

# Chapter 3

## The South African Truth and Reconciliation Commission: *Data Processing*

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### Introduction and Objectives

The objectives of the Truth and Reconciliation Commission of South Africa, as set out in the Promotion of National Unity and Reconciliation Act, are to:

- Give as complete a picture as possible of the gross violations of human rights that took place as a result of past conflicts.
- Restore to victims their human and civil dignity by letting them tell their stories and recommending how they can be assisted.
- Consider granting amnesty to perpetrators who carried out the abuses for political reasons, and who give full details of their actions to the Commission.

The Act defines a *gross violation of human rights* as

- (a) the killing, abduction, torture or severe ill-treatment of any person; or
- (b) any attempt, conspiracy, incitement, instigation, command or procurement to commit an act referred to in paragraph (a), which emanated from conflicts of the past and which was committed during the period 1 March 1960 to 10 May 1994, within or outside the Republic [of South Africa], and the commission of which was advised, planned, directed, commanded or ordered, by any person acting with a political motive.

To gather information about the gross violations of human rights suffered by South Africans, a Gross Human Rights Violation (GHRV) statement was developed and referred to as *the protocol*. The GHRV statement gave victims an opportunity to relate the violations they suffered, and in so doing, provided the information for data processing. As the commission went about its work, the GHRV statement went through several conceptual stages as ordered below:

**Tell your story.** It started as a narrative statement, but developed into a questionnaire to make it easy for victims to understand.

**Give the deponents the emotional space to tell the story in their own way.** This meant presenting the events and highlighting the issues as perceived by the statement-giver. However, some regional officers believed that the TRC had to serve the deponent's emotional needs.

**For many people the act of giving a statement was a mini-hearing.** The GHRV statement fell into two main groups of deponents' statements: those made by victims themselves and those made on behalf of victims.

Information also came to the TRC by letter. Initially, letters were screened and the letters which were accepted were those that provided narratives that were within the mandate of the commission. Later in the course of the work, a *Designated Statement Program* helped in-house statement takers reach out to thousands of South Africans who suffered gross human rights abuses. This program was administered by non-governmental organizations.

In the next section, I give a chronological history of the Data Processing Unit of the TRC, and a summary of its functions and work practices as they progressively developed during the project.

### History and Operations of the Data Processing Unit

#### The Data Processing Model

Prior to the establishment of the TRC, a database development group was formed to establish the goals and deliverable objectives of the database, along with a work plan. The overall design

## Chapter Three: The South African Truth and Reconciliation Commission

was derived from the "who did what to whom?" model, based on the experience with databases for other truth commissions.

The database consultant<sup>1</sup> applied a "Who did what to whom?" model. In this model, which is based on his experience with other truth commissions, the first principle is to record "who did what to whom." For example, in "John hit Jane on the head," the victim and perpetrator are linked through the recorded act of violence. "When and where" place the act in the context and are recorded through the narrative that links acts into a coherent whole. Recorded acts are specific and are the building blocks of the system. For example, a number of acts, e.g., blow to the head, electric shock to the genitals, make up an incident of torture. An event comprises several incidents, such as "The arrest, detention and torture of Mr. Masinga."

The rationale for detailed recording of each act is the complexity of incidents of human rights violations. During a single event such as the Boipatong massacre, there can be many linked perpetrators, victims and acts separated from each other at various times and places. To make sense of this massive amount of information, it is important to break down the event into its component parts in the greatest possible detail.

This conceptual model of a human rights violation protocol is the basis for the training of statement takers and their subsequent work with deponents.

### The Role of Data Processing

Following the taking of a statement, a *data processor* was employed to decide which protocol information would be processed for entry into the database. To consistently and reliably make these decisions we needed *controlled vocabularies* for violations as shown in Appendices 1 (Initial Action Types and Codes) and 2 (The Final Set of HRV Categories). These controlled vocabularies are coded for entry into the database.

Every data processor had a copy of the controlled vocabularies and copies were given to researchers, investigators and other concerned parties. The head data processors had final approval over any additions or deletions. To assure that the data processors cannot change these codes, the HRV categories and their types of violations are hard-coded. Appendix 3 (Example of Coded Killings) shows the appearance of these codes when they are coded for particular killing violations.

In addition to violations, there are other items of data for which controlled vocabulary is required, such as organization, locations, etc. These items are described later.

### Chronology of Events

We then initiated the process of collecting supporting information. This process involved contacting a wide range of organizations and institutions to assemble comprehensive lists of necessary and potential data sources. In this process, additional data processors and data entering personnel were employed by the TRC and were involved in the task of information collection. Because there was a large amount of information that was not available in machine-readable form, it was decided that the data processing unit would compile a range of resources. These could be stored in hard copy as part of a resource pack or included in the computerized information on the database. At this time, we started collating some of the information collected, such as cross-checking various lists of trade unions.

We organized and conducted a one-day workshop to train new data processors and data entering personnel. Training materials included an overview of the legislation governing the work of the TRC and the "Who did what to whom?" model. In this workshop, we brainstormed acts of violence, adding additional acts of violence to the list already developed and discussing the hierarchical organization of the acts, in particular how this structure would relate to the TRC's legislative categories of human rights violations. The consensus was that some of the enlarged categories were too broad to be analytically useful and that the hierarchies should be based on acts of violence; for example, the category of asphyxiation would include tear-gassing. How to link acts of violation to the legislative categories was left open. Once the draft list of acts of violence had been

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<sup>1</sup> Patrick Ball of the American Association for the Advancement of Science acted as methodological advisor to the TRC and led the database development group. The "who did what to whom?" model is outlined in (Ball et. al., 1994) and (Ball, 1996).

completed, a list of synonyms for the acts was compiled, as well as a non-hierarchical, alphabetical list, as shown in Appendix 4 (Acts of Violence).

As the discussion of acts of violence continued, researcher Lydia Levin and systems analyst Gerald O'Sullivan worked with the database software vendor, Oracle, to develop a database model. Data processors brainstormed, proposed and reviewed possible questions to which the database would supply answers. For almost three months the data processors and data entering personnel met daily to review every possible act of violence one person could inflict on another. Data processors provided ongoing and *ad-hoc* assistance to the research department, particularly in compiling a legislative chronology. The results are tabulated in Appendix 4 (Acts of Violence). Every act was written on the board and debated in detail.

Under the four categories, Killing, Abduction, Torture and Severe Ill-treatment, described in the Act, we ended up with about 200 types of violations (Appendix 1, Initial Action Types and Codes) which were later reduced to 90 (Appendix 2, Final Set of HRV Categories). The TRC added the two categories, Attempted Killing and Associated Violations.

Using the initial codes of Appendix 1 (Initial Action Types and Codes) we could only detect the act of violation from the outcomes, such as: did the victim die, or become injured or miscarry. Hence, we would code one of the following outcomes: death, injury, damages to property, pregnancy, disappearance, abduction and forced removal as the violation.

The Associated Violations category, which is not a gross violation of human rights, is important for understanding the context of the act. There are also two more categories for unclassified cases: Other and Unknown violations. Each of these categories has several sub-headings which explain how the violations took place (a person can be killed by different methods, so we need to identify how they were killed). By breaking the categories into sub-headings, we can then do meaningful counting for the final report.

In September of 1996, the three head data processors from Johannesburg, Durban and East London met their counterparts and the head researchers in Cape Town. The CEO of the TRC and the TRC's methodological advisor decided that we should reduce the 200 acts of violation to about 50. After three days we could not reach consensus and returned to our regional office to consult with our respective data processors. Following that consultation, consensus was mandated, and achieved. At our second workshop, we were told to produce the final product and we did.

The data processors who were by this time using the initial codes of Appendix 1 (Initial Action Types and Codes), put forward a number of observations, critical comments and objections, expressing their concerns about the categories of Appendix 2 (Final Set of HRV Categories). They felt a detailed violation was more meaningful in describing an act. For example, beating a victim with a gun was different from beating the victim on the soles of feet or whipping with a Sjambok (initial action codes in Appendix 1). In the new codes of Appendix 2 (Final Set of HRV Categories) these different types of assaults all were subsumed under BEATING.

Of course, with the new codes, the data processors' task was easier and we could process more statements than before and the new codes of Appendix 2 (Final Set of HRV Categories) were retained. To synchronize the acts already captured with the new ones, the system analyst Gerald O'Sullivan created an Excel spreadsheet for each regional office and instructed head data processors to change the old acts to the new ones, line by line. The Johannesburg office had over 10,000 lines of codes of violations to be modified, but the job was done and the corrected spreadsheets loaded into the database.

## What Was Data Processing at the TRC?

Critical questions in an information management system include, How will the information be processed? How will raw data from a large number and wide variety of sources be transformed into a body of information to be used to generate an analysis based on a database of a problem, issue, or situation?

### Integrating the Data

How will these raw data be integrated? Each source has common and unique problems. The primary information collected from witnesses is vulnerable to bias and inaccuracy. Documentary sources of evidence such as commission reports contain their own assumptions. Different methods

are needed to handle each information source. Dealing with these input issues to produce useful, integrated results is *data processing*.

But how outputs are defined -- what will be done with the data once it is processed -- also determines the nature of data processing. The TRC uses information from the data base for many purposes: to conduct research, to facilitate investigation, to record the testimony of victims of human rights violations, to record the evidence of amnesty applicants and to formulate a reparation and rehabilitation policy. Not all of the output of the system will be tangible. The understanding of dynamics, conflicts, and so forth, that investigators, and possibly statement takers develop, is information that will not necessarily be easily put into a protocol. To satisfy the objectives of the TRC, data processing must make it possible for the database to serve all these needs.

Not only will data come from different sources but also it will be gathered at different regional and national levels. It is crucial that all these information-gathering processes are not carried out in parallel to each other but are part of an integrated whole. At this level of integration, data processing is the key element. It is the point at which the incoming data and information is managed and organized, and where the analytical process begins. Data processors make a great number of decisions about how to define the information. Such decisions might include the answers to questions such as these: "Is this truly a gross human rights violation?" "Was it part of the Boipatong massacre?" "Is Colonel Swanepoel the same man already implicated in numerous other torture cases?"

Data processing is where the investigation begins. Data processors deal on a daily basis with the full spectrum of incoming information. They should be the first to pick up on discrepancies between the stories of amnesty applicants and their victims, and first to identify the trends of violations in particular areas or perpetrated by particular people, units, sector of society, and so forth. A structured means of feeding this information into the research and investigation processes on an ongoing basis is crucial or these insights will be lost.

Also, data processing is the first point of contact between the national process of amnesty applications and the regional processes of human rights violations reporting. It is the skills of data processors that assure that amnesty applications can be cross-checked with reports of human rights violations. National investigations and research processes are meaningless unless they can draw on the full range of information available from different regions.

None of these processes necessarily happen sequentially. As the TRC does its work, verification of new information, or contradiction of information, adding to or complicating information already collected, is an ongoing process. Hearing evidence for amnesty applicants or victims of human rights violations must be recorded and linked to the original statements of witnesses or applications for amnesty. Discrepancies and additions must be identified and fed into the research, investigation and reparation processes.

In addition to its research and investigative functions, the TRC is also attempting to deliver reparations to victims. It is crucial to this process to accurately record the individual consequences of violations of human rights and the needs resulting from those violations. This information must be systematically gathered and processed to generate a national policy on reparation and rehabilitation and to ensure full attention to the needs of every victim of a reported human rights violation to the TRC.

### Capturing the basics

The database was designed to accept statements and pass the information through stages on the way to making findings. Later at the TRC, I had two jobs, that of being the Information Coordinator and the Documentation Officer. I received all statements and I reviewed them to check whether they fell within the TRC mandate. Based on the mandate, my criteria for accepting a statement were:

1. Time period - 1 March 1960 to 10 May 1994.
2. Politically motivated.
3. Gross human rights violations.

My guidelines were as follows:

- ? Do not analyze a bundle of statements as a group and then capture them as a group. In so doing, you may confuse the statements.

- ? Finish one statement entirely before moving onto another. You must code exactly what is on the statement, even if you believe the statement is inaccurate, is full of contradictions, etc.
- ? You must be very careful not to allow any biases to creep in, and further, not to allow any of your own commentary or observations to enter the coding. What is captured is exactly what the statement says, but in a coded form.
- ? Remember that you are trying to extract as many acts and victims per statement as possible. Even if you have scanty details about a particular event, code and capture what is there. You may be able to gather more information through investigations, research, etc.

A step-by-step description of how data was captured is given in Appendix 7 (Data Processing User Guide).

## Problems

To show the nature of the work of data processing, the following is a list of some of the problems we encountered and resolved. (Note: The lessons learned in this aspect of work on the TRC information management system have been integrated with those of the database representation, and are found in Chapter 4.)

### Data flow

- ? How will new information collected through hearings, statements, informally, and through the work of the investigators, be entered and again made available for further research and investigation?
- ? How will the database or processing be used to handle the problem of various types of information coming from the different sources?
- ? How will the information gathered be fed into the investigation and research processes?
- ? How to maintain a high rate of document processing in view of potentially lengthy verifications and statements that are difficult to code?

### Definition and naming

- ? How to name categories? For example, we have DEGRADATION. But the purpose of torture is degradation. Should we then use SHAME or EMBARRASSMENT?
- ? How do we deal with inconsistency, such as between “death” and the omission of “attempted killing”
- ? Should we state whether a statement met the TRC criteria using the words ACCEPTED or REJECTED?
- ? In what category do you put assassination, circumstances of death and capital punishment?
- ? What is the purpose of all the synonyms?

### Quality control

- ? How to minimize coding errors?
- ? How to establish and enforce consistent coding practices?
- ? How to check for typing errors?
- ? How to code ambiguous information?
- ? What is the impact of serious errors on the quality of data?
- ? What are the implications of changing information and updating the database?

### Overall issues

- ? What is role of the database in reparation and rehabilitation?
- ? How can the database be used as an integrative tool? For example, how do we link national and regional processes, amnesty, HRV and reparations?
- ? What will be the benefits of feeding information to investigation and research processes?
- ? What is the desired role of the database in supporting the objectives of the TRC?
- ? How will the database be used as a corroborative tool (what for and how)?

## Chapter Three: The South African Truth and Reconciliation Commission

- ? What is the role of the database in tracking various processes happening in the TRC?
- ? How will the database assist in making HRV findings?
- ? If we look for trends, how will we identify which trends to look for and how will these trends be tracked?

### System design

- ? How to incorporate the free text field
- ? How to group acts into events and mega-events, and finding connections between persons places, acts, and vehicles.
- ? Should the data processor attempt a preliminary corroboration of the file material and if so, how?

### Getting the Relevant Data

After the major design problems were resolved, assignments were given to both data processors and data enterers to assemble relevant literature and statistical documents from multiple sources to capture into the database.

Examples of the kinds of literature and documents that we captured on the database included community policing, policing in general, military and private army uniforms, private army structure, police dockets, police station daily registers, NGO databases.

We obtained such information from NGOs, police authorities, library reference materials, military museums, university archives, purchased books (for example, from the Institute of Race Relations), public libraries, the National Archivist, and so forth. Our personal experiences with the apartheid system also provided valuable information.

Specific types of information we obtained included the names of all the political parties, the names of all liberation movements, new far right parties and armies, non-governmental organizations, trade unions, civic, women's, students' societies and organizations, military and paramilitary forces and their ranks, all the languages spoken in South Africa, lists of other countries, and regional divisions (breaking down each region to its smallest entity).

Some of our breakdowns of information may be of value to future data processing projects. These include:

**Relationships of victim to interviewee.** Brother, sister, father, mother, husband, wife, step-mother, -father, -brother, -sister, -grandfather, -mother, aunt, uncle, other relative, friend of the victim, neighbor of the victim, colleague of the victim, student of the victim, teacher of the victim, person living in the same house, an employer of the victim, member of the same organization as the victim, lawyer of the victim, priest of the victim, other relationship to the victim.

**Exact location.** Victim's home, home of a colleague or work associate, home of a friend, victim's place of employment, business owned by the victim, land owned or rented by the victim, shopping center, military headquarters, police station or post, court, union office, open veld, vacant lot, park, graveyard, road, taxi rank, train station, parking lot, embassy, border crossing, refugee camp, guerrilla camp, inside a toilet, in a police cell, in the bedroom, in the street, etc.

**Military and paramilitary forces and their ranks.** Examples are South African Defense Force (SADF), South African Police (SAP), General, Lieutenant General, Major General, Brigadier, Colonel, Commandant (now Lieutenant Colonel), Major, Captain, Lieutenant, Second Lieutenant, Candidate officer, CCB - covert organization.

### Coding Using the Data Processors' Coder's Sheet

When coding, the first step is to decide on the HRV category into which category the violation falls. Appendix 2 (Final Set of HRV Categories) shows the categories with their definitions (the words in boldface should be used in the description of the act when they are applicable).

We developed a coder's sheet to enable data processors to code acts in a chronological order since most statement narratives are not chronological. Some protocols had only one act belonging to one victim, others had several acts dating back as far as 1960 and others had two or more victims with one or several acts. Some abuses may have happened at one time or at several different times and at different places. If several victims were mentioned in the same protocol, we tried to group

together those acts belonging to that particular victim in a chronological order. Appendix 5 shows a completed coder's sheet and Appendix 6 is a complete TRC statement.

## TRC System User Guide

A TRC user guide with the various input screens was provided by Oracle, the database designers. Later I simplified this guide to use in training new data processors. To show the nature of this guide, in Appendix 7 (Data Processing User Guide), I show the main screens used by data processors in their daily capture of statements into the database.

## Problems with data processing

Despite our many efforts to train, standardize, and simplify, we still had many problems to solve. We did solve them with varying degrees of effort, and we list some of them here as a guide to others working on similar projects.

- Incomplete statement by statement-takers, e.g., no acts of violation, no narrative, no address, no victims, etc. Difficult to recall deponent to correct errors especially those who live in rural areas.
- Duplicate statements, i.e., statements taken twice and the narratives differ, same narrative but statement has been registered a second time.
- Incorrect registration and statement has already been processed.
- Illegible statements.
- Forged statements by statement takers.
- Untrue stories by victims.
- Unclear TRC mandates in statements.
- Not within the mandate and already registered.
- Statements taken or delivered after the official closing date.
- Victim applying for both HRV and Amnesty in the same protocol.
- Lost and missing statement i.e., in the office, post office. Registered but statement is missing. Difficult to re-take statement.
- Unsworn statement. Faxed, letters, sent by post.
- Undelivered statement, e.g., the Designated Statement Takers (DST) program - DSTs would not deliver statements until paid direct.
- Reference number designed to enable extraction of statement from various areas within the old boundaries. Difficult to extract statements from former homelands.
- Person ID number - create one number for perpetrator, e.g., SAP-UNKNOWN and use same number in other statement rather than create a new one for each statement.
- Bad data processing - incorrect/missing acts of violations, biased/wrong summaries, no witnesses/perpetrators, etc.
- Tracking of statements.
- Bad photocopying of copy statements.
- How many statements per day per processor. Long, winding statements take a long time to process.
- Number of data processors per region.
- Vetting - quality control.
- Daily queries from victims. Who must attend to them?
- Attending to request by other sections, e.g., investigators, researchers, etc.

## Appendix 1

### Initial Action Types and Codes

This is the initial set of action types and their codes, as described in the section, Chronology of Events. Data Processing used these types and codes in the initial coding work, but in September 1996, teamwork among the head data processors and researchers resulted in the final set of categories and types shown in Appendix 2.

#### Top Level

Abduction	ABD	Harmful substances	SBS
Abuse using animals	AUA	Improper burial	BRL
Assault	ASS	Incarceration	INC
Assault using vehicles	AVE	Life threatening situations	LFT
Bombing	BOM	Physical stress	PHY
Burns	BRN	Psychological torture	PSY
Capital Punishment	CPP	Sexual abuse	SEX
Deliberate spreading of disease	ILL	Shooting	SHT
Deprivation	DEP	Staged accident / suicide	STG
Drowning	DRW	Stress to the senses	STR
Electric shock	ELS	Suffocation	SUF
Financial impropriety	FIM	Theft and vandalism	THF
Framing	FRM	Threats	THR
Harassment	HRS	Violation after death	VLN

#### Subsidiary

##### Abduction

Forcible abduction	ABD_FRDC	Other	ABD_OTHR
Unknown	ABD_UNKN		

##### Abuse using animals

Animal abuse	AUA_ANML	Unknown	AUA_UNKN
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##### Assault

Hitting / Kicking / Slapping / Punching	ASS_HKSP	A Kaffir Klap	ASS_KKLP
Stabbing and/or Hacking with a panga, knife, sharp object	ASS_SHRP	Banging head against wall	ASS_BHDW



Beating with blunt object e.g. baton, hosepipe, knobkerrie, cane	ASS_BLNT	Scalping	ASS_SCLP
Sjambokking and/or Whipping	ASS_SJMB	Removal of nails	ASS_RMNL
Beating with a gun e.g. rifle, butt, pistol-whipping	ASS_BGUN	Arms and/or wrist twisted	ASS_TWST
Stoning and/or Objects thrown at victim	ASS_STON	Breaking bones	ASS_BRBN
Spitting	ASS_SPIT	Pulling out of hair	ASS_PLHA
Beating on soles of feet	ASS_SOLE	Amputation	ASS_AMPU
Beating pregnant woman on stomach	ASS_PREG	Unknown	ASS_UNKN
Clapping on ears with both hands	ASS_EARB	Other	ASS_OTHR
Pulling out of teeth	ASS_PLTE		

**Assault using vehicles**

Dragged / pulled behind / attached to a moving vehicle	AVE_DRAG	Thrown out of moving car / taxi / bus / etc.	AVE_MCAR
Put in boot	AVE_BOOT	Rough ride	AVE_RIDE
Driven over	AVE_DRIV	Unknown	AVE_UNKN
Thrown out of moving train	AVE_MTRN	Other	AVE_OTHR

**Bombing**

Bomb	BOM_BOMB	Letter / parcel bombs	BOM_LPBM
Land mine	BOM_LMNE	Car bomb / bomb placed to go off in a car	BOM_CARB
Petrol bomb	BOM_PBOM	Other booby trap / disguised bombs / bomb is hidden in equipment so that when you use it, the bomb goes off	BOM_BOOB
Hand grenade	BOM_HGRN	Unknown	BOM_UNKN
Grenade / mortar bomb / shell	BOM_GRMS	Other	BOM_OTHR

**Burns**

Chemicals	BRN_CHEM	Necklacing	BRN_NKLC
Cigarettes	BRN_CIGR	Set alight with petrol	BRN_PTRL
Scalding (with water)	BRN_SCLD	Unknown	BRN_UNKN

### Chapter Three: The South African Truth and Reconciliation Commission

Live fire	BRN_FIRE	Other	BRN_OTHR
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#### Capital punishment

Judicial hanging	CPP_JHAN	Other	CPP_OTHR
Unknown	CPP_UNKN		

#### Deliberate spreading of disease

Disease spread	ILL_ISPR	Other	ILL_OTHR
Unknown	ILL_UNKN		

#### Deprivation

Deprivation of medical attention / treatment	DEP_MEDC	Deprivation of privacy	DEP_PRIV
Deprivation of food and/or water	DEP_FOOD	Deprivation of sanitary facilities	DEP_SNTR
Deprivation of sleep	DEP_SLEP	Deprivation of darkness	DEP_DARK
Deprivation of light	DEP_LITE		
Unknown	DEP_UNKN		
Other	DEP_OTHR		

#### Drowning

Total submersion in water	DRW_TSBM	Unknown	DRW_UNKN
Head submersion in water	DRW_HSBM	Other	DRW_OTHR

#### Electric shock

Electric shock to the genitals	ELS_GNTL	Unknown	ELS_UNKN
Electric shock to the body	ELS_BODY	Other	ELS_OTHR

#### Financial impropriety

Bribery	FIM_BRIB	Blackmail	FIM_BLMML
Extortion	FIM_XTRT	Unknown	FIM_UNKN
Pay off	FIM_PYOF	Other	FIM_OTHR
Ransom	FIM_RNSM		

**Framing**

Person framed	FRM_PRSN	Other	FRM_OTHR
Unknown	FRM_UNKN		

**Harassment**

Surveillance	HRS_SRVY	Telephone harassment	HRS_TELE
Dismissal from employment	HRS_DSMS	Unknown	HRS_UNKN
Frequent unwanted visits	HRS_VSTS	Other	HRS_OTHR

**Harmful substances**

Poison	SBS_POSN	Unknown	SBS_UNKN
Medication / Drugs	SBS_DRUG	Other	SBS_OTHR
Common household materials	SBS_HHLD		

**Improper burial**

Buried in shallow grave	BRL_SHLW	Anonymous burial	BRL_ANON
Buried alive	BRL_LIVE	Unknown	BRL_UNKN
Mass grave	BRL_MASS	Other	BRL_OTHR

**Incarceration**

Detention (if victim reports act as Arrest AND detention, only enter as DETENTION)	INC_DETN	Banning	INC_BANN
Arrest	INC_ARST	Unknown	INC_UNKN
House arrest	INC_HRST	Other	INC_OTHR
Banishment	INC_BNSH		

## Chapter Three: The South African Truth and Reconciliation Commission

### Life threatening situations

Left for dead	LFT_LEFT	Unknown	LFT_UNKN
Released into hostile environment	LFT_HENV	Other	LFT_OTHR
Released into an unknown place	LFT_UNPL		

### Physical stress

Forced stationary postures	PHY_FRSP	Suspension - hanging victim by arms, legs, etc.	PHY_SUSP
Forced exercise and/or labor	PHY_FREX	Unknown	PHY_UNKN
Stretching of limbs and/or trunk	PHY_STRL	Other	PHY_OTHR
Helicopter - hanging the victim from a stick between knees and arms	PHY_HELI		

### Psychological torture

Simulated execution	PSY_EXCU	Victim is forced to watch and/or listen to torture of others	PSY_WTCH
Detention of significant other people	PSY_DTEN	Victim is forced to participate in the torture of others	PSY_PART
False and alarming information	PSY_FLSE	Victim shown other torture victims	PSY_SHOW
Russian Roulette - gun against the head with one bullet left	PSY_RUSS	Unknown	PSY_UNKN
Solitary confinement	PSY_SOLI	Other	PSY_OTHR
Pistol placed in mouth	PSY_PIST		

### Sexual abuse

Forced sexual acts	SEX_FRSX	Pumping water into the uterus	SEX_PUMP
Introduction of objects into the rectum / vagina / urethra	SEX_OBJT	Nakedness	SEX_NKED
Rape by someone of the opposite sex	SEX_RAPE	Abuse with bodily fluids	SEX_DBFL
Rape by someone of the same sex	SEX_RPSS	Abuse using animals	SEX_ANIM
Gang rape	SEX_RPGA	Suspension of weights from genitals	SEX_SPWG
Assault and/or touching	SEX_ASLT	Unknown	SEX_UNKN
Body searching	SEX_BODY	Other	SEX_OTHR
Genital mutilation	SEX_GTMU		

**Shooting**

Rubber bullets	SHT_RUBB	Unknown	SHT_UNKN
Live ammunition	SHT_LIVE	Other	SHT_OTHR
Birdshot and/or buckshot	SHT_BIRD		

**Staged accident / suicide**

Staged accident	STG_ACCI	Unknown	STG_UNKN
Staged suicide	STG_SUIC	Other	STG_OTHR

**Stress to the senses**

Loud noises and/or music	STR_LOUD	Confined to a small space	STR_SMAL
Powerful lights	STR_LITE	Bad smells	STR_SMEL
Blindfolding	STR_BLND	Complete immobilization	STR_IMMO
Exposure indoors to extreme heat or cold	STR_HEAT	Handcuffed	STR_HAND
Exposure to elements	STR_ELEM	Unknown	STR_UNKN
Bound or tied up	STR_TIED	Other	STR_OTHR

**Suffocation**

Hanging	SUF_HANG	Wet towel or bag over the head	SUF_WETT
Gagging – forcing object into mouth e.g. tube, bottle, sock	SUF_GAGG	Unknown	SUF_UNKN
Strangling / throttling - strangling with hands, rope or other means	SUF_STRG	Other	SUF_OTHR

**Theft and Vandalism**

Arson	THF_ARSN	Unknown	THF_UNKN
Theft	THF_THFT	Other	THF_OTHR
Vandalism	THF_VAND		

**Threats**

Death threats	THR_DETH	Derogatory language and/or insults	THR_INSL
Threats of violence and/or torture	THR_VIOL	Unknown	THR_UNKN
Threats of detention	THR_DETN	Other	THR_OTHR
Pointing / brandishing guns	THR_GUNS		



## Appendix 2

### Final Set of HRV Categories

As discussed in the section, Chronology of Events, teamwork by the head data processors and researchers resulted in this final set of HRV Categories, types and codes. Data Processing used the types and codes of Appendix 1 in the initial coding, but all those codes were replaced by the appropriate codes defined in this appendix.

HRV Category	Code	Definition
Killing	KILLING	A killing is when a person dies, in one of the three ways: <b>Assassination</b> – killing of a <i>targeted person</i> by a person or group who <i>developed a secret plan or plot</i> to achieve this. Person is targeted because of his political positions. <b>Execution</b> - capital punishment (death sentence) imposed and carried out by a legal or authorized body such as a court of law or a tribunal. Victim is aware of death sentence. Perpetrators are the state, homeland governments or security structures of political movements. <b>Killing</b> - all other deaths including a killing by a crowd of people.
Attempted Killing	ATT KILLING	This category is the same as that for killing. In attempted killing the victim does not die but there was a clear intent to kill him/her.
Torture	TORTURE	Torture happens in <i>captivity</i> or in <i>custody</i> of any kind, formal or informal (for example: prisons, police cells, detention camps, containers, private houses or anywhere while tied up or bound to something). Torture is usually to get information or to force the person to do something (for example to admit to a crime or sign a statement). It includes mental or psychological torture (for example: sleep deprivation or telling the person that their family is dead).
Severe Ill-treatment	SEVERE	Severe Ill-treatment covers all forms of inflicted suffering that did NOT happen in custody (for example: injury by a car bomb or beaten up at a rally).
Abduction	ABDUCTION	Abduction is when a person is forcibly and illegally taken away (for example: kidnapping). It does NOT mean detention or arrest. It is not a gross violation of human rights to be arrested (see Associated violations). If the person is never found again, it is disappearance.
Associated Violation	ASSOCIATED	These are not gross violations of human rights but are important for understanding the context of the violation (for example: detention, harassment, framing and violating a corpse after death)
Other violations	OTHER	Violations, which are described but which, do not fit into any of the above categories.
Unknown violations	UNKNOWN	Unspecified violations.

## Chapter Three: The South African Truth and Reconciliation Commission

### The Violation types

The next step is to decide how the violation took place (for example: was it a beating, an electric shock and so on). The tables below show the HRV categories and their types of violations within each.

1. KILLING	Code	Definition
Beaten to death	BEATING	Person is beaten to death by being <b>hit, kicked, punched</b> . State, which part, of the body was assaulted if known. Example: <b>feet, face, head, genitals, and breast</b> .
Burnt to death	BURNING	Victim is killed in a fire or burnt to death using <b>petrol, chemical, fire, scalding, and arson</b> but does NOT include Necklacing or Petrol bomb. The last two are separate codes.
Killed by poison, drugs or chemical	CHEMICALS	Killed by <b>poison, drugs</b> or <b>household substance</b> such as bleach or drain cleaner.
Killed by drowning	DROWNING	The person is drowned in a <b>river, swimming pool</b> or even in a <b>bucket</b> of water.
Killed by electrocution	ELECTRIC	Killed by an electric shock.
Hanged or executed	EXECUTE	<b>Hanging</b> or <b>shooting</b> as decided by a formal body (court or tribunal) such as the state, homeland state or a political party. It is the consequence of a death sentence.
Killed in an explosion	EXPLOSION	Killed by a manufactured explosive or bomb but NOT a petrol bomb (see below). Explosives include <b>dynamite, land-mine, limpet mine, car bomb, hand grenade, plastic explosives, detonator, booby trap, letter bomb, parcel bomb, special device</b> (Example: walkman)
Killed by exposure	EXPOSURE	Person dies after being subjected to extremes such as <b>heat, cold, weather, exercise, forced labor</b> .
Killed by multiple causes	MULTIPLE	The person is killed in a variety of ways (use the appropriate definitions from other categories).
Necklacing	NECKLACING	Burnt with <b>petrol</b> and <b>tire</b> . Necklacing is coded separately from Burning because it featured heavily in the past, so it is useful to distinguish between burning with petrol and a tire and burning in a house, for example.
Petrol bomb	PETROLBOMB	Killed by a <b>burning bottle of petrol</b> . Petrol burning falls in between burning and bombing, so, like Necklacing, it is useful to code it separately. It was also called <b>Molotov cocktail</b> .
Shot dead	SHOOTING	Person is shot and killed by <b>live bullet, gunshot, bird shot, buck shot, pellets, and rubber bullet</b> .
Stabbed to death	STABBING	Killed with a sharp object such as a <b>knife, panga, axe, scissors, spear (including assegai)</b> .



Suspicious suicide or accident	STAGED	Person dies in <b>suspicious suicide</b> or <b>fatal accident</b> . This should only be used if it is not clear whether it was really an accident or not, otherwise use the appropriate category and explain in the description that there was a cover-up. Examples: <b>slipped on soap, jumped out of window, fell down stairs, hanged himself, car accident, booby trapped hand grenades or explosives, shot himself</b> .
Stoned to death	STONING	Person is killed with <b>bricks, stones</b> other <b>missiles</b> thrown at them.
Tortured to death	TORTURE	Person is tortured to death.
Killing involving a vehicle	VEHICLE	<b>Dragged behind, thrown out, driven over, put in boot</b> but NOT car bomb. (See Bombing). Specify what type of vehicle was involved (for example: <b>car, train, truck, van, bakkie, hippo, casspir</b> ).
Other type of killing	OTHER	All other methods of killing including <b>buried alive, strangling, tear-gas, decapitation, disembowelment</b> . Make sure that it is clear in the description of the act exactly how they died.
Unknown cause of death	UNKNOWN	Person is dead but there is no further information

<b>2. ATT KILLING</b>	<b>Code</b>	<b>Definition</b>
Attempted killing by beating	BEATING	Attempt to beat a person to death by being <b>hit, kicked, punched</b> . State that part of the body was assaulted if known. Example: <b>feet, face, head, genitals, and breast</b> . If an object was used in the beating, specify the object; e.g. Sjambok, baton, gun, rifle, stick, whip, plank, beat against the wall.
Attempted killing by burning	BURNING	Attempt to kill victim in a fire or by using petrol, <b>chemical, fire, scalding, and arson</b> but does NOT include Necklacing or Petrol Bomb. The last two are separate codes.
Attempted killing by poisoning, drugs or chemical	CHEMICALS	Attempt to kill person by use of <b>poison, drugs</b> or <b>household substance</b> such as bleach or drain cleaner.
Attempted killing by drowning	DROWNING	Attempt to kill the person by drowning in a <b>river, swimming pool</b> or even in a <b>bucket</b> of water.
Attempted killing by electrocution	ELECTRIC	Attempt to kill by an electric shock.
Attempted killing by execution	EXECUTE	Attempt to <b>kill by hanging</b> or <b>shooting</b> as decided by a formal body (court or tribunal) such as the state, homeland state or a political party. It is the consequence of a death sentence.
Attempted killing in an explosion	EXPLOSION	Attempt to kill a person by a manufactured explosive or bomb but NOT a petrol bomb (see below). Explosives include <b>dynamite, land-mine, limpet mine, car bomb, hand grenade, plastic explosives, detonator, booby trap, letter bomb, parcel bomb, special device</b> (Example: walkman)

### Chapter Three: The South African Truth and Reconciliation Commission

Attempted killing by exposure	EXPOSURE	Attempt to kill person by subjecting him/her to extremes such as <b>heat, cold, weather, exercise, and forced labor</b> .
Attempted killing by multiple causes	MULTIPLE	Attempt to kill the person in a variety of ways (use the appropriate definitions from other categories).
Attempted killing by Necklacing	NECKLACING	Attempt to kill by burning with <b>petrol</b> and <b>tire</b> . Necklacing is coded separately from Burning because it featured heavily in the past, so it is useful to distinguish between burning with petrol and a tire and burning in a house, for example.
Attempted killing by petrol bomb	PETROLBOMB	Attempt killing by a <b>burning bottle of petrol</b> . Petrol burning falls in between burning and bombing, so, like Necklacing, it is useful to code it separately. It was also called <b>Molotov cocktail</b> .
Attempted killing by shooting	SHOOTING	Person is shot and injured by <b>live bullet, gunshot, bird shot, buck shot, pellets, rubber bullet</b> , or possibly shot at close range or with deliberate intent to kill but <b>not injured</b> .
Attempted killing by stabbing	STABBING	Attempted killing with a sharp object such as a <b>knife, panga, axe, scissors, and spear (including assegai)</b> .
Attempted killing by suspicious suicide or accident	STAGED	Attempt to kill a person by staging a <b>suspicious suicide</b> or <b>fatal accident</b> . This should only be used if it is not clear whether it was really an accident or not, otherwise use the appropriate category and explain in the description that there was a cover-up. Examples: <b>slipped on soap, jumped out of window, fell down stairs, hanged himself, car accident, booby trapped hand grenades or explosives, shot himself</b> .
Attempted killing by stoning	STONING	Attempt to kill a person by throwing <b>bricks, stones</b> or other <b>missiles</b> at them.
Attempted killing by torturing	TORTURE	Attempt made to kill a person by torturing to death.
Attempted killing involving a vehicle	VEHICLE	<b>Dragged behind, thrown out, driven over, put in boot</b> but NOT car bomb. (See Bombing). Specify what type of vehicle was involved (for example: <b>car, train, truck, van, bakkie, hippo, casspir</b> ).
Other type of attempted killing	OTHER	All other methods of attempted killing including <b>buried alive, strangling, tear-gas, decapitation, disembowelment</b> . Make sure that it is clear in the description of the act exactly how they died.
Attempted killing by unknown cause	UNKNOWN	Unspecified attempt to kill a person.

3. TORTURE	Code	Description
Torture by beating	BEATING	Person is tortured by being beaten severely or for a long time (example: <b>hit, kick, and punch</b> ). State which part of the body was assaulted e.g. <b>feet, face, head, genitals, breast</b> ). If an object was used in the beating, specify

		the object (example: <b>Sjambok, baton, gun, rifle, stick, rope, whip, and plank, beat against the wall</b> ). Specify if victim is <b>pregnant</b> or <b>miscarried</b> .
Torture by burning	BURNING	Person is burnt with <b>cigarettes</b> or <b>fire</b> , for example.
Torture with poison	CHEMICALS	Tortured with <b>poison, drugs</b> or <b>household substance</b> such as bleach or drain cleaner.
Torture by deprivation	DEPRIVE	Person is tortured by withholding essentials, such as <b>sleep, food</b> , or <b>medical attention with serious injury</b> or <b>need</b> (this does NOT refer to general lack of medical care while in custody). See Associated violations).
Electric shock torture	ELECTRIC	Electric shock to the body. Specify which body part was shocked (for example: <b>genitals, breasts, fingers, toes, ears</b> , etc).
Torture by exposure to extremes	EXPOSURE	Person is tortured by subjecting them to extremes such as <b>heat, cold, weather, exercise, labor, noise, darkness, light</b> (including flashing lights, blinding by light), <b>blindfolding, and confinement to small space, smells, and immobilization</b> .
Psychological or mental torture	MENTAL	Person is tortured psychologically, mentally or emotionally for example: by <b>simulated execution</b> (includes Russian roulette,) <b>solitary confinement, degradation</b> (includes use of excrement, urine, spit), <b>insults, disinformation</b> (telling a person that a loved one is dead), <b>threats, witnessing torture, forced participation in torture, exposure when washing or on toilet, threat of torture</b> .
Torture by bodily mutilation	MUTILATE	Torture involving injuries to the body where parts of the body are partly or wholly cut, severed or broken. Specify body part, for example: <b>genitals, ears, fingernails, hair, etc</b> . It includes <b>amputation of the body parts, breaking of bones, pulling out nails, hair or teeth, scalping</b> .
Torture by forced posture	POSTURE	Person is tortured by forcing the body into painful positions, for example: <b>suspension, helicopter, tied up, handcuffed, stretching of body parts, prolonged standing, standing on bricks, uncomfortable position</b> (including squatting, imaginary chair, standing on one leg, pebbles in shoes), <b>forced exercise, forced labor, blindfolding and gagging</b> .
Torture by sexual assault or abuse	SEXUAL	Person is torture by attacking them using their gender or genitals as a weak point. This does NOT include electric shock, mutilation or beating (instead, use those categories and specify genitals as the body part abused). It includes: <b>slamming genital or breast in a drawer or other device, suspension of weights on genitals, squeezing genitals or breasts, rape by opposite sex, rape by same sex, gang rape, forced sexual acts (e.g. oral sex, simulating intercourse), introduction of objects into the vagina or rectum, sexual abuse using animals, threats of rape, touching, nakedness, sexual comments or insults, sexual enticement, deprivation of sanitary facilities for menstruation</b> .
Torture by suffocation	SUFFOCATE	Torture by stopping someone from breathing, for example by: <b>bag, towel, tube over head (wet or dry), drowning (head, whole body submerged), choke, strangle, stifle, throttle, teargas, bury alive</b> .
Other type of torture	OTHER	All other methods of torture. Make sure that it is clear in the description of the act exactly how the person was tortured. It includes <b>use of animals</b> (specify animal e.g. snake, tortoise, baboon), <b>use of vehicle</b> .
Unknown type of torture	UNKNOWN	Person is tortured but the method is not known.

### Chapter Three: The South African Truth and Reconciliation Commission

4. SEVERE ILL-TREATMENT	Code	Definition
Burning of a building	ARSON	Burning of a home, building or other fixed property; indicates substantial <b>destruction of property</b> .
Severely beaten	BEATING	Person is badly beaten, or beaten for a long period of time. They may be <b>hit, kicked, punched, twisted</b> . State which part of the body was assaulted if known. Example: <b>feet, face, head, genitals, and breast</b> . If the person was beaten with an object, specify object (for example: <b>sjambok, baton, gun, rifle, stick, rope, whip, plank, wall</b> ). Specify if victim is <b>pregnant</b> or <b>miscarried</b> .
Injured by burning	BURNING	Person is injured by burning with <b>fire, petrol, chemical, scalding</b> but does NOT include necklacing or Petrol Bomb. The last two are separate codes.
Injured by poison, drugs or chemical	CHEMICALS	Person was poisoned or injured by <b>poison, drugs</b> or <b>household substance</b> such as bleach or drain cleaner.
Deprivation	DEPRIVE	This usually relates to treatment while incarcerated and would include deprivation of <b>food, medical treatment, sleep, and clothing</b> .
Injured in an explosion	EXPLOSION	Person is injured by a bomb or explosives but NOT petrol bomb (this is coded separately). See below). Explosives include <b>dynamite, land-mine, limpet mine, car bomb, hand grenade, plastic explosives, detonator, booby trap, letter bomb, parcel bomb, special device</b> (e.g. booby trapped Walkman)
Incarceration, imprisonment or detention	INCARCERATE	Person is <b>detained</b> , possibly under the <b>State of Emergency</b> legislation, or held as an <b>awaiting-trial</b> prisoner for an unusually long period or <b>imprisoned</b> as a sentenced prisoner.
Psychological or mental ill-treatment	MENTAL	Person is severely psychologically, mentally or emotionally ill treated, for example by <b>simulated execution</b> (includes Russian roulette), <b>degradation</b> (includes use of excrement, urine, spit), <b>death threats, threat of torture</b> .
Bodily mutilation	MUTILATE	Person is injured by having parts of their body mutilated or damaged. Specify body part, for example <b>genitals, fingernails, ears, hair</b> , etc.
Necklacing	NECKLACING	The person is injured in an attempted necklacing.
Severely injured by a petrol bomb.	PETROLBOMB	Person is injured in an attempted petrol bombing.
Sexually assaulted or abused	SEXUAL	All forms of attack on a person using their gender or genitals as a weak point, for example: <b>rape by opposite sex, rape by same sex, gang rape, forced sexual acts (e.g. oral sex, simulating intercourse), introduction of objects or substances into vagina or rectum, sexual abuse using animals</b> .
Injured in a shooting	SHOOTING	Person is injured by being shot by <b>live bullets, gunshot, birdshot, buckshot, pellets, rubber bullet</b> . Specify body part injured, if known.
Stabbed or hacked with a sharp object	STABBING	Injured with a sharp object such as a <b>knife, panga, axe, scissors, spear (including assegai)</b> .

Injured in stoning	STONING	Person is injured with <b>bricks, stones</b> other <b>missiles</b> thrown at them.
Tear-gassed	TEARGAS	Severe injury caused by tear-gassing in a confined space (for example; teargas in a prison, van or packed hall).
Injury involving a vehicle	VEHICLE	Injury caused by being <b>dragged behind, thrown out, driven over, put in boot</b> of a vehicle. Specify what type of vehicle was involved (for example: <b>car, train, truck, van, bakkie, hippo, casspir</b> ).
Suffocated	SUFFOCATE	Injury or ill treatment by stopping someone from breathing, for example by <b>drowning (head, whole body submerged), choke, stifle, throttle, teargas, bury alive</b> .
Other type of ill-treatment	OTHER	All other methods of ill treatment. Make sure that it is clear in the description of the act exactly how they ill-treated.
Unknown type of ill-treatment	UNKNOWN	Person is ill-treated but the method is not known.

5. ABDUCTION	Code	Definition
Illegal and forcible abduction	ABDUCTION	Victim is forcibly and illegally taken away (for example, kidnapping), but the person is found again, returned or released. It does NOT mean detention or arrest. It is not a gross violation of human rights to be arrested (see Associated Violation).
Disappearance	DISAPPEAR	Victim is forcibly and illegally taken away and is never seen again. It does NOT include cases where somebody goes into exile and never returns. It must be done by force. This DOES include people who have disappeared but it is not clear why they have gone (instead of abduction, they might have just run away or were shot and buried). In this case, a finding will be made and the code will be left as it is or changed to Killing if the person was killed or changed to be out of the mandate of the TRC.

6. ASSOCIATED VIOLATIONS	Code	Definition
Beating	BEATING	Person is beaten, but it is not a severe or prolonged beating. It includes <b>a once-off mild beating</b> . Specify if <b>in custody</b> or if victim is <b>pregnant</b> or <b>miscarried</b> .
Violation after death	CORPSE	Body of victim was violated after death, for example by: <b>improper burial, body mutilated or burnt or blown up, funeral restrictions, funeral disruption, anonymous burial, mass grave</b> .
Deprivation	DEPRIVE	Deprivation of facilities or essentials, for example: <b>medical attention, food, water, sanitary facilities, and privacy</b> .
Destruction of property	DESTROY	Includes violations such as <b>arson, destruction, vandalism, theft, forced removal and eviction</b> .
Person disappeared and	DISAPPEAR	This is for unresolved disappearance (not abductions and not killings).

### Chapter Three: The South African Truth and Reconciliation Commission

has not been seen since		The person may have disappeared while intending to go into <b>exile</b> , or while in exile from a liberation movement <b>camp</b> , or while as a <b>combatant</b> in an operation within the country.
Financial impropriety	FINANCIAL	Person was subjected to <b>bribery, extortion, pay-off, ransom, blackmail and ruin of business.</b>
Framing	FRAMING	Person is labeled as an <b>informer (impimpi), collaborator or criminal</b> . Also <b>false information</b> is spread about the person or a <b>smear campaign</b> against the person is started.
Incarceration or imprisonment	INCARCERATE	Includes <b>police custody, detention, house arrest, restrictions, banning, banishment, prison, and informal prison.</b>
Intimidate or harassment	INTIMIDATE	Victim is intimidated or harassed by <b>dismissal from work, threats, animals killed, visits, telephone calls, surveillance, boycott enforcement, pointing of firearms</b> (NOT is custody) and <b>threat of violence</b> . It does NOT include vandalism or arson. This comes under Destruction of Property.
Sexual harassment	SEXUAL	Person is sexually harassed. It includes <b>threats of rape, touching, nakedness, sexual comments or insults, sexual enticement, deprivation of sanitary facilities for menstruation.</b>
Professional misconduct	PROFESS	Person was subjected to professional misconduct by one of the following: <b>Doctors</b> (district surgeon, private doctor) who neglect or ignore injuries, collaborate in torture or conceal the cause of death or injuries. <b>Judiciary</b> (magistrates, judges, etc.) who ignore torture allegations, for example. <b>Lawyers</b> who neglect the case, ignore or tamper with evidence, misappropriation of funds or failure to hand over damages. <b>Businesses</b> who collaborate with perpetrators.
Tear-gassed	TEARGAS	Victim was tear-gassed but NOT while in custody (see Torture).
Theft or stealing	THEFT	Money or possessions were stolen from the victim.
Other type of associated violation	OTHER	All other types of associated violations, including <b>released into hostile environment, released into unknown place, left for dead, rough ride, detention of family or loved ones</b> . Give full details in the description of the violation.

Unknown type of violation	UNKNOWN	Not clear from the statement what type of associated violation the person suffered.
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7. OTHER	Code	Definition
Other type of violation	OTHER	Other violations are specified by the victim, which do not fall into any of the above classifications.

8. UNKNOWN	Code	Definition
Unknown type of violation	UNKNOWN	Not clear from the statement what type of violation the person suffered.

### Appendix 3

#### Examples of Coded Killings

This appendix shows how the different killing methods are coded for individual acts of killings.

KILLING	BEATING
KILLING	BURNING
KILLING	CHEMICALS
KILLING	DROWNING
KILLING	ELECTRIC
KILLING	EXECUTE
KILLING	EXPLOSION
KILLING	EXPOSURE
KILLING	NECKLACING
KILLING	PETROL BOMB
KILLING	SHOOTING
KILLING	STABBING
KILLING	STAGED
KILLING	STONING
KILLING	TORTURE
KILLING	VEHICLE
KILLING	OTHER
KILLING	UNKNOWN

## Appendix 4

### Acts of Violence

Specific acts of violence and their synonyms where relevant are shown in this appendix. As described in the section, Chronology of Events, these acts are the result of three months discussion and brainstorming.

#### **Asphyxiation (Synonym-Choke)**

- Strangling (Synonym-Throttle)
- Suffocation (death)
- Bag overhead
- Wet towel over head
- Tear-gassing
- Buried alive
- Drowning
- Submerge in water
- Gagging

#### **Assault (Synonym-Strike with an object)**

- Batoning
- Beat (Synonyms-hit/batter) with a sharp object concealed in a cloth
- Hacking
- Sjambok
- Stab (Synonym-cut/wound/gore)
- Stoning
- Cane
- Flog (Synonym-whip/thrash/lash)
- Beating with a rifle
- Pistol whipping

#### **Assault on Specific Parts of the Body**

- Beating on the soles of the feet
- Beating pregnant women on the stomach
- Clapping (Synonyms-whack/bang) on ears with both hands
- Kaffir Klap (cheek)
- Banging the head against a wall
- Scalping (removal of hair from scalp with knife)
- Removal of nails

#### **Beating**

- Slapping (Synonyms-spank/thump/bump/strike/knock)
- Kicking (Synonyms-boot/stomp)
- Punching
- Breaking (Synonyms-fracturing/crack/shattering/snapping) of bones

#### **Assault Using vehicles**

- Dragged (Synonym-pull) behind a vehicle
- Attached (Synonym-fastened) onto a moving vehicle
- Thrown (Synonym-chuck) out of moving trains / taxis
- Driven over
- Rough ride
- Put in boot

#### **Abduction (Synonym-Kidnapping/ Apprehend/ Capture/Seize/Catch)**

#### **Disappearance**

#### **Bombing (Explode)**

- Land mine



Grenade  
Mortar / shell  
Hand grenade  
Explosive / bomb  
Booby trap bombs  
Letter bombs  
Car bomb

**Burns (Synonym-scorch)**

Chemicals  
Cigarettes  
Boiling water  
Live fire / burning sticks  
Necklacing  
Arson

**Deliberate (Synonyms-Premeditated/Planned spreading of disease) Psychological -Torture (Synonym/Torment/Pain/Anguish /Suffering/Agony/Tribulation/and Ill-treatment) - excludes Threats.**

Verbal abuse (Synonym-Mistreatment/Indignity/Violation/Insult/Offence/  
Malign/Denounce/Defame/Misuse/Deceive/Subvert/Mishandle/Betray/  
Unjust/Crime/Condemnation/Censure/Defamation)  
Simulated execution  
False and alarming information / disinformation  
Detention of children and family members to extract information  
Russian Roulette (Gun against the head with one bullet left)  
Suspension (Synonyms-Hang/Dangle) from a great height/moving vehicle  
Members of family forced to watch or participate in torture  
Solitary confinement  
Surveillance (Synonym-Watch)  
Threatening acts e.g. brandishing guns  
Dismissal from employment as a result of political affiliation  
Harassment

**Threats (Synonyms-Coercion/Intimidation/Warning)**

Against the targeted person  
Against a family member of the targeted person  
Against a colleague or work associate of the targeted person  
Against a friend of the targeted person  
Against someone working on behalf of the targeted person e.g. lawyer, human rights worker  
Threats against children  
Verbal threats

**Deprivation (Synonym-Loss)**

Deprivation of medical attention, treatment  
Deprivation of food and/or water  
Deprivation of sleep  
Deprivation of sanitary facilities  
Denial of privacy  
Overcrowding (Synonyms-Packed/Strafed/Crammed/Filled)  
Placed in isolation  
(Synonyms-Seclusion/Solitude/Isolation/Aloneness/Separation  
Confinement (Synonyms-Detention/Incarceration) in a small space

**Degradation (Synonym-Shame/Embarrassment/Abasement/Humiliation)**

Deprivation (Synonym-Loss of personal hygiene)  
Denial (Synonyms-Refusal/Reject) of toilet facilities  
Nakedness  
Abuse with excrement

## Chapter Three: The South African Truth and Reconciliation Commission

Denial of privacy  
Derogatory (Synonym-Disparaging/Rude) language

### **Destruction (Synonyms-Damage/Ruin/Vandalize/Smash/Devastate/Wreck/Raze) of property**

Destruction of homes/offices/schools/buildings/vehicles/personal property/arson

### **Extortion (Synonyms-Blackmail/Coercion/Ransom/Bribe/Pay-off)**

### **Theft (Synonyms-Pillage/Plunder/Rob/Root)**

### **Poisoning (Synonyms-Contaminate/Pollute/Infect)**

Poisoning of food  
Poisoning of clothing  
Intravenous poisoning

### **Murder (Synonyms-Liquidation/Permanent removal/Annihilation/Carnage/Manslaughter/Slay/Homicide)**

Assassination  
Extra-judicial/illegal unlawful execution  
Hanging  
Electrocution  
Ritual murder  
Witchcraft  
Use of animals

### **Sexual Molestation (Synonyms-Mistreatment/Violation/Abuse) and Rape**

Forced performance of sexual acts other than rape  
Introduction of objects into the rectum/vagina  
Rape by someone of the opposite sex  
Rape by someone of the same sex  
Gang rape  
Physical assault and touching  
Body searching by members of the opposite sex  
Pumping water into the uterus  
Abuse with body fluids  
Abuse with animals  
Assault on genitals  
Suspension of weights from the testicles

### **Imprisonment (Synonyms-Detention/Locking up/Confinement/Captivity/ Arrest/Incarceration)**

Banning  
Banishment  
House arrest

### **Forced (Synonyms-Bound/Compelled/Obligated/Postures) position -**

#### **Physical Stress (Duress/Pressure/Force/Strain)**

Suspension: hanging the victim by arms, legs, etc.  
Forced exercise  
Excessive exercise  
Forced stationary posture - standing, kneeling, sitting, standing on two bricks  
Forced labour  
Stretching of limbs and trunk  
Helicopter? - hanging the victim from the stick between knees and arms bound tightly together  
Stopping of blood flow  
Forced carrying of heavy weights  
Buried alive

#### **Stress to the Senses**

Loud noises or music  
Screams and voices

- Powerful lights
- Blindfolding
- Exposure to extreme heat or cold
- Bound or tied up
- Complete immobilization
- Overcrowding
- Confined to small space
- Bad smells

**Staged accidents / suicide**

- Forced jumping or being thrown from heights
- Car sabotage

**Use of drugs**

- to effect psychological damage
- to effect physical damage

**Torture as a witness**

- Victim is forced to watch or listen to the torture of others
- Victim is forced to participate in the torture / assault of others

**Electric Shock**

- Electric shock to the genitals
- Electric shock body - toes and fingers, etc

**Shooting**

- Random shooting
- Rubber bullets
- Live ammunition
- Birdshot
- Buckshot

**Capital Punishment**

**Post Mortem - Violation after death**

- Mutilation
- Decapitation
- Disembowelment
- Improper burial - burial in a shallow grave
- Blowing up bodies or body parts
- Burn or braai a body
- Removal of body parts

## Appendix 5

### Completed Data Processors' Coder's Sheet

As described in the section, Coding Using the Data Processors' Coder's Sheet, the data processors coded acts of violence in chronological order.

Act No.	Person ID	Last Name	First Names	Day	Month	Year
1	10278	Molokoane	Barney	30	11	85
2	10278	Molokoane	Barney	30	11	85

*continues in the next block*

Town	Description of place	Description of violation	Outcome & consequences
Piet Retief	Houtkop; next to the Swaziland border on the road	Shot in an ambush	Death
Piet Retief	At the township cemetery in Piet Retief	Improper burial	

*continues in the next block*

HRV Category	HRV Type	Reason for Violation
<b>KILLING</b>	<b>SHOOTING</b>	Victim - with his two other comrades - were from a MK mission in South Africa.
<b>ASSOCIATED</b>	<b>CORPSE</b>	<i>(repeat the above reason)</i>

*continues in the next block*

Political context	Age	Org No.	Organization name
It was at the time when MK cadres infiltrated the country on sabotage and other missions.	30	22	Umkhonto weSizwe
<i>(repeat the above political context)</i>	30	22	Umkhonto weSizwe

*continues in the next block*

Event Number	Event Name
	<i>(both fields used by researchers for their research coding)</i>

## Appendix 6

### A TRC Statement

*Below is the full complete statement made by an HRV victim.<sup>2</sup>*

The aim of a Gross Violation of Human Rights Statement is to try and gather as much information as possible about the gross violations of human rights suffered by South Africans between 1 March 1960 and 5 May 1994. The questions that form the basis of the STATEMENT are designed to make explicit the *circumstances* (broader context), the *nature* (type) and the *consequences* of the violations.

**What are “gross human rights violations”?**

These are serious human rights violation like the killing of people, the kidnapping of people, torture, or the severe ill treatment of people.

**Who are victims of gross human rights violations?**

Victims of gross human rights violations are people who are killed, abducted, tortured or severely ill-treated; and family members or dependants of a person who was killed or who disappeared.

**What happens to your statement?**

Your statement will be recorded on the computer and you will be given a reference number (JB04500/01GTSOW). The HRC Committee will carefully consider your statement. You might be asked to come to a public hearing to talk about your case. The Committee will then decide if you qualify as a victim in terms of the law that set up the Truth and Reconciliation Commission. It will send you a letter telling you whether or not you qualify.

If the Committee on Human Rights Violations finds that you are a victim, it will include your case in the report it sends to the Committee on Reparation and Rehabilitation. The Committee on Reparation and Rehabilitation will look at all the cases sent to it.

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Ms. Dudu Chili voluntarily gave the following statement to me and can be contacted at 27 11 331-3719 (W) and 27 11 462-7240 (H).

**Ms. Dudu Chili's statement**

I, Dudu Chili, declare under oath in English that I am a female aged 54 years, ID number 411028 0191 084, and residing at number 7556 Maseko Street, Orlando West, P.O. Orlando 1804, Soweto in the district of Johannesburg.

I wish to state that on the 28<sup>th</sup> February 1989 my house, at Orlando West in Soweto, was bombed by the Mandela United Football Club (MUFC) and that I lost everything in it. My family and I were left with what we were wearing.

I lost my niece – Finkie Msomi - who was thirteen years old. Finki, who was in my bedroom, was shot in the head with an AK47 and died on the spot. Thereafter petrol bombs were hurled into my house and it was burnt down. My cousin Barbara Chili was also burnt while trying to save Finki from the fire. Barbara suffered third degrees burns on her waist. Finki's sister, Ntombenhle Msomi, was slightly burnt on the foot.

Sometime in 1986, Winnie Madikizela-Mandela formed the Mandela United Football Club. She demanded that all the youth in our area, Orlando West, should join her club. Those who refused were labeled sell-outs and hunted down to be killed. Since my son, Sibusiso Chili, refused membership of the club, he became a target and I tried to intervene to protect my son. I approached my cousin, Matilda Dlamini, to plead with the MUFC to spare my son's life. Matilda, a long-standing best friend of Winnie Madikizela-Mandela, temporarily succeeded. Matilda was married to Mosethla. Mosethla's daughter was married to President Mandela's son, Makgatho.

Two years later, in 1989, the hunting down of Sibusiso started again. A former member of the MUFC, Lerotodi Ikaneng, had deserted the club. No one was allowed to leave the team. Lerotodi was later caught and had his throat cut with garden shears by Jerry Richardson – the former MUFC coach. Lerotodi survived. Some months later after this incident, Lerotodi pointed out one of his

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<sup>2</sup> In some cases of multiple similar entities (e.g., perpetrators, witnesses), where it does not affect understanding, we have omitted one or more entities.

### Chapter Three: The South African Truth and Reconciliation Commission

assailants to Sibusiso. Lerotodi informed Sibusiso that this man had held him (Lerotodi) down while Jerry Richardson cut his throat. Sibusiso then suggested to Lerotodi that they approach this man and asked him to accompany them to my house to explain why they tried to kill Lerotodi. The man agreed. At that time, I was highly involved with the youth in Orlando West. Since it was late at night, I promised to attend to the matter the following day and asked this man to spend the night at my place. He agreed and slept with Sibusiso and the other boys. That night, I phoned Mrs. Sisulu to come and help to solve this problem. Mrs. Sisulu agreed and contacted the other leaders in the area.

The next day I phoned a Mr. Ndo, who was the co-president with Mrs. Sisulu, to attend the meeting. I also phoned a Mr. Steward Ngwenya who was a member of the Soweto Civic and he promised to attend.

Whilst waiting for the above civic leaders to come, the young assailant requested to go home to wash and changed into fresh clothing. He came back and was questioned on the motive to kill Lerotodi and on the harassment of other youths that were not affiliated to the MUFC. He was also asked why he was not attending school. The young man regretted his acts in the attempted murder of Lerotodi and left.

I heard that some youths that were members of the MUFC reported to Winnie Madikizela-Mandela that they saw this young man in the company of Sibusiso at my house. Lerotodi's assailant was summoned to appear before Winnie Madikizela-Mandela and her daughter, Zinzi Mandela, to explain his visit to my house. In that meeting a decision was taken to eliminate i.e. to kill Lerotodi and Sibusiso because they have become "too problematic". Some MUFC members were mandated to "carry out the order". The late Maxwell Madondo and the self-exiled Katiza Cebekulu were part of the group entrusted with the task to kill Sibusiso and Lerotodi. Katiza Cebekulu was also asked to point out Sibusiso to the other members because they did not know him.

Immediately after the meeting, Dodo, a member of the MUFC club, rushed to both Lerotodi's place and my house to warn us of the impending attack. On hearing this, I immediately called Alfred Msomi – Finki's father – who lived, at the back house opposite to mine. Dodo immediately left the township fearing for his life for alerting both the Lerotodi's and I about the decision to kill our sons.

The following day I was surprised to see my house being strategically guarded by people wearing scarves and balaclavas. I informed Finki that these people were armed and apparently their mission was to attack the house and kill Sibusiso. Sibusiso and his brothers had all gone into hiding after being alerted by Dodo. This guarding of the house continued for several days – 24 hours a day. These MUFC members apparently were not aware that we already knew of the attack.

I wish to point out that when the hunting down of both boys started, I had just arrived from London. I had gone there to attend an anti-apartheid movement conference at Sheffield. There was a concern shown by Winnie Madikizela-Mandela on my trip. I heard that she thought I had gone to London to report her about the Stompie Sepei affair to the ANC leadership and other anti-apartheid movements (i.e. the UDF, the Civic, the youth and the church leaders). Stompie Sepei – a young activist from the Free State - had been kidnapped and killed the previous December in 1988. Stompie and three other youth – Kenny Kgase, Gabriel Megoe and another – had been kidnapped from the Methodist manse under Rev. Paul Verryn and taken to Winnie Madikizela-Mandela's house in Diepkloof. The remaining youth at the manse reported the matter to me since Rev. Paul Verryn was on holiday. I was the first person to hear of the kidnapping. This trip annoyed Winnie Madikizela-Mandela and I also became her target.

During the change of guards, my sons would sneak home to wash, change clothing and rush back to their different hideouts. We too, had our spies watching the changing of shifts and would immediately notify Sibusiso and others. One day Sibusiso was on his way home when he met three of the MUFC members and a fight ensued. Immediately the word went out in the township that some MUFC members had caught up with Sibusiso. The township youth ran to Sibusiso's rescue. One of the three MUFC members, Maxwell Madondo, was clubbed and stoned to death. The other two escaped and reported the killing of Maxwell to Winnie Madikizela-Mandela. Dempsey of the South African police arrested me. First Dempsey said they were going to question me about my trip to London. Dempsey wanted to know which ANC members did I meet and talked to. When they could not extract this information from me, I was charged with the murder of Maxwell Madondo. When Maxwell was killed, I was in my house. I was detained for a week and my letters were confiscated. My house was bombed the same day I was arrested. The following day after my arrest,

Dempsey took me home in a police car. On our way, I read a poster stating in bold “Thirteen-year old girl dies”. It never occurred to me that this girl was my niece, Finki. On arrival at my place, I found my house destroyed by fire. Everything was completely gutted. All our belongings – furniture, clothing, etc. – were burnt. Nothing was left except for the clothes we were wearing.

The police did not allow my neighbors to speak to me. My sisters informed me that my boys were safe but that my niece Finki had died and that my sister Barbara had burnt her foot and was in hospital. She hurt herself while trying to drag the body of Finki from the fire. I was taken to Klip-town police station. During the court proceeding I was informed by the prosecutor that the charge against me was withdrawn.

In conclusion I wish to state that Winnie Madikizela-Mandela was behind all the unfortunate happenings both in Orlando West and at my home. She was in charge of the MUFC and the members of this club took orders from her. She controlled the issuing of guns and ammunition. One of the MUFC members – Charles “Bobo” Zwane - is serving a life sentence. Most of the MUFC members refused to implicate her since they feared for their lives.

## Chapter Three: The South African Truth and Reconciliation Commission

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### Processing a TRC statement:

Extract all personal details from the statement for capturing and check to see whether these people are already on the database. We should avoid registering people more than once. We must also check that they are accurately captured.

#### DEPONENT / VICTIM

Reference Number	JB04500/01GTSOW
Person ID number	3
Surname	CHILI
First Names	Dudu Olive
Aliases / Nicknames	
ID/Passport number:	411028 0191 084
Date of birth:	28-10-1942
Home language:	isiZulu
Sex:	Female
Citizenship:	South African
Race	African
Occupation	Logistics Officer
Employed:	Yes
Street Address:	7556 Maseko Street, Orlando West, Soweto, Gauteng.
Postal Address	P.O. Box 925, Johannesburg, 2000 Gauteng
Home phone:	(011) 936-7278
Work phone:	(011) 333-6330
Contact name:	
Contact Address:	
Prison:	
Contact phone:	
Prison number:	



**VICTIMS/WITNESSES:<sup>3</sup>**

	1.	2.	3.	4.
Reference Number:	JB04500/01GTSOW	JB04500/01GTSOW	JB04500/01GTSOW	JB04500/01GTSOW
Person ID number:	56557	56562	56566	56567
Surname:	CHILI	MSOMI	MSOMI	MSOMI
First Names:	Barbara	Ntombenhle Mantanta	Ntukayaboni Alfred	Ntombana
Aliases / Nicknames:				
ID/Passport number:				
Date of birth:				
Home language:	isiZulu	isiZulu	isiZulu	isiZulu
Sex:	Female	Female	Male	Female
Citizenship:	South African	South African	South African	South African
Race:	African	African	African	African
Occupation:				
Employed:				
Street Address:	7556 Maseko Street,	7556 Maseko Street,	7556 Maseko Street,	7556 Maseko Street,
	Orlando West,	Orlando West,	Orlando West,	Orlando West,
	Soweto,	Soweto	Soweto,	Soweto,
	Gauteng.	Gauteng	Gauteng.	Gauteng.
Postal Address:	Gauteng	Gauteng	Gauteng	Gauteng.
Home phone:	(011) 936-7278	(011) 936-7278	(011) 936-7278	(011) 936-7278
Work phone:				
Contact name:				
Contact Address:				
Contact phone:				
Prison:				
Prison number:				

<sup>3</sup> Number 5 omitted for space reasons.

### Chapter Three: The South African Truth and Reconciliation Commission

#### VICTIM

	1.
Reference Number	JB04500/01GTSOW
Person ID number	56551
Surname	MSOMI (DECEASED)
First Names	Finkie Maria
Aliases / Nicknames	
ID/Passport number:	
Date of birth:	
Home language:	isiZulu
Sex:	Female
Citizenship:	South African
Race	African
Occupation:	
Employed:	
Street Address:	7556 Maseko Street,
	Orlando West,
	Soweto,
	Gauteng.
Postal Address	Gauteng
Home phone:	(011) 936-7278
Work phone:	
Contact name:	
Contact Address:	
Contact phone:	
Prison:	
Prison number:	

**WITNESSES:**

	<b>1.</b>	<b>2.</b>	<b>3.</b>
Reference Number:	JB04500/01GTSOW	JB04500/01GTSOW	B04500/01GTSOW
Person ID number:	78516	60611	9530
Surname:	KHUMALO	MASINGA	VERRYN
First Names:	Sifiso	Benjamin	Reverend Paul
Aliases / Nicknames:		Slash	
ID/Passport number:			
Date of birth:			
Home language:	isiZulu	isiZulu	English
Sex:	Male	Male	Male
Citizenship:	South African	South African	South African
Race:	African	African	White
Occupation:			
Employed:			
Street Address:	Soweto,	Soweto,	Orlando West,
	Gauteng.	Gauteng.	Soweto,
Postal Address	Gauteng	Gauteng.	Gauteng.
Home phone:			Gauteng
Work phone:			
Contact name:			
Contact Address:			
Contact phone:			
Prison:			
Prison number:			

## Chapter Three: The South African Truth and Reconciliation Commission

### PERPETRATORS<sup>4</sup>

	1.	2.	3.	4.
Reference Number:	JB04500/01GTSOW	JB04500/01GTSOW	JB04500/01GTSOW	JB04500/01GTSOW
Person ID number:	56550	29508	4759	4760
Surname:	DEMPSEY	VAN ZYL	MADIKIZELA-MANDELA	MANDELA
First Names:	Abram	Andries Rossouw	Winnie	Zinzi
Aliases / Nicknames:		Slang		
ID/Passport number:				
Date of birth:				
Home language:	English	Afrikaans	isiXhosa	isiXhosa
Sex:	Male	Male	Female	Female
Citizenship:	South African	South African	South African	South African
Race:	White	White	African	African
Occupation:	Officer	Officer		
Employed:	Yes	Yes		
Street Address:	Protea/Norwood Police Station	Protea/Norwood Police Stations	Orlando West	Orlando West
	Soweto/Johannesburg,	Soweto/Johannesburg,	Soweto,	Soweto,
	Gauteng	Gauteng.	Gauteng.	Gauteng.
Postal Address	Gauteng	Gauteng.	Gauteng	Gauteng.
Home phone:				
Work phone:				
Contact name:				
Contact Address:				
Contact phone:				
Prison:				
Prison number:				

<sup>4</sup> Perpetrators numbers 5, 6, and 7 omitted to save space.

**Then capture the following:**

Full name of statement taker
Date of interview
Place of interview
Language of interview
TRC office; JHB, DBN, CT or EL
Victim / Deponent prepared to attend a hearing
Name of data processor
Date registered in the computer
Date captured in the computer
Documentation status: R = registered, P = processed and C = captured.
Total number of pages of the statement.
<b>Notes</b> – any observations which we may have made.

**Katiza Cebekhulu**, a former Mandela United Football Club member who is now in London, is alleged to have left the country before the **Winnie Madikizela-Mandela** trial in 1991, in which he was a co-accused in the **Stompie Sepei** trial.

**Maxwell Madondo**, a cook at the Winnie Madikizela-Mandela house and a member of the Mandela Football Club, was killed when **Sibusiso Chili** dropped a rock on his head in February 1992.

Chili's defense was that he has acted in self-defense and that Madondo was part of a hit-squad of three Football Club members who had instructions to kill him. In court two of the three were named as Madondo and "**Killer**". The third was not named.

However, a British Broadcasting Corporation (BBC) program later named the third person as Cebekhulu and interviewed him. He said that at a meeting at the offices of Winnie Mandela, it had been decided that Sibusiso Chili and another Football Club member, **Lerotodi Ikaneng**, should be killed.

The hit-squad was to have killed five youths who were accused of selling out to the police, but instead Madondo was killed and six youth stood trial. Police later found the hit-list with five names at the home of Winnie Madikizela-Mandela, where the Football Club members were living.

According to the BBC, "the most extraordinary development came near the end of the trial – an incident that surprisingly went unreported by the South African media. The defense and prosecution advocates stepped outside the courtroom to confer. The defense said they would call as witness the third unnamed youth who had been with Madondo just before he was killed." The BBC said they had learnt that this youth was Katiza Cebekhulu and he had made a statement for the defense confirming there had been a meeting in Winnie Madikizela-Mandela's office in Orlando West, at which it had been decided that Chili and Ikaneng would be killed.

He told the lawyers that the meeting had been chaired by Winnie Madikizela-Mandela and that Zinzi Mandela and Jerry Richardson were present. He named others who were there.

After conferring with the defense, the State read the following statement into the court record: "The admission the State will make is that the deceased Maxwell Madondo was a member of the Mandela Football Club and that a decision was made by Mrs. Mandela and the football club to kill accused no. 1 (Ikaneng) and no. 6 (Chili). But the witness, m'lord, whose name I will not mention

## Chapter Three: The South African Truth and Reconciliation Commission

now, together with “Killer” and the deceased, was instructed and went out to kill accused no. 1 and no. 6. That the person known as “Killer” was in possession of a firearm was to carry out the mandated decision.”

Chili was the only one found guilty and he was sentenced to one year’s jail. However, Jerry Richardson, who was sentenced to death – later commuted to life – has made statement to the TRC and he will be able to confirm or deny Katiza’s allegations.

Chili’s mother, Dudu Chili, told the BBC that she had worked with Albertina Sisulu to assist boys to escape from Winnie Madikizela-Mandela’s home. She said she had been warned that a decision had been taken to kill her son and she had warned him. Dudu Chili was one of seven originally charged with Madondo’s murder. She was released on bail on condition that she stayed away from Soweto for her own safety, and was discharged before the trial began. Her house was, however, burnt down allegedly by Football Club members and her 11-year-old niece was shot and burnt to death.

The summaries - read the entire case through highlighting the names of people mentioned and make a short summary of the statement. It should include **‘WHO did WHAT to WHOM, WHEN, WHERE and WHY’**. Use names of victims and perpetrators.

The deponent, Dudu Chili, claims that her niece, Finkie Msomi was killed by a bomb and a bullet shot on the 28<sup>th</sup> of February 1989 at Maseko Street in Orlando West. Winnie Madikizela-Mandela, her daughter Zinzi Mandela and other members of the Mandela Football United Club are implicated in this act of human rights violation. The deponent further claims that Madikizela-Mandela and the MUFB members had begrudged her sons for refusing to join the club. They were labeled sellouts. The person who had been targeted for murder was her son, Sibusiso Chili, who narrowly escaped death after a mob, including Sibusiso, killed one of the assailants in the name of Madondo in self-defense. Prior to these attacks, Lerotodi Ikaneng, another targeted youth, had also escaped death after an attempt to murder him by cutting his throat. Ikaneng had sinned by pulling out of the club. Chili asserts that they were thought to be dangerous because they had all the information about the activities of the club.

(Give all known reference numbers of statements – HRV and amnesty - related to this case).

Refer: JB04520/01GTSOW, JB04637/01GTSOW, JB04519/01GTSOW, JB05408/01GTSO, JB05194/01GTSOW, JB05714/01GTSOW, JB03657/02PS, JB05407/01MPNEL, JB05262/03NW, JB05845/01GTSOW, JB05846/01GTSOW, AM2422/86, AM3690/96, AM6400/97, AM6401/97, AM6402/97, AM7351/97, AM7511/97, KZN/MP/017/BL.

**Extract as many acts, victims, witnesses and perpetrators as possible.**

**ACTS** – Ensure that you use the controlled language when describing an event. For every description consult the controlled language and ensure that **a word in bold** is used. When multiple injuries led to a death i.e. a person was bombed, shot and burnt, it is unclear which act was the cause of death. State all the above three acts under Severe Ill-treatment and add a fourth under Killing, thus Killing / Unknown.

**VICTIMS** – Write ‘DECEASED’ or ‘DISAPPEARED’ in brackets for all victims killed or disappeared respectively.

**PERPETRATORS** – The person who performed the act, people who gave orders or people who were involved in the conceptualization of the act.

**WITNESSES** – Two categories of witnesses. Those who actually saw the event and those who may not have seen it but can corroborate it or give more information.

**ACTS FROM THE ABOVE STATEMENT<sup>5</sup>**

**Act 1**

Victim	CHILI, Dudu Olive
Age	45
Victim Number	3
Organization	Federation of the Transvaal Women
Date	28-02-1989
Place	Protea
Specific place	Protea Police Station and Kliptown Police Station
Details	Detained.
HRV Type	Associated Violation, Incarceration or Imprisonment.
Outcome	
Reason	The police wanted Chili to give them the names of the ANC people she met in London.
Political Context	Because of the state repression at the time, an opportunity was created for gangs like the Mandela Football Club to emerge. The club terrorized the community around Soweto. The club was under the leadership of Winnie Madikizela-Mandela. Anybody not cooperating with the club was branded as a sell-out and liable to be killed.

**PERPETRATORS**

<b>Name</b>	<b>Number</b>	<b>Organization</b>
Dempsey	56550	South African Police
Van Zyl 'Slang' Andries Rossouw	29508	South African Police

<sup>5</sup> Thirteen acts were defined based on this statement. We show only Acts 1, 6, and 13.

## Chapter Three: The South African Truth and Reconciliation Commission

### Act 6

Victim	MSOMI (DECEASED), Finkie Maria
Age	13
Victim Number	56551
Organization	
Date	28-02-1989
Place	Orlando West
Specific Place	Inside the bedroom at Dudu Chili's house
Details	She was burnt during the bombing of Chili's house.
HRV type	<b>Severe ill-treatment, Injured by burning</b>
Outcome	Injury
Reason	Madikizela-Mandela and Zinzi Mandela wanted to revenge the death of Madondo who had died on his assignment to kill Sibusiso Chili.
Political Context	as in (1) above

### PERPETRATORS:

Name	Number	Organization
Madikizela-Mandela, Winnie	4759	Mandela Football Club
Mandela, Zinzi	4760	Mandela Football Club
Richardson, Jerry Vusumuzi	51965	Mandela Football Club
Sonwabo (DECEASED), Vuyo	26263	Mandela Football Club
Zwane, Charles	25027	Mandela Football Club

### WITNESSES:

Name	Number	Eye witness
Chili, Barbara	56557	Yes – she was in the house when it was petrol-bombed.
Msomi, Ntombenhle	56562	Yes – was also in the house
Msomi, Alfred	9530	He watched helplessly as the house burnt with Finkie his daughter.



Msomi Ntombana (DECEASED),	56567	She also watched helplessly as the house burnt with Finkie her daughter inside.
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## Chapter Three: The South African Truth and Reconciliation Commission

### Act 13

Victim	CHILI, Sibusiso
Age	
Victim Number	56564
Organization	
Date	February 1989
Place	Johannesburg
Specific Place	At the Norwood Police Station
Details	Kept in isolation for almost a year in a dirty and filthy cell.
HRV type	<b>Associated Violation, Incarceration or imprisonment.</b>
Outcome	Detained.
Reason	Punished for the Maxwell Madondo killing. Also the police wanted to know the whereabouts of his other brothers: Mbuso, Nhlanhla and Kelly.
Political Context	as in (1) above

### PERPETRATORS:

Name	Number	Organization
Van Zyl, 'Slang'	29508	South African Police Special Branch –

### WITNESSES:

Name	Number	Eye witness
Khumalo, Sifiso	78516	Yes – Detained together.
Masinga, Benjamin	60611	Yes – Detained together.

**Documentation and Statements.**

Clearly indicate all attached documents. Further, indicate if the whereabouts of other documents are mentioned, e.g. if the death certificate is at home or with a lawyer. This could assist with the low level corroboration.

Type	Attached?	Details
Medical Report	No	Dr. Mhinga – and ANC doctor
Medical Report	No	Chris Hani Baragwanath Hospital

**Consequences of the experience for the victim & expectations.**

Briefly state whether the violation caused any permanent physical injuries or left any emotional suffering of pain. Describe the nature of the injury, what treatment was received for the injury and state the present physical health.

Mention the exact expectation the person would like from the TRC e.g. school bursaries, pension, gravestone erected, national monument with all the names, accommodation, etc. Are these at the person or national level – capture both.

**Relations**

Relate from the deponent's side i.e. from Dudu Chili.

**Biographies**

Capture the persons' political party, union, community involvement, etc.

## Chapter Three: The South African Truth and Reconciliation Commission

### **A letter of acknowledgement.**

The following letter is sent to each deponent / victim immediately after his / her statement has been processed.

(letter head)

Reference No.: JB04500/01GTSOW

Ms. Dudu Chili

P.O. Box 925,

Johannesburg,

2000

Gauteng

16th September 1998

Dear Ms. Chili,

### Re: Statement submitted to the Human Rights Violation Committee

We would like to thank you for making a statement to the Truth and Reconciliation Commission. We apologize for the long delay in responding and ask for your understanding in this regard.

The Human Rights Violation Committee of the Commission is in the process of determining whether or not you or the persons mentioned in your statement are victims of gross violations of human rights as defined by its mandate. You will be notified of our finding by no later than 31st March 1998.

When a finding has been made, those who were found to be victims will be referred to the Reparation and Rehabilitation Committee. This committee will send these victims a Reparation Application form in due course. The Reparation and Rehabilitation Committee will make recommendations to the State President on how the government should help those victims found to have suffered gross violations of human rights.

Your willingness to trust the Commission with your memories will assist us to find out the truth about South Africa's past and will help bring about the healing that you and our country need.

Thank you very much for volunteering to be part of the process of healing and reconciliation in our country.

May you be blessed.

Yours sincerely,

The Most Reverend Desmond Mpilo Tutu

**Chairperson**

**Structure of the Reference Number**

**JB04500/01GTSOW**

JB	Johannesburg regional office
04500	sequential number to count number of statements
team	01
GT	– Johannesburg commissioners were divided into three teams thus: Johannesburg city, suburbs and townships.
SOW	Statement taken from Soweto.

**Other Examples**

**JB00099/01ERKWA**

JB	as above
00099	as above
01	as above
ER	East Rand – i.e. Springs, Brakpan, Benoni, Heidelberg, etc.
KWA	Kwa-Thema, a black township in Springs

**JB01238/03VT**

03	team 03
VT	Vaal Triangle – Boipatong, Sebokeng, Evaton Vereeniging

**JB04211/03WR**

WR	West Rand – Randfontein, Krugersdorp, Carltonville, Mohlakeng
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**JB03331/02PS**

02	team 02
PS	Pretoria/Soshanguve area, Mamelodi, Atteridgeville

**JB04100/02NW**

NW	North West – Mafikeng, Zeerust, Potchestroom
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## Appendix 7

### Data Processing User Guide

This is the text of the Data Processing User Guide discussed in the section, TRC System User Guide. It is complete except for certain omissions and changes made to save space. This guide was used primarily in the training of data processors.

**TRC Main Menu** - After logging into the TRC database you will enter the Main Menu screen. From this menu you can run any of TRC modules available to you.

### Source Menu

Accesses all modules relating to GHRV statements, amnesty applications and any other sources of information.

*Note: To save space, we list all field names appearing on screens in the left to right order in which they appear on the actual screen.*

Reference Number	Violation Type	Document Date	Place Taken	TRC office	Person ID Number	Surname	First Names
Attend Hearing	Summary	Summary Print	Details Print	Status	Date Registered	Date Captured	Captured by
Date Processed	Processed by	Taken by	Notes				

### Source Details

Once a source document has been registered and all necessary processing has taken place, details regarding the HRV, amnesty application are entered. All the information entered at registration time will appear on the first page.

The second page of the Source Details module allows for the capturing of details of specific acts of human rights violations, which appear in the source document (see Figure 1, above). Any number of perpetrators or witnesses can be captured for a single act.

### Person Details

Accesses all modules relating to people referenced within the system, including their relations and biographies.

Person ID	Residential	Surname	First Names
Aliases	Postal Code	Title	Province
ID Type	ID Number	Work	Date of Birth
Sex	Phone Home	Nationality	Race
Phone Work	Occupation	Contact Person	TRC Employee
Language	Postal Code	Prison	Phone Home
Prison Number	Phone Work		

#### **Person Details Screen**

Any person referenced anywhere within the system need only be captured once. This module allows for the capturing and querying of detailed information concerning a person. The Person ID is system assigned when the record is saved in the database. The only other required field is the

person's surname. This field may also be used as descriptor if nothing specific is known about the person. The more detailed the information entered here, the more powerful the analysis and research that may be done on it at a later stage.

The system also provides for the capturing of aliases and nicknames. It also allows for the logging of multiple biographical episodes or periods for each person stored in the database. This then serves for the building up of a political curriculum vita or any other biographical image of interest for each individual person referenced within the system. If a person is deceased or disappeared, indicate by writing (DECEASED) or (DISAPPEARED) in brackets after the surname.

#### Registration Menu

Reference Number	Violation Type	Document Date	Place Taken
TRC Office	Taken by	Surname	First Names
Language	Total Pages	Status	Date Registered

### Register Source Document

Once an interview has been conducted or an amnesty application has been received, this module is used to register the source information within the TRC system. The reference number assigned to this source must be entered in the appropriate field and all other necessary information about the source provided.

#### Starting off:

Check that registration is correct.

Read entire case through from beginning to end before you start capturing.

Highlight the names of people mentioned in the case. Determine whether they are victims, perpetrators or witnesses. People who do not seem to fit into any category should be classified as witnesses (district surgeons, lawyers, etc.).

Capture the names of the people mentioned in the case, first checking whether they exist on the database. However, be careful not to deduce links that are not 100% clear. That is, do not assume that two identical names are for the same person. Put as many details as possible into the **Person Details** screen for each person and check that they are accurately captured. Corrections should be made and highlighted, especially with ID numbers. If you have no details, then at the very least put a general value in the address, i.e., the province field. Check for ages, especially of the victims. Every key person mentioned in the statement must be given a number - **Person ID**.

Write the person numbers of all victims/perpetrators/witnesses next to their names in the statement. Use the coder's sheet.

Call up the case number - **Reference Number** - on the **Source Details** screen.

Check that the right deponent is linked to the case number. The Documentation Officer does (this linkage at registration time).

#### Summaries

Observe the following two mnemonics in your summaries:

**What, Where, When, Who, Why & How** - the five wives and a husband.

**Accurate, Clear & Concise.**

The summary should be as objective as possible and contain facts found in the statement. This is necessary because each statement submitted needs to be listed in the Final Report.

Three key elements which should appear in the summaries in order of writing:

**What happened** (Two people died and two were injured in an attack on a house in Soweto in 1990).

**Contextual remarks** (The day before, there had been an Inkatha rally).

**What happened afterwards** (People were taken to Chris Hani Baragwanath hospital by ambulance and private car. The deponent laid a charge with the Jabulani police).

In the summary, include the names of deponent and victim(s) and their relationship to each other and what happened, when, where, why and how it happened. Include the age of victim(s) if available. Give an indication of the affiliation of victim(s) and alleged perpetrator(s). Be sensitive when mentioning accusations made by anybody. Use phrases such as "alleged perpetrator or perpetrators," and "are believed to be." If the perpetrator is identified, then refer to him as "named," or

## Chapter Three: The South African Truth and Reconciliation Commission

“identified.” Construct sentences carefully: “they’s” and “he’s” in a sentence without names can be confusing. The summary must give some indication of the political motive (if this is clear from the organization of the victim and perpetrator and that would be sufficient). Be brief.

Fill in the “*Date captured*” and put your name, i.e., your person number in the fields for “*Processed by*” and “*Captured by*”.

The “*Notes*” field is for the following type of comments: (a) reference to other statements, (b) victim has appeared in a hearing, (c) an indication that the statement was not clear which perpetrator was linked to which violation and (d) an indication that the statement was confusing or there were discrepancies with dates, etc. This is where we need to capture any observation which we may have made, such as the fact that it is linked to Boipatong massacre, Trustfeed massacre, etc. It is NOT for the data processor to comment on whether or not you think this is a gross violation of human rights - that is up to the HRV Committee to decide.

Save your work.

Move to the next screen for the violations.

### ***Capturing the violations:***

Refer to Appendix 5 (Completed Coder’s Sheet).

Call up the victim - by “*person number*”- under the acts.

Log the “*date*” of the violation. You need at least the year. If no date is given, you might be able to work it out from checking the TRC chronologies and/or checking related statements. If you do this, then state it in the “*Notes*” field. If you cannot work out the date, log the year as **00** and put an explanation in the “*Notes*” field.

Log the “*town*” where the violation happened. If this is not specified but from the context seems to be the hometown of the victim, then use this. You can usually work this out from the context of the statement. Often the victim’s hometown is also the deponent’s hometown. If you cannot work it out, put it as “**Unknown**”. Put a note in the “*Notes*” field if the town was not specified.

Add the “*Description of place*.” Give whatever detail possible, e.g., “At home, White City, Soweto” or “at John Vorster Police station” or “open ground next to the main road through Duncan Village.” This is essential in order for the researchers to code properly for the “location.”

Add the “*Description of violation*.” This is the detailed free text area that was left out of the summary.

You do not have to repeat any information captured in other areas, such as who did it or where it was done. This area is crucial for capturing any information concerning the act not captured elsewhere. In essence you need to capture what happened, what was used, where on their body they were injured, how many times, etc. An example is: “**jumped out of window.**” Remember to specify if a woman was **pregnant or miscarried or if a killing was an assassination.**

Use the coding sheet definitions as a guide and include the necessary keywords. You need to ensure that you are all using the controlled language for description of events. For every description consult the controlled language and ensure that a word in **bold face** is used, i.e., use the “catch phrases.” This is to ensure that at a later stage searches can be made on the free text searching through key words from the controlled language. This should not just be one word but it must be a description of what happened. .

Add the ***Outcome and consequences***. Here you capture all mental and physical injuries, such as:

If they are not able to work as a result of their violation. This is not to be confused with if they lost their job because of discrimination, or absenteeism whilst in detention, etc. These two fall under Associated Violation.

If they lost any benefits which they should have received. Double check with the **R & R** (**Reparation and Rehabilitation**) form and “Further Question” for this information as well.

If any friends or relatives, including the deponent have been affected, this needs to be captured here as well.

State anything that happened immediately after the event. Examples: “fled the area,” “death,” “released after seven (7) weeks detention,” or “dies four (4) days later as a result of injuries,” or “permanently disabled and died of complications five (5) years later,” or “signed a confession after two (2) hours torture and subsequently convicted on arson charges.” If outcome is not specified under that section of the statement you can often pick it up somewhere else in the statement. In cases of incarceration, state the length of time involved, not just the date of arrest.



This needs to be captured in a short, concise way.

Add the "**HRV category**." See coding sheet as a guide for this. Here you select one of the following: Killing, Attempted Killing, Torture, Severe Ill-treatment, Disappearance, Associated Violation, Other, and Unknown.

Add the "**HRV type**". See the coding sheet. Here you select one of the 90 codes for acts. These codes were kept close to words so that they are easier to remember but at the same time they can only have eight characters. Sometimes the acts have come out with shortened words.

Add the "**Reason for violation**." This is the immediate reason for that specific violation - thus the "**State of Emergency**" is inappropriate.

Here you need to state why the person was violated. You are trying to capture what motivated the perpetrator to commit that specific act. For example: "the victim belonged to a particular political party," "he was a shop steward," "shot after throwing stones at the police," "beaten because he was regarded as a police informer," "tear-gassed because he was part of the march," "tortured to force her to make a statement implicating someone else," etc.

It is very important that you do not presume anything here. You must only capture reasons which are stated in the deponent's statement. Do not assume. If it is left blank, assume that no reason was stated.

You do not capture here that they were innocent bystanders, for instance. This is not part of the reason why they were violated. This is captured under circumstances.

Add the "**Political context**" if you are able to do this. The political context has two aspects to it. It can include both the national political context, e.g., there was political conflict, a national stay-away, etc. The second aspect which should be included is **if** what the person was doing at the time is relevant, e.g., if the person had recently returned from exile, if they were attending a night vigil, etc. Sometimes none of this information is available, just indicate that it is not stated. Be careful that if the context is different for different acts in the same statement that you clearly state two different contexts. For example: a person may have been in a march, beaten up and imprisoned and whilst in prison they are tortured. These two acts have different direct contexts and this needs to be indicated. You must never assume a political context even if you are aware that this act was part of the June 16 Soweto riots. If the deponent does not mention this, you cannot put it into the coding but add a comment on the "**Note**" field. Usually the deponent provides the political context either under that question in the statement or in some other part of the statement.

Add the "**Victim age**" if possible. This is the **age at the time of the violation**. Please check the dates if the deponent has supplied the age at the time. You can do this by checking the date of birth and the date of the incident where both are supplied. Please note that deponents often make mistakes on the date of the time of the incident. If there is a discrepancy between your addition - based on the date of birth and the date of the incident - and the deponent's version, then go with your addition but put a note in the "**Notes**" field about the discrepancy.

**Organization number and name.** If the deponent refers to more than one organization, then use this to refer to the main organization or to the organizations which resulted in him/her being attacked. Remember that some organizations – resident's associations - were affiliates to others like the UDF. Use the main organization – UDF—in this case. We need the organization which the victim belonged to at the time of the violation.

**Event number and name.** This is used by researchers for the research coding. You can fill it in from the main list of events if it is clearly part of that event. Do not add events without consulting with the researchers. It is up to the researchers to create new events.

Save your work.

**Victims:**

In the Surname field, please write "DECEASED" or "DISAPPEARED" in brackets for all victims killed or disappeared respectively.

**Witnesses and Perpetrators:**

In order to classify someone as a perpetrator, you do not take only the person who actually pulled the trigger, for instance. If the names of people who gave the order or who were involved in the conceptualization of the act are given, they are all captured as perpetrators.

The witnesses and the perpetrators are linked to the specific violation. So, for each violation you must add appropriate witnesses and perpetrators in the fields below the acts. Be careful not to put wrong witnesses and perpetrators onto acts.

## Chapter Three: The South African Truth and Reconciliation Commission

Use the perpetrator "*notes*" field for any additional information.

Remember that there are two categories of witnesses: those who actually saw the event and those who may not have seen it but can corroborate it, give more information, etc. You need to indicate (Yes/No) whether or not they saw it. Examples are: "saw the victim shot" or "did not witness the shooting but saw the victim's wounds the day after" or "was the doctor who attended to the victim" or "acted as the deponent's lawyer," etc.

Ensure that it is possible to understand the context around the witnesses and perpetrators - it is not sufficient to just log the names onto the acts without explaining.

If a person fills in a statement himself/herself, that person is registered as the deponent. If someone assists a deponent to fill in a statement the person who assisted should be mentioned in **Documentation** below. At the same time not every single person named in the statement needs to be extracted, e.g., if the deponent went to the morgue and found the deceased victim, and while there bumped into a friend "X," "X" does not have to be captured as a witness.

If there is not much information on the perpetrators, just put what you have, e.g., SAP.

Save your work

Move to the next screen for details of documentation.

### **Documentation**

Record documentation in the field marked "Statements made & other documents or items provided."

Only record documentation which the TRC actually has in possession and NOT documentation which we would like to have.

Mark whether or not the documents are attached.

If the items are too bulky to attach to the file, e.g., X-rays or a large file annexure, DO NOT indicate that the items are attached. State clearly - in the details field - that the TRC is in possession of the items but that they are filed elsewhere.

Include dates of documents

Use the attached list as a guide for how to list documents.

Save your work.

Move to the next screen for capturing **Expectation & Consequences**.

### **Examples of type of documentation**

<b>Type</b>	<b>Details</b>
TRC research report	Annexure A - Background on Uitenhage conflict 1976-1989
Witness statement	Annexure B - Andile Xaba; interviewed 19/5/97 at Uitenhage
Medical record	Annexure C - Post mortem report
Court record	Annexure D - Civil claim - Johnson vs. Ministry of Defense, case no108/89, Uitenhage court
Court record	Annexure E - Criminal trial - State vs. Johnson, case 52/89, PE Supreme Court
Legal documents	Annexure F - Particulars of claim, case 106/89 Uitenhage court
Press clippings	Annexure G - Soldiers shoot marchers, EP Herald, 29/10/89
NGO records	Annexure H - extract from IDAF list of detainees, October 1989
NGO records	Annexure I - Black Sash report on shooting incident, October 1989
Police records	Annexure J - Photocopy of p172 of cell register, Jeffreys Bay police station, May-Dec 1989
Police records	Annexure K - Police docket, CC95/89 - public violence charges against S. Johnson.
Police record	Annexure L - Letter from Station Commander, 27/5/97, re: destruction of records.

Death certificate	Annexure M - Samuel Johnson, 20/10/89
Medical record	Annexure N - Records from Frere Hospital, EL, for S. Johnson, 19/10/89
Birth certificate	Annexure O - Birth certificate for S. Johnson, 16/2/1970
Photos	Annexure P - Photographs of injuries to S. Johnson, 19/10/89

### **Expectation & Consequences**

Type the number of the question on the TRC statement onto the first column ("question"), i.e., 7.1 or 7.2 or 7.3

Then move to "Reply" and write in the answer in the free text (for example, "Bursaries for two school-age children").

You cannot have more than one line per question number (i.e., the database won't accept the same question number being used more than once). This means you have to put all the replies to one question in one line (e.g., "Bursaries for two school-age children and information about incident"). Be brief.

Remember that the database will be set to a current form of the TRC statement - if you are capturing a different version of the statement, then the answers will be in different fields.

Do the same with consequences

If there are no answers given to the Expectations & Consequences questions, then do not fill them in on the database - just fill in the ones that have information.

Save your work.

### **Reparation & Rehabilitation (R & R) coding:**

The R & R coding was treated differently by the four regions. In our region one data processor was appointed to access the R & R screens of the database and capture the relevant code for that information.

Click on **R & R sub-menu** at the top of the screen and then choose **R & R coding**.

Click on the query button and then type the number of the case you were working on; press F8 to call it up.

Go to **code** field and call up the list of codes (off the list of icons on the left side). Choose the code which suits the answer for 7.10

Go to the **question** field and scroll down to the next question number (7.20). Then move to the **code** field again, call up the list of codes and choose the appropriate code.

Repeat this for question 7.30

Remember that different protocols will have different question numbers.

Save your work.

### **Vetting – Quality control**

Checking of coding errors. This was done in different ways. At the end of each day, each data processor would hand over the statements s/he processed that day. I would take one or two statements from s/he pile and re-process them comparing the victims, the acts of violations, the witnesses, perpetrators, etc., that have been extracted. I would mark all the errors in red and send the statement for re-processing. The other way is to use peer evaluation, where data processors would exchange statements and check each other's errors. Also the corroborators, researchers, investigators and commissioners would in a way help to check errors when doing their work.

### **STANDARDIZATION**

To maintain consistency within the regions and among the data processors themselves, a document on standardization was produced and circulated to all people concerned. One of the most important issues is the importance of extracting all the acts from the statement, including the Associated Violations.

### **General issues:**

Use small caps:, e.g., summary, description of violation, outcomes, notes, etc.

**I.D. numbers** - divide them as they are recorded, e.g., 19860214 5449 088

**Phone numbers** - write the codes in brackets, i.e., (011) 333-6330

**Titles** - if not stated, call all men "Mr." and all women "Ms."

### **General Comment:**

## Chapter Three: The South African Truth and Reconciliation Commission

A concise, short summary/overview of the full statement.

If the case is linked to any other statement list those reference numbers.

If the case is linked to any major events such as Boiphatong Massacre, mention this.

Comments from different units - data processors, HRV committee, researchers, investigators, etc. First state what unit the comment is from and then make the comment.

### **Further Comments:**

State any particulars which are only pertinent to that particular act within the statement. It is not general to the whole statement but rather specific to that act, and therefore, has not been captured by the general comment or in any other place.

### **Circumstances:**

Here you paint the broad picture of what was happening in the community at the time of the event. You paint the broad community context, such as violence between particular political groups, school boycotts, stay-aways, etc.

This also where you capture the individual activities, for instance on their way home from school, participating in a march, only doing her/his washing, watching from his doorway, walking to the shops, etc.

### **Biographies:**

This is where we need to be capturing peoples' political/union/community involvement, etc. This needs to be used for all people captured, if we have the information.

### **Relations:**

We need to be relating from the deponent, i.e., the victim is a young boy, the deponent is his mother and the witness his sister, etc.

## References

- Ball, Patrick, 1996. *Who Did What to Whom? Planning and Implementing a Large Scale Human Rights Data Project*. Washington: American Association for the Advancement of Science.
- Ball, Patrick, Ricardo Cifuentes, Judith Dueck, Romilly Gregory, Daniel Salcedo, and Carlos Saldarriaga. 1994. *A Definition of Database Design Standards for Human Rights Agencies*. Washington, DC: American Association for the Advancement of Science and Human Rights Information and Documentation Systems International.

