



PACIFIC COMMONWEALTH EQUALITY PROJECT

**Guidelines for Recording NHRI Video Statement for
the UN Human Rights Council**



Guideline for Recording NHRI Video Statement

Step 1: Preparation of statement

- Decide on topic/purpose of video statement.
- Contact GANHRI Representative Ms Katharina Rose for HRC agenda and timings on Email: k.rose@ganhri.org
- Draft the actual video statement (transcript) in consultation with GANHRI
- Ensure the length of the video statement should be maximum of 1 minute and 30 seconds or 1 min 50 seconds depending on the topic/session.

Step 2: Registration of Statement and Speaker

- Send a request to Ms. Cynthia Radert (cradert@ohchr.org) to participate in video statement at HRC and receive a username and a password to upload the final video message when ready.
- Send the finalised transcript of the statement to Ms Ms. Cynthia Radert
- Register the speaker for the video intervention on link: <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx>.
- **Note:** Visit the full guidelines on the following link: <https://www.ohchr.org/EN/HRBodies/HRC/Pages/NHRIParticipation.aspx>

Step 3: Technical check of phone/recording device before recording video statement

- Click on the settings of phone/camera device and set the minimum technical specifications as follows:
- **Resolution:** - Video resolution min 640x480 max 1024x768, frame rate 30 fps - Audio resolution 44100 Hz, 16 bits, stereo
- **AVI/WMV** - Video encoding WMV3 (Windows Media Video 9)
- Audio encoding WMA2 (Windows Media Audio 2)
- **MOV** - Video encoding H.264 - Audio encoding MP3 or AAC

Step 4: Recording of Video Statement

- Use your smartphone/iPhone on a small hand held tripod.
- Frame the shot so that video statement must consist of a single shot of one individual delivering a statement, seated against a neutral, monochrome background; and focus of the shot to be on the person's face.
- Ensure no symbols, flags banners or other images are in the shot either in the background or on the clothing of the person delivering the statement.
- Do not move the camera during the shot and ensure the speaker looks straight at the camera while delivering statement.
- **TIP:** To help speaker deliver the statement in one take, the statement can be projected on a wall the speaker is facing.

Step 5: Transfer on computer desktop and add subtitles (captioning)

- Transfer the video from phone device to computer desktop and save
- Add subtitles/captioning using online video editing software, which can be downloaded on <https://bit.ly/35XsiI9>
- **Note:** Subtitles (Captioning) is compulsory.
- **A transcript of the video statement must also be submitted in order to facilitate interpretation. In the absence of captioning and transcript, the video statement will not be admissible.**
- Sign language interpretation is not compulsory but encouraged.
- Label the final video statement which needs to be in the MOV format. Video encoding H.264, Audio encoding MP3 or AAC

Step 7 – Uploading the Video Statement

- Upload the video statement on the following link online using the unique password and username obtained in Step 2:
<https://www.ohchr.org/EN/HRBodies/HRC/Pages/NHRIParticipation.aspx>

Step 8 – Watching the final Video Statement on UN Web TV

- The final statement delivery at the UN HRC can be viewed on the following link:
<http://webtv.un.org/>