

In the Name of God, the Most Gracious, the Most Merciful

An Interior Media Leaflet

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The Essential Duties of the Media Mujahid in the Wilayat of the Islamic State

- What are the essential duties assigned to the media mujahid of the wilayah?
 - 1- **Document everything that happens inside the wilayah** that is part of the coverage of the media work. The activities that the media of the wilayah focused on can be classified under the following categories:
 - A. Military activities of the Islamic State.
 - B. Shari`ah activities of the Islamic State.
 - C. Service activities of the Islamic State.
 - D. Life in general of the subjects of the Islamic State, including social, financial, and other aspects.
 - 2- **Produce and disseminate what has been documented and deliver it to the target audience** inside and outside the Islamic State
- What are the tools used for media documentation?
 - 1- Documenting with press news.
 - 2- Visual documenting with still images.
 - 3- Visual documenting with moving images (video).
 - 4- Documenting with voice.
- What are the steps of manufacturing media material?
 - 1- **Following the event**: This requires connecting with all groups and areas covered by the activities of the [media] bureau. It requires quick movement and providing communication means with the sources of the news inside the wilayah (those who run the military, Shari`ah and the Diwans of services activities, as well as public support of Muslims and others).
 - 2- **Documenting the event**: All details of the event should be documented when it happens with text, audio, and image; still and video
 - 3- **Processing the media material (montage)**: This takes place by processing the materials that were used to record the event: like formatting the text news in a proper way to produce (press news, reports, statements), designing and processing still images to produce photo reports, montaging raw video materials to produce video releases, and editing raw audio materials to produce audio releases. All of this should be done based on central guidance and restrictions of the Media Monitoring Committee.

- 4- **Publishing**: Delivering the produced materials to the targeted audience in a way that will be explained later.
- 5- **Archiving**: The media material should be archived and saved in a safe place as it will be explained later.

- Does raw material get to be published as is?

Raw materials should not be published as is, rather, they should be subjected to the production process through:

- **Forming press news** out of the material that has been documented (this is among the responsibilities of the media bureau of the wilayah).
- **Designing** the still images and the photo reports (this is among the responsibilities of the media bureau of the wilayah or the center until designing tools are provided to the wilayah bureau).
- **Montaging** video releases (this is among the responsibilities of the media bureau of the wilayah or the center until designing tools are provided to the wilayah bureau).
- Audio engineering of the audio reports (currently among the responsibilities of al-Bayan radio).

- How does publishing happen?

- 1- Interior publishing (for the soldiers and subjects of the Islamic State inside the wilayah).
- 2- Exterior publishing (for the supporters, opposition, and enemies of the Islamic State outside of the wilayah of the Islamic State).

- What does interior publishing mean?

To deliver what has been documented inside the wilayah:

- 1- To the soldiers of the Islamic State by delivering it to headquarters, camps, and ribat lines [frontlines]
- 2- To the Muslim public through:
 - Media points.
 - Mosques (during Friday and group prayers).
 - Da`wa meetings that are run by the Diwan of Da`wa and Mosques.
 - Official directorate [buildings] visited by the subjects of the Islamic State (like court houses, hospitals, institutions, and others).
 - Field tours to villages and countrysides [conducted] by the Da`wa personnel.
 - Checkpoints of the Islamic State.

- What does exterior publishing mean?

To deliver what has been documented to the exterior world via the internet and according to the restrictions and directions created by the Central Media exclusively

- Does the wilaya media bureau have the authority to do exterior publishing?

Exterior publishing (via the Internet) is the responsibility of the Central Media exclusively. The media bureaus of the wilayah are authorized to publish according to central restrictions and guidance that are executed under the supervision of the Media Monitoring Committee of the Diwan of Media. And it [the Central Media] has the right to withdraw that authority from the wilayah and deprive it access to this platform if it [the wilayah] doesn't abide by the media policy according to the restrictions and directions put by the Central Media Diwan.

- What materials can be published?
Materials meant to be published can be divided into the following based on the target audience:
 - A. Materials meant to be exteriorly published:
 - 1- Text materials (news, statements, and reports).
 - 2- Still image materials (individual photos and photo reports).
 - 3- Video materials (video reports and releases).
 - 4- Audio materials (shows recorded for al-Bayan radio).
 - B. Materials meant to be interiorly published:
 - 1- Printed publications (Da`wa publications, leaflets, al-Yara` publication, interior statements of the wilayah, posters, flex, and others).
 - 2- DVDs of Maysarah electronic magazine.
 - 3- Distributing electronic storage devices that have Islamic State releases (flash memory and DVDs).
- How should materials that have been documented and produced be stored?
Archiving: Is persevering media materials: text, audio, or visual after attaching a short summary of the material (date, place, event, and results) and organizing them well in a secure encrypted storage [device].
- What are the steps of archiving?
 - 1- **Classification:** So it'll be easier to look for the required material. The importance of this step will be noticed as time progresses and the increase of the archived media materials because randomly archiving them will lead to losing these materials, as it will be hard to locate them.
 - 2- **Information security:** by storing materials inside storage devices (hard discs and flash memory) after encrypting them and locking them using "TrueCrypt" software, which is approved by the Center. This is an important step because the media material usually contains important information and data (events and faces of the brothers), which the enemy is keen to get; therefore, the media bureau should prevent its leakage and possession by the enemy.
 - 3- **Backup copies:** this can be done by creating backup copies from the archive and storing them in another encrypted storage [device] and keeping them updated periodically to prevent the loss of these materials that could happen due to the damage or loss of storage devices.

Your brothers in the Media Monitoring Committee