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# HUMAN RIGHTS WATCH

مراقبة  
حقوق  
الإنسان

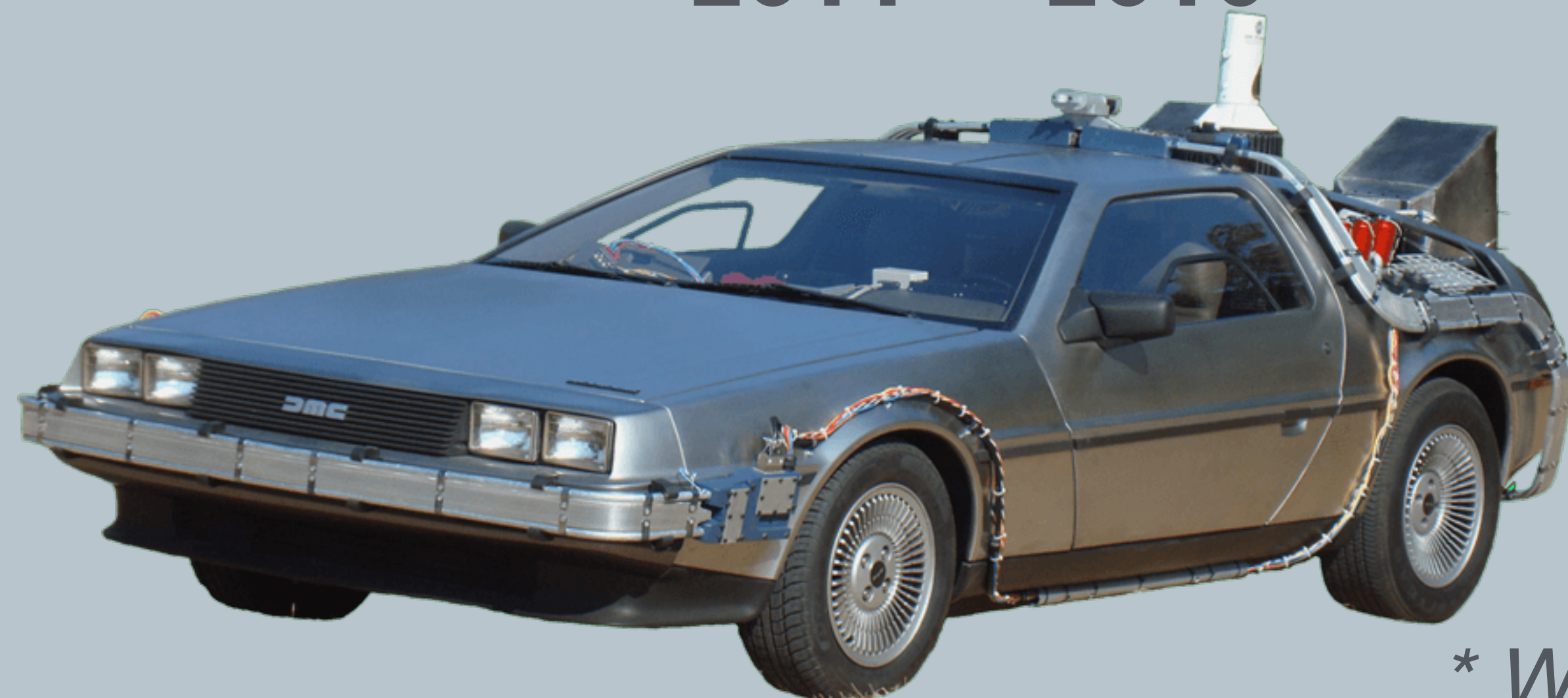
1978	Founded in 1978 as Helsinki Watch
1995	Report cover images, film festival
2002	Third-party video production
2006	In-house production, fundraising, advocacy
2008	In-house production, video for reports

**Creating multimedia = COLLECTING evidence**

- 2011 HRW Multimedia Archive is born!
  - Hired news production team & archivist
  - Staff surveys
  - Introduce *naming and arrangement* standards
- 2012 Launch ResourceSpace DAM, repository workflow
- 2014 Launch Distribution Portal
- 2016 Refining digital preservation workflows

# HRW MULTIMEDIA WORKFLOW

2011 – 2018



*\* With workflow requirements*

2011

## **PRESERVE ORIGINAL DATA (LEGAL TEAM- EVIDENCE)**

Preserve original file names (references, data integrity, dependencies)

Preserve original file hierarchies (original order)

Preserve original file formats and raw data (data integrity)

Preserve original metadata

## **USER-FRIENDLY (PRODUCTION TEAM)**

Searchable & browsable

Quick acces to files

No packaging formats, disk imaging, etc.

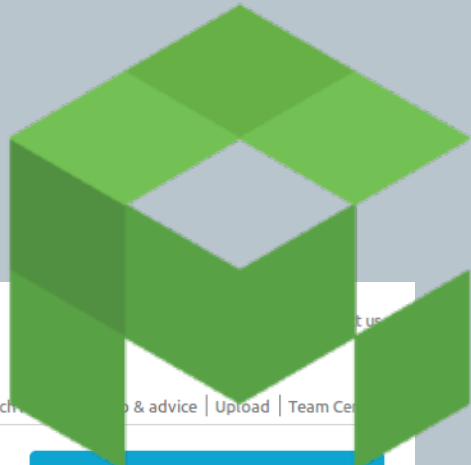
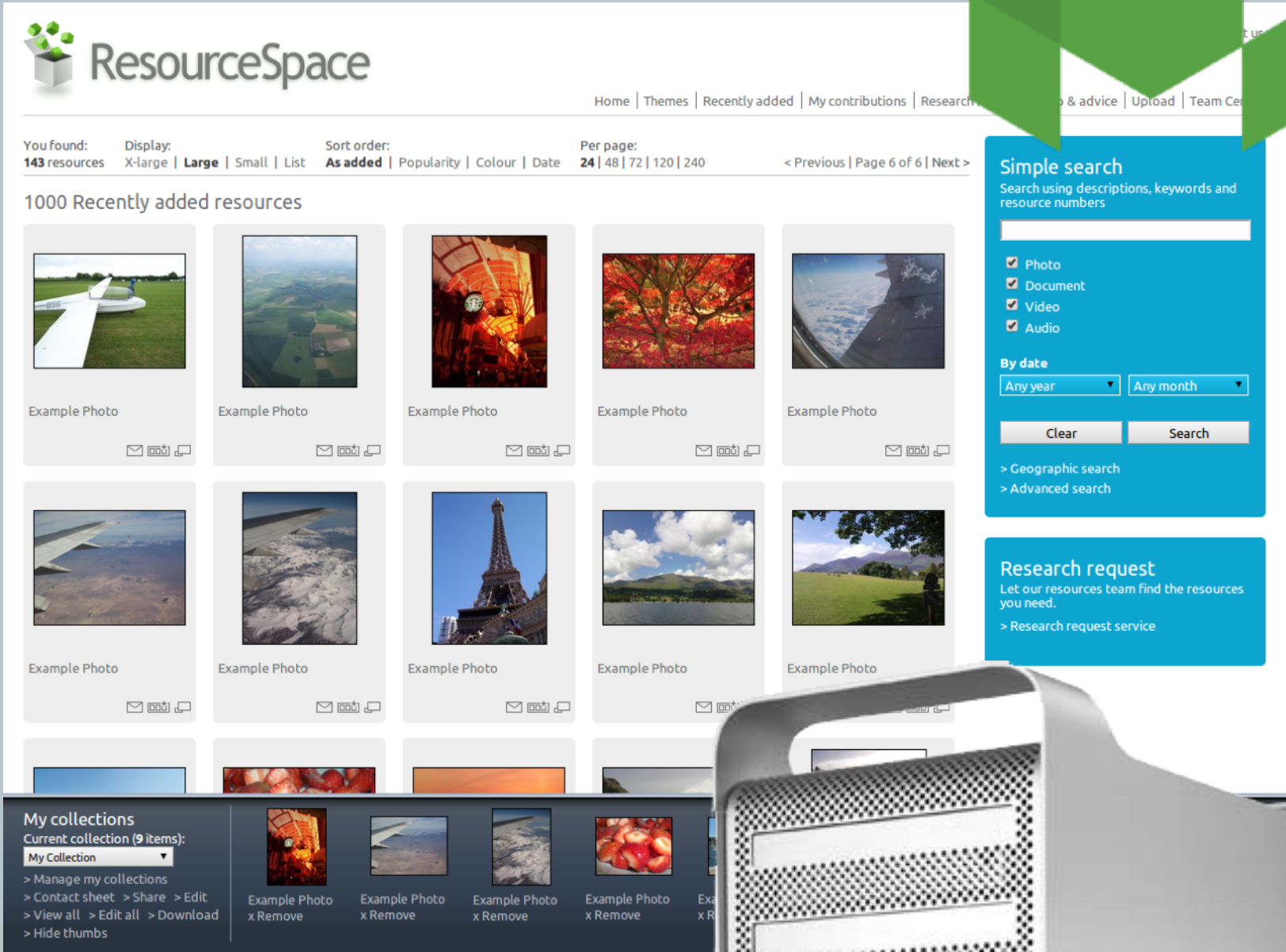
## **AUTOMATED METADATA HARVESTING (PROTECTING CATALOGERS)**

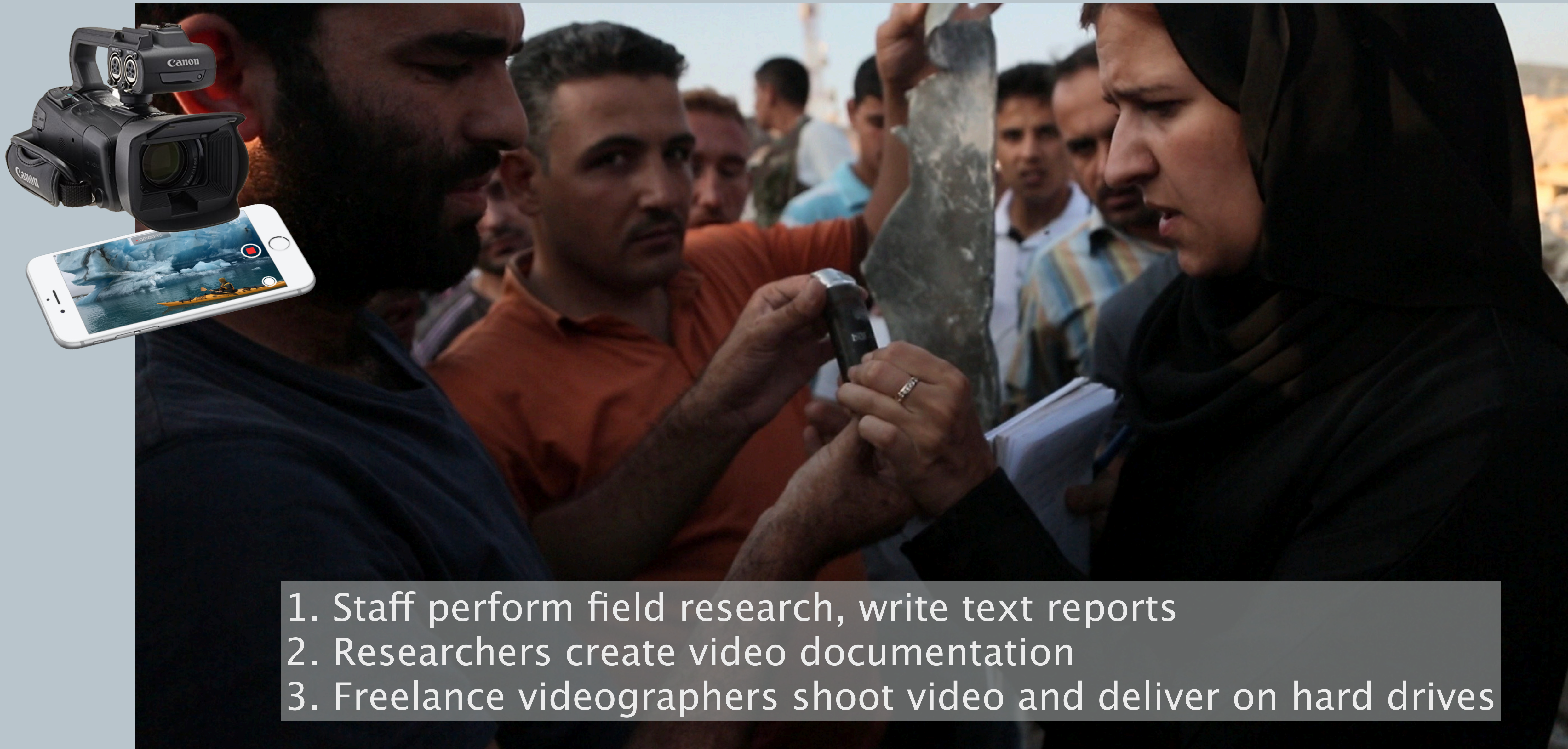
Sensitive, graphic content partially cataloged

# PRODUCTION

# POST-PRODUCTION

# ARCHIVE





1. Staff perform field research, write text reports
2. Researchers create video documentation
3. Freelance videographers shoot video and deliver on hard drives

# ACQUISITION



```
Macintosh HD — top — 80x24
Processes: 210 total, 2 running, 9 stuck, 199 sleeping, 901 threads 23:30:03
Load Avg: 1.40, 1.75, 1.00 CPU usage: 4.15% user, 4.40% sys, 91.44% idle
SharedLibs: 1648K resident, 0B data, 0B linkedit.
MemRegions: 31278 total, 1892M resident, 117M private, 564M shared.
PhysMem: 5893M used (1191M wired), 10G unused.
VM: 523G vsize, 1026M framework vsize, 0(0) swapins, 0(0) swapouts.
Networks: packets: 12105/8925K in, 11907/1964K out.
Disks: 80156/2205M read, 21235/425M written.

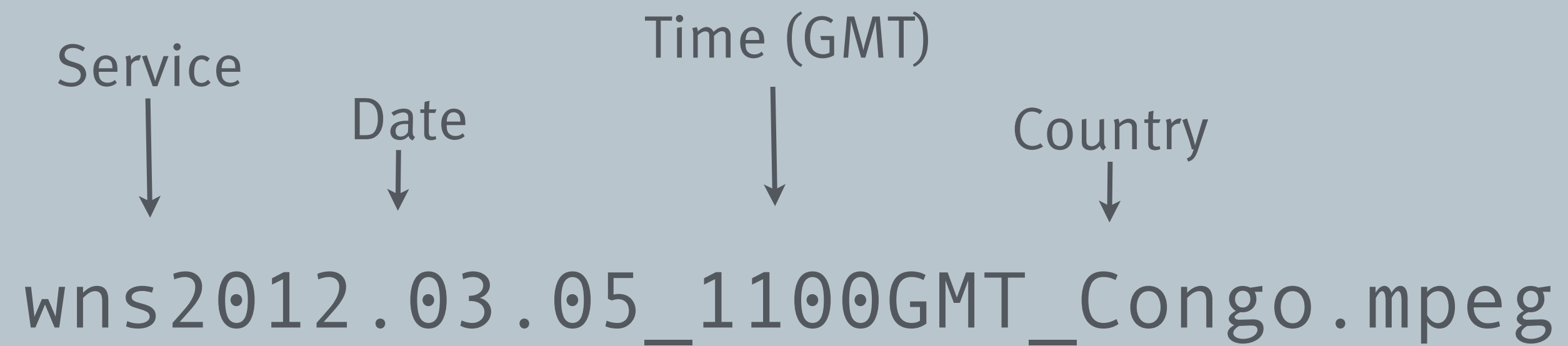
PID COMMAND %CPU TIME #TH #WQ #PORT MEM PURG CMPR PGRP PPID
592 screencaptur 0.0 00:00.02 7 5 55+ 1952K+ 28K+ 0B 262 262
590 mdworker 0.0 00:00.01 3 0 44 2032K 0B 0B 590 1
589 mdworker 0.0 00:00.01 3 0 44 1572K 0B 0B 589 1
588 top 1.7 00:00.51 1/1 0 22+ 2860K 0B 0B 588 584
584 bash 0.0 00:00.00 1 0 15 588K 0B 0B 584 583
583 login 0.0 00:00.01 3 1 28 1228K 0B 0B 583 482
574 auditd 0.0 00:00.00 2 0 25 560K 0B 0B 574 1
567 System Prefe 0.0 00:03.23 3 0 270 39M 8364K 0B 567 1
561 systemstatsd 0.0 00:00.01 2 1 19 1040K 0B 0B 561 1
560 com.apple.We 0.0 00:01.42 9 0 229 25M 0B 0B 560 1
558 com.apple.We 0.0 00:05.07 15 3 224 151M 1716K 0B 558 1
555 bash 0.0 00:00.00 1 0 15 604K 0B 0B 555 554
554 login 0.0 00:00.01 3 1 28 1176K 0B 0B 554 482
550 bash 0.0 00:00.00 1 0 15 608K 0B 0B 550 549
```



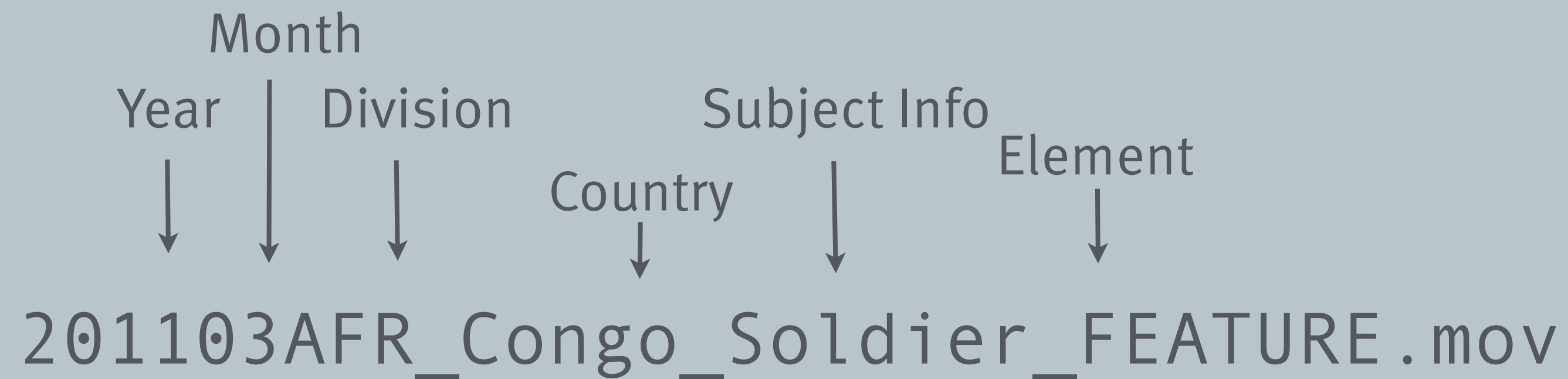


# NAMING

Reuters



HRW





# ARRANGEMENT



Division

Project Identifier

Element Type

Subject Info

Files



1.14.13

AFRICA  
AMERICAS  
ARMS  
ASIA  
CRD  
ECA  
EMERGENCIES  
GRAPHICS  
HHR  
IJ  
LGBT  
MENA  
MUSIC  
OUTREACH  
RAW  
US  
WRD

audio  
distribution  
docs  
exports  
FCP  
graphics  
originals  
press  
stills  
transcodes

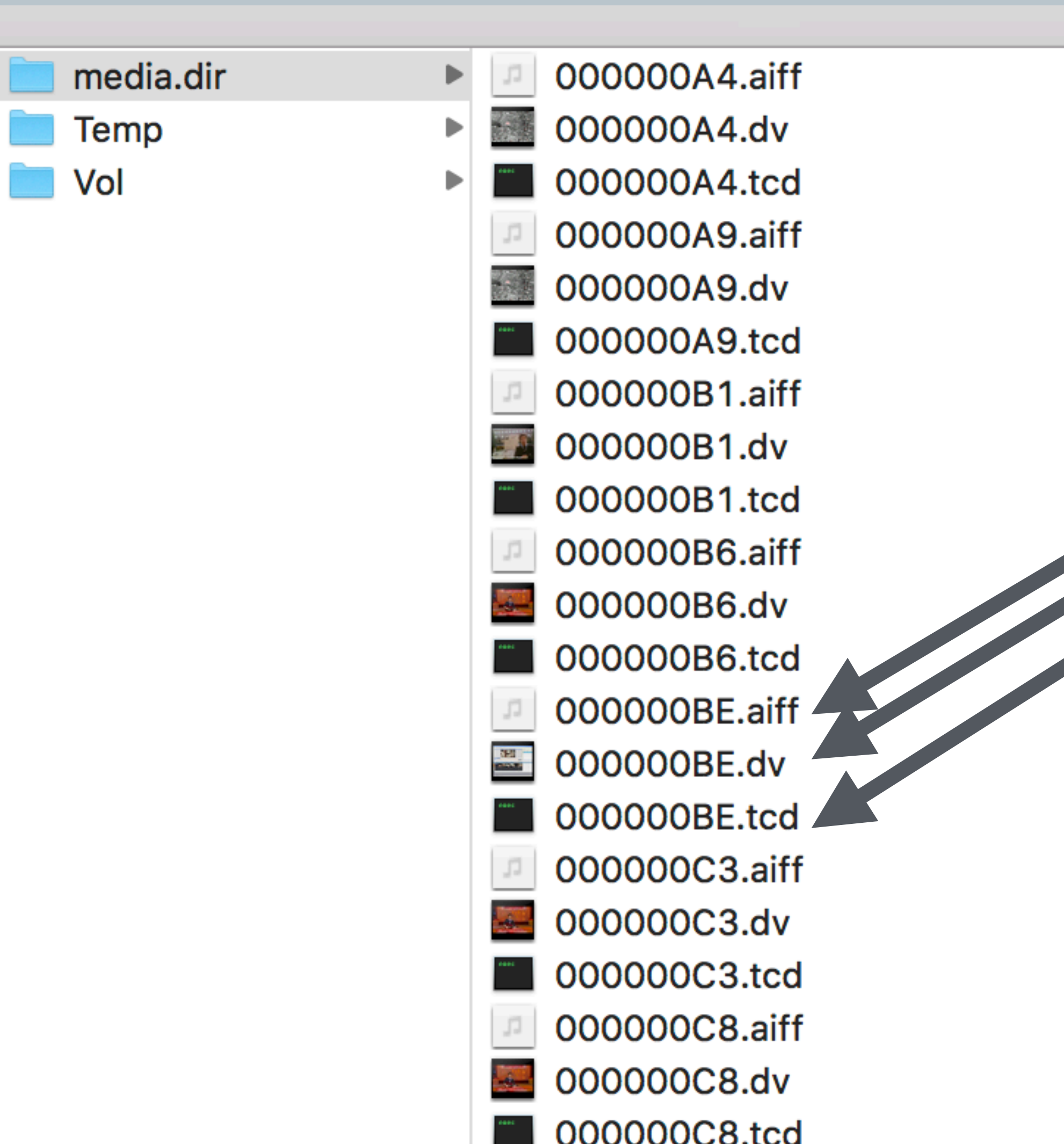
1.14.13  
1.15.13

MVI\_9943.MOV  
MVI\_9943.THM  
MVI\_9944.MOV  
MVI\_9944.THM  
MVI\_9945.MOV  
MVI\_9945.THM  
MVI\_9946.MOV  
MVI\_9946.THM  
MVI\_9947.MOV  
MVI\_9947.THM  
MVI\_9948.MOV  
MVI\_9948.THM  
MVI\_9949.MOV  
MVI\_9949.THM  
sound

Redacted for publication

# NAMING & ARRANGEMENT

HUMAN & MACHINE-READABLE



201103AFR\_ Redacted .mov

QuickTime movie - 64.2 MB

Created Monday, March 25, 2013 at 12:45 PM

Modified Monday, March 25, 2013 at 12:45 PM

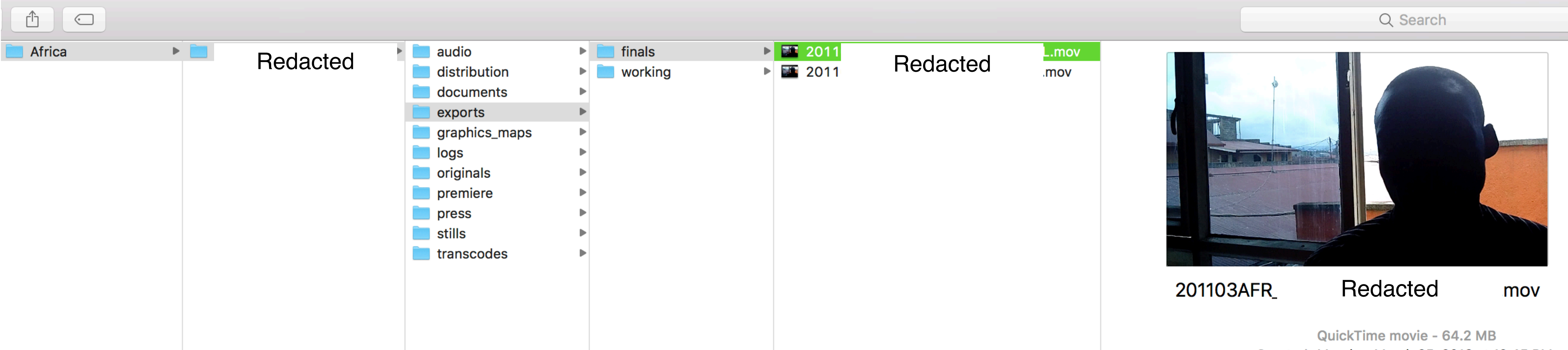
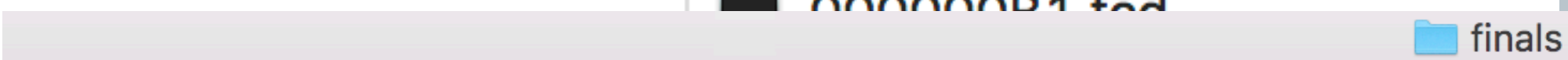
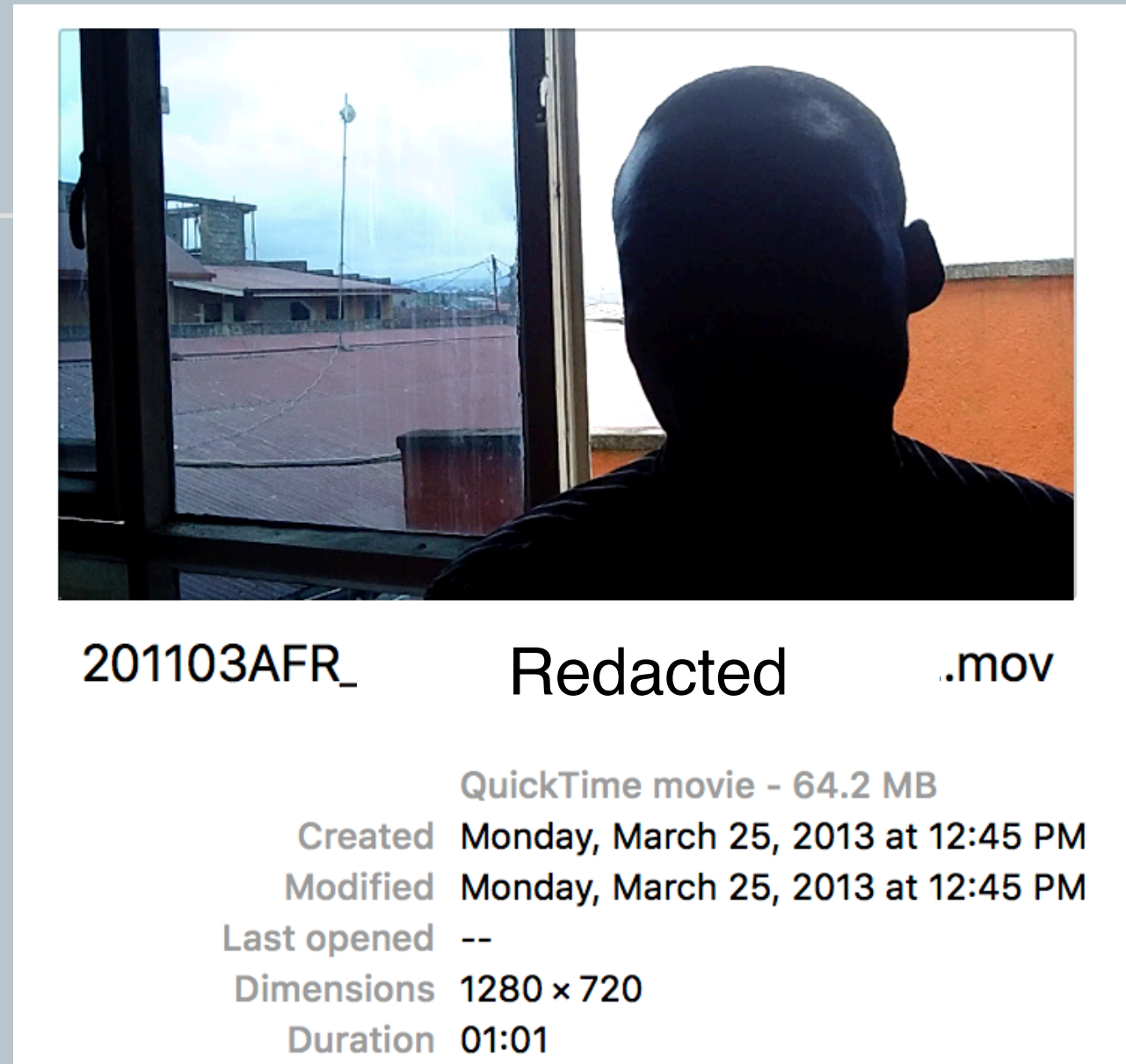
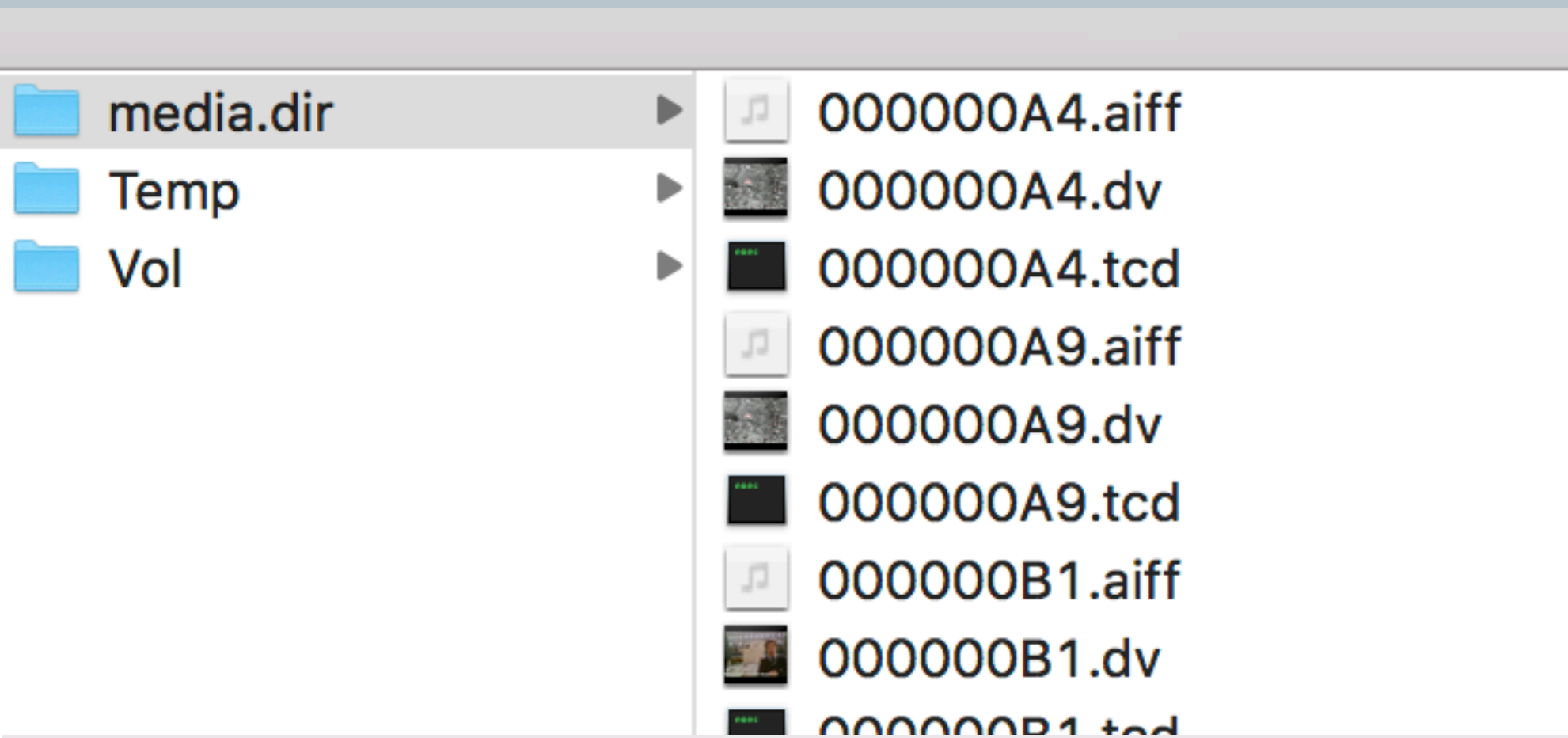
Last opened --

Dimensions 1280 x 720

Duration 01:01

# NAMING & ARRANGEMENT

HUMAN & MACHINE-READABLE



# NAMING & ARRANGEMENT

HUMAN & MACHINE-READABLE



- media.dir
- Temp
- Vol

- 000000A4.aiff
- 000000A4.dv
- 000000A4.tcd
- 000000A9.aiff
- 000000A9.dv
- 000000A9.tcd
- 000000B1.aiff
- 000000B1.dv
- 000000B1.tcd

AA5820

Search

Africa

Redacted

- audio
- distribution
- documents
- exports
- graphics\_maps
- logs
- originals
- premiere
- press
- stills
- transcodes

2017-05-25\_Videographer\_Name

CLIPS001

- AA5820
- AA5821
- AA5822
- AA5823
- AA5824
- AA5825

- AA5820.CIF
- AA5820.CPF
- AA5820.XML
- AA582001.MXF**
- AA582001.SIF

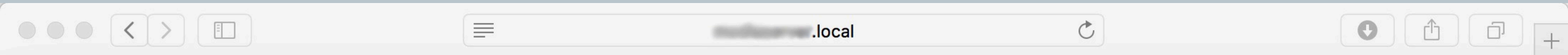
AA582001.MXF

77.8 MB

Created November 7, 2015 at 4:18 AM

Modified November 7, 2015 at 4:18 AM

Last opened --

HUMAN & MACHINE-READABLE  
DISK USAGE REPORTS

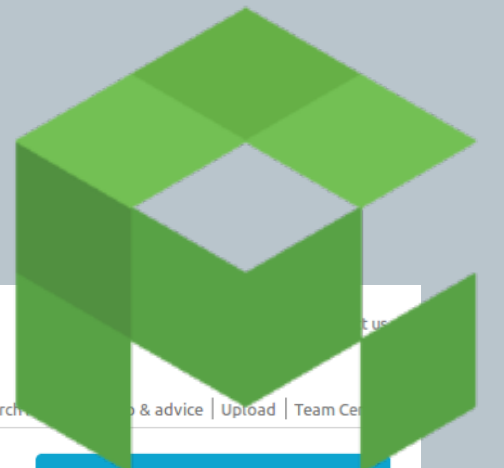
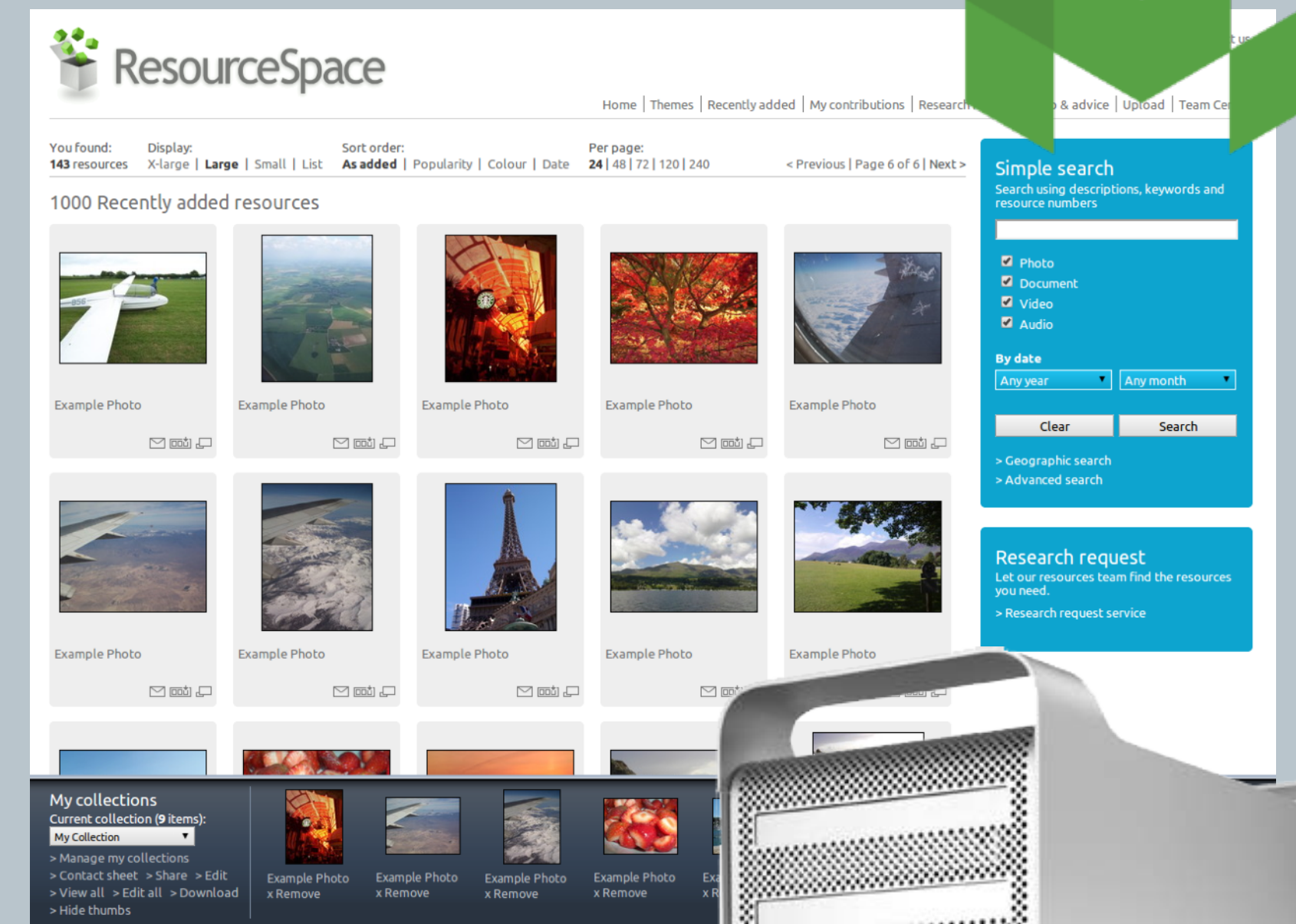
06-05-2018\_01:14:40

8927	total
636	2014
523	2014
411	2015
368	2017
362	2014
345	2015
276	2017
261	2016
260	2016
236	2015
192	2015
183	2016
180	2014
167	2013
129	2015
96	2015
88	2014
71	2015
67	2016
61	2016
60	2017
59	2016
57	2017
55	2016

Redacted for publication

- Maintain control of data
- Monitor used and available space on storage
- Reports flag **missing data** and **changes** in disk usage

- Open source, plays nice with other systems
- Creates previews using a dedicated 24-core “transcode” server
- Moves files off of the Isilon to secondary “Archive” storage
- Ingests file metadata automatically using “staticsync” function





Division



Project Identifier



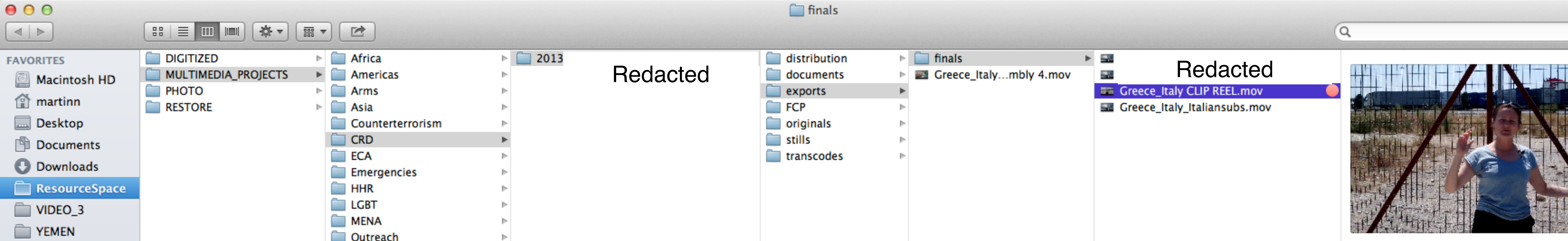
Element Type



Subject Info



Files





FAVORITES

- Macintosh HD
- martinn
- Desktop
- Documents
- Downloads
- ResourceSpace
- VIDEO\_3
- YEMEN

DIGITIZED

- MULTIMEDIA\_PROJECTS
- PHOTO
- RESTORE

Africa

- Americas
- Arms
- Asia
- Counterterrorism
- CRD
- ECA
- Emergencies
- HHR
- LGBT
- MENA
- Outreach

2013

Redacted


- distribution
- documents
- exports
- FCP
- originals
- stills
- transcodes

finals

- Greece\_Italy...mbly 4.mov

Redacted

- Greece\_Italy CLIP REEL.mov
- Greece\_Italy\_Italiansubs.mov



Content Description Report and Distribution Asset Information Transcript and Log Technical

Resource ID 55922 Access Open

Project Identifier

Project ID  
Redacted

Division

HRW Division  
CRD

Asset Title  
Greece\_Italy CLIP REEL

Element Type

Content Description Report and Distribution Asset Information

Related Media Asset(s) 55923 Archive Storage ID  
Redacted

File Name  
Greece\_Italy CLIP REEL.mov

Production Element Type  
exports

Asset Creation Date  
26 September 13

Asset Location  
/sync//MULTIMEDIA\_PROJECTS/CRD  
Redacted



## AUTOMATED METADATA HARVESTING

- Creates a basic shell record, files are discoverable without human intervention
- Graphic content can be handled with thoughtful consideration
- Multimedia team creates descriptive metadata as they work (no uploads, no forms)
- Harvest from file: EXIF Metadata
  - ▶ Basic video specs (codec, bitrate, fps, aspect ratio)
  - ▶ GPS location metadata
  - ▶ Camera make/model



## HUMAN CATALOGING

- PBCore Metadata Standard
- Enter pre-existing transcripts and translations
- Identify people, places, etc.
- Relate relatable assets
- Enter links from distribution page and other sites



# ADDITIONAL ARCHIVES SERVICES

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1. Guides and training for data encryption
2. Metadata removal guide for social media uploads
3. Video and image verification basics
4. EXIF metadata analysis for researchers

# CURRENTLY IN DEVELOPMENT . . .

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1. Deploy archives “ingest” script throughout department
2. Use of write-blockers at multiple work stations
3. Secure data transfer application for acquisition

# SECURE DATA TRANSFER

## ACQUISTION



# SECURE DATA TRANSFER

1. Secure, end-to-end encryption, self-hosted

2. Simple interface

3. Application will create metadata (PREMIS):

- File format metadata: file specifications, validation of popular formats, fixity
- Hardware/software dependencies: Device of origin
- Agents: humans or machines/software managing data, chain of custody
- Rights: permissions information





# IMPLEMENTATION & ADOPTION

## ADVOCATING FOR STANDARDIZATION & ARCHIVES INFRASTRUCTURE

- Become a **shameless advocate** for your digital collections
- Get your boss onboard
- Perform **staff surveys** and **raise awareness**
- **Create and distribute guides** for archives standards

# IMPLEMENTATION & ADOPTION

## ADVOCATING FOR STANDARDIZATION & ARCHIVES INFRASTRUCTURE

- **Train staff** and send out **reminders** to follow standards
- Perform exciting "**launches**" of new systems (make it a thing)
- Be persistent, **be annoying**

THE

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END.

