General Guidelines for Journalists for Meetings/Consultations Organized or Supported by SAIEVAC

These guidelines have been developed for all media professionals attending any consultations or meetings organized or supported by SAIEVAC.

These guidelines aim to ensure that media professionals have:
- Clear information on participating children/youth regarding their experience, messages and any limitations on interviewing and publication;
- Clear information about the way in which interviews with children/youth will be arranged and conducted, and the reasons for these guidelines.

These guidelines aim to ensure children/youth at the meeting are:
- Respected as an individual;
- Respected and treated as an experts; and,
- Adequately informed, prepared and comfortable working with the media.

Children/Youth Media Spokespeople
The children/youth who would volunteer to interact with journalists during or after the Meeting/Consultation shall be identified in advance. They shall closely with the Media Team to prepare for their role as Media Spokespeople on behalf of the young people participating in the event.

Media Profiles
Media profile on children and youth participating in the media activities will be distributed to all journalists highlighting the following information:
- Name (or pseudonym), or only with pseudonym or abbreviations, age and country*;
- Area of expertise and interest on the issue including any involvement in campaigning, project or community work in their home country.
- An outline of the message and quotes from the children and youth to be used by journalists
- Privacy: an explanation of whether they want their identity to be obscured and how this should be done i.e. (use of pseudonym, no photos allowed, etc.)

*Personal contact information of the children and youth will not be given out.

Video, film and photography
An official photographer and videographer shall be employed for the meeting/consultation who will be documenting the event.

Photos and video are permitted during plenary sessions while the children and youth are speaking, unless otherwise stated at the time. On all other occasions, photo and video of children and youth can only be taken with their consent by providing complete information on how it will be used.
Attendance of Journalists at the Meeting
All participating media representatives should be accredited and on invitation only.

Guidelines on Interviewing Children and Youth

- Make sure that children have shown interest in giving interview in the media and have signed the media consent form.
- Always taken permission from the child and the guardian or chaperon before conducting the interview and provide information with the set of probable questions and on how this information will be shared with the public.
- Children/youth will not take more than 3 one-to-one interviews in one day. This will be monitored by the Media Team, who will also help coordinate interviews with senior management and staff of I/NGOs, UN Agencies, Government Representatives and other partners.
- Media interviews will take place in designated rooms. Where possible interviews can be arranged outside by the Media Team. Interviews will not be allowed in random spaces without getting confirmation from the Media Team.
- Do no harm to any child; avoid questions, attitudes or comments that are judgmental or insensitive to cultural values, that place young people in danger or expose them to humiliation, or that reactivate a child’s pain and grief from traumatic experience.
- Do not discriminate in choosing children to interview because of sex, race, age, language, country, religion, status, educational background or physical abilities.
- Do not force to answer the question if the child is not comfortable with it.
- No staging! Do not ask children/youth to tell a story or take an action that is not part of their own story.
- In case of difference of language please ask the translator for clear and proper translation of the conversation.

Guidelines for Reporting on Children/Youth

- Do not further stigmatize any child/youth; avoid categorization or descriptions that expose children/young to negative reprisals including physical or psychological harm, discrimination or rejection by their local communities.
- Confirm the accuracy of what the child/youth has to say, either with children or with adult, preferably with both.
- Always provide an accurate context for the child’s/youth’s story or image.
- Always change the name and obscure the visual identify of any child/youth who is identified as:
  - Victim of sexual abuse and exploitation
  - A perpetrator of physical or sexual abuse
  - HIV positive, living with AIDS, etc, unless the child’s/ youth’s parent or a guardian gives fully informed consent;
  - Charged or convicted of an offence or child in conflict with the law.