, the **Information** Format connects a **Person** record to an **Event** or another **Person** record. Fields 2502 to 2504 provide the information that links the records. Field 2502 must be completed, and at least one of the fields 2503 or 2504 must be completed.

INFORMATION FORMAT



An **Information Format** links a **Person** to a specific **Event**, assigning the role of *Source* to the person. The **Information Format** can also assign the role of *Source* to a person who provides information about another person. The **Information Format** is used to describe the kind of information supplied by the *Source*.

Figure 8.11 The Information Format

2501 Information Record Number

Definition:

An accession number that identifies this and only this record.

Guidelines:

Normally this will be a number generated by a database system. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Information** record.

Examples:

000018 (This is the 18th **Information** record.)

2502 Source Name**Definition:**

The exact name of the relevant source.

Guidelines:

Enter the Name of the source of this information. Ensure that the name is entered exactly as it is in field *903 Name*. This field is not repeatable and does not allow clarifying notes. This field identifies the specific source of a particular **Information** record.

Entry:

The name of the source name.

Examples:

Edna Aguilar (provider of information)

Entry: Aguilar, Edna

Instituto Nacional de Migración

2503 Event Title**Definition:**

The exact title of an event about which information is provided by the source identified in field *2502 Source Name*.

Guidelines:

This field is not repeatable and does not allow clarifying notes. The title of the event must be entered exactly as it is entered in field *102 Event Title* of the appropriate **Event** record.

Entry:

The title of the event

Examples:

Desacula et al. Arrest

2504 Related Person Name**Definition:**

The exact name of a person about whom information is provided by the Person (Source) identified in field *2502 Source Name*.

Guidelines:

This field is not repeatable and does not allow clarifying notes. The name of the Person must be entered exactly as it is entered in field *903 Related Person Name* of the appropriate **Person** record.

Entry:

The name of the related person.

Examples:

Personal details about Ramon Aguilar are provided by the source

Entry: Aguilar, Ramon

2508 Confidentiality

Definition:

An indication of the confidentiality of this record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. Caution should also be used in entering sensitive material into a database. Unless safeguards such as encryption are taken to protect Persons, sensitive material should not be entered in the system at all. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter "Y" here to indicate that the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

2509 Source Connection to Information

Definition:

An indication of the relationship between a Person (Source) and the information being provided.

Guidelines:

Indicate the relationship between the source and the person or event referred to in the information the source provides. An indication of the nature of relationship and degree of independence between the source and the information can be indicated in the clarifying notes.

Entry:

Code or term from *Micro-thesaurus 19: Source Connection to Information*.

Examples:

02 01 02 *or* Colleague at work of victim

2510 Language of Source Material**Definition:**

An indication of the languages in which source documents are available.

Guidelines:

This is a repeatable field. Translations can be indicated in the clarifying notes. Indicate the relationship between the translator and the event, victim, or perpetrator if this is relevant. Comment on the quality of the translation if this is useful. Use the scope notes to indicate which language is the original language. Use the codes from *Micro-thesaurus 14: Languages*.

Entry:

Code or term from *Micro-thesaurus 14: Languages*.

Examples:

01 25 13 01 18 01 or Aymara

2511 Date of Source Material**Definition:**

Indicate the date of the original source material

Guidelines:

Indicate date of issue e.g., date of publication of an interview, date of completion of the questionnaire, date of signing the affidavit, etc. Add clarifying notes if necessary. Use the *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

A land ownership survey published on 8 May 1999

Entry: 8 May 1999

2512 Type of Source Material**Definition:**

An indication of the type of source material provided.

Guidelines:

Use the codes in *Micro-thesaurus 16: Types of Source Material*. Add clarifying notes to include information on how the material was obtained such as phone conversation, mail, cable, fax, e-mail, registered mail or special delivery. This is a repeatable coded field.

Entry:

Code or term from *Micro-thesaurus 16: Types of Source Material*.

Examples:

A photocopy of a signed affidavit received “unofficially” from a court clerk. The affidavit is by a witness to a particular act within the event identified in field 2503.

Entry: 19 09 07 14 05 01 *or* Signed affidavit : photocopy

A newspaper article summarising an event. The information is similar but not identical to what you have.

Entry: 14 05 23 19 16 01 *or* Newspaper, magazine or publication write-up : Editorial in the New Delhi Times

Autopsy results from the doctor identified in field 2502 regarding the victim identified in field 2504

Entry: 01 21 20 15 16 01 *or* Autopsy results

2513 Local Language of Source Material

Definition:

An indication of the local languages in which source materials are available.

Guidelines:

Indicate the local languages in which the source materials are written or recorded. This is a repeatable, coded field. Organisations will need to establish a list of local languages in order to complete this field consistently. Guidelines for coding can be found in *Chapter 5. The Events Micro-thesauri*. For a sample list of local languages see *Micro-thesaurus 66: Local Languages*.

Entry:

Codes or terms from a local Micro-thesaurus.

Examples:

Ybanag

2550 Remarks

Definition:

Any additional comments concerning the piece of information in question.

Guidelines:

Note if the source provides information only about a certain act contained in the event.

Any other additional information that does not fit anywhere else can be added in this field.

Entry:

Free text.

Examples:

The source of information could provide information regarding the arrest but not on the conditions of detention.

The source strongly attests to the veracity of the information, claiming that he has interviewed witnesses with first-hand information but who prefer to remain unnamed.

2553 Reliability of Information

Definition:

An evaluation of the reliability of the information provided in this link.

Guidelines:

Reliability is an inference based on the probability of accuracy and the credibility of the source and on his or her access to the information reported. Consider the following points in assessing the reliability of the information given:

- coinciding information from various sources;
- recent similar events;
- consistency within the political or social context;
- material evidence that supports the case;
- comparison of primary source material with official versions and media reports;
- documentary evidence
- physical evidence

The credibility of reporting by individuals depends on whether they were present at an event, are mentally and physically capable of recollection, and whether they report it in specific detail and with enough clarity. Credibility also depends on the skill, persistence and consistency of personnel in obtaining and checking reports.

Distortion and confused recollections of detail may come about for many reasons including, at times, the reporter's sympathy or hostility to the victim. Sometimes one segment of the testimony may be confused, mistaken, or exaggerated, but other parts are accurate.

Credibility of information depends upon:

- evaluation of the source supplying the materials
- degree of public or known notoriety or trust
- degree of personal commitment (family, emotional, political, religious, etc.)
- motives and/or objectives
- general mental and emotional state
- objectivity
- training and experience
- presence at an act or event

Organisations may wish to develop their own system of grading or they may use the subjective judgements of the list below. Decisions should be based on the above factors and others determined by individual organisations.

Use a code or term from *Micro-thesaurus 42: Reliability*. This is not a repeatable field.

Entry:

Use a code or term from *Micro-thesaurus 42: Reliability*, as noted below:

- 01 Highly reliable
- 02 Likely reliable
- 03 Unsure
- 04 Likely unreliable
- 05 Highly unreliable
- 99 Unknown

Examples:

Newspaper reports before they are verified might be 02, 03 or 04 depending on the reputation of the particular newspaper or writer(s) if identified.

A report supplied by a perpetrator known to be hostile to the victim might be 04 or 05.

A report from an organisation that has consistently supplied only accurate information over a significant period of time could be 01.

2560 Date Received

Definition:

The date the information was received by the organisation.

Guidelines:

Use clarifying notes for additional information.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1989

2561 Date of Entry

Definition:

The date on which the record is registered in the system of the recording organisation.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2562 Entered by**Definition:**

The name or code of the person who prepared this record.

Guidelines:

Organisations should prepare a list of codes to be used by people who will be entering data into the system.

Entry:

Name or code as defined by local organisations.

Examples:

Abdul Kidane

Entry: ak

2565 Comments**Definition:**

Any notes that the person identified in field 2562 *Entered by* adds concerning this source of information.

Guidelines:

This field can contain any additional information or comments of a more informal or subjective nature. It could include suggestions for follow-up, verification or other ideas. Caution should be exercised in completing this field.

Entry:

Free text.

Examples:

This piece of information contradicts directly the testimony of the victim.

2570 Date Updated**Definition:**

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow clarifying notes. This date will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2571 Updated by

Definition:

The code of the person who updated the record with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations followed by additional information as required.

Examples:

Caroline Muchiru

Entry: lb

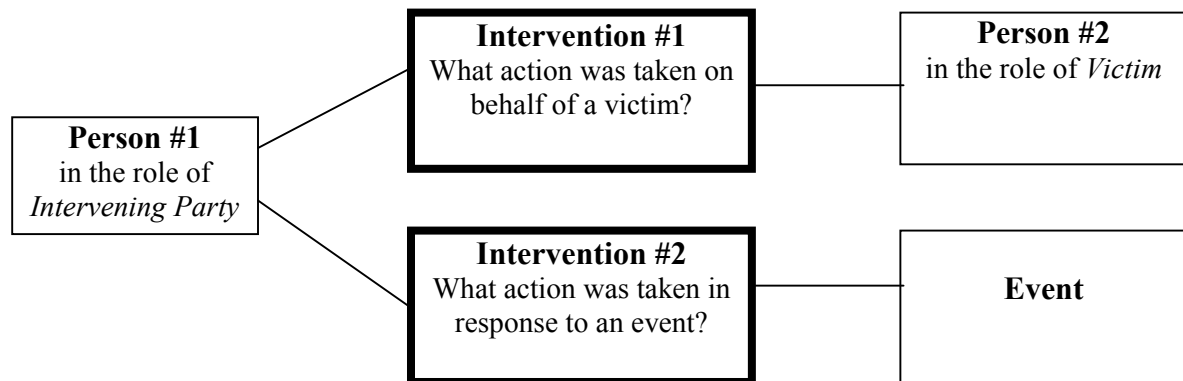
Caroline Muchiru updated fields 2511 and 2512. Grace Logali updated field 2553 in January 2000. Florence Morris verified the information and updated field 2512 and 2553.

Entry: cm 2511 2512; gl 2553 January 2000; fm 2512 2553.

8.6.3 INTERVENTION

The **Intervention** Format is the connection between an **Event** or **Victim** and a **Person** in the role of **Intervening Party** (an individual, organisation or others who may have acted in response to an event or on behalf of a victim). The fields 2602 to 2604 provide the information that link the records. Field 2602 must be completed. At least one of the fields 2603 and 2604 must be completed.

INTERVENTION FORMAT



An **Intervention Format** links a **Person** in the role of *Intervening Party*, either to another **Person** in the role of *Victim*, or to an **Event**. It is used to describe the action undertaken in response to the event or on behalf of the victim.

Figure 8.12 The Intervention Format

2601 Intervention Record Number

Definition:

An accession number that identifies this and only this record.

Guidelines:

Normally this will be a number generated by a database system. This field is not repeatable and does not allow for clarifying notes.

Entry:

The unique number of this **Intervention** record.

Examples:

000254 (This refers to the 254th **Intervention** record.)

2602 Intervening Party Name

Definition:

The exact name of the intervening party responsible for this intervention.

Guidelines:

This field identifies who the intervening party is. Enter the name of the intervening party, exactly as it is entered in field *903 Name*. This field is not repeatable and does not allow clarifying notes.

Entry:

The name of the intervening party.

Examples:

Johannes Ignacio provided legal assistance

Entry: Ignacio, Johannes

2603 Event Title

Definition:

The exact title of the event related to this intervention.

Guidelines:

This field is not repeatable and does not allow clarifying notes. Event Title must be entered exactly as it is entered in field *102 Event Title* of the appropriate **Event** record.

Entry:

The title of the event.

Examples:

Desacula et al. Arrest

2604 Victim Name

Definition:

The exact name of the particular victim on whose behalf the intervention was done.

Guidelines:

This field is not repeatable and does not allow clarifying notes. Person Name must be entered exactly as it is entered in field *903 Name* of the appropriate **Person** record.

Entry:

The name of the victim.

Examples:

Ramon Aguilar received legal advice from Johannes Ignacio

Entry: Aguilar, Ramon

2608 Confidentiality**Definition:**

An indication of the confidentiality of this record.

Guidelines:

In general, confidential information should not be communicated. Decisions concerning the communication of confidential or sensitive information rest with the sending organisation. Caution should also be used in entering sensitive material into a database. Unless safeguards such as encryption are taken to protect Persons, sensitive material should not be entered in the system at all. This field is not repeatable and does not allow for clarifying notes.

Entry:

Enter "Y" here to indicate that the entire record is confidential. Leave the field blank if the record is not confidential.

Examples:

Y

2609 Type of Intervention**Definition:**

A general indication of what is being requested or done by the Intervening Party.

Guidelines:

Details concerning the intervention should be provided in the clarifying notes. This is a coded repeatable field.

Entry:

Code or term from *Micro-thesaurus 20: Types of Intervention*.

Examples:

Legal aid provided to a victim

Entry: 01 02 or Legal aid

2611 Date of Intervention**Definition:**

The date of the intervention.

Guidelines:

A clarifying note may be added to indicate how the organisation received the information about the intervention. Use *Entry principles, section 10: The format of dates* at the beginning of this chapter for further guidance.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999 : information received from the National Human Rights Network

2612 Parties Requested

Definition:

An indication of to whom this intervention is or was sent.

Guidelines:

Note who was requested to do something. If additional information is required about the Intervening Party, such as phone numbers, faxes or addresses, complete **Person** Formats as necessary. Ensure that the names of the person or organisation entered here are consistent with the names entered in the **Person** Format.

Entry:

Free Text. It can include the name of the person or organisation to whom the intervention was directed.

Examples:

The Event record was sent to Amnesty International and the World Organisation Against Torture, requesting them to undertake an urgent action campaign.

2613 Response

Definition:

An identification of the type of response made by the individual or organisation identified in field *2612 Parties Requested*.

Guidelines:

Use the clarifying notes to add relevant information about the nature of the response.

Entry:

Code or term from *Micro-thesaurus 27: Types of Responses*.

Examples:

04 *or* Request for more information

2614 Impact on the Situation

Definition:

An indication of the strength of this intervention and how it affected the situation.

Guidelines:

Codes or terms from *Micro-thesaurus 44: Impact on the Situation* can be used. Use the clarifying notes to indicate what happened to the victims or perpetrators as a direct result of this intervention.

Clarifying notes could specify such things as:

- press prohibition and censorship;
- measures to inhibit inquiries;
- total denial of event;
- no acknowledgement or prosecution of perpetrators;
- no punishment of perpetrators;
- minor punishment of perpetrators;
- military court case against perpetrators;
- commission of inquiry;
- civil court case against perpetrator;
- financial reimbursement;
- medical or physical therapy provided by authorities

This field is not repeatable. The code should be overwritten as circumstances change.

Entry:

Use code or term from *Micro-thesaurus 44: Impact on the Situation*, as noted below:

- | | |
|----|--------------------------|
| 01 | Strong positive impact |
| 02 | Moderate positive impact |
| 03 | Minor impact |
| 04 | No discernible impact |
| 05 | Moderate negative impact |
| 06 | Strong negative impact |
| 99 | Unknown |

Examples:

A successful intervention

Entry: 01 *or* Strong positive impact : Perpetrators arrested by authorities

An intervention that caused the authorities to harass the human rights documentation centre.

Entry: 06 *or* Strong negative impact : Documentation centre closed, workers beaten and files seized by authorities

2650 Remarks

Definition:

Any additional comments concerning the intervention in question. If a particular intervention is undertaken only in relation to a certain act contained in an event, this should be indicated in this field.

Guidelines:

Describe relevant developments such as the degree of publicity that was generated and what the media involvement was. Note the response of authorities if not described above. Provide any additional facts as necessary.

Entry:

Free text.

Examples:

This intervention is part of the campaign launched by the organisation that will last until 10 December 2000.

2651 Intervention Status

Definition:

An indication as to whether the documenting organisation is continuing to work on the case.

Guidelines:

This field may be updated as necessary. Codes or terms from *Micro-thesaurus 45: Intervention Status* can be used. Entries will be overwritten since this field is not repeatable. Clarifying notes may be added, particularly if action is pending.

Entry:

Use codes or terms from *Micro-thesaurus 45: Intervention Status*, as noted below:

- 01 Significant action taken and continuing
- 02 Some action taken and continuing
- 03 Token action taken
- 04 Action taken but not continuing
- 05 Action pending
- 06 No action taken
- 07 Intervention closed

Examples:

Action cannot be taken until the family brings medical records.

Entry: 05 *or* Action pending : awaiting medical records from family.

2652 Priority

Definition:

An indication as to whether the situation regarding the event or victim is of current priority.

Guidelines:

Codes or terms from *Micro-thesaurus 46: Priority* can be used. This field may be updated as necessary. Entries will be overwritten since this field is not repeatable.

Entry:

Use code or term from *Micro-thesaurus 46: Priority*, as noted below:

- 01 Urgent
- 02 High priority
- 03 Priority
- 04 Low priority
- 05 Case rejected

Examples:

The organisation checks the progress on this case daily and responds immediately if there is a new development.

Entry: 01 *or* Urgent

The case is outside the mandate of the organisation and has been referred to another organisation.

Entry: 05 *or* Case rejected

2661 Date of Entry**Definition:**

The date on which the record is registered in the system of the recording organisation.

Guidelines:

Use the actual date of entry or registration in the system. This field is not repeatable and does not allow clarifying notes.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2662 Entered by**Definition:**

The name or code of the person who prepared this record.

Guidelines:

Organisations should prepare a list of codes to be used by people who will be entering data into the system.

Entry:

Name or code as defined by local organisations.

Examples:

Max Leeson

Entry: ml

2665 Comments

Definition:

Any notes that the person identified in field 2662 ***Entered by*** adds concerning this intervention.

Guidelines:

This field can contain any additional information or comments of an informal or subjective nature. It could include:

- an indication of the use of domestic measures
- the responses from organisations that were requested to act
- suggestions for follow-up or verification

Caution should be exercised in completing this field. Generally this field is for internal use only.

Entry:

Free text.

Examples:

Consult with our lawyers on the possibility of filing a civil suit against the perpetrators.

2670 Date Updated

Definition:

The date on which the record is updated.

Guidelines:

Use the actual date of the update. This field is not repeatable and does not allow clarifying notes. This date will be over-written with the most recent update.

Entry:

Enter the date using the format DD Month YYYY.

Examples:

8 May 1999

2671 Updated by

Definition:

The code of the person who updated the record with brief information on what was updated.

Guidelines:

Information in this field is not overwritten. In order to keep track of updates, it is advisable to include information on which fields were updated on which date and by whom. Organisations should prepare a list of codes to be used by persons who will be updating records.

Entry:

Free text that includes the name or code as defined by local organisations followed by additional information as required.

Examples:

Peter Karlsson updated field 2609. Maria Fernandez updated fields 2612 and 2613 in January 2000. David Stewart verified the information and updated fields 2613 and 2614.

Entry: pk 2609; mf 2612 2613 January 2000; ds 2613 2614.

APPENDIX A

A POSTSCRIPT OF BACKGROUND INFORMATION

The origin of the HURIDOCS Events Standard Formats can be traced to the survey of the needs and methodology of 40 human rights organisations carried out by HURIDOCS in 1985. One of the main needs identified is that of the systematisation of documentation of human rights violations.

In 1988, HURIDOCS constituted a Task Force for "Standard Formats on Events", which consisted mainly of representatives of non-governmental organisations in developing countries with experience in handling formats for recording human rights violations, such as the Task Force Detainees of the Philippines; the Catholic Commission for Justice and Peace of Zimbabwe; CODEHUCA, Costa Rica; APRODEH, Peru; and CELS, Argentina. The Task Force included also users of human rights information such as Amnesty International, S.O.S. Torture and the International Confederation of Free Trade Unions. The Task Force leader was Judith Dueck, who gained relevant experience during her work with Al Haq (Ramallah, West Bank).

The Task Force held three meetings (Manila, 1988; Utrecht, 1989; Lima, 1991) during which it discussed conceptual issues related to documenting violations and the contents of a system for documenting particular cases. In 1993, the main product of the Task Force, *Huridocs Standard Formats: A Tool for Documenting Human Rights Violations*,²³ was published.

In 1998, the revision of the Formats was begun, a task undertaken by Judith Dueck, Manuel Guzman and Bert Verstappen. The revision was seen necessary to be able to represent with greater accuracy the relationships among persons and groups involved in human rights events. The revised formats consist of just two main formats used for recording data on events on one hand and on individuals or groups on the other hand. In addition, link formats are used to indicate the roles of individuals or groups in specific events.

The revision of the Formats was influenced by the conclusions of the **Meeting on the Design of Databases for the Analysis of Human Rights Violations**, which was organised by HURIDOCS and the Science and Human Rights Program of the American Association for the Advancement of Science in Washington from 25 to 29 July 1994.²⁴ The revision was undertaken also as a result of the **International Conference on Computerised Documentation of Human Rights Events** held in Mexico from 11 to 13 November 1997 which had as participants the developers, trainers, users and testers of Evsys, the computerised implementation of the original formats.²⁵

²³ Dueck, Judith, et al. *HURIDOCS Standard Formats: A Tool for Documenting Human Rights Violations*. Oslo: HURIDOCS, 1993.

²⁴ See Ball, Patrick, et al. *A Definition of Database Design Standards for Human Rights Agencies*. Washington D.C.: American Association for the Advancement of Science, 1994.

²⁵ See Guzman, Manuel and Bert Verstappen. "International Conference on Computerised Documentation of Human Rights Events: Mexico City, 11-13 November." *HURIDOCS News* 22 (1998) 11-17.

The Events Micro-thesauri of HURIDOCS

The HURIDOCS Events Task Force organised in 1988 also had as one of its products the **HURIDOCS Supporting Documents**, published separately.²⁶ The Supporting Documents were intended to assist organisations in using both the Events Standard Formats as well as the formats for bibliographic information. They included such items as guidelines for recording the names of persons, list of geographical terms and codes, types of events and the HURIDOCS list of index terms.

The revision process undertaken by Judith Dueck, Manuel Guzman and Bert Verstappen has also looked into the lists contained in the Supporting Documents. Many of the lists were revised and updated, while a number of other lists were added. They have also been renamed and now called the Events Micro-thesauri. A total of 48 Micro-thesauri have been compiled to be used in conjunction with the various formats.

While these Micro-thesauri are intended primarily for use with the Events Standard Formats and their computer implementations such as WinEvsys, they are also relevant for other applications such as bibliographic information recording. The first 15 Micro-thesauri in particular have wide uses beyond documentation of human rights violations.

The contents of the lists are based on new developments, earlier work by HURIDOCS, input from members of the HURIDOCS network, and work by other organisations including the United Nations, the International Labour Organisation, the International Refugee Documentation Network and the Minority Rights Group. HURIDOCS has also adopted many standards promoted by the International Organisation for Standardisation (ISO). Many Events Micro-thesauri, however, have evolved from the use of grassroots NGOs.

WinEvsys

When the Events Standard Formats came out in 1993, Ricardo Cifuentes, an information specialist based in Chile, programmed them in Clipper. The resulting software was called Evsys.

However, following the Mexico Conference of 1997, it was decided that the platform be changed to Windows. The reprogramming was also timely, as it would be based on the Revised Events Standard Formats this time. A design team consisting of Ricardo Cifuentes, Romilly Gregory, Bjørn Stormorken, Manuel Guzman and Judith Dueck has guided the development of this new tool called WinEvsys. The beta version of WinEvsys was out in June 1999, and a public version is now available.

²⁶ Dueck, Judith, and Aída María Noval. *HURIDOCS Standard Formats: Supporting Documents*. Oslo: HURIDOCS, 1993.

The Need for Adaptability

HURIDOCS has recognised the need for the tools to be adaptable to cover a variety of monitoring concerns, such as civil and political rights violations, violence against women, conflict-related issues, as well as certain types of violations of economic, social and cultural rights. Already, several centres have been working in their adaptation. For instance, the Coalition Against Trafficking in Women has been working on the formats, the Micro-thesauri and WinEvsys to have these applicable for monitoring violence against women.

In the early stages of developing the first edition of the Events Standard Formats, many discussions within the Task Force and among other members of the HURIDOCS network revolved around the need for the formats to be designed so as to be adaptable to particular situations. This section lists a number of issues taken up during the discussions. These issues continue to be relevant for consideration in current specific adaptations of the HURIDOCS tools.

Organisations have different mandates and orientations: They could be legal, political, humanitarian, etc. The focus of any given organisation could be on a particular group of people, on a particular country or on the situation internationally. The mandate of an organisation impacts the type of information it requires, the types of action it can take and, therefore, the method of recording information.

Different organisations emphasise different aspects of documentation: The focus might be on gathering information; on assisting victims; on coding, recording, organising, and analysing information; on using the information for research; on actively working toward stopping violations within the local or international setting; or on communicating information about violations.

Organisations have different techniques for gathering and disseminating information: For example, they may use a pen and interview sheet, a small word processor or a tape recorder. Organisations communicating information to the international community or the general public may use a word processor, data base programme, modem, phone, fax, satellite or ham radio.

Some organisations require particular information before action is possible: This is true of the International Labour Organisation, the United Nations Educational, Social and Cultural Organisation (UNESCO), the Organisation of African Unity, the International Committee of the Red Cross and others.²⁷ For example, information may be needed regarding the exhaustion of local remedies, or indications may be demanded that the national laws or norms are in contradiction with conventions and treaties ratified at the international level.

²⁷ See for example the procedures outlined in Boisson de Chazournes, Laurence, et al. *Practical Guide to the International Procedures Relative to Complaint and Appeals Against Acts of Torture, Disappearances and other Inhuman or Degrading Treatment*. Geneva: S.O.S. Torture - World Organisation Against Torture, 1988.

However, as Eric Sottas²⁸ points out, these requirements while variable are sometimes cumbersome. A format that includes all the possible questions becomes a very weighty document requiring significant personnel and time to complete. As a consequence, immediate action may become impossible or in fact, the format may never be completed. In addition, organisations may not have the expertise to report both on the simple facts of a situation as well as to identify, for example, relevant articles in international human rights law.

At the same time, the use of standard formats facilitates human rights documentation since information transfer to a variety of organisations can occur simultaneously, in a faster and cheaper way, and networking becomes easier. Organisations are not bogged down with the paper work of filling out different forms to send to different organisations. The information can be assimilated by a variety of organisations with less internal paperwork. Nevertheless, problems of balance arise. Simplicity is essential, but the formats must be comprehensive enough to meet the many requirements adequately. A simplistic approach is unsatisfactory. Yet, the possibility of completing the formats quickly and easily must exist.

The types of violations vary: For example, different information is required about deportations from what is required about torture. The formats must reflect the varying kinds of information needed. In addition, it may be difficult or perhaps impossible to make provisions for recording information about situations such as systematic harassment which do not directly involve specific well-defined human rights violations.

The types of victims vary: Sometimes the victims are unknown. Or perhaps a relatively simple list of victims is needed. At other times a detailed description of each victim is required. Violations might be against individuals (e.g., restrictions on movement), families (e.g., house demolitions), communities (e.g., mass killings), minority groups (e.g., employment discrimination), arbitrary groupings of people (e.g., group arrests), organisations (e.g., trade unions), or society as a whole (e.g., censorship).

The structure of a given human rights situation varies: One event can involve many victims. One victim can experience many violations. One or many sources of information can contribute to the "event picture". One or many perpetrators can be involved. One event can have many sub-events. Organisations may need to spend considerable time clarifying what constitutes an event and what is a sub-event in their particular context.

For example, what constitutes an event for the particular organisation? a violent act? a human rights violation? a single incident? a series of incidents? a case relating to one individual? a state response to a violation? Again, HURIDOCS cannot determine for all organisations what an event is. It depends on their purpose, their method of statistical analysis, their retrieval system and many other factors. The most HURIDOCS can provide, at this point, is a tool to help them design a system, once they have determined what, for them, is an event. These formats are only a series of defined fields and codes that can be adapted and used to suit individual organisations and networks.

²⁸ Sottas, Eric. "The Dangers Posed by Standard Formats for the Transmission of Cases of Serious Human Rights Violations." *HURIDOCS News* 9 (1990): 26-29.

The format must allow for the identification of the variables that are most pertinent to the pattern of violation in each situation: Some attributes of victims (e.g. sex and age) may be easy to classify and enter but these attributes are not necessarily the most relevant. Other attributes which may be relevant, especially to establish patterns of group violations, may vary from situation to situation. For example, in Northern Ireland, religion may be most relevant; in the Sudan, it may be tribe membership; in Guatemala or Peru, ethnicity; in South Africa, race.

Formats must facilitate analysis: Julio Daniel Frontalini²⁹ states that controlled entries in standard formats are much preferred to free text entries. Free text may seem easier and more natural but controlled entries allow users to sort information, compare information and generate statistics. The formats must facilitate analysis of the situation of the moment, assessment over time and recognition of changing situations.

Sottas³⁰ points to the possible confining nature of standard formats. He gives the example of the abuse of psychiatry for political ends in certain Eastern European countries and the process by which such abuse came to be included in the now accepted definition of torture.³¹ If a rigid standard format had been used, it might have inhibited this process. Forms of repression undergo constant changes and therefore formats need to be structured in a way that permits documentation of these changes.

The manner in which data is recorded varies: The question of the use of codes, thesauri, controlled vocabulary, vocabulary lists or free text for entry of information is a complex issue. There are many difficulties in establishing any kind of controlled vocabulary. Even entering something so seemingly straightforward as a name can be problematic when one considers different cultural conventions, nicknames or transliteration difficulties. These issues immediately jump to the fore in creating operational standard formats. This whole issue is addressed in considerable depth by Frontalini.³²

Language and concepts vary: Defining concepts in a uniform way is difficult even in a single language. Building common definitions over several languages is far more difficult. Even if a common language is used, usage and knowledge varies strongly from place to place. Different geographical locations have different distinctions and terms, and the concepts and terms used may change from situation to situation.

²⁹ Frontalini, Julio Daniel. "Advantages of using Standard Formats." *HURIDOCS News* 9 (1990): 20-25.

³⁰ Sottas, Eric. "The Dangers Posed by Standard Formats for the Transmission of Cases of Serious Human Rights Violations." *HURIDOCS News* 9 (1990): 26-29.

³¹ In the UN Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, torture is defined as "any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted on a person for such purposes as obtaining from him or from a third person information or a confession, punishing him for an act he or a third person has committed, or intimidating or coercing him or a third person, or for any reason based on discrimination of any kind, when such pain or suffering is inflicted by or at the instigation of or with the consent or acquiescence of a public official or other person acting in an official capacity. It does not include pain or suffering arising only from, inherent in or incidental to lawful sanctions."

³² Frontalini, Julio Daniel. "Advantages of using Standard Formats." *HURIDOCS News* 9 (1990): 20-25.

Translation of formats can cause problems: Legal structures, conventions and procedures vary from country to country. Finding the equivalent terms in different languages, different legal systems and in different countries may be at times impossible. On the other hand, using translations as a device to test conceptual understandings and eliminate cultural bias may, in fact, be quite useful.

The development of standard vocabularies is complex: The relationship between rights and violations and the issue of indexing of both rights and violations are very complex. This immediately becomes evident as soon as one attempts to complete a form indexing an event. The relationship is a "many-to-many" association: i.e., one act can violate various rights and on the other hand one right can be violated in many ways. Although the vocabulary related to rights³³ may seem technical and legalistic, building a controlled vocabulary for violations may not be possible since terminology is not standard. The very definition or understanding of a human right can vary from place to place depending on both national law and adherence to international instruments. Because of the difficulty in developing a global human rights thesaurus, there has been a lack of progress in this area. One solution may be to pool various human rights vocabulary lists such as the HURIDOCs List of Index-terms (*Micro-thesaurus 1*), the "Subject Indexing Terms" of Human Rights Internet,³⁴ and others, to create a human rights vocabulary list rather than attempt to create a structured thesaurus approach.

Each organisation has developed its own internal way of operating: Some, such as CODEHUCA (Central America), Al-Haq (West Bank), CELS (Argentina) and Task Force Detainees (Philippines) have already developed formats for their own purposes. Adopting international standard formats has to have a significant internal advantage before many organisations will be interested in incorporating such formats. Some of these organisations may use the formats simply as an output format for communication, while others may use them for internal follow-up, administration and recording.

New organisations require record keeping systems as well as a communications system. Therefore the formats must include fields of practical interest to individual organisations, even if there is no "communication" value. One must also consider such practical matters as filing methods in designing formats. In other words, the implementation of standard formats can affect the organisation to a major degree. Therefore, in designing them, one must think in terms of larger organisational needs rather than of the formats in isolation, even if the larger information handling needs are not addressed in a major way.

Organisations have attained different levels of sophistication in terms of how to manage and organise information: Manual and computerised systems with varying degrees of complexity exist. The forms must be adaptable to varying levels of sophistication between organisations and they must allow for increasing sophistication within organisations. The use of standard formats immediately assumes that a training plan will be formulated.

³³ An example of a "rights" classification system is Stormorken, Bjørn and Leo Zwaak, *Human Rights Terminology in International Law: A Thesaurus*. Dordrecht: Martinus Nijhoff Publishers, Council of Europe, 1988.

³⁴ Human Rights Internet. "Subject Indexing Terms." *Master List of Human Rights Organizations and Serial Publications. Supplement to Human Rights Internet Reporter* 14 (1990-1991): 86-110.

The level of expertise varies between human rights organisations: Some employ highly trained lawyers and researchers. Others rely on volunteers who have had no formal training in human rights or related subjects. Some have staff with well developed communication skills in several languages. Others do not. The formats must be usable by many types of organisations. The instrument must be effective not only in a variety of organisations but also in a variety of societies with significant differences in development.

Organisations have a variety of confidentiality requirements.³⁵ These may be based on possible repercussions for victims, for sources of information, for the organisation itself or for strategies of operation. The records themselves will be of varying levels of confidentiality as will the fields within the records. The questions of who records what, who has access to what and who uses the information and for what, all centre on the confidentiality issue and in fact are not strictly a standard formats issue.³⁶ Yet standard formats bring the issue to the fore since confidentiality of information must be protected and this seemingly runs counter to many attempts at international standardisation for communication purposes. Clearly there can be a conflict between the need for confidentiality or protection and the need for dissemination or sharing of information.

Since organised information is more accessible than unorganised information, any discussion of standard formats must address the issue of information security. Organised information can be more vulnerable and extra security precautions are necessary, including, for example, encoding of computerised records. On the other hand, reconstruction of a well organised system is significantly easier. For example, in 1979, CELS was not automated and did not yet have standard formats.³⁷ On one occasion, the police took its files and returned them seven or eight years later. For many years now, if a similar situation would occur, CELS would be able to reconstruct 90% of the files on the basis of its computerised records. This assumes of course that back-up disks are stored securely outside the office.

Technological advances must also be considered with regard to data security. This may relate to good office procedures in handling data, illicit access to data, and deliberate destruction of data.³⁸ While data security is not a new concept, nor one that applies strictly to standard formats, increased handling of organised data adds to the need for data security.

The reliability of information varies: The reliability of information is crucial, especially when one is expecting action in response to a particular situation. Questions of how one establishes a reliability level, who establishes the reliability level, what are reliability criteria, what is the credibility of the source, what is the probability that the source is reliable generated considerable discussion among the HURIDOCS Task Force members. Although this is not an issue exclusive to standard formats, it is again one that very quickly surfaces when one is dealing with the issue of standardisation.

³⁵ Robinson, Mary. "Data Protection." *HURIDOCS News* 15 (1993) 17-18.

³⁶ This issue was addressed in Chaves, Hubert. *Confidentiality of Information* (unpublished paper presented at the HURIDOCS/SIM Conference in July, 1989).

³⁷ This example was provided by Julio Daniel Frontalini in the discussions at the HURIDOCS/SIM Conference in July 1989.

³⁸ Pallinder, Agneta. "Data Security." *HURIDOCS News* 9 (1990): 30-35. Paper presented at the HURIDOCS/SIM Conference in July, 1989.

The "truth" of an event is relative: It varies depending on whether the source of information is found in police systems, legal systems, mass media, victims, witnesses, relatives of the victim, etc. The task of human rights organisations is to put these "pictures of truth" into one cohesive report which is as objective as possible, reflecting the actual events. The reality of the situation can then be understood in terms of a set of rights involving international instruments, national legislation and other related literature. The formats must allow for the recording of information from particular sources as well as for the recording and communicating of the composite picture created by the human rights organisation on behalf of the victim.

Conclusion

Even considering only those variables presented above, many people might be skeptical about the possibilities of developing a standard format, arguing that the variety and complexity of events involving human rights violations could not possibly be covered. However, the adaptable structure of the formats recognises the many needs and requirements. Developing standard formats is an ongoing process because the nature of events is ever changing.

Therefore, the usefulness of the formats depends on the extent to which human rights organisations not only glean what is valuable from them but also on the extent to which organisations take the time to provide information on how they can be improved. Therefore, critical comments are not only welcomed, they are required. The results will be invaluable not only for newer small organisations just beginning to set up but also for expanding organisations as well as for organisations whose quantity of information has reached a stage where sheer mass makes it difficult to retrieve exactly what is needed.

A number of human rights organisations have demonstrated expertise and skill in developing standard formats for their particular settings. Many of these organisations have generously shared their experience, time and resources. Others tested the formats and made suggestions for revision to ensure that a wide range of needs can be met. Still others hosted meetings or worked on translations. It is significant that many people who are concerned about life and death issues in their own countries have taken the time and effort to work on this project in a variety of ways. It is indeed a co-operative effort. Human rights work is also a co-operative effort - indeed a global concern. South, north, east, west - all have a stake in protecting the dignity of humanity, in general and specifically. The development of appropriate standard formats provides the human rights community with one more tool needed to build a solid foundation. Once a solid foundation of knowledge and information has been laid, people and organisations can say with professional certainty and confidence "specific violations of human rights are occurring and they must stop." If information is indeed power, the effective use of standard formats is a major source of strength against oppression.

APPENDIX B TOWARDS A TYPOLOGY OF VIOLATIONS³⁹

A major key to the effective documentation of human rights violations lies in the identification of a comprehensive array of types of acts that lead to violations. However, there are two things to consider in this regard. First is that the task of identifying acts that lead to violations is far from complete. Such a list is further evolving as the contents of rights continue to be clarified. Thus, it will be noted that *Micro-thesaurus 4: Types of Acts* in the publication *Micro-thesauri* remains incomplete. Instructions are given to users on how additions to the list can be made.

The second consideration is that not all violations can be represented adequately by acts. In many cases, indicators are used to determine whether violations are committed. In other cases, violations against specific individuals are the consequences of certain acts, rather than being acts themselves.

These two considerations are further discussed in the following sections.

APPLYING THE MAASTRICHT GUIDELINES

Using the “violations” approach involves looking for the **acts** of commission and omission that bring about violations. Examples of acts of commission are violent actions committed directly by perpetrators against persons or groups, or legislative actions that result in the infringement of the rights in question. Examples of acts of omission consist of inaction on the part of the government. Following is an illustration of an act of commission:



A state agent beating a civilian directly commits a violation

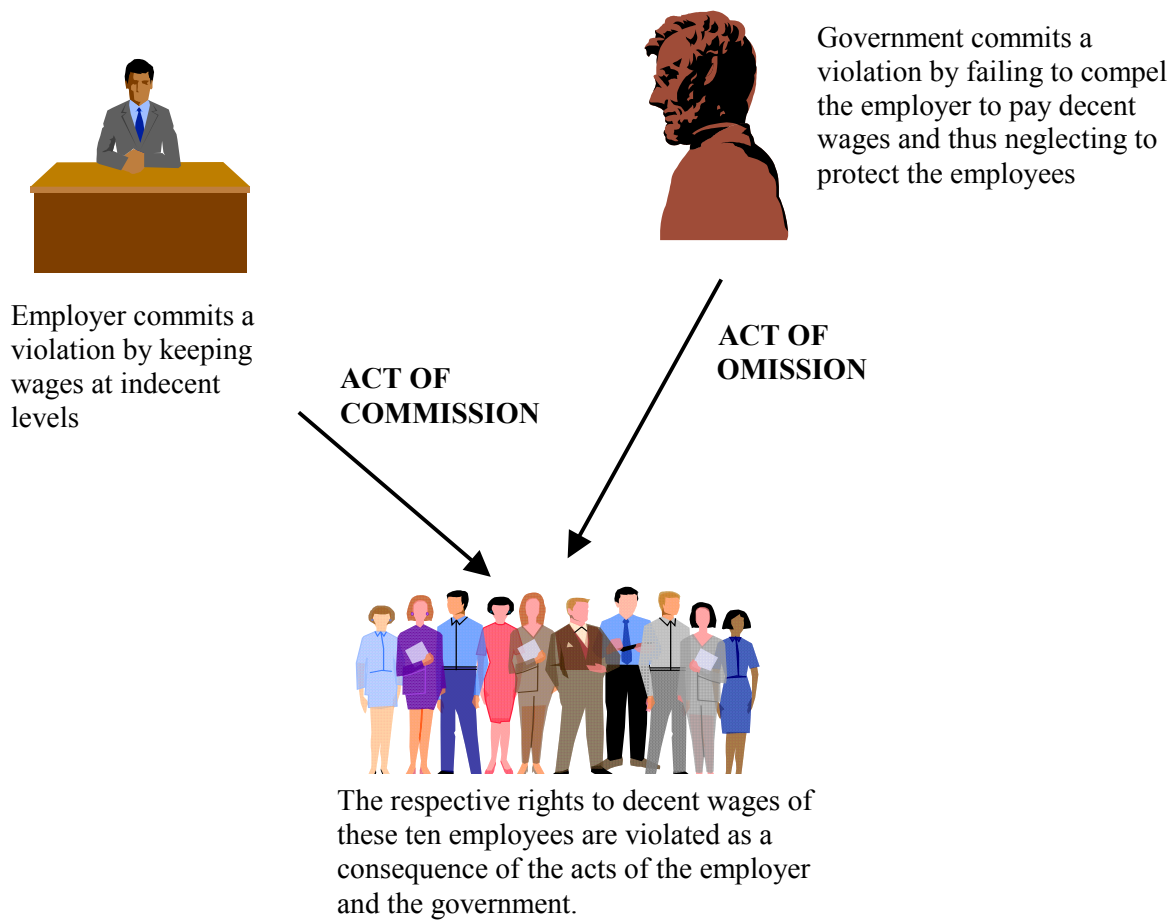
³⁹ This Appendix is based on a document). Input from readers is

ian (one of the authors of this

Cause and Effect

The preceding example, beating, directly results in a violation against a person in the same instant that it is committed.

On the other hand, one can also conceive of violations that are consequences of certain acts. If a worker receives wages way below subsistence levels, it is a consequence of the act of the employer to peg wages at such levels, as well as of the act of omission by the state to come to his protection. Homelessness could be the consequence of the act of omission by the state to undertake steps to make housing accessible to everyone.



Determining the Violations

In the above example, generally speaking, there are two acts that lead to violations: the act committed by the employer, and the act of omission on the part of the government.

However, from another viewpoint, one can see in the example an additional ten instances of violations. On the part of the employees, each one experiences a violation to his or her right, one which is constant, suffered from day to day, until such time as there is a change in the situation brought about by a new act from the part of the employer.

A similar situation is when a government orders the closure of a church. Such an act is a violation against a group. At the same time, the right to practice a religion is violated individually with respect to a large number of worshippers.

A question that could arise is “Which is/are the violation(s), the single act of closing the church, or each of the many instances of denial of the right to practice religion experienced by those affected by the closure?” The answer is that all of them are. Documenting organisations however should be consistent in their use of appropriate categories and corresponding counting units.

What to Monitor

What is often monitored are the **acts**, whether of commission or omission, that lead to violations. Organisations monitoring civil and political rights have an easier task, as most violations of these rights, such as killings, disappearances, torture and illegal arrest, are acts of commission.

A more difficult area concerns the monitoring of violations that are the results of acts of omission. An important thing to note is that there is often unclarity in ascribing the violation on a macro level. In one sense, homelessness is a violation of the right of the individual concerned. The question, however, is when to consider it as a violation by the government. In other words, how many instances of homelessness will it take before one can say that the government is committing a violation in regard to its obligation to provide housing? The answer to this question lies in the need to develop indicators and appropriate benchmarks to measure the government’s performance and make a judgement.

It is easy to identify as acts of omission the non-existence of laws needed to promote certain rights. It is more difficult to measure whether there is progress, or retrogression. Indicators are primarily used in the “progressive realisation” approach to monitoring, but may also be used in the “violations” approach, especially in cases when one wants to say that the government has committed an act of omission by not doing enough. The methodology of using indicators is however outside the scope of this book.⁴⁰

Monitoring Specific Instances of Violations

An organisation may in addition also include monitoring **instances** of violations such as substandard wages, homelessness and the like, which are consequences of certain acts, mainly of omission on the part of the government. It may not be necessary to investigate all instances though, except for statistical needs. For one, the characteristics of each instance of violation will be similar. Secondly, in most cases, it would be very difficult, if not impossible to do so. In fact, the most appropriate tools for monitoring violations that are consequences of government neglect will be surveys.

⁴⁰ HURIDOCS and the Science and Human Rights Program of the American Association for the Advancement of Science are collaborating on a joint project to develop methodologies for monitoring economic, social and cultural rights. This project is among others producing manuals for monitoring specific rights. As such, the question of the respective appropriate indicators for each of the various rights will be addressed in these manuals.

Investigating and documenting in detail selected instances of homelessness, substandard wages, and the like can be very helpful in presenting illustrative cases that represent consequences of government actions or inaction. In addition, there are groups that actually are deeply involved in individual casework, and thus would be more interested in using categories appropriate to describe the instances of violations.

Towards Monitoring Economic, Social and Cultural Rights

It can be seen that many of the cases of violations of economic, social and cultural rights can be documented using the “events” methodology. The enactment of an exploitative law, the implementation of such by the executive branch of a government, specific acts by non-state parties such as cutting off benefits to employees or attacking the cultural practices of others – these are all concrete acts and thus can be viewed as events.

An issue could be in regard the “non-events”, referring to situations in society such as inadequate social security, homelessness, landlessness, unemployment and similar situations of non-fulfilment of rights. They are not like the usual type of events. With the latter, the scope is easily suggested by the title, and could be defined by start and end dates.

What could be possibly done is to use a format called **Situation** Format. It can be an adaptation of the **Event** Format. A field can be named the *Situation Title* instead of *Event Title*. To complete this, the user can use phrases like “Situation of Housing in Country X under the Term of President Y” or “Health Situation in Country Z in the Last Decade”. As such, the user can define the periods with the proper start and end dates.

Instead of *Event Description*, the format can have the field *Situation Description*, which can take in such relevant information as results of official census, survey results, etc. Then there should be a field called *Situation Index*, where descriptors such as *landlessness*, *homelessness*, *unemployment*, *non-access to education*, *sickness*, can be entered. The field *Local Index* in the **Event** Format can well be modified to take on this function.

Victim records can then be completed and linked to the appropriate *Situation* and *Event* records. Of course, linking to the relevant situations and events will be via the *Act* format.

There are two kinds of **Act** records that can be used in the case of “non-events” (situations). The first would be for acts of omission. For instance, if the general situation is that of inadequate social security, a relevant type of act would be “very low pension”.

The second kind of **Act** record is for documenting **instances of violations**, meant to distinguish the consequences of acts from the acts themselves. To reiterate an example, the move of an employer to reduce wages is an act of violation, and it affects all the employees in question.

An instance on the other hand would be an individual case of an employee whose wages were reduced. Another example would be very low pension, an act of omission (on the part of the government) that has numerous individual instances of violation as a consequence. Most of the instances of violations consist of unfulfilled rights. Examples are: instance of unemployment, instance of homelessness, or instance of non-access to education. The distinction between acts per se and instances is necessary to accurately pinpoint who or what group is the subject of a violation.

What would be important in this regard is to expand the *Types of Acts* Micro-thesaurus. The introductory part of this Micro-thesaurus indicates where categories of acts of omission and instances of violations can be included.

It may also be necessary to design several formats akin to the **Additional Details** Format, to be used specifically for certain kinds of rights. For instance, the field *Relevant Customs / Traditional Practices* may be of importance in monitoring how women can be placed at a disadvantage in regard to certain rights.

CATEGORIES OF ACTS AND INSTANCES OF VIOLATIONS

Below is an attempt to present various categories of acts leading to violations, as well as similar acts (those that may not be necessarily violations). These categories are presented herein primarily to explain how the “events” methodology can be used maximally in monitoring human rights violations. These categories could still further evolve, given ongoing developments in human rights monitoring.

Applying the Maastricht Guidelines,⁴¹ it was possible to come up with several categories of various **acts** of commission and omission.

In addition, to complete the whole picture, categories representing **instances** of violations as consequences of certain acts are included. These categories can be used in documenting examples of violations in terms of unfulfilled rights.

These categories compose *Micro-thesaurus 2: Violations Typology*. As such, they are also useful for analysis such as in the identification of trends and patterns of violations.

⁴¹ For the Maastricht Guidelines, See section 2.3 and footnote 7.

*Acts involving non-respect of personal integrity and/or individual and group liberties**1. Violent or coercive acts by state agents*

These are acts that are violent and highly visible, resulting in the violation of the integrity of specific persons or groups or in the infringement of certain freedoms they ought to enjoy.

Included in this category are:

- a. extra-judicial execution
- b. summary execution
- c. torture
- d. arrest
- e. detention or imprisonment
- f. exile or deportation
- g. banning of an organisation
- h. banning of a certain publication
- i. extortion
- j. curfew

2. Violent or coercive acts by non-state agents

Most of these are acts carried out in similar manner as the first category, the difference being that the perpetrators are non-state agents. Included in this category are:

- a. execution committed by armed opposition groups
- b. extortion by private groups
- c. physical attacks at union meetings
- d. battery by a partner against the other

3. Coercive acts which are not necessarily violations

These are acts by the state that employ force, and could even be violent, but strictly speaking may not be categorised as violations. Among these are:

- a. legal arrest
- b. court injunction to stop a strike
- c. eviction of squatters from land owned by someone else

The third example, for instance, is the subject of many debates. The debate here is whether there is a violation accompanying the eviction itself, and there are many sides to this debate. What is certain though is that the squatter's right to housing is violated, perhaps not through the eviction, but by a larger phenomenon, which is the government's failure to provide access to housing for all (in which case, a violation of its obligation to fulfil a certain right).

It must be stressed that acts of this kind are lawful, and that such actions may even be warranted so as to allow other rights to be enjoyed. It must be remembered that not all rights are absolute.

It is still important to document this kind of acts, even if they are not violations, so as to “complete the picture” of a human rights event. For instance, the torture of a certain arrested individual may be identified as a violation. Presenting all the relevant facts means also including the facts about the arrest of the individual, even if such arrest may have been lawful.

4. *Violent acts which are likely to be violations but where the perpetrators are difficult to tell*

These are acts similar to the first two categories, except that the perpetrators are unknown. Falling under this category are:

- a. assassination committed by unknown persons
- b. discovering as dead a previously-missing person
- c. death threat from unknown sources

5. *Acts which are likely to be violations but which are not direct acts of violence or coercion, or could not yet be established as such, and which only point to general responsibility*

Included in this category are deaths in refugee centres owing to subhuman conditions. One cannot ascribe the violation as being directly perpetrated by anyone, but those in charge of the area or operation in question should be cited as responsible.

6. *Acts which put in place laws or policies that violate personal integrity or that negate individual or group liberties*

These are acts by the state through legislative actions, executive decrees and the like. These are certainly acts of commission, although they may not be directly against specific persons or groups. Rather, these acts have more general effects. Also, these acts by themselves are not as violent or carried out with force as in the first three categories. Rather, it would be their implementation that employs force.

Among this kind of acts are:

- a. prohibition of strikes by law
- b. restrictions on clothing
- c. censorship

7. *Acts which remove or suspend laws or policies that guarantee personal integrity and/or individual and group liberties, or which reduce the extent of their enjoyment*

These are likewise acts by the state through legislative actions, executive decrees and the like. Included in this category are:

- a. repeal of a law that guarantees press freedom
- b. suspension of a law that provides guarantees against illegal arrest, as part of a declaration of a state of emergency

8. *Acts of omission allowing the continuation of situations of non-respect of personal integrity and/or individual and group liberties*
- a. *Acts of omission through failure to promulgate laws or policies to protect individuals or groups from violent or coercive actions*

These acts are attributable to the state. Falling under this category are:

- i. lack of law to safeguard freedom of expression
- ii. lack of law to penalise domestic violence

- b. *Acts of omission through failure to enforce laws or put into effect policies in protection of individuals or groups menaced by violent or coercive actions*

These are acts likewise attributable to the state. Falling under this category are:

- i. inaction when one ethnic group attacks another
- ii. inaction when a company employs thugs to break a strike
- iii. failure to ensure the proper functioning of mechanisms, such as courts, to settle disputes

Acts and instances involving exploitation of individuals or groups

9. *Acts which put in place laws or policies that subject individuals or groups to exploitation*

These are acts by the state through legislative actions, executive decrees and the like. Among these are:

- a. lowering the minimum age for employment
- b. promulgation of a law on minimum wage without consulting labour representatives

10. *Acts which remove, reduce the effectiveness of, or suspend laws or policies meant to provide protection to individuals or groups against exploitation*

These are likewise acts by the state through legislative actions, executive decrees and the like. Included in this category are:

- a. repeal of minimum wage law that had been beneficial
- b. adoption of a no-strike policy to attract foreign investment
- c. passage of a new law shortening maternity leave

11. *Acts of omission allowing the continuation of exploitative situations*

- a. *Acts of omission through failure to promulgate laws or policies to protect individuals or groups against exploitation*

These are acts attributable to the state. Among these would be:

- i. non-existence of a minimum wage law
- ii. non-existence of policy to eradicate child labour

b. Acts of omission through failure to enforce laws or put into effect policies in protection of individuals and groups from exploitation

These acts are also attributable to the state. Often, they involve the inability of the state to compel non-state parties to comply with laws or policies. Included in this category are:

- i. failure to compel companies to pay wages as mandated by law
- ii. failure to prevent child labour, in the case that there is official policy to eradicate such
- iii. failure to prevent prostitution

12. Instances of exploitation

These are individual instances as a consequence of the state's failure to provide protection against exploitation, or worse, of exploitative actions by the state itself. Examples are:

- a. case of a worker receiving substandard wages
- b. case of a child subjected to bonded labour
- c. case of a woman forced into prostitution

Acts and instances involving non-respect of rights of protected and/or vulnerable groups (those not covered by the preceding categories)

The preceding categories have covered in part the rights of protected groups like workers, children and women. There are other rights by these groups, as well as by other vulnerable groups such as disabled persons, the elderly or minorities, for which the state must provide protection. The next categories cover these other rights of vulnerable groups.

13. Acts which put in place laws or policies which infringe upon the rights of vulnerable groups

This category consists of acts by the state through legislative actions, executive decrees and the like. An example is:

- a. banning certain cultural practices by a minority

14. Acts which remove, reduce the effectiveness of, or suspend laws or policies meant to provide protection to vulnerable groups

These are likewise acts by the state through legislative actions, executive decrees and the like. Included here are:

- a. repeal of a law beneficial to disabled persons
- b. passage of a law transforming a secular state to one with an exclusive religion

15. *Acts of omission allowing the continuation of situations involving non-respect of rights of vulnerable groups*

a. *Acts of omission through failure to promulgate laws or policies to protect vulnerable groups*

These are acts attributable to the state. An example is:

- i. lack of law to grant equal status between children born in wedlock and children born out of wedlock

b. *Acts of omission through failure to enforce laws or put into effect policies in protection of vulnerable groups*

These are acts also attributable to the state. An example is:

- i. inaction in the case of a religious or ethnic majority suppressing or attacking the practices of a minority

16. *Instances of infringement upon the rights of other vulnerable groups*

These are individual instances as a consequence of the state's failure to provide protection for vulnerable groups, or worse, of state actions that infringe on their rights.

Examples are:

- a. case of a minority group whose cultural practices are banned
- b. case of a disabled person denied resettlement
- c. case of discrimination against a child born out of wedlock
- d. case of a persons belonging to an ethnic minority being denied employment

Acts and instances involving non-respect of rights through other forms of discrimination (those not covered by preceding categories)

Aside from direct acts of exploitation and infringement upon the rights of vulnerable groups, covered by the previous categories, there are many other forms of discrimination. Hence, the next several categories to cover these other forms.

17. *Acts which put in place discriminatory laws or policies which engender other forms of discrimination*

This category consists of acts by the state through legislative actions, executive decrees and the like. Falling under this category are:

- a. putting in place an apartheid policy
- b. enacting law that allows schools to practise discriminatory admission

18. Acts which remove, reduce the effectiveness of, or suspend laws or policies meant to provide protection against other forms of discrimination

This category likewise consists of acts by the state through legislative actions, executive decrees and the like. Examples are:

- a. adoption of a protectionist policy that discriminates against citizens of alien origins

19. Acts of omission allowing continuation of situations of non-respect of rights through other forms of discrimination

a. Acts of omission through failure to promulgate laws or policies against other forms of discrimination

These are acts attributable to the state. An example is:

- i. lack of law guaranteeing equal access to employment opportunities

- b. Acts of omission through failure to enforce laws or put into effect policies in protection against other forms of discrimination*

These are acts also attributable to the state. Included here are:

- i. inaction of the government in the face of discriminatory practices by employers in hiring
- ii. inaction of the government in the face of discrimination in the admission of students

20. Instances of other forms of discrimination

This category would include the following:

- a. case of a child refused admission to a school due to discrimination on grounds of race

Acts and instances involving non-respect of rights in some other ways

An example in which rights can be violated in other ways is that of the loss of livelihood due to economic actions by others. For instance, given the case in which extensive commercial fishing has caused the loss of livelihood of subsistence fishermen, the government will have committed a violation through omission if it has not come to the aid of the latter.

Still other examples concern the right of a family to be reunited, or of a community to be free from industrial pollution.

21. Acts which put in place laws or policies which infringe upon rights in some other ways

This category consists of acts by the state through legislative actions, executive decrees and the like. Examples are:

- a. adoption of policy encouraging extensive economic activity to the detriment of subsistence income-earners
- b. adoption of a policy limiting immigration, thus infringing on the right of a family to be reunited

22. *Acts which remove, reduce the effectiveness of, or suspend laws or policies meant to provide protection against infringement of rights in some other ways*

This category likewise consists of acts by the state through legislative actions, executive decrees and the like. An example is:

- a. adoption of a policy to restrict immigration

23. *Acts of omission allowing the continuation of situations of infringement of rights in some other ways*

- a. *Acts of omission through failure to promulgate laws or policies to provide protection against infringement of rights in some other ways*

These acts are attributable to the state. An example would be:

- i. failure to provide “safety nets” to victims of economic dislocation

- b. *Acts of omission through failure to enforce laws or put into effect policies in protection of individuals or groups whose rights are infringed upon in some other ways*

These are acts attributable to the state. Among these is:

- i. inaction in the face of destructive practices by transnational companies, such as dumping of pollutants

24. *Instances of infringement upon rights in some other ways*

An example would be:

- a. case of a small fisherman who lost his livelihood due to intrusion of extensive commercial fishing

Acts and instances involving non-fulfilment of certain rights

25. *Acts which remove or suspend laws or policies meant to fulfil certain rights, or which reduce the extent of their enjoyment*

These are acts of commission by the state. An example here would be:

- a. repeal of law on free and compulsory primary education

26. *Acts of omission allowing the continuation of situations of non-fulfilment of certain rights*

- a. *Acts of omission through failure to promulgate laws or policies to fulfil certain rights*

Included in this category are:

- i. non-existence of law on free and compulsory primary education
 ii. non-existence of a policy for a basic health care system
 iii. lack of a policy to address food sufficiency

b. Acts of omission through failure to enforce laws or put into effect policies to fulfil certain rights

Included here are:

- i. the non-implementation of a law on free and compulsory primary education, simply because no budget is allocated for such
- ii. failure to equip health centres with sufficient facilities to respond to basic health needs

27. Instances of violations in terms of unfulfilled rights

This would include all instances of unemployment, homelessness, inability to benefit from the social welfare system, hunger and the like.

Involvement of Perpetrators

Just as there are different types of acts, there are different levels of involvement by perpetrators also. For instance, in the case of violent or coercive acts, involvement by perpetrators can be in terms of any of the following:

- directly carried out the violent or coercive act
- gave orders that led to the violent or coercive act
- passive accomplice in the execution of the violent or coercive act
- confirmed to be present during the execution of the act
- planned the act
- suspected of involvement in carrying out the violent or coercive act or any related act

In the case of legislative actions, involvement can be:

- as author of the law or policy
- support for the passage of the law or policy
- inaction in terms of law- or policy-making

Involvement by state agents through failure to offer protection can be by

- inaction in the face of violations committed by others
- encouragement of the violations by others

Other types of involvement can be

- as implementor of violative law or policy
- as perpetrator of exploitation
- general responsibility over a certain area or operation

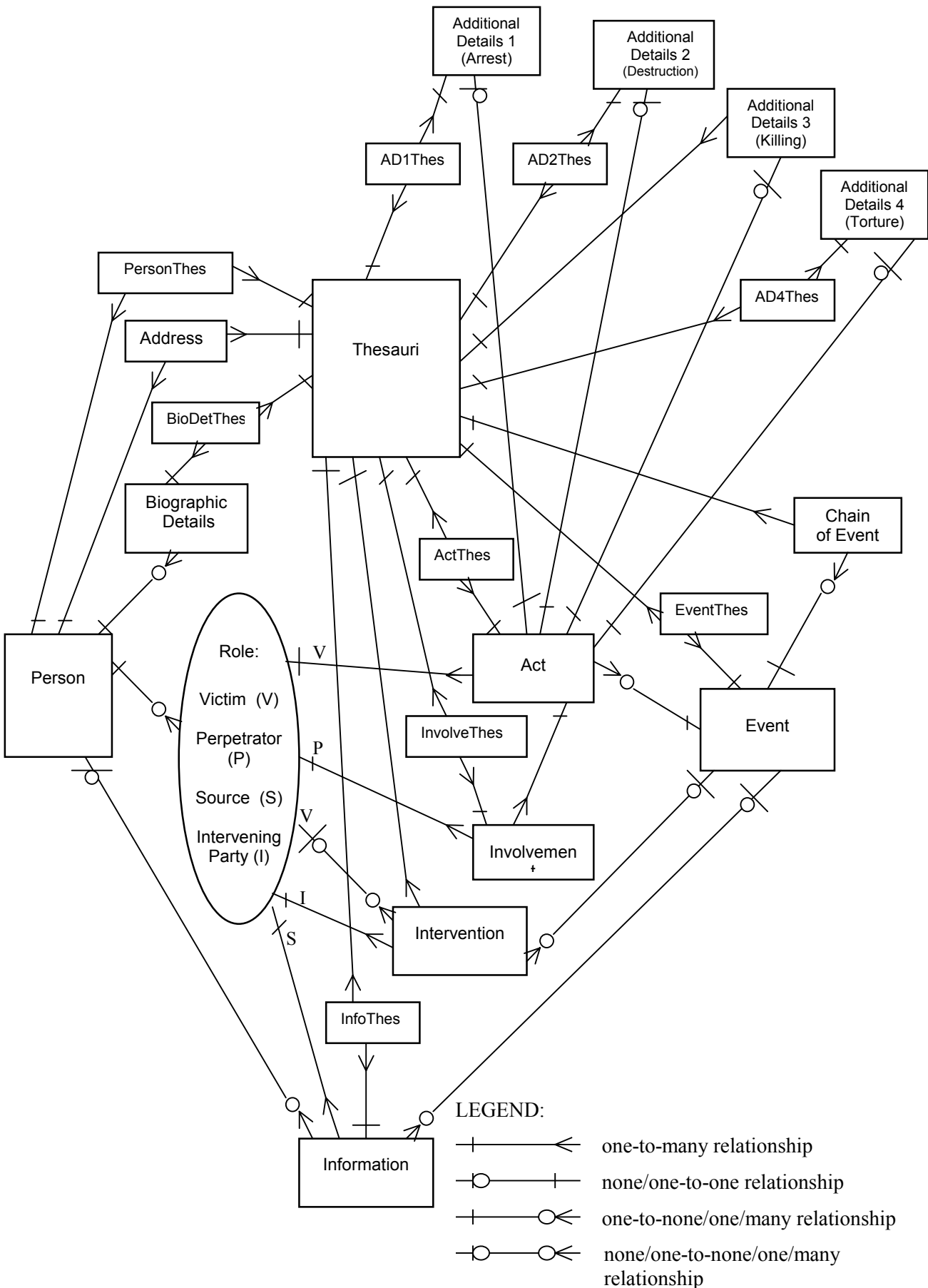
T TYPOLOGY OF ACTS AND INSTANCES OF VIOLATIONS: A SUMMARY

The various categories of acts and instances of violations, as well as the possible perpetrators and their degrees of involvement, are summarised as follows:

TYPES OF ACTS / INSTANCES OF VIOLATIONS	PERPETRATORS	LEVELS OF INVOLVEMENT
Violent or coercive acts such as killings	<ul style="list-style-type: none"> • State agents • Non-state agents 	<ul style="list-style-type: none"> • Directly carried out the violent or coercive act • Gave orders that led to the violent or coercive act • As passive accomplice in the violent or coercive act • Confirmed to be present in the execution of the act • Planned the act • Suspected of involvement in the execution of the act or in related acts
Acts such as deaths that are likely to be violations but that are not direct acts of violence or coercion, or could not yet be established as such, and that only point to general responsibility	State or non-state agents who exercise general responsibility over an area or operation (e.g., responsible for a refugee centre)	<ul style="list-style-type: none"> • General responsibility
Direct acts of exploitation, discrimination and other forms of violations	<ul style="list-style-type: none"> • State agents • Non-state agents 	<ul style="list-style-type: none"> • As direct perpetrators of violations
Acts that put in place laws or policies that violate the rights in question	State agents, particularly those with law-making, decree-making or policy-making powers	<ul style="list-style-type: none"> • As author of the law or policy • Support for the passage of the law or policy
Acts that remove or suspend laws or policies that guarantee the rights in question, or that reduce the extent of their enjoyment	State agents, particularly those with law-making, decree-making or policy-making powers	<ul style="list-style-type: none"> • As author of the retrogressive law or policy • Support for the passage of the retrogressive law or policy

Acts of omission through failure to promulgate laws or policies to protect individuals or groups	State agents, particularly those with law-making, decree-making or policy-making powers	<ul style="list-style-type: none"> • Inaction in terms of law-making, decree-making or policy-making
Acts of omission through failure to enforce laws or put into effect policies in protection of individuals or groups	State agents, particularly those with executive functions (e.g., police)	<ul style="list-style-type: none"> • Inaction in the face of violations by others • Encouragement of the violations by others
Acts of omission through failure to promulgate laws or policies to fulfil certain rights	State agents, particularly those with law-making, decree-making or policy-making powers	<ul style="list-style-type: none"> • Inaction in terms of law-making, decree-making or policy-making
Acts that remove or suspend laws or policies that are meant to fulfil certain rights, or that reduce their enjoyment	State agents, particularly those with law-making, decree-making or policy-making powers	<ul style="list-style-type: none"> • As author of the retrogressive law or policy • Support for the passage of the retrogressive law or policy
Acts of omission through failure to enforce laws or put into effect policies to fulfil certain rights	State agents, particularly those with executive functions (e.g., Education Ministry, Labour Ministry, Social Welfare Ministry, Housing Ministry, etc.)	<ul style="list-style-type: none"> • Inaction in terms of implementing law or policy
Instances of violations in terms of unfulfilled rights	(There is no direct perpetrator. The involvement of the government is covered by the previous categories).	

APPENDIX C DATA MODEL



LEGEND:

- + —> one-to-many relationship
- —+ none/one-to-one relationship
- + —○ one-to-none/one/many relationship
- —○ one-to-none/one/many relationship

GLOSSARY OF TERMS

GENERAL TERMS

1. **fact-finding** -- the process of identifying the violations in one event, and establishing the facts relevant to these violations. Fact-finding and investigation are terms that are used interchangeably. *page 4*
2. **documentation** -- the process of systematically recording the results of an investigation or fact-finding in relation to an event or number of events. Fact-finding and documentation are organically related and should not be viewed as separate processes. *page 4*
3. **monitoring** -- closely observing a given situation in society over a long period of time to see whether human rights standards are met. To carry out monitoring, investigation and documentation of a large and/or representative number of events are conducted. Monitoring often involves a tool or instrument used to measure the performance of a certain party, usually the State. *page 4*

DATABASE TERMS

1. **database** -- a collection of records, organised through the use of Standard Formats, so as to facilitate searching for a particular record or a set of records, or for particular data contained in those records. A good database allows to produce varying types of outputs, in terms of contents (from minimal to comprehensive data) and in terms of presentation. *page 24*
2. **linear or simple database** -- a database which contains information on just one type of entity - for instance, on victims. In this kind of database, there is just one database file. *page 25*
3. **relational or complex database** -- a database which consists of two or more files - each file contains information on the same type of entity. Together, the whole database consists of information on the various entities and their relationships. *page 25*
4. **structured database** -- a linear or relational database which generally makes extensive use of fields, dividing the information into small pieces. *page 25*
5. **textual database** -- a database in which usually the text of a whole document is entered into the computer, and that document is then considered as one single record. In other words, the text is contained in one large field which composes the whole record. There are no other fields, or if there are, they are very minimal (possibly only the title and other identifying data). *page 25*
6. **format** -- an empty form, consisting of fields, on which information can be recorded. The form can be on paper, or a layout on a word processor, or it can be an entry layout within a database program. *page 23*

7. **field** -- the space in which a piece of information called a **value** is recorded. *page 23*
8. **value** -- a piece of information (such as an individual's name, age or address) entered into a field and that usually varies from record to record (therefore, it is also called a variable). *page 24*
9. **record** -- a description of one thing, person, group of persons, event or any other entity, consisting of data entered in a set of fields. In other words, a completed format is called a record. *page 24*
10. **standard format** -- a set of fields, arranged in a pre-determined way, with prescribed scope notes. A completed standard format becomes a record. *page 24*
11. **entity** -- a definable unit such as an event, an object, an individual or a group who/which can be viewed on its own. The various attributes of an entity differentiate it from another of its kind. Thus, individuals are differentiated from each other by characteristics like age, sex, height, health, wealth, etc. Moreover, each entity has a name, or can be named, that gives it a unique identity to set it apart from the rest of its kind. *page 18*

In designing documentation systems, it is an entity that is represented by a major standard format.

In the HURIDOCS “events” documentation system, the two kinds of entities that are dealt with are **event** and **person** (individual or group).

12. **attribute** -- a characteristic that an entity holds regardless of any context, such as the name, age, sex or physical appearance of a person. *page 18*
- In designing documentation systems, fields are used to represent selected attributes of entities.
13. **role** -- a characteristic of a **person** that is dependent on a certain context, and thus could change from one setting to another. For instance, a certain person may be a victim in one event and an intervening party in another. *page 10*

In the HURIDOCS “events” documentation system, the various roles are **victim**, **perpetrator**, **source** and **intervening party**. Standard formats for these roles have also been designed but are just variations of the basic **person** format.

14. **link** -- a relationship between two entities. The link can be the traditional kind of relationship among persons, such as marriage or affiliation to an organisation. It can also be embodied by a certain action or process. For instance, if one individual is the source of information about another, s/he is linked to the latter through the action of providing information. *page 19*
15. **scope notes** -- instructions on how to enter data into each field in a consistent manner. *page 24*

DATA ENTRY

1. **descriptor** -- a term used to describe persons, organisations, events, objects or places in a general way. A descriptor places the item being described into a certain class. *page 26*
2. **identifier** -- a term that refers to specific persons, organisations, events, objects or places, such as names and titles as well as document identification numbers. *page 25*
3. **controlled vocabulary** -- a limited set of descriptors or identifiers, where preferred terms have been chosen over other possible terms, for handling information by processors and users. Such a list should be as exhaustive as possible, and should be constructed so as to eliminate dilemmas in choosing the entries. *page 26*
4. **thesaurus** -- unlike a simple list of indexing terms, a thesaurus is arranged by themes and topics, usually grouped hierarchically, i.e. with more specific subjects shown as subsets of more general ones. *page 26*
5. **micro-thesaurus** -- a short thesaurus which consists of descriptors or identifiers meant for specific fields. *page 26*
6. **free text** -- an entry in ordinary language, often lengthy and unstructured. An example of a free text field is the narration of what happened in an event. *page 26*
7. **limited free text** -- a short description consisting of a few words or a phrase. *page 26*
8. **code** -- symbol(s) representing descriptors or identifiers. A code consists of alphabetical and/or numerical characters and symbols. *page 26*

HUMAN RIGHTS DOCUMENTATION CONCEPTS

Basic entities

1. **event** -- something that happens, with a beginning and an end, and that progresses until its logical conclusion. It can be a single act, a series of related acts, or a combination of related acts happening together. For an event to be included in monitoring, at least one act that it contains should be qualified as a human rights violation (e.g., arbitrary arrest, which is a violation of the right to liberty), or is akin or similar to such (e.g., legal arrest). *page 8*
2. **person** -- an individual or a group who is involved in or in relation to an event. *page 18*

Roles

3. **victim** -- the person (individual or group) who is the object of an act. *page 10*

4. **perpetrator** -- the person (individual or group) who commits an act that constitutes a violation. Perpetrators can be state or non-state entities. The means used could be concrete arms such as guns, or more abstract processes such as lawmaking. *page 10*
5. **source** -- the person (individual or group) who provides information on an event and/or its elements. *page 13*
6. **intervening party** -- the person (individual or group) who intervenes in an event, such as to aid a victim, or to seek to stop an ongoing violation. *page 13*

Links

7. **act** -- a single piece of movement or action, usually involving force. Usually, an act is committed by a person (an individual or a group) against another, in which case it is referred to as an act of commission. **Act** can also mean the non-performance of an expected or required movement or action, in which case it is referred to as an act of omission. *page 9*

In database design terms, an act is a link between a victim and an event.

8. **involvement** -- the part that a perpetrator had in regard of a particular act, whether as one who directly committed it, gave orders that led to the execution of the act, etc. *page 12*

In database design terms, an involvement is a link between a perpetrator and an event.

9. **chain of events** -- the relationship between two events. The possible relationships are:
 - a large event encompassing a smaller event
 - an event preceding a related event
 - an event causing another event*page 11*

In database design terms, a chain of event is a link between two events.

10. **information** -- the provision by a source to the fact-finder of data about an event, a victim, or a perpetrator. *page 12*

In database design terms, an information is a link between a source and an event or any other person performing a certain role.

11. **intervention** -- any action by a party designed to change the course of an event or the status of those involved in the event, especially in terms of assistance. It could be for instance, the examination of a victim to seek marks of torture, or the dissemination of a press release to denounce a massacre. *page 12*

In database design terms, an intervention is a link between an intervening party and an event or a victim.

ADDITIONAL INFORMATION

1. **biographic details** -- data that document key periods in the life of an individual or group, including the various relationships that the individual or group has gone through, such as being a spouse, a member of a group, an affiliate of a bigger group or police or military careers. Other types of information that are also relevant in human rights monitoring include the educational and employment history of an individual. *page 13*

In database design terms, a biographic data record can be a link between two persons, or can simply be attached to the record of a certain person

2. **additional details** -- additional information that documents aspects that are specific to particular types of acts. *page 13*

In database design terms, an Additional Details record is attached to an Act record.

BIBLIOGRAPHY

This bibliography contains reference materials used in creating and revising the HURIDOCs Events Standard Formats and the Events Micro-thesauri, as well as a selection of related documents.

Compiled by Bert Verstappen

Aitchison, Jean, and International Refugee Documentation Network. *International Thesaurus of Refugee Terminology*. New York and Geneva: United Nations, 1996. 2nd ed. xxviii, 560 p. UN Publication Sales No. GV.E.96.0.3. Available from United Nations Sales Office, United Nations Building, New York 10017, United States or United Nations Sales Office, Palais des Nations, CH-1211, Geneva, Switzerland. Information at <<http://www.unhcr.ch/refworld/pubs/thes.htm>>.

Amnesty International. Information Services Department. *Updated List of Amnesty International Keywords*. London: Amnesty International, 2000. 3, 39 p. AI Index: DOC 20/01/00. Internal document.

Amnesty International. *Handbook*. London: Amnesty International, 1992. 7th ed. 147 p. ISBN 0-86210-2057. Available from Amnesty International's International Secretariat, 1 Easton Street, London WC2 8DJ, United Kingdom.

Amnesty International. *Prescription for Change: Health Professionals and the Exposure of Human Rights Violations*. London: Amnesty International's International Secretariat, 1996. AI Index ACT 75/01/96. Available from Amnesty International's International Secretariat, 1 Easton Street, London WC2 8DJ, United Kingdom. Full text (without footnotes) on-line at <<http://www.amnesty.org/ailib/intcam/medical/medcon.htm>>.

Apodaca, Clair. "Measuring Women's Economic and Social Rights Achievement". *Human Rights Quarterly* 20.1 (1998): 139-172. ISSN 0275-0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Ball, Patrick, et al. *A Definition of Database Design Standards for Human Rights Agencies*. Washington D.C.: American Association for the Advancement of Science, 1994. 34 p. Available from HURIDOCs.

Ball, Patrick. *Who Did What to Whom?: Planning and Implementing a Large Scale Human Rights Data Project*. Washington D.C.: American Association for the Advancement of Science, 1996. 83 p. ISBN 0-87168-596-5. Available from Science and Human Rights Program, American Association for the Advancement of Science, 1200 New York Avenue, NW, Washington D.C. 20005, United States.

Ball, Patrick, et al. "Information Technology, Information Management and Human Rights: A Response to Metzler". *Human Rights Quarterly* 19.4 (1997): 836-859. ISSN 0275-0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Ball, Patrick, et al. *State Violence in Guatemala, 1960-1996: A Quantitative Reflection*. Washington D.C.: American Association for the Advancement of Science, 1999. xii, 156 p. ISBN 0-87168-630-9. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States.

Ball, Patrick, Herbert F. Spierer and Louise Spierer (eds.). *Making the Case: Investigating Large Scale Human Rights Violations Using Information Systems and Data Analysis*. Washington D.C.: American Association for the Advancement of Science, 2000. viii, 300 p. ISBN 0-87168-652-X. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States. Full text online at <<http://hrdata.aaas.org/mtc/>>.

Ball, Patrick. *Policy or Panic?: The Flight of Ethnic Albanians from Kosovo, March-May 1999*. Washington D.C.: American Association for the Advancement of Science, 2000. 88 p. ISBN 0-87168-646-5. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States. Full text online at <<http://hrdata.aaas.org/kosovo/policyorpanic/>>.

Bickford, Louis. "The Archival Imperative: Human Rights and Historical Memory in Latin America's Southern Cone". *Human Rights Quarterly* 21.4 (1999): 1097-1122. ISSN 0275-0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Boisson de Chazournes, Laurence, et al. *Practical Guide to the International Procedures Relative to Complaint and Appeals Against Acts of Torture, Disappearances and Other Inhuman or Degrading Treatment*. Geneva: S.O.S. - Torture / World Organisation Against Torture, 1988. 92 p. Available from OMCT - World Organisation Against Torture, Case Postale 119, CH-1211 Geneva 20 CIC, Switzerland.

Brownlie, Ian, (ed.). *Basic Documents on Human Rights*. New York: Oxford University Press, 1995. 4th ed. xi + 468 p. ISBN 0-19-876381-6. Available from Oxford University Press, 198 Madison Avenue, New York 10017, United States.

Buhl, Dana, and Ann Blyberg (eds.). *Ripple in Still Water : Reflections by Activists on Local- and National-Level Work on Economic, Social and Cultural Rights*. Washington D.C.: International Human Rights Internship Program, 1997. 125 p. Available in English, Arabic, French and Spanish from International Human Rights Internship Program, 1400 K Street, N.W., suite 650, Washington D.C. 20005, United States.

Caccia, Iva. *Human Rights Thesaurus*. Ottawa: Human Rights Research and Education Centre, Human Rights Internet, 1993. ca. 300 p. ISBN 0-9695848-5-7. Available in English and French from the Human Rights Research and Education Centre, 57 Louis Pasteur, Ottawa, Canada K1N 6N5.

Caccia, Iva. *Human Rights Documentation Classification Table*. Ottawa: Iva Caccia, 1995. 28 p. Available from HURIDOCS.

Centre on Housing Rights and Evictions. *Forced Evictions & Human Rights: A Manual for Action*. Utrecht: Centre on Housing Rights and Evictions - COHRE, 1993. 58 p. Available from Centre on Housing Rights and Evictions, 83 rue de Montbrillant, CH-1202 Geneva, Switzerland.

Chapman, Audrey. "A 'Violations Approach' for Monitoring the International Covenant on Economic, Social and Cultural Rights". *Human Rights Quarterly*. 18.1 (1996): 23-66. ISSN 0275-0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Chaves, Hubert. *Confidentiality of Information* (unpublished paper presented at the Conference "Human Rights Violations and Standard Formats: Towards Compatibility in Recording and Transferring Information", held in Utrecht, the Netherlands in July 1989).

Cohen, Stanley. *Denial and Acknowledgement: The Impact of Information about Human Rights Violations*. Jerusalem: Hebrew University. Faculty of Law. Center for Human Rights, 1995. vi. 201 p. Available from Center for Human Rights, Faculty of Law, Hebrew University, Mount Scopus, Jerusalem 91905, Israel.

Cohen, Stanley, et al. *Human Rights Violations: Communicating the Information: Discussion Paper from an International Workshop Oxford 1995 and Related Papers*. London: Index on Censorship, 1995. 53 p. Available from Index on Censorship, 33 Islington High Street, London N1 9LH, United Kingdom.

Comisión Nacional de Verdad y Reconciliación, *Informe de la Comisión Nacional de Verdad y Reconciliación (marzo de 1991)*. Comisión Nacional de Verdad y Reconciliación. 15 Jan. 2001. <<http://www.derechoschile.com/espanol/recursos.htm#rettig>>.

Conde, H. Victor. *A Handbook of International Human Rights Terminology*. Lincoln: University of Nebraska Press, 1999. xxvii, 201 p. ISBN 0-8032-1501-0. Available from University of Nebraska Press, 233 N 8th St, Lincoln NE 68588-0255, United States.

Cross, Nereida and Helen Jarvis. *New Information Technology Applied to Genocide Research: The Cambodian Genocide Program*. Graduate School of Library and Information Science, Simmons College. 6 Dec. 2000 <http://web.simmons.edu/~chen/nit/NIT'98/98-019-Cross_Jarvis.html>.

Deutsches Institut für Normung. ISO 3166 Maintenance Agency. *English Country Names and Code Elements*. Deutsches Institut für Normung. ISO 3166 Maintenance Agency. 7 Dec. 2000. <http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/en_listp1.html>.

Dueck, Judith, et al. *HURIDOCS Standard Formats: A Tool for Documenting Human Rights Violations*. Oslo: HURIDOCS, 1993. ISBN 82-992816-2-8. 220 p. Replaced by the present publication

Dueck, Judith, and Aida María Noval. *HURIDOCS Standard Formats: Supporting Documents*. Oslo: HURIDOCS, 1993. iv, 133 p. ISBN 82-992816-0-1. 133 p. Replaced by the publication *Micro-thesauri: A Tool for Documenting Human Rights Violations*.

Dueck, Judith, Manuel Guzman and Bert Verstappen. *Micro-thesauri: a tool for documenting human rights violations*. Versoix: HURIDOCS, 2001. Vi, 191 p. ISBN 92-95015-01-0. Available from HURIDOCS.

English, Kathryn, and Adam Stapleton. *The Human Rights Handbook: A Practical Guide to Monitoring Human Rights*. Colchester: Human Rights Centre, University of Essex, 1995. 378 p. ISBN 1-874635-250. Available from Human Rights Centre, University of Essex, Wivenhoe Park, Colchester CO4 3SQ, United Kingdom.

Frontalini, Julio Daniel. "Advantages of using Standard Formats." *HURIDOCS News* 9 (1990): 20-25. Available from HURIDOCS.

Giffard, Camille. *The Torture Reporting Handbook : How to Document and Respond to Allegations of Torture within the International System for the Protection of Human Rights*. Colchester: Human Rights Centre, University of Essex, 2000. 168 p. ISBN 1-874635-28-5. Available from Human Rights Centre, University of Essex, Wivenhoe Park, Colchester CO4 3SQ, United Kingdom. Full text on-line at <<http://www.essex.ac.uk/torturehandbook/>>.

Guinchat, Claire, and Michel Minou. *General Introduction to the Techniques of Information and Documentation Work*. Paris: United Nations Educational, Scientific and Cultural Organization - UNESCO, 1983. xv, 340 p. ISBN 92-3-101860-4. Available from UNESCO, 7 place de Fontenoy, F-75700 Paris, France.

Guzman, Manuel Mario (ed.), *Glossary of Human Rights Terms in Common Use in the Philippines*. Quezon City: Task Force Detainees of the Philippines - TFDP, 1991. Available from TFDP, 45 St. Mary Street, Cubao, Quezon City, Philippines.

Guzman, Manuel. *Getting the Facts Down: Documenting Human Rights Violations*. Bangkok: Asian Forum for Human Rights and Development - Forum-Asia, 1997. 92 p. ISBN 974-89876-1-2. Available from Forum-Asia, 109 Suthisarnwinichai Road, Samsennok, Huwaykwang, Bangkok 10310, Thailand. Information at <http://www.forumasia.org/getting_the_facts_down.htm>.

Guzman, Manuel and Bert Verstappen. "International Conference on Computerised Documentation of Human Rights Events: Mexico City, 11-13 November." *HURIDOCS News* 22 (1998) 11-17. Available from HURIDOCS.

Guzman, Manuel and Bert Verstappen. *Training the HURIDOCS Way: A Manual for Trainers in the HURIDOCS Network: draft*. Versoix: HURIDOCS, 2000. 81 + xii p. Available from HURIDOCS. Final edition to be published in 2001.

Hansen, Stephen A., *Thesaurus of Economic, Social, and Cultural Rights: Terminology and Potential Violations*. Washington D.C.: American Association for the Advancement of Science and HURIDOCS, 2000. 282 p. ISBN 0-87168-644-9. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States. On-line version at <<http://shr.aaas.org/ethesaurus/>>.

Hernández, Sylvia, et al. *Listado de Descriptores en el Tema de la Mujer = List of Descriptors on the Theme of Women*. Santiago: Isis Internacional, 1996. 6th ed. 204 p. ISBN 956-7126-10-0. Bilingual edition Spanish-English. Available from ISIS Internacional, Casilla 2067, Correo Central, Santiago, Chile. Updated version on-line at <<http://www.isis.cl/ListasA-Z/list.htm>>.

Human Rights Internet. "Subject Indexing Terms." *Master List of Human Rights Organizations and Serial Publications. Supplement to Human Rights Internet Reporter* 14 (1990-1991): 86-110. Ottawa: Human Rights Internet, 1991. Available from Human Rights Internet, 8 York Street, 2nd floor, Ottawa, Canada K1N 5S6.

"Human Rights Violations and Standard Formats: Towards Compatibility in Recording and Transferring Information". *HURIDOCS News* 9 (1990) 38. Special issue on the Conference organised by HURIDOCS and the Netherlands Institute of Human Rights in July 1989. Available from HURIDOCS.

International Commission of Jurists (ed.). *Economic, Social and Cultural Rights: A Compilation of Essential Documents*. Châtelaine/Geneva: International Commission of Jurists, 1997. 103 p. Available from International Commission of Jurists, P.O. Box 216, CH-1219 Châtelaine/Geneva, Switzerland.

International Human Rights Internship Program, and Asian Forum for Human Rights and Development. *Circle of Rights: Economic, Social & Cultural Rights Activism: A Training Resource*. Washington D.C.: International Human Rights Internship Program, and Asian Forum for Human Rights and Development, 2000. xii, 660 p. Available from International Human Rights Internship Program, 1400 K Street, NW, suite 650, Washington D.C. 20005, United States.

International Labour Office. Bureau of Statistics. *International Standard Classification of Occupations: ISCO-88*. Geneva: International Labour Office. Bureau of Statistics, 1990. vii, 457 p. ISBN 92-2-106438-7. Available in English, French and Spanish from the International Labour Organisation, 4 Route des Morillons, CH-1211 Geneva 22, Switzerland. Categories at <<http://www.ilo.org/public/english/bureau/stat/class/isco.htm>>.

Library of Congress. ISO 639-2 Registration Authority. *Codes for the Representation of Names of Languages-Part 2: Alpha-3 Code*. Library of Congress. ISO 639-2 Registration Authority 7 Dec. 2000 <<http://lcweb.loc.gov/standards/iso639-2/langhome.html>>.

Jabine, Thomas B. and Richard B. Claude (eds.). *Human Rights and Statistics: Getting the Record Straight*. Philadelphia : University of Pennsylvania Press, 1992. xvii, 458 p. Available from University of Pennsylvania Press, P.O. Box 4836, Hampden Station, Baltimore, MD 21211, United States.

Jolly, Richard, et al. *Human Development Report 2000*. New York: Oxford University Press, 2000. xiv, 290 p. ISBN 0-19-521678-4. Available from Oxford University Press, 198 Madison Avenue, New York 10017, United States.

Kannapiran, Chandra, et al. *Basics of Documentation*. New Delhi: Voluntary Health Association of India, 1988. 89 p. Available from Voluntary Health Association of India, 40 Institutional Area, South of I.T.T., New Delhi 110 016, India.

Kobrak, Paul. *Organizing and Repression in the University of San Carlos, Guatemala, 1944 to 1996*. Washington D.C.: American Association for the Advancement of Science, 1999. ISBN 0-87168-630-9. xii, 156 p. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States. Information at <http://hrdata.aaas.org/ciidh/org_rep/index.html>.

Leckie, Scott. "Another Step Towards Invisibility: Identifying the Key Features of Violations of Economic, Social and Cultural Rights". *Human Rights Quarterly* 20.1 (1998): 81-124. ISSN 0275- 0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Lerner, Fred. *PILOTS Database User's Guide*. Washington D.C.: U.S. Government Printing Office, 1994. 2nd ed. 252 p. Available from Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402, United States.

Levine, Lowell J. "The Role of the Forensic Odontologist in Human Rights Investigations." *American Journal of Forensic Medicine and Pathology*. 5.4 (1984) 313-320. Available from Lippincott Williams & Wilkins, 16522 Hunters Green Pkwy, Hagerstown, MD 21740, United States.

Long Scott. *Making the Mountain Move: An Activist's Guide to How International Human Rights Mechanisms Can Work for You*. International Gay and Lesbian Human Rights Commission. 8 Jan. 2001. <<http://www.iglhrc.org/news/factsheets/unguide.html>>.

Manual on the Effective Investigation and Documentation of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (the Istanbul Protocol): submitted to the: United Nations Office of the High Commissioner for Human Rights, August 9, 1999. Boston: Physicians for Human Rights USA, 1999. 77 p. Available from Physicians for Human Rights USA, 100 Boylston Street, suite 702, Boston MA 02116, United States. URL: Full text on-line at <http://www.phrusa.org/research/istanbul_protocol/index.html>.

Marie, Jean-Bernard. "International Instruments Relating to Human Rights : Classification and Status of Ratification as of 1 January 1998." *Human Rights Law Journal*. 19.2-4 (1998): 117-134. Available from N.P. Engel Publisher, Gutenbergstr. 29, D-77694 Kehl am Rhein, Germany.

McChesney, Allan. *Promoting and Defending Economic, Social & Cultural Rights: A Handbook*. Washington D.C.: American Association for the Advancement of Science, HURIDOCS, 2000. xviii, 198 p. ISBN 0-87168-645-7. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States.

Mertus, Julie. *Glossary of Human Rights Terms*. Ohio Northern University. International Law Society. 6 Dec. 2000. <http://www.law.onu.edu/organizations/international/glossary_of_human_rights_terms.htm>.

Metzl, Jamie F. "Information Technology and Human Rights". *Human Rights Quarterly* 18.4 (1996): 705-746. ISSN 0275- 0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Metzl, Jamie F. "Metzl Response to Ball, Girouard, and Chapman". *Human Rights Quarterly* 19.4 (1997): 860-863. ISSN 0275- 0392. Available from the John Hopkins University Press, Journals Publishing Division, P.O. Box 19966, Baltimore, Maryland 21211, United States.

Minority Rights Group (ed.). *World Directory of Minorities*. London: Minority Rights Group International, 1997. xvi, 840 p. ISBN 1-873194-36-6. Available from Central Books, 99 Wallis Road, London E9 5LN, United Kingdom. Information at <http://www.minorityrights.org/publications/text_directory.asp>.

Newman, Frank, and David Weissbrodt (eds.). *International Human Rights: Law, Policy and Process*. 2nd ed. Cincinnati: Anderson Publishing Company, 1996. 834 pages. ISBN 0-87084-370-2. Available from Anderson Publishing Company, 2035 Reading Road, Cincinnati OH 45202, United States.

Noval, Aída María, et al. *HURIDOCS Standard Formats for the Recording and Exchange of Bibliographic Information concerning Human Rights*. Geneva: HURIDOCS, 1993. 2nd ed. 159 p. ISBN 82-992816-3-6. Available from HURIDOCS. Full text on-line at <<http://www.huridocs.org/bibliosf.htm>>.

Office of the High Commissioner for Human Rights (Geneva), United Nations Institute for Training and Research (UNITAR) and United Nations Staff College Project (Turin). *Manual on Human Rights Reporting : Under Six Major International Human Rights Instruments*. Geneva: United Nations, 1997. xiii, 537 p. ISBN 92-1-100752 6. Sales No. GV.E.97.0.16. Available from United Nations Sales Office, United Nations Building, New York 10017, United States or United Nations Sales Office, Palais des Nations, CH-1211, Geneva, Switzerland.

Office of the High Commissioner for Human Rights, and United Nations Library. *Human Rights on CD-ROM 1999: Bibliographical References to United Nations Documents and Publications*. Geneva: Office of the High Commissioner for Human Rights, and United Nations Library, 1999. 4th ed. ISBN 92-1-100769-0. Sales No. E.GV.98.0.9. Available from United Nations Sales Office, United Nations Building, New York 10017, United States or United Nations Sales Office, Palais des Nations, CH-1211, Geneva, Switzerland.

Orellana, Patricio (ed.). *Derechos Humanos e Informática: la experiencia Latinoamericana. Documentos del Primer Seminario Latinoamericano de Derechos Humanos e Informática "Jecar Neghme": Organizado por FASIC: Santiago, 4 al 8 de septiembre de 1989: Chile*. Santiago: Fundación de Ayuda Social de las Iglesias Cristianas - FASIC, 1991. vii, 440 p. ISBN 956-7146-02-X. Available from FASIC, Manuel Rodríguez 33, Santiago, Chile.

Organisation for Economic Co-operation and Development. *Macrothesaurus for Information Processing in the Field of Economic and Social Development*. Paris: Organisation for Economic Co-operation and Development, 1998. 5th ed. 435 p. ISBN 92-64-16025-6. Available from OECD Development Centre, 94 rue Chardon-Lagache, F-75016 Paris, France.

Pallinder, Agneta. "Data Security." *HURIDOCS News* 9 (1990): 30-35. Available from HURIDOCS.

Pallinder, Agneta (ed.). *Information for Human Rights: A HURIDOCS Reader for Information Workers*. Oslo: HURIDOCS, 1993. viii, 110 p. ISBN 82-992816-4-4. Available from HURIDOCS.

Philippine Human Rights Information Center. *Monitoring Economic, Social and Cultural Rights: The Philippine Experience: Phase One*. Manila: Philippine Human Rights Information Center, 1997. iv, 107 p. ISBN 971-8898-02-6. Available from Philippine Human Rights Information Center, Room 509 FMSG Building, 9 Balete Drive cor. 3rd Street, New Manila, Quezon City, Metro Manila 1112, Philippines.

Ravindran, D.J., Manuel Guzman, Johannes Ignacio and Estela Solis. *Fact-Finding and Documentation of Human Rights Violations: Report of a Regional Training Programme (September 27 - October 12, 1992)*. Manila: Asian Forum for Human Rights and Development - Forum-Asia, 1992. Available from Asian Forum for Human Rights and Development - Forum-Asia, 109 Suthisarnwinichai Road, Samsennok, Huwaykwang, Bangkok 10310, Thailand.

Ravindran, D. J., Manuel Guzman and Babes Ignacio. *Handbook on Fact-Finding and Documentation of Human Rights Violations*. Manila: Asian Forum for Human Rights and Development - Forum-Asia, 1994. viii, 140 p. ISBN 971-91436-0-6. Available from Asian Forum for Human Rights and Development - Forum-Asia, 109 Suthisarnwinichai Road, Samsennok, Huwaykwang, Bangkok 10310, Thailand. Information at <http://www.forumasia.org/handbook_on_fact-finding.htm>.

Ravindran, D.J. *Training on Fact-Finding and Documentation of Human Rights Violations: A Trainers Manual*. Bangkok: Asian Forum for Human Rights and Development - Forum-Asia, 1996. Available from Asian Forum for Human Rights and Development - Forum-Asia, 109 Suthisarnwinichai Road, Samsennok, Huwaykwang, Bangkok 10310, Thailand. Information at <http://www.forumasia.org/training_on_fact-finding.htm>.

Ravindran, D.J. *Human Rights Praxis: A Resource Book for Study, Action and Reflection*. Bangkok: Asian Forum for Human Rights and Development - Forum-Asia, 1994. 308 p. ISBN 974-86352-4-4. Available from Asian Forum for Human Rights and Development - Forum-Asia, 109 Suthisarnwinichai Road, Samsennok, Huwaykwang, Bangkok 10310, Thailand. Information at <<http://www.forumasia.org/praxis.htm>>.

Red de Informática de Instituciones de Derechos Humanos de Chile. *Glosario de Definiciones Operacionales de las Violaciones a los Derechos Humanos: edición trilingüe, español, francés, inglés*. Santiago: Fundación de Ayuda Social de las Iglesias Cristianas - FASIC, 1991. 2nd ed. 100 p. ISBN 956-7146-01-1. Available from FASIC, Manuel Rodríguez 33, Santiago, Chile. Full text on-line at <<http://www.derechoschile.com/basicos/definiciones/glosfasic.htm>>.

Rehabilitation and Research Council for Torture Victims. *List of Selected Mental Symptoms*. Copenhagen: Rehabilitation and Research Council for Torture Victims, 1998. 3 p. Available from Rehabilitation and Research Council for Torture Victims, PO Box 2107, DK-1300 Copenhagen K, Denmark.

Reporters sans Frontières. *Practical Guide for Journalists Investigating Infringements of Press Freedom*. Paris: Reporters sans Frontières, 1996. 83 p. Available from Reporters sans Frontières, 5, rue Geoffroy Marie, F-75009 Paris, France.

Robertson, David. *A Dictionary of Human Rights*. London: Europa Publications Unlimited, 1997. 300 p. ISBN 1-85743 023 9. Available from Europa Publications, 11 New Fetter Lane, London EC4P 4EE, United Kingdom.

Robinson, Mary. "Data Protection." *HURIDOCS News* 15 (1993) 17-18. Available from HURIDOCS.

Schmid, Alex P., and Albert J. Jongman (eds.). *Monitoring Human Rights Violations*. Leiden: Leiden University. Faculty of Social Sciences. Center for the Study of Social Conflicts, 1992. v, 170 p. ISBN 90-71042-45-6. Available from PIOOM, Wassenaarseweg 52, NL-2333 AK Leiden, Netherlands.

Schmid, A.P. and A.J. Jongman. *Monitoring Human Rights: Manual for Assessing Country Performance*. Leiden: Leiden University. Faculty of Social Sciences, Interdisciplinary Research Program on Root Causes of Human Rights Violations - PIOOM, 1994. xi, 347 p. ISBN 90-71042-70-7. Available from PIOOM, Wassenaarseweg 52, NL-2333 AK Leiden, Netherlands.

Sottas, Eric. "The Dangers Posed by Standard Formats for the Transmission of Cases of Serious Human Rights Violations." *HURIDOCS News* 9 (1990): 26-29. Available from HURIDOCS.

Spirer, Herbert F., and Louise Spierer. *Data Analysis for Monitoring Human Rights*. Washington D.C.: American Association for the Advancement of Science in co-operation with HURIDOCS, 1993. 144 p. ISBN 0-87168-542-6. Available from AAAS Distribution Center, P.O. Box 521, Annapolis Junction, MD 20701, United States. New edition forthcoming.

Steiner, Henry J., and Philip Alston. *International Human Rights in Context: Law, Politics, Morals: Text and Materials*. Oxford: Clarendon Press, 1996. xxxix, 1245 p. Available from Oxford University Press, Walton Street, Oxford OX2 6DP, United Kingdom.

Stormorken, Bjørn. *HURIDOCS Standard Formats for the Recording and Exchange of Information on Human Rights*. Dordrecht: Martinus Nijhoff Publishers on behalf of HURIDOCS, 1985. 175 p. out of print. Replaced by Noval, Aída María, et al. *HURIDOCS Standard Formats for the Recording and Exchange of Bibliographic Information concerning Human Rights*. Geneva: HURIDOCS, 1993.

Stormorken, Bjørn, and Leo Zwaak. *Human Rights Terminology in International Law: A Thesaurus*. Dordrecht: Martinus Nijhoff Publishers; Human Rights Documentation Centre - Council of Europe, 1988. 234 p. ISBN 90-247-3643-9. Available from Kluwer Academic Publishers Group, Distribution Center, P.O. Box 322, 3300 AH Dordrecht, Netherlands.

Symonides, Janusz, and Vladimir Volodin. *Human Rights: Major International Instruments: Status as at 31 May 2000 = Droits de l'homme: les principaux instruments internationaux: état au 31 mai 2000*. Paris: UNESCO. Sector of Social and Human Sciences. Division of Human Rights, Democracy, Peace and Tolerance, 2000. 36 p. Available from UNESCO. Sector of Social and Human Sciences. Division of Human Rights, Democracy, Peace and Tolerance, 7, place de Fontenoy, F-75352 Paris, France.

Truth and Reconciliation Commission of South Africa. *Report of the Truth and Reconciliation Commission of South Africa*. 5 vols. Basingstoke: Macmillan, 1999. Available from Macmillan Direct Custom Services, Brunel Row, Basingstoke, Hampshire RG21 6XS, United Kingdom. Full text on-line at <<http://www.polity.org.za/govdocs/commissions/1998/trc>>.

United Nations. Office of Legal Affairs. *Guidelines for the Conduct of United Nations Inquiries into Allegations of Massacres*. New York: United Nations, 1997. 112 p. ISBN 92-1-100641 4. Sales No. E.97.1.21. Available from United Nations Sales Office, United Nations Building, New York 10017, United States or United Nations Sales Office, Palais des Nations, CH-1211, Geneva, Switzerland.

United Nations Educational, Scientific and Cultural Organisation. International Bureau of Education. *UNESCO: IBE Education Thesaurus : A List of Terms for Indexing and Retrieving Documents and Data in the Field of Education with French and Spanish Equivalents*. Geneva: UNESCO. International Bureau of Education, 1990. 5th ed. English edition out of print. French, Portuguese and Spanish versions available from Publications Unit, International Bureau of Education, P.O. Box 199, 1211 Geneva 20, Switzerland.

United Nations Centre for Human Rights (ed.). *Human Rights: A Compilation of International Instruments*. vol. 1. New York: United Nations, 1994. 950 p. United Nations Sales number E.94.XIV.1, UN doc. ST/HR/1/Rev. 5 (vol. 1). ISBN 92-1-154099-2. Available from United Nations Sales Office, United Nations Building, New York 10017, United States or United Nations Sales Office, Palais des Nations, CH-1211, Geneva, Switzerland.

United Nations Centre for Human Rights (ed.). *Human Rights: A Compilation of International Instruments: Regional Instruments*. vol. 2. New York: United Nations, 1997. 496 p. United Nations Sales number E.97.XIV.1, UN doc. ST/HR/7/Rev. 5 (vol. 2). ISBN 92-1-154124-7. Available from United Nations Sales Office, United Nations Building, New York 10017, United States or United Nations Sales Office, Palais des Nations, CH-1211, Geneva, Switzerland.

United Nations. Statistics Division. *Composition of Macro Geographical (Continental) Regions and Component Geographical Regions*. United Nations. Statistics Division. 21 Jan. 2001. <<http://www.un.org/Depts/unsd/methods/m49regin.htm>>.

United Nations. Statistics Division. *Countries or Areas, Codes and Abbreviations*. United Nations. Statistics Division. 6 Dec. 2000. <<http://www.un.org/Depts/unsd/methods/m49alpha.htm>>.

Verstappen, Bert. *Thesaurus on Racial Discrimination*. Geneva: Anti-Racism Information Service, 2000. 64 p. Available from Anti-Racism Information Service, 14 avenue Tremblay, CH-1209 Geneva, Switzerland.

World Health Organization. *The International Classification of Diseases and Related Health Problems (ICD-10)*. vol. 1. Geneva: World Health Organization, 1992. iv, 1243 p. Available from World Health Organization, 20 Avenue Appia, CH-1211 Geneva 27, Switzerland.

INDEX

A. Alphabetical List of Fields⁴²

Field Name	Field No.	Format	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Act Record Number	2101	Act	Unique record number	No	No		102
Act Record Number	3102	AD Arrest etc.	Record number of linked record	No	No		116
Act Record Number	3202	AD Deaths/Killings	Record number of linked record	No	No		122
Act Record Number	3302	AD Torture	Record number of linked record	No	No		124
Act Record Number	3402	AD Property	Record number of linked record	No	No		127
Act Record Number	2404	Involvement	Record number of linked record	No	No		173
Address/ Address Type	910	Person	Table	Yes	No	40 / Types of Addresses	140
Affiliation	2323	Biogr. Details	Unlimited free text	No	No		167
Age at Time of Victimization	2118	Act	Number	No	Yes		107
Attribution	2115	Act	Code/term from MT	Yes	Yes	28 / Attribution	105
Autopsy Results	3212	AD Deaths/Killings	Code/term from MT	No	Yes	34 / Autopsy Results	122
Biographic Details Record Number	2301	Biogr. Details	Unique record number	No	No		163
Case Description	3110	AD Arrest etc.	Unlimited free text	No	No		116
Chain of Events Record Number	2201	Chain of Events	Unique record number	No	No		131
Citizenship	941	Person	Code/term from MT	Yes	Yes	15 / Geographical Terms	152
Civil Status	918	Person	Code/term from MT	No	Yes	08 / Civil Status	144
Comments	165	Event	Unlimited free text	No	No		97
Comments	2165	Act	Unlimited free text	No	No		113
Comments	2265	Chain of Events	Unlimited free text	No	No		133
Comments	965	Person	Unlimited free text	No	No		159
Comments	2365	Biogr. Details	Unlimited free text	No	No		170
Comments	2465	Involvement	Unlimited free text	No	No		176
Comments	2565	Information	Unlimited free text	No	No		185
Comments	2665	Intervention	Unlimited free text	No	No		194
Compensation	3412	AD Property	Code/term from MT	No	Yes	47 / Compensation	128

⁴² Abbreviations used:

- AD for Additional Details
- Arrest etc. for Arrest, Detention or Legal Proceedings
- Biogr. Details for Biographic Details
- Code/term from MT for Code or term from Micro-thesaurus

Field Name	Field No.	Format	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Confidentiality	108	Event	Yes/No	No	No		88
Confidentiality	2108	Act	Yes/No	No	No		103
Confidentiality	908	Person	Yes/No	No	No		140
Confidentiality	2308	Biogr. Details	Yes/No	No	No		164
Confidentiality	2408	Involvement	Yes/No	No	No		174
Confidentiality	2508	Information	Yes/No	No	No		180
Confidentiality	2608	Intervention	Yes/No	No	No		189
Counting Unit	902	Person	Code/term from MT	No	No	07 / Counting Units	138
Court Case Code	3118	AD Arrest etc.	Unlimited free text	No	No		120
Court Case Name	3119	AD Arrest etc.	Unlimited free text	No	No		120
Date Deceased	928	Person	Date	No	No	48 / Types of Dates	150
Date of Birth	911	Person	Date	No	No	48 / Types of Dates	141
Date of Entry	161	Event	Date	No	No		96
Date of Entry	2161	Act	Date	No	No		112
Date of Entry	2261	Chain of Events	Date	No	No		132
Date of Entry	961	Person	Date	No	No		158
Date of Entry	2361	Biogr. Details	Date	No	No		169
Date of Entry	2461	Involvement	Date	No	No		176
Date of Entry	2561	Information	Date	No	No		184
Date of Entry	2661	Intervention	Date	No	No		193
Date of Intervention	2611	Intervention	Date	No	Yes		189
Date of Source Material	2511	Information	Date	Yes	Yes		181
Date Received	160	Event	Date	No	Yes		95
Date Received	2160	Act	Date	No	Yes		112
Date Received	960	Person	Date	No	Yes		157
Date Received	2560	Information	Date	No	Yes		184
Date Updated	170	Event	Date	No	No		99
Date Updated	2170	Act	Date	No	No		114
Date Updated	2270	Chain of Events	Date	No	No		134
Date Updated	970	Person	Date	No	No		160
Date Updated	2370	Biogr. Details	Date	No	No		170
Date Updated	2470	Involvement	Date	No	No		177
Date Updated	2570	Information	Date	No	No		185
Date Updated	2670	Intervention	Date	No	No		194
Death Certificate	3213	AD Deaths/Killings	Code/term from MT	No	Yes	35 / Death Certificate	123
Deceased	927	Person	Yes/No	No	Yes		149
Degree of Involvement	2409	Involvement	Code/term from MT	No	Yes	18 / Degrees of Involvement	174
Dependants	919	Person	Number	No	Yes		145
Detention Conditions	3113	AD Arrest etc.	Unlimited free text	No	No		118
Education and Training	2320	Biogr. Details	Code/term from MT	No	Yes	09 / Education	166
Employment	2322	Biogr. Details	Unlimited free text	No	No		167
Entered by	162	Event	Local code	No	No		96
Entered by	2162	Act	Local code	No	No		113
Entered by	2262	Chain of Events	Local code	No	No		133
Entered by	962	Person	Local code	No	No		158

Field Name	Field No.	Format	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Entered by	2362	Biogr. Details	Local code	No	No		169
Entered by	2462	Involvement	Local code	No	No		176
Entered by	2562	Information	Local code	No	No		185
Entered by	2662	Intervention	Local code	No	No		193
Ethnic Background	942	Person	Code/term from MT	Yes	Yes	13 / Ethnic Groups	152
Event Description	115	Event	Unlimited free text	No	No		91
Event Record Number	101	Event	Unique record number	No	No		88
Event Title	102	Event	Unique, short free text	No	No		88
Event Title	2103	Act	Record number of linked record	No	No		102
Event Title	2202	Chain of Events	Record number of linked record	No	No		131
Event Title	2403	Involvement	Record number of linked record	No	No		173
Event Title	2503	Information	Record number of linked record	No	No		179
Event Title	2603	Intervention	Record number of linked record	No	No		188
Exact Location	2112	Act	Unlimited free text	No	No		104
Exact Location at End of Act	2122	Act	Unlimited free text	No	No		108
Files	167	Event	Short free text entry	No	No		98
Files	967	Person	Short free text entry	No	No		159
Final Date	114	Event	Date	No	Yes	48 / Types of Dates	90
Final Date	2121	Act	Date	No	Yes	48 / Types of Dates	108
Final Date	2311	Biogr. Details	Date	No	Yes	48 / Types of Dates	166
Formal Education	920	Person	Code/term from MT	No	Yes	09 / Education	146
General Characteristics	944	Person	Code/term from MT	Yes	No	23 / Relevant Characteristics	153
Geographical Term	111	Event	Code/term from MT	Yes	Yes	15 / Geographical Terms	89
Group Description	930	Person	Unlimited free text	No	No		150
Health	924	Person	Unlimited free text	No	No		148
HURIDOCS Index	154	Event	Code/term from MT	Yes	No	01 / HURIDOCS Index Terms	94
Identification Documents	917	Person	Unlimited free text	No	No		144
Impact of Event	116	Event	Unlimited free text	No	No		91
Impact on the Situation	2614	Intervention	Code/term from MT	No	Yes	44 / Impact on the Situation	190
Information Record Number	2501	Information	Unique record number	No	No		178
Initial Date	113	Event	Date	No	Yes	48 / Types of Dates	90
Initial Date	2111	Act	Date	No	No	48 / Types of Dates	104
Initial Date	2310	Biogr. Details	Date	No	Yes	48 / Types of Dates	165
Intent	3351	AD Torture	Code/term from MT	Yes	Yes	38 / Intent	126
International Instruments	2155	Act	Code/term from MT	Yes	Yes	06 / International Instruments	111
Intervening Party Name	2602	Intervention	Record number of linked record	No	No		188
Intervention Record Number	2601	Intervention	Unique record number	No	No		187
Intervention Status	2651	Intervention	Code/term from MT	No	Yes	45 / Intervention Status	192

Field Name	Field No.	Format	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Involvement Record Number	2401	Involvement	Unique record number	No	No		172
Judicial District	3120	AD Arrest etc.	Code/term from MT	No	Yes	69 / Judicial Districts	121
Language	945	Person	Code/term from MT	Yes	Yes	14 / Languages	153
Language of Source Material	2510	Information	Code/term from MT	Yes	Yes	14 / Languages	181
Latest Status as Perpetrator in the Act	2422	Involvement	Code/term from MT	No	Yes	26 / Latest Status as Perpetrator	175
Legal Counsel	3115	AD Arrest etc.	Code/term from MT	No	Yes	31 / Legal Counsel	119
Local Geographical Area	112	Event	Code/term from MT	Yes	Yes	63 / Local Geographical Area	89
Local Index	155	Event	Code/term from local list	Yes	No	61 / Local Index	94
Local Language	946	Person	Code/term from local list	Yes	Yes	66 / Local Languages	154
Local Language of Source Material	2513	Information	Code/term from local list	Yes	Yes	66 / Local Language	182
Local Term for Occupation	923	Person	Code/term from local list	Yes	Yes	64 / Local Terms for Occupations	147
Locality of Birth	913	Person	Code/term from local list	No	Yes	63 / Local Geographical Area	142
Medical Attention	3312	AD Torture	Code/term from MT	Yes	Yes	37 / Medical Attention	125
Medical Records	925	Person	Unlimited free text	No	No		148
Method of Violence	2114	Act	Code/term from MT	Yes	Yes	05 / Methods of Violence	105
Monitoring Status	172	Event	Code/term from MT	No	Yes	43 / Monitoring Status	99
Name	903	Person	Unique, short free text	No	No		139
National Legislation	2154	Act	Code/term from local list	Yes	Yes	62 / National Legislation	111
National Origin	947	Person	Code/term from MT	Yes	Yes	15 / Geographical Terms	154
Number of Persons in Group	931	Person	Number	No	Yes		151
Occupation (ILO Categories)	922	Person	Code/term from MT	Yes	Yes	10 / Occupations (ILO Categories)	147
Other Background	943	Person	Code/term from local list	Yes	Yes	65 / Origins	152
Other Names	904	Person	Unlimited free text	No	No		139
Other Thesaurus	156	Event	Code/term from local list	Yes	No	68 / Other Thesaurus	95
Other Training	921	Person	Unlimited free text	No	No		146
Parties Requested	2612	Intervention	Unlimited free text	No	No		190
Perpetrator Name	2402	Involvement	Record number of linked record	No	No		173
Person Name	2302	Biogr. Details	Record number of linked record	No	No		163
Person Record Number	901	Person	Unique record number	No	No		138
Physical Consequences	2116	Act	Unlimited free text	No	No		106
Physical Description	926	Person	Code/term from MT	Yes	Yes	11 / Physical Descriptors	149
Place of Birth	912	Person	Code/term from MT	No	Yes	15 / Geographical Terms	142
Position in Organisation	2327	Biogr. Details	Unlimited free text	No	No		168

Field Name	Field No.	Format	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Priority	2652	Intervention	Code/term from MT	No	No	46 / Priority	192
Project Title	163	Event	Unlimited free text	No	No		97
Project Title	963	Person	Unlimited free text	No	No		158
Psychological Consequences	2117	Act	Unlimited free text	No	No		107
Rank	2328	Biogr. Details	Unlimited free text	No	No		168
Record Grouping	168	Event	Short free text entry	No	No		98
Record Grouping	968	Person	Short free text entry	No	No		160
Related Event Title	2203	Chain of Events	Record number of linked record	No	No		131
Related Person Name	2303	Biogr. Details	Record number of linked record	No	No		164
Related Person Name	2504	Information	Record number of linked record	No	No		179
Reliability as Intervening Party	954	Person	Code/term from MT	No	Yes	42 / Reliability	156
Reliability as Source	953	Person	Code/term from MT	No	Yes	42 / Reliability	155
Reliability of Information	2553	Information	Code/term from MT	No	Yes	42 / Reliability	183
Religion	940	Person	Code/term from MT	No	Yes	12 / Religions	151
Remarks	150	Event	Unlimited free text	No	No		92
Remarks	2150	Act	Unlimited free text	No	No		109
Remarks	2250	Chain of Events	Unlimited free text	No	No		132
Remarks	950	Person	Unlimited free text	No	No		155
Remarks	2350	Biogr. Details	Unlimited free text	No	No		169
Remarks	2450	Involvement	Unlimited free text	No	No		175
Remarks	2550	Information	Unlimited free text	No	No		182
Remarks	2650	Intervention	Unlimited free text	No	No		191
Response	2613	Intervention	Code/term from MT	No	Yes	27 / Types of Responses	190
Rights Affected	153	Event	Code/term from MT	Yes	No	03 / Rights Typology	94
Sex	915	Person	Code/term from MT	No	No	39 / Sex	143
Sexual Orientation	916	Person	Code/term from local list	No	Yes	67 / Sexual Orientation	143
Source Connection to Information	2509	Information	Code/term from MT	Yes	Yes	19 / Source Connection to Information	180
Source Name	2502	Information	Record number of linked record	No	No		179
Stated Reason	2113	Act	Unlimited free text	No	No		105
Statement Signed	3311	AD Torture	Code/term from MT	Yes	Yes	36 / Statements Signed	124
Status at End of Act	2123	Act	Code/term from MT	No	Yes	25 / Latest Status as Victim	109
Supporting Documents	166	Event	Unlimited free text	No	No		97
Supporting Documents	2166	Act	Unlimited free text	No	No		113
Supporting Documents	966	Person	Unlimited free text	No	No		159
Type of Act	2109	Act	Code/term from MT	No	No	04 / Types of Acts	103
Type of Chain of Events	2209	Chain of Events	Code/term from MT	No	No	22 / Types of Chain of Events	132
Type of Court	3116	AD Arrest etc.	Code/term from MT	Yes	Yes	32 / Types of Courts	119

Field Name	Field No.	Format	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Type of Detention	3112	AD Arrest etc.	Code/term from MT	No	Yes	29 / Types of Detention	117
Type of Intervention	2609	Intervention	Code/term from MT	No	Yes	20 / Types of Intervention	189
Type of Language	3117	AD Arrest etc.	Code/term from MT	No	Yes	33 / Types of Language Used in Courts	120
Type of Location	2153	Act	Code/term from MT	No	Yes	17 / Types of Locations	110
Type of Perpetrator	2412	Involvement	Code/term from MT	Yes	Yes	24 / Types of Perpetrators	175
Type of Property Loss	3410	AD Property	Unlimited free text	No	No		127
Type of Relationship	2309	Biogr. Details	Code/term from MT	No	Yes	21 / Types of Relationships	165
Type of Source Material	2512	Information	Code/term from MT	Yes	Yes	16 / Types of Source Material	181
Updated by	171	Event	Unlimited free text	No	No		99
Updated by	2171	Act	Unlimited free text	No	No		114
Updated by	2271	Chain of Events	Unlimited free text	No	No		134
Updated by	971	Person	Unlimited free text	No	No		160
Updated by	2371	Biogr. Details	Unlimited free text	No	No		170
Updated by	2471	Involvement	Unlimited free text	No	No		177
Updated by	2571	Information	Unlimited free text	No	No		186
Updated by	2671	Intervention	Unlimited free text	No	No		194
Value of Lost/ Destroyed Property	3411	AD Property	Number	No	Yes		128
Victim Characteristics	2152	Act	Code/term from MT	Yes	Yes	23 / Relevant Characteristics	110
Victim Name	2102	Act	Record number of linked record	No	No		102
Victim Name	2604	Intervention	Record number of linked record	No	No		188
Violation Index	152	Event	Code/term from MT	Yes	No	02 / Violations Typology	93
Violation Status	151	Event	Code/term from MT	No	Yes	41 / Violations Status	93
Whereabouts and Outside Contact during Detention	3114	AD Arrest etc.	Code/term from MT	Yes	Yes	30 / Whereabouts and Outside Contact during Detention	118

B. List of Fields by Format⁴³

Format	Field No.	Field Name	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Event	101	Event Record Number	Unique record number	No	No		88
Event	102	Event Title	Unique, short free text	No	No		88
Event	108	Confidentiality	Yes/No	No	No		88
Event	111	Geographical Term	Code/term from MT	Yes	Yes	15 / Geographical Terms	89
Event	112	Local Geographical Area	Code/term from MT	Yes	Yes	63 / Local Geographical Area	89
Event	113	Initial Date	Date	No	Yes	48 / Types of Dates	90
Event	114	Final Date	Date	No	Yes	48 / Types of Dates	90
Event	115	Event Description	Unlimited free text	No	No		91
Event	116	Impact of Event	Unlimited free text	No	No		91
Event	150	Remarks	Unlimited free text	No	No		92
Event	151	Violation Status	Code/term from MT	No	Yes	41 / Violations Status	93
Event	152	Violation Index	Code/term from MT	Yes	No	02 / Violations Typology	93
Event	153	Rights Affected	Code/term from MT	Yes	No	03 / Rights Typology	94
Event	154	HURIDOCS Index	Code/term from MT	Yes	No	01 / HURIDOCS Index Terms	94
Event	155	Local Index	Code/term from local list	Yes	No	61 / Local Index	94
Event	156	Other Thesaurus	Code/term from local list	Yes	No	68 / Other Thesaurus	95
Event	160	Date Received	Date	No	Yes		95
Event	161	Date of Entry	Date	No	No		96
Event	162	Entered by	Local code	No	No		96
Event	163	Project Title	Unlimited free text	No	No		97
Event	165	Comments	Unlimited free text	No	No		97
Event	166	Supporting Documents	Unlimited free text	No	No		97
Event	167	Files	Short free text entry	No	No		98
Event	168	Record Grouping	Short free text entry	No	No		98
Event	170	Date Updated	Date	No	No		99
Event	171	Updated by	Unlimited free text	No	No		99
Event	172	Monitoring Status	Code/term from MT	No	Yes	43 / Monitoring Status	99
Act	2101	Act Record Number	Unique record number	No	No		102
Act	2102	Victim Name	Record number of linked record	No	No		102
Act	2103	Event Title	Record number of linked record	No	No		102
Act	2108	Confidentiality	Yes/No	No	No		103
Act	2109	Type of Act	Code/term from MT	No	No	04 / Types of Acts	103
Act	2111	Initial Date	Date	No	No	48 / Types of Dates	104

⁴³ Abbreviations used:

- AD for Additional Details
- Arrest etc. for Arrest, Detention or Legal Proceedings
- Code/term from MT for Code or term from Micro-thesaurus

Format	Field No.	Field Name	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Act	2112	Exact Location	Unlimited free text	No	No		104
Act	2113	Stated Reason	Unlimited free text	No	No		105
Act	2114	Method of Violence	Code/term from MT	Yes	Yes	05 / Methods of Violence	105
Act	2115	Attribution	Code/term from MT	Yes	Yes	28 / Attribution	105
Act	2116	Physical Consequences	Unlimited free text	No	No		106
Act	2117	Psychological Consequences	Unlimited free text	No	No		107
Act	2118	Age at Time of Victimisation	Number	No	Yes		107
Act	2121	Final Date	Date	No	Yes	48 / Types of Dates	108
Act	2122	Exact Location at End of Act	Unlimited free text	No	No		108
Act	2123	Status at End of Act	Code/term from MT	No	Yes	25 / Latest Status as Victim	109
Act	2150	Remarks	Unlimited free text	No	No		109
Act	2152	Victim Characteristics	Code/term from MT	Yes	Yes	23 / Relevant Characteristics	110
Act	2153	Type of Location	Code/term from MT	No	Yes	17 / Types of Locations	110
Act	2154	National Legislation	Code/term from local list	Yes	Yes	62 / National Legislation	111
Act	2155	International Instruments	Code/term from MT	Yes	Yes	06 / International Instruments	111
Act	2160	Date Received	Date	No	Yes		112
Act	2161	Date of Entry	Date	No	No		112
Act	2162	Entered by	Local code	No	No		113
Act	2165	Comments	Unlimited free text	No	No		113
Act	2166	Supporting Documents	Unlimited free text	No	No		113
Act	2170	Date Updated	Date	No	No		114
Act	2171	Updated by	Unlimited free text	No	No		114
AD Arrest etc.	3102	Act Record Number	Record number of linked record	No	No		116
AD Arrest etc.	3110	Case Description	Unlimited free text	No	No		116
AD Arrest etc.	3112	Type of Detention	Code/term from MT	No	Yes	29 / Types of Detention	117
AD Arrest etc.	3113	Detention Conditions	Unlimited free text	No	No		118
AD Arrest etc.	3114	Whereabouts and Outside Contact during Detention	Code/term from MT	Yes	Yes	30 / Whereabouts and Outside Contact during Detention	118
AD Arrest etc.	3115	Legal Counsel	Code/term from MT	No	Yes	31 / Legal Counsel	119
AD Arrest etc.	3116	Type of Court	Code/term from MT	Yes	Yes	32 / Types of Courts	119
AD Arrest etc.	3117	Type of Language	Code/term from MT	No	Yes	33 / Types of Language Used in Courts	120
AD Arrest etc.	3118	Court Case Code	Unlimited free text	No	No		120
AD Arrest etc.	3119	Court Case Name	Unlimited free text	No	No		120
AD Arrest etc.	3120	Judicial District	Code/term from MT	No	Yes	69 / Judicial Districts	121
AD Deaths/Killings	3202	Act Record Number	Record number of linked record	No	No		122
AD Deaths/Killings	3212	Autopsy Results	Code/term from MT	No	Yes	34 / Autopsy Results	122
AD Deaths/Killings	3213	Death Certificate	Code/term from MT	No	Yes	35 / Death Certificate	123

Format	Field No.	Field Name	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
AD Torture	3302	Act Record Number	Record number of linked record	No	No		124
AD Torture	3311	Statement Signed	Code/term from MT	Yes	Yes	36 / Statements Signed	124
AD Torture	3312	Medical Attention	Code/term from MT	Yes	Yes	37 / Medical Attention	125
AD Torture	3351	Intent	Code/term from MT	Yes	Yes	38 / Intent	126
AD Property	3402	Act Record Number	Record number of linked record	No	No		127
AD Property	3410	Type of Property Loss	Unlimited free text	No	No		127
AD Property	3411	Value of Lost/ Destroyed Property	Number	No	Yes		128
AD Property	3412	Compensation	Code/term from MT	No	Yes	47 / Compensation	128
Chain of Events	2201	Chain of Events Record Number	Unique record number	No	No		131
Chain of Events	2202	Event Title	Record number of linked record	No	No		131
Chain of Events	2203	Related Event Title	Record number of linked record	No	No		131
Chain of Events	2209	Type of Chain of Events	Code/term from MT	No	No	22 / Types of Chain of Events	132
Chain of Events	2250	Remarks	Unlimited free text	No	No		132
Chain of Events	2261	Date of Entry	Date	No	No		132
Chain of Events	2262	Entered by	Local code	No	No		133
Chain of Events	2265	Comments	Unlimited free text	No	No		133
Chain of Events	2270	Date Updated	Date	No	No		134
Chain of Events	2271	Updated by	Unlimited free text	No	No		134
Person	901	Person Record Number	Unique record number	No	No		138
Person	902	Counting Unit	Code/term from MT	No	No	07 / Counting Units	138
Person	903	Name	Unique, short free text	No	No		139
Person	904	Other Names	Unlimited free text	No	No		139
Person	908	Confidentiality	Yes/No	No	No		140
Person	910	Address/ Address Type	Table	Yes	No	40 / Types of Addresses	140
Person	911	Date of Birth	Date	No	No	48 / Types of Dates	141
Person	912	Place of Birth	Code/term from MT	No	Yes	15 / Geographical Terms	142
Person	913	Locality of Birth	Code/term from local list	No	Yes	63 / Local Geographical Area	142
Person	915	Sex	Code/term from MT	No	No	39 / Sex	143
Person	916	Sexual Orientation	Code/term from local list	No	Yes	67 / Sexual Orientation	143
Person	917	Identification Documents	Unlimited free text	No	No		144
Person	918	Civil Status	Code/term from MT	No	Yes	08 / Civil Status	144
Person	919	Dependants	Number	No	Yes		145
Person	920	Formal Education	Code/term from MT	No	Yes	09 / Education	146
Person	921	Other Training	Unlimited free text	No	No		146
Person	922	Occupation (ILO Categories)	Code/term from MT	Yes	Yes	10 / Occupations (ILO Categories)	147
Person	923	Local Term for Occupation	Code/term from local list	Yes	Yes	64 / Local Terms for Occupations	147
Person	924	Health	Unlimited free text	No	No		148

Format	Field No.	Field Name	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Person	925	Medical Records	Unlimited free text	No	No		148
Person	926	Physical Description	Code/term from MT	Yes	Yes	11 / Physical Descriptors	149
Person	927	Deceased	Yes/No	No	Yes		149
Person	928	Date Deceased	Date	No	No	48 / Types of Dates	150
Person	930	Group Description	Unlimited free text	No	No		150
Person	931	Number of Persons in Group	Number	No	Yes		151
Person	940	Religion	Code/term from MT	No	Yes	12 / Religions	151
Person	941	Citizenship	Code/term from MT	Yes	Yes	15 / Geographical Terms	152
Person	942	Ethnic Background	Code/term from MT	Yes	Yes	13 / Ethnic Groups	152
Person	943	Other Background	Code/term from local list	Yes	Yes	65 / Origins	152
Person	944	General Characteristics	Code/term from MT	Yes	No	23 / Relevant Characteristics	153
Person	945	Language	Code/term from MT	Yes	Yes	14 / Languages	153
Person	946	Local Language	Code/term from local list	Yes	Yes	66 / Local Languages	154
Person	947	National Origin	Code/term from MT	Yes	Yes	15 / Geographical Terms	154
Person	950	Remarks	Unlimited free text	No	No		155
Person	953	Reliability as Source	Code/term from MT	No	Yes	42 / Reliability	155
Person	954	Reliability as Intervening Party	Code/term from MT	No	Yes	42 / Reliability	156
Person	960	Date Received	Date	No	Yes		157
Person	961	Date of Entry	Date	No	No		158
Person	962	Entered by	Local code	No	No		158
Person	963	Project Title	Unlimited free text	No	No		158
Person	965	Comments	Unlimited free text	No	No		159
Person	966	Supporting Documents	Unlimited free text	No	No		159
Person	967	Files	Short free text entry	No	No		159
Person	968	Record Grouping	Short free text entry	No	No		160
Person	970	Date Updated	Date	No	No		160
Person	971	Updated by	Unlimited free text	No	No		160
Biogr. Details	2301	Biographic Details Record Number	Unique record number	No	No		163
Biogr. Details	2302	Person Name	Record number of linked record	No	No		163
Biogr. Details	2303	Related Person Name	Record number of linked record	No	No		164
Biogr. Details	2308	Confidentiality	Yes/No	No	No		164
Biogr. Details	2309	Type of Relationship	Code/term from MT	No	Yes	21 / Types of Relationships	165
Biogr. Details	2310	Initial Date	Date	No	Yes	48 / Types of Dates	165
Biogr. Details	2311	Final Date	Date	No	Yes	48 / Types of Dates	166
Biogr. Details	2320	Education and Training	Code/term from MT	No	Yes	09 / Education	166
Biogr. Details	2322	Employment	Unlimited free text	No	No		167
Biogr. Details	2323	Affiliation	Unlimited free text	No	No		167
Biogr. Details	2327	Position in Organisation	Unlimited free text	No	No		168
Biogr. Details	2328	Rank	Unlimited free text	No	No		168

Format	Field No.	Field Name	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Biogr. Details	2350	Remarks	Unlimited free text	No	No		169
Biogr. Details	2361	Date of Entry	Date	No	No		169
Biogr. Details	2362	Entered by	Local code	No	No		169
Biogr. Details	2365	Comments	Unlimited free text	No	No		170
Biogr. Details	2370	Date Updated	Date	No	No		170
Biogr. Details	2371	Updated by	Unlimited free text	No	No		170
Involvement	2401	Involvement Record Number	Unique record number	No	No		172
Involvement	2402	Perpetrator Name	Record number of linked record	No	No		173
Involvement	2403	Event Title	Record number of linked record	No	No		173
Involvement	2404	Act Record Number	Record number of linked record	No	No		173
Involvement	2408	Confidentiality	Yes/No	No	No		174
Involvement	2409	Degree of Involvement	Code/term from MT	No	Yes	18 / Degrees of Involvement	174
Involvement	2412	Type of Perpetrator	Code/term from MT	Yes	Yes	24 / Types of Perpetrators	175
Involvement	2422	Latest Status as Perpetrator in the Act	Code/term from MT	No	Yes	26 / Latest Status as Perpetrator	175
Involvement	2450	Remarks	Unlimited free text	No	No		175
Involvement	2461	Date of Entry	Date	No	No		176
Involvement	2462	Entered by	Local code	No	No		176
Involvement	2465	Comments	Unlimited free text	No	No		176
Involvement	2470	Date Updated	Date	No	No		177
Involvement	2471	Updated by	Unlimited free text	No	No		177
Information	2501	Information Record Number	Unique record number	No	No		178
Information	2502	Source Name	Record number of linked record	No	No		179
Information	2503	Event Title	Record number of linked record	No	No		179
Information	2504	Related Person Name	Record number of linked record	No	No		179
Information	2508	Confidentiality	Yes/No	No	No		180
Information	2509	Source Connection to Information	Code/term from MT	Yes	Yes	19 / Source Connection to Information	180
Information	2510	Language of Source Material	Code/term from MT	Yes	Yes	14 / Languages	181
Information	2511	Date of Source Material	Date	Yes	Yes		181
Information	2512	Type of Source Material	Code/term from MT	Yes	Yes	16 / Types of Source Material	181
Information	2513	Local Language of Source Material	Code/term from local list	Yes	Yes	66 / Local Language	182
Information	2550	Remarks	Unlimited free text	No	No		182
Information	2553	Reliability of Information	Code/term from MT	No	Yes	42 / Reliability	183
Information	2560	Date Received	Date	No	Yes		184
Information	2561	Date of Entry	Date	No	No		184
Information	2562	Entered by	Local code	No	No		185
Information	2565	Comments	Unlimited free text	No	No		185

Format	Field No.	Field Name	Kind of entry	Repea- table	Clarif. Notes	Micro-thesaurus number and title	Page no.
Information	2570	Date Updated	Date	No	No		185
Information	2571	Updated by	Unlimited free text	No	No		186
Intervention	2601	Intervention Record Number	Unique record number	No	No		187
Intervention	2602	Intervening Party Name	Record number of linked record	No	No		188
Intervention	2603	Event Title	Record number of linked record	No	No		188
Intervention	2604	Victim Name	Record number of linked record	No	No		188
Intervention	2608	Confidentiality	Yes/No	No	No		189
Intervention	2609	Type of Intervention	Code/term from MT	No	Yes	20 / Types of Intervention	189
Intervention	2611	Date of Intervention	Date	No	Yes		189
Intervention	2612	Parties Requested	Unlimited free text	No	No		190
Intervention	2613	Response	Code/term from MT	No	Yes	27 / Types of Responses	190
Intervention	2614	Impact on the Situation	Code/term from MT	No	Yes	44 / Impact on the Situation	190
Intervention	2650	Remarks	Unlimited free text	No	No		191
Intervention	2651	Intervention Status	Code/term from MT	No	Yes	45 / Intervention Status	192
Intervention	2652	Priority	Code/term from MT	No	No	46 / Priority	192
Intervention	2661	Date of Entry	Date	No	No		193
Intervention	2662	Entered by	Local code	No	No		193
Intervention	2665	Comments	Unlimited free text	No	No		194
Intervention	2670	Date Updated	Date	No	No		194
Intervention	2671	Updated by	Unlimited free text	No	No		194