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human rights information and documentation systems

"Promoting ESC Rights of Disadvantaged Groups in Türkiye through Monitoring and Advocacy Partnerships"

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Workbook

Part 1

Conceptualising human rights information

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WORKBOOK

This workbook part is to be used together with the **Introduction to documentation** manual. It serves as a practical guide for conceptualising human rights information. The focus is on enhancing data collection, processing, and analysis workflows to effectively monitor and advocate for economic, social, and cultural (ESC) rights of disadvantaged groups in Türkiye.

Documentation

To get more practical experience, below you can find a series of exercises to help you conceptualise your human rights information in a way that your data collection, processing and analysis workflows would be strengthened. The primary objective is to align the project's goals with research questions, understand the existing information, and establish a structured data model.

Mapping the event ecosystem

Activity 1. (related to part 5.5. Determine how you will process, organise and store this information of the Introduction to Documentation)

Step by step guide to map out the ecosystem of your project or event that is being documented to organise it.

Step 1. Map all the actors, events, places and key terms in a Mapping the Ecosystem table.

Step 2. Once you have a rough list, start placing them in categories such as Victim, Witness, Location, Violation etc. This is exhaustive and mutually inclusive with one another.

Step 3. Once you have categories and/or containers you can start drawing connections to one another and trace the direction of this connection, i.e relationships.

Step 4. This will give you a comprehensive understanding of your ecosystem as well as the initial markings of a data model.

Mapping the ecosystem table

Actors	ESC rights violations
Students	Segregating children with disabilities from mainstream schools
Workers	Failure to ensure a wage sufficient for a decent living
Activists	Denying access to information and services related to sexual and reproductive health
Marginalised groups	Forcibly evicting people from their homes
Ethnic/indigenous people	Failure to prevent starvation

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Corporations	Water treatment facilities contaminating drinking water

Step 1: Define goals (related to 5.1.1 of the Introduction to Documentation)

What are the main goal(s) of this information management project? What do you want to **do** and **achieve** with this information? (For instance, preserve evidence, get reliable statistics for advocacy, produce reports, etc.)

Activity 2

1. Capture a list of these goals.
2. Prioritise these goals with the group.
3. Keep the agreed-upon prioritised list at hand so you can refer to them throughout the process.

Goal	Priority (e.g. 1, 2, 3)

Step 2: Connect goals to research questions (related to 5.1.2 of the Introduction to Documentation)

How do you think a database can help you achieve your defined goals? What are the questions that you need the database to answer?

Activity 3

1. Capture a list of the questions you want the database to answer.
2. Prioritise these questions with the group.
3. Keep the agreed-upon prioritised list at hand so you can refer to them throughout the process.

Question	Priority

Activity 4

Now that the goals of your information management project and research questions are defined, you may want to put them alongside each other to see how they interrelate.

Goals	Questions

Step 3: What do you have? (related to 5.3 of the Introduction to Documentation)

1. What kind of information do you have (or what are you going to collect)? (For instance, evidence, testimonies, media reports, interviews, biographical information about a person, etc.)
2. What is the format? (For instance, documents, scanned images of documents, videos, pictures, audio files, etc.)
3. How are you planning to collect it? Who will be collecting it? Who will be processing the data? Where does the information come from? (For instance, interviews, research, online forms to report an incident, social media, etc.)
4. What information is missing? Are these gaps important to fill in? Is it possible to fill them in?

It might be helpful to capture all of this information in one table, like the example below:

Kinds of information	Formats	Source
Evidence	PDFs, docs, audio, video, images…	Investigators
Testimonies	Docs, audio, video	Witness, victims
Media reports	PDFs, docs	Internet
Interviews	Audio, video	
Police records	Docs, PDFs	

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