

William Horsley's guidance on submission of AEJ alerts to the Council of Europe platform:

GUIDANCE FOR AEJ SUBMISSIONS TO THE 'PLATFORM'

1 I am the Contact person for the AEJ and all submissions from the AEJ must be channelled through me. (Submissions can be made only by one designated Contact person in each Partner Organisation.)

2 AEJ Sections should coordinate among themselves to ensure clarity of communications with me (do not send multiple messages from several people).

3 If you wish to submit a report to me, first check the Platform to see if the incident has already been reported. If so, only significant new developments would merit a new submission

4 Please be patient. My task includes coordinating information with the other Partners; I will be responsible for this and respond as soon as possible!

5 I am doing this work unpaid because of my/ the AEJ's commitment to press freedom. Remember that the other Partners all have paid staff to do this work; we are a much smaller, voluntary organisation.

6 The AEJ must focus on incidents/cases about which we have fully verified, first-hand information. Other cases in the public domain will usually be reported quickly to the Platform by others)

7 Any attacks, threats or harassment against AEJ members and close associates are of special interest.

8 Normally, all AEJ submissions will be in English. In exceptional cases I may accept a submission in French on request.

8 I will welcome informal messages from you about cases/incidents for consultation before a submission is made. Remember, though, that I too am sometimes away travelling or otherwise unavailable - so again, please be patient!!

9 The essential information in any Submission must include:

Title of incident

Country

Short description of violation or threat (up to about 10 or 15 lines)

Category of violation (how have Council of Europe standards been violated?)

Date of incident (approximately)

Links or attachments with supporting information (one or two links only)

Any issues concerning confidentiality (of the victim etc) – this is for my background information and not for publication

10 Submissions must be made to me (not directly to the Council of Europe).

You may send them, following these Guidelines, to me in an ordinary e-mail text. Alternatively, you may fill in the English language Submission Form (ATTACHED) and send it – with a covering note from yourself or the Submitter – to me by e-mail.