

# **A N N E X**

## **Case “*The Prosecutor v. Jean-Pierre Bemba Gombo*”**

### **Technical protocol (“e-Court Protocol”) for the provision of evidence, material and Witness Information in electronic form for the confirmation of charges**

#### **I. Introduction**

1. The International Criminal Court is using an electronic system to support its daily judicial proceedings pursuant to regulation 26(1) of the Regulations of the Court (the “Regulations”). The Registry is responsible for the implementation of this electronic system, taking into account the specific requirements of the judicial activity of the Court, including the need to ensure authenticity, accuracy, confidentiality and preservation of the record of proceedings (see regulation 26(2) of the Regulations). Pursuant to regulations 26(3) and 26(4) of the Regulations, documents and evidence other than live testimony shall be presented, whenever possible, in electronic form.
2. This Protocol is established pursuant to regulation 26(1) of the Regulations and is essential for the Registry’s implementation of the system described in this provision. It is designed to ensure that all the necessary information is available electronically during the proceedings to the Court. To this end, this Protocol defines the standards according to which the participants should prepare and provide evidence and material in electronic form with the Court. Furthermore, this Protocol defines metadata which should accompany the material submitted. These standards are designed to minimise the document management and technology costs to the participants and the Court and to allow for the efficient management of proceedings.
3. The Registry will provide an “in-court” presentation solution for viewing evidence and material.

#### **II. Provision of evidence and material and of the Witness Information in electronic form**

##### **A. Evidence**

4. In order to ensure that the evidence and material disclosed and the evidence which a participant intends to communicate to Pre-Trial Chamber III (the “Chamber”) in a hearing can be processed by the Court’s electronic system, it must comply with the system’s standards. Therefore, prior to the hearing, the participant will have to format the evidence and material and provide metadata for it in accordance with the standards set out in section II of this Protocol.
5. Once the evidence and material and the metadata have been formatted and prepared, the participant can provide them in electronic form to the Registry.

6. Upon receipt of the evidence and material and the related metadata in electronic form, the Registry will upload all data into the electronic system. No “authentication process”, confirming that the electronic copy is an exact replica of the original piece of evidence, will be conducted by the Registry, unless objections are raised by any party or the Chamber.
7. Such objections should be raised promptly with the Registry and may only relate to the provider, the completeness and legibility of the evidence submitted. The Registry will then address the objections to the provider. If errors are found in the data, the responsible participant shall re-issue the entire record that has been amended, including the table references, with a report outlining the Document ID(s) and the information that has been changed.

#### **B. Witness Information**

8. Should a participant intend to call a witness in a hearing before the Chamber, the participant shall prepare a Witness Information list in accordance with the standards set out below in section III and provide the list to the Registry.
9. Upon receipt of the Witness Information, the Registry will upload the data into the electronic system.

### **III. Standard for the provision of evidence and material in electronic form**

10. The participants shall provide to the Registry evidence or material in electronic form either on one or more CD ROM/DVD or using the Court’s internal electronic infrastructure. The format, imaging standards and numbering regime shall comply with the requirements set out in sections A to C below.
11. Together with the evidence and material in electronic form, metadata information relating to evidence and material shall be provided in electronic form, as set out in section D below.

#### **A. Format requirements**

12. Evidence and material shall be provided in the following format:
  - Single page TIFF (Text Image File Format) for all evidence and material, and WMA (Windows Media Audio) for audio and WMV (Windows Media Video) for video material.
  - An OCR (Optical Character Recognition) text-file for evidence and material containing text including for any translation thereof.
13. The following requirements shall be met:

#### **Data File Format**

CSV (Comma Separated Values) including double quotes around the record and a header record. There shall be 1 document record per row in the table. Zipped files are acceptable or as agreed between the participants; or

	<u>XLS (Microsoft Excel Worksheet)</u> Excel format of the information relating to evidence and material (as set out in section D) and Witness Information (as set out in section E) (to be provided upon request); or
	<u>MDB (Microsoft Office Access Application)</u> : database file compatible with a Ringtail Legal database (export.mdb)
<b>Media</b>	<ul style="list-style-type: none"> <li>⊗ CD ROM - 650/700Mb,</li> <li>⊗ DVD or,</li> <li>⊗ ICC networking infrastructure (to be agreed)</li> </ul>
<b>Disk or folder content</b>	2 Files for formats (i) and (ii) above – One main table and one image table (referencing each image on the disk). A header record shall be included for each file. Header record shall contain the metadata field names.
<b>Disk or folder name</b>	<p><b>If physical media (CD/DVD) then specify volume name as</b> Participant-Situation-Case-Date-Sequential Number</p> <p><b>If ICC network then create a root folder</b> \\Participant-Situation-Case-Date-Sequential Number\\</p> <p><b>Where:</b> Participant: Participant Codes (see Appendix A) Situation and Case codes: to be provided by the Registry Date: YYYYMMDD format Seq. Number: 2 digits padded with zeros (starting at 01) Example: PPP-0101-0202-20051201-01</p>

## **B. Imaging and data standards**

14. When hard-copy documents are larger than A3 size they shall be provided to the Registry in hardcopy and recorded on the database as such by: (i) imaging a page that states that due to its size the originals reside at the Registry vault, or (ii) submitting a photograph of the evidence or material or artifact (in JPEG compression within color tiff files) as a representation of the original.
15. Originals (under A3 but larger than A4) can be reduced to A4 size and then imaged at the reduced size before submission to the Registry. Originals of these reduced documents shall be made available if required for viewing in the hearing or by the Chamber or by the participants.
16. Image and Data file formats and exchange shall be set out as follows:

- a. **Medium** The files shall reside in the same media and location specified in paragraph 13, above, under a folder named "images".
- b. **Image Directory Structure** Images must reside in directories and sub

- |                                 |  |
|---------------------------------|--|
|                                 | directories. The sub directory structure must reflect the levels in the numbering regime.  |
| c. <b>Content</b>               | Single page tiff files (i.e. a four-page document will have four distinct images).   |
| d. <b>Resolution of Image</b>   | Black and White, Grayscale or Color images – 300 dpi (or above) TIFF subtype CCITT group 4 compressed, 1 bit (bi-tonal). For practical purposes, it is recommended that the physical file size of any image should not exceed 700 Kilobytes. It should be noted that 200 K is the average target size of all images. |
| e. <b>Suffix page numbering</b> | In the event that additional pages are required to be inserted after bar-coding (or labeling) and imaging, the suffix pages convention will be applied to images as per paragraph 19.  |

### C. Numbering regime

17. The participant providing evidence or material shall number each piece of evidence or material according to the following numbering regime. This number will be used as the unique Document Identification (“Doc ID”) for all evidence and material and will be used for reference purposes until the Registry registers and assigns and “EVD number” to them. The Doc ID will appear in readable format. The numbering regime will also be used to name the images files associated to a piece of evidence or material.
18. This numbering regime has four levels, SSS-PPP-FFFF-DDDD, whereby:
 

SSS is the prefix that acts as an identifier for the situation the evidence or material has been collected for. Padded characters will be used (i.e. must be 3 alpha/numeric characters, e.g. AUS);

PPP is the participant identifier. Padded characters will be used (i.e. must be 3 characters – may be alpha/numeric digit) in accordance with the prefixes in Appendix A attached (e.g. OTP);

FFFF is the evidence or material group/folder/batch number. Padded with zeros, maximum value of 9999 (e.g. 0120); and

DDDD is the unique “page” identifier within the document. Padded with zeros, maximum value of 9999 (e.g. 0087). The first page number of a document is also the document number. (see Appendix D).

#### Specific measures for corrigenda

19. Where corrigenda are provided by the participants pursuant to paragraph 7 of this protocol, the provider shall indicate in the field “Corrigendum Version” the number of the corrigendum version. The corrigendum version is indicated by the abbreviation “Corr” followed by the respective version number (two numeric characters, padded with zeros, starting at 01), e.g. Corr01, Corr02 etc.

The corrigendum suffix should be appended to the Doc ID on each page of the physical file, e.g. CAR-OTP-0004-0001-Corr01 (page 1), CAR-OTP-0004-0002-Corr01 (page 2).

The field "Host Document Number" of any corrigendum should indicate the Doc ID of the original document.

**Specific measures for translation documents**

20. Each translation shall be recorded as a "translation" in the field "Document Type", in the following manner: for any language required, the field takes the value "Translation", a blank space, a hyphen, a blank space, and then the 3 characters ISO code of the language in which the original document has been translated.

Example:

Translation – ENG

Translation – FRA

**Specific measures for redacted documents**

21. Redacted documents shall be provided as full documents with all the metadata anew. The Doc ID of a redacted version should carry a suffix RXX (XX reflecting the version number). For example: 1<sup>st</sup> redacted version of a document: Doc ID – CAR-OTP-0004-0001-R01.

The redaction suffix should be appended to the Doc ID number on each page of the physical file. For example: CAR-OTP-0004-0001-R01 (page 1), CAR-OTP-0004-0002-R01 (page 2), etc.

The field "Host Document Number" (see below table at section D) of any redacted version should indicate the Doc ID of the original unredacted version (for example: CAR-OTP-0004-0001).

22. For a translation of a redacted version, the "Host Document Number" should be that of the redacted version.  
  
For example: French translation of the redacted version referred to in paragraph 21: Doc ID of the translation will have its own Doc ID and the "Host Document Number" will be: Doc ID – CAR-OTP-0004-0001-R01.

**D. Provision of metadata information relating to evidence and material in electronic form**

23. The following two tables list the format of the metadata that is transmitted to the Registry for evidence and material provided in electronic format, as ordered by the Chamber.
24. Table 1 is the table concerning evidence and material and contains the metadata for these items.

Table concerning evidence and material

Field Name	Data Type	Explanation	Example
Document ID	Text	<p>The unique identifier for each unique document (record) in the database.</p> <p>Redacted versions will receive the unique identifier of the host (unredacted) document with the suffix RXX (see paragraph 21 above)</p>	<p>SSS-PPP-FFFF-DDDD</p> <p>SSS-PPP-FFFF-DDDD-RXX</p>
Date Filed	Date	The date the participant files the metadata table with the Registry in the date format DD-MMM-YYYY	20-Aug-2005
Document Date	Date	<p>The date of the document as it appears on the document in the format DD-MMM-YYYY. The date should be entered which indicates when the document came into existence, or was signed, putting it into effect.</p> <p>If the item only has a partial date and a clear year, then the first day of that partial date shall be entered and the field "Estimated Date" tagged YES.</p> <p>Where a document has no determinable date the document will be recorded as undated.</p> <p>Where a document has more than one date appearing on it the date which is earliest in time shall be entered and the field "Estimated Date" tagged YES.</p> <p>Date ranges cannot be used due to this field being a true date field and only the earliest date in time shall be entered and the field "Estimated Date" tagged YES.</p> <p>If an agreement has an original date as well as a subsequent later date as a result of alterations being made to the document, then the</p>	<p>21-Mar-1997</p> <p>Only known August 2004: 01-Aug-2004</p> <p>Only known year 2004: 01-Jan-2004</p>

Field Name	Data Type	Explanation	Example
		<p>later date is taken as the document date and the field "Estimated Date" is left blank.</p> <p>If a newspaper clipping has the date/reference handwritten on to the document, then the document is dated according to the handwritten notation and the field "Estimated Date" is tagged YES.</p>	
Estimated Date	Boolean	<p>No = If the exact full date is on the document (for example 04-MAR-1963).</p> <p>Yes = Where we cannot be certain of the actual date. For example: if there is a partial date (e.g. August 1979), the date is stamped on, the date has been amended by hand or the only visible date is on the fax track.</p>	<p>No</p> <p>Yes</p>
Type	Text	A simple classification of the item, such as a letter, map, artifact. Attachment C contains a list of suggested document types.	Letter
Title	Text	When a piece of evidence or material has a title, the complete title shall be entered exactly as indicated on the item. If the item has no title this field shall be left blank.	Statement of witness A
Author	Text	<p>Person or persons who authored the document. To be completed using information on the face of the document. To be completed: LAST NAME, first name.</p> <p>Comma separates last name from first name. Semi-colon separates several authors.</p>	<p>SMITH, Brian</p> <p>GARCIA-MARQUEZ, Gabriel</p>



Field Name	Data Type	Explanation	Example
Author Organisation	Text	<p>Organisation from which the document emanated. To be completed from information on the face of the document.</p> <p>Semi-colon separates multiple author organisations.</p>	United Nations
Recipient	Text	<p>Person or persons to whom the document was addressed. To be completed using information on the face of the document As follows: LAST NAME, first name.</p> <p>Comma separates last name from first name. Semi-colon separates multiple recipients.</p>	POTTER, Harry
Recipient Organisation	Text	<p>Organisation receiving the document. To be completed from information on the face of the document.</p> <p>Semi-colon separates multiple recipient organisations.</p>	International Labour Organisation; World Trade Organisation
Parties to agreement	Text	<p>Identifies parties to an agreement or other legal document</p> <p>Semi-colon separates multiple parties to an agreement/legal document</p>	United Nations; ICC
Language of the item	Pick List	<p>The language of the item is to be recorded in this field in accordance with ISO language code 639-3, indicating both the code and the full English description of the language in the ISO definition tables, as follows: ISO code, space, hyphen, space, full description. Where languages are not foreseen in the ISO tables, the ICC Registry language services (STIC) will decide on the appropriate code to be used.</p> <p>Indicate the language of the item as follows: ISO code, space, hyphen, space, full description.</p>	ENG - English
Translation status	Pick List	When the document is a translation, choose one of the following options to indicate by whom the translation has been	ICC – draft

Field Name	Data Type	Explanation	Example
		<p>done:</p> <p>ICC = Registry services OTP = OTP services EXT = External services</p> <p>And whether it is a draft or has been revised.</p> <p>List to be chosen from: ICC – draft ICC – revised OTP – draft OTP – revised EXT – draft EXT – revised</p> <p>Indicate the translations status as follows: Code, space, hyphen, space, translation status.</p>	
Redaction Version	Text	This field records the number of the redaction version. It is reflected by “R” and the respective two digit number, padded with zero, starting at 01.	R01
Redaction Approval Date	Date	This field records the date (DD-MMM-YYYY) that redaction was approved by the Chamber.	30-May-2008
Corrigendum Version	Text	This field records the number of the corrigendum version. It is indicated by “Corr” and the respective two digit number, padded with zero, starting at 01.	Corr01
Excerpt	Boolean	This field records whether the evidence submitted is an excerpt.	Yes No
Host Document Number	Text	<p>Contains Doc ID of the host document to which an attachment is attached. There will never be multiple entries in this field, as each attachment should only ever have one host document.</p> <p>A host document and any attachments should be listed and numbered separately as per the rules listed in Appendix B.</p>	SSS-PPP-FFFF-DDDD
Participant	Pick List	This field records the participant who is providing the evidence or material to the Registry as per Participant Codes in Appendix A.	OTP

Field Name	Data Type	Explanation	Example
Full Chain of Custody of Evidence and Material	Text	<p>This field should list all entities/persons who had custody of the item in chronological order.</p> <p>The following format is to be respected: DD-MMM-YYYY from XXX to XXX</p> <p>Multiple entries are separated by semi-colon.</p>	03-Dec-2004 From witness to OTP investigator
Date Source Restriction Lifted	Date	Date (DD-MMM-YYYY) on which the respective correspondence was received.	03-Dec-2007
Person or Witness from whom the document emanated	Text	In principle, the name of the person providing the document shall be reflected. In case that person is protected, a special reference number given to the person shall be stated. The LAST NAME is separated by comma from the first name.	SARKOZY, Michelle
Search limitations	Pick List	<p>This field records the degree to which the text content of the electronic version of the evidence can be searched:</p> <p>Combined Data (<i>Meaning typed data and handwritten text or images</i>)</p> <p>Handwritten Text</p> <p>No text</p> <p>Typed - no Latinic script</p> <p>Typed data - Partly Searchable</p> <p>Typed data - Searchable</p> <p>Typed data - Unsearchable</p>	Typed data - Searchable
Disclosure Phase	Pick List	<p>This field records information in which phase of the proceedings disclosure took place.</p> <p>The values in the pick list include: Pre-confirmation, Pre-Trial, Trial.</p>	Pre-confirmation
Disclosure Category and Defendant	Text	<p>This field reflects the category of evidence and material which has been disclosed to the defendant(s)</p> <p>Category of disclosed evidence/material:</p> <p>INCR = incriminatory</p> <p>PEXO = potentially exculpatory</p> <p>MIXD = evidence of mixed nature,</p>	<p>INCR D01</p> <p>PEXO D02</p>

Field Name	Data Type	Explanation	Example
		<p>i.e. both incriminatory and potentially exculpatory.</p> <p>Defendant code: D01, D02 etc. (see Appendix A)</p> <p>Multiple entries are separated by semi-colon.</p>	
Batch	Text	This field reflects the sequential number of the batch maintained by the participant when disclosing the evidence/material (two numeric characters, padded with zeros, starting at 01).	01

**Note:** All text fields shall be in ISO 8859 Latin 1 (West European)

25. Table 2 below lists the filename for every page of every imaged piece of evidence or material. In order to derive the correct order of pages to a piece of evidence or material, the database query shall select the images matching the Item ID, ordered by the path.

**Image Table**

Field Name	Data Type	Explanation	Format
*Item ID	Text	Document ID (see explanations in the table above)	SSS-PPP-FFFF-DDDD
*Path	Text	<p>Full relative path and filename of the image file (maximum 100 characters). There will be a single file for each page of each document. The format is</p> <p>SSS-PPP-FFFF-DDDD.tif</p> <p>or</p> <p>SSS-PPP-FFFF-DDDD_R01.tif if the page is part of a redacted version</p> <p>or</p> <p>SS-PPP-FFF-DDDD_Corr01.tif if the page is part of a corrigendum version.</p>	SSS-PPP-FFFF-DDDD.tif
*Pages	Text	Number of pages per document (maximum 4 characters)	0003

### E. Witness Information

26. The following table lists the format of metadata for the witnesses as confirmed by Pre-Trial Chamber III.
27. "Witness" for the purpose of this Protocol means a person who has provided statements which the Prosecutor or the Defence intends to rely on at the confirmation of charges hearing.

**Table concerning Witness Information**

Field Name	Data Type	Explanation	Example
ID number	Text	Number given to the witness. The ID number is structured as follows: SSS is the situation code  PPP is the code for the participant introducing the witness  PPPP: remains PPPP for any witness ID number and shows that this is a person  XXXX is the witness number being a consecutive number assigned by the participant	CAR-OTP-PPPP-0001
Title	Text	This is the title of the witness such as Dr., Mr., Major, General etc.	Major
Name	Text	The LAST NAME and first name of the witness is separated by a comma.	POTTER, Sabrina
Other name(s) and/or nickname(s)	Text	Nickname or commonly used name of the witness if it differs from his/her actual name.  Several names or nicknames are separated by semi-colon.	Sandy
Gender	Pick List	Gender of the witness	Female Male
Birth Date	Date	DD-MMM-YYYY	04-Aug-1963

Accuracy of the date of birth	Pick List	<p>This field records the known accuracy of the birth date of the person:</p> <p>Accuracy            Unknown;  Accurate to within 1 month;  Accurate to within 6 months;  Accurate to within 12 months;  Accurate to within 18 months;  Accurate to within 2 years;  Accurate to within 5 years;  Certain;  Proven (<i>Meaning by authenticate birth certificate</i>).</p>	Proven
Expert	Boolean	This field records whether the witness is an expert	Yes No
Authority Introducing Witness	Pick List	Name of the participant whose list of evidence this witness appears on (as per Participant Code in Appendix A)	OTP
Witness Statement Doc ID	Text	<p>If the witness statement has been attributed a document ID in accordance with section D above, please indicate the Doc ID (first page).</p> <p>All prior witness statements should be recorded in this field, including the document ID.</p> <p>This is a one to many field and if more than one entry then they should be separated by semi-colon.</p>	AUS-OTP-0024-0001
Appearance	Pick List	<p>Please indicate how the witness will testify. Permissible values are:</p> <ul style="list-style-type: none"> <li>▪ Audio/Video</li> <li>▪ In person</li> <li>▪ Transcript</li> </ul>	In person

Expected Appearance Length	Text	Please indicate the length of time the witnesses testimony may take in hours and minutes format (hh:mm) to assist the Court in arranging the hearing.	02:00
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**Note:** All text fields shall be in ISO 8859 Latin 1 (West European)

#### IV. General provisions

##### Virus responsibility

28. It is the responsibility of the recipient of the electronic data to test for viruses. The sender shall take all reasonable precautions to ensure that their data is virus free.

#### Appendix A – Participant Codes

Prefix in numbering regime being PPP	Code
<b>Chambers</b>	PT1, PT2, etc for Pre-Trial Chamber TC1, TC2, etc. for Trial Chamber APP for Appeals Chamber Court Evidence tendered through the Court, (i.e. not by the Defense or OTP)
<b>In Court Evidence</b>	ICE This would also include any evidence generated on the SmartBoard
<b>Prosecution</b>	OTP
<b>Defence</b> <b>If more than one Defendant</b> <b>Office of Public Counsel for Defence (OPCD)</b>	D01 D02, D03, ..., D99 PCD would stand for OPCD.
<b>Victim Representative</b> <b>More than one Victim Representative</b> <b>Office of Public Counsel for Victims</b>	V01, V01, V02 PCV
<b>State</b>	SXX S is for State followed by the two character alpha country code of country intervening.

	Use ISO 3166-1 and the corresponding ISO 3166-1-alpha-2 English code elements. Example: SAQ -> ANTARCTICA
XXX	Documents which are handed up in Court in hardcopy are given an XXX number until the relevant participant provides the court with the electronic version in the proper format.

## Appendix B - Methodology for Host/Attachment Determination

### 1. Document Delimiting

- Any document that stands on its own with individually identifiable characteristics should be delimited separately.
- The back of pages with any text or markings should be included within documents and not, without compelling reasons to the contrary, be delimited as separate documents.

### 2. Host / Attachment / Unattached

- Documents that make reference to attached documents should be linked with the host and attachment structure.
- Translated documents will have their own Doc ID number but will be linked in the database through the host and attachment structure where the original document will play the "host" and any translations of that document will be "attachment(s)".
- Redacted versions and corrigenda versions of the host document will have their own Doc ID and be linked in the database through the host and attachment structure where the original document will play the "host" and any redaction version or corrigendum will be the "attachment".
- Transcripts of media should also be linked through the host attachment structure where the original media item will play the "host" and any transcriptions of that item will be "attachment(s)".
- Documents which have been created in the Court (for example by a witness drawing on the "original" document and captured by the smartboard technology) will be given an ICE (In Court Evidence) number and will be linked to the "original" document through the "host/attachment" field where the "original" document will be the "host" and the "newly" created document will play the "attachment".
- Annexures and appendices should be delimited as one document unless the annexures can be regarded as having individual and identifiable characteristics. E.g. a binder with tabbed appendices where the appendices have identifiable characteristics (e.g. each doc has a date, title, author etc) would result in the first document being the host and subsequent appendices being the attachments.



## Appendix C - Document Types

#	Type	Explanation
1.	Extra page	Any extra page that is not part of a document, such as cover sheets (other than covering letters), dividers, separators pages, empty files.
2.	Surrogate page	These sheets mark the place of evidence that cannot otherwise be included in the system.
3.	Calendar / Diary	Any chronological overview or record by an individual (printed, electronic or handwritten); any form of calendar.
4.	Contact list	Any list containing primarily names or contact details.
5.	List / table	Any other list or table that does not primarily contain names or contact details.
6.	Minutes of meetings	Any record of the proceedings or outcome of a meeting which is clearly identified as such.
7.	Report	Any report that is not publicly available (including a chronology that is not a calendar nor a diary), which will generally be regarding past events (contrasted with an internal memorandum, which will contain advice, opinion, or instructions for future action); or  any report that is publicly available (usually from a NGO, IGO or government).
8.	Other notes	Any notes recorded by a person other than an investigator, and that are not a memorandum or report, and are not a dated and chronological record (which is a diary).
9.	Notebook	Any notebook (not just a few pages) that includes handwritten notes.
10.	ICC Statement - General	Any statement taken by someone who is a member of the ICC.
11.	Non-ICC Statement (Note / Screening / Transcript)	Any type of witness statement that is not an ICC witness statement, ICC interview notes or non-ICC interview notes;  notes taken during an interview by someone who is not a member of the ICC;  written version of a statement that was initially recorded by a person who is not a member of the ICC by audio and/or video means, but has been reduced to written form at a later date.
12.	ICC Statement - ICC investigator interview notes	Notes taken during an interview by someone who is a member of the ICC.
13.	ICC Statement - ICC transcribed statement	Written version of a statement that was initially recorded by a member of the ICC by audio and/or video means, but has been reduced to written form at a later date.
14.	ICC Statement - ICC screening	Screening assessment taken by someone who is a member of the ICC.

#	Type	Explanation
15.	ICC Statement – Electronic Media	A statement which is recorded by a member of the ICC by audio and/or video means
16.	Transcript	Written version of audio/video material that cannot be considered the recording of a statement (e.g. transcript of film).
17.	Correspondence (letter)	Any letter, including covering letters and documents drafted as a letter that were also transmitted by fax.
18.	Correspondence (e-mail)	Any email, including emails attaching reports, letters or other documents.
19.	Correspondence (fax)	Any type of fax, or record that a fax was sent. If the document concerns a letter that also has been faxed, it should be classified as a letter.
20.	Correspondence (internal memorandum)	Any type of memorandum between people within a group / organization / government (not the ICC), including e.g. mission orders.
21.	Correspondence (envelope)	Any envelope, whether posted or not.
22.	Correspondence (invitation)	Any kind of public or private invitation to attend any place or event, that clearly identifies an addressee.
23.	Contract / agreement	Any kind of commercial contract including employment contracts
24.	Financial document (bank record)	Records kept by any financial institution, including internal records and records that are sent or otherwise provided to customers. This includes details of accounts and account statements.
25.	Financial document (invoice)	Any invoice or bill issued, seeking payment or other remuneration.
26.	Receipt	Any receipt issued, acknowledging payment for any kind of commercial transaction, or the receipt of goods.
27.	Financial document (other)	Any other document of a financial nature, including cheques.
28.	Identifying document	Any official document that identifies a person, such as a passport, identity card, membership card of an organization.
29.	Personal data	Any document that records data relating to a person / group / organization which is given in text-format possibly with photographs, including Biography / Curriculum Vitae / Resume / Profile.
30.	Travel related and other administrative document	Any documents relating to travel, including route plans, tickets, itineraries.
31.	Photograph/s	Any document with mainly photographic images (even if those images were captures from another media such as video). The document may have wording, such as captions.
32.	Map	Any document representing the layout of a location, including clear sketches that indicate a geographical location.
33.	Sketch	Any draft of any object / person / location which is not clearly a map.
34.	Organisation diagram	The structure of a group / organization, including command

#	Type	Explanation
		structure, where in diagram format.
35.	Legislation / government instruction / public guidelines	Any legal or official document issued by the legislative body or government [official body] such as decrees, directives, ministerial instructions, etc.
36.	Internal guidelines / instruction /orders	Any guidelines or instructions, given by a non-public or non-governmental entity and which are not technical instructions.
37.	Technical manual	Any kind of technical manual
38.	Certificate	Any type of certificate given by a private or public body.
39.	Media / Press article	Media articles that are public, regardless whether they are taken from Internet, newspapers, newsletters, etc. including press briefings and press releases.
40.	Presentation	Any presentation given in a relatively public environment, including public presentation, public speech or declaration, slides, but that is not a witness statement.
41.	Court Document (Non ICC)	Any legal document (submissions, claims, judgments, brief) in court procedures conducted before any court except the ICC.
42.	Court Document (ICC)	Any legal document (submissions, judgments) in court procedures conducted before the ICC.
43.	Complaint	Any document containing a complaint to an official instance.
44.	Physical item	Any physical item which is not a document (on either physical or electronic media).
45.	Pre-Registration Form	An ICC pre-registration form documenting the collection of evidence.
46.	Audio / Video Material	An audio or video recording.
47.	Translation - ENG	Any translation into English of one of the above
48.	Translation – FRA	Any translation into French of one of the above.

## Appendix D - Numbering Example

Document A	Document B	Document C
Original file: documentA.pdf	Original file: documentB.pdf	Original file: documentC.xls
Situation: UGA	Situation: UGA	Situation: UGA
Batch: 0123	Batch: 0123	Batch: 0001
Participant: Office of the Prosecutor (OTP)	Participant: Office of the Prosecutor (OTP)	Participant: Defence
No Pages: 5	No Pages: 3	No Pages: 4
Images:	Images:	Images:

From UGA-OTP-0123-0001.tif To UGA-OTP-0123-0005.tif	From UGA-OTP-0123-0006.tif To UGA-OTP-0123-0008.tif	From UGA-D01-0001-0001.tif To UGA-a_0011_08-0001-0004.tif
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Doc ID		Image Location	Image Files	Page No
<b>A</b>	UGA-OTP-0123-0001	images\UGA\OTP\0123\	UGA-OTP-0123-0001-tif	1
			UGA-OTP-0123-0002-tif	2
			UGA-OTP-0123-0003-tif	3
			UGA-OTP-0123-0004-tif	4
			UGA-OTP-0123-0005-tif	5
<b>B</b>	UGA-OTP-0123-0006	images\UGA\OTP\0123\	UGA-OTP-0123-0006-tif	1
			UGA-OTP-0123-0007-tif	2
			UGA-OTP-0123-0008-tif	3
<b>C</b>	UGA-V01-0001-0001	images\UGA\V01\0001\	UGA-a_0001_06-0001-0001-tif	1
			UGA- a_0001_06-0002-tif	2
			UGA- a_0001_06-0003-tif	3
			UGA- a_0001_06-0004-tif	4