

ANNEX 1

GUIDELINES for CORRECTIONS of WITNESSES STATEMENTS BY a THIRD PARTY

When a witness is illiterate and / or unable to understand the language in which a statement is provided to VWS for the purposes of familiarisation, interpreters are requested to assist witnesses either by reading aloud their statements or by providing sight translation from the language of the statement (English or French) to a Situation language spoken and understood by the witness. On such occasions and in exceptional instances interpreters might be asked by a witness to provide their assistance in correcting the statement either because the witness cannot write or is uncomfortable writing. In such instances the guidelines below should be followed:

- In principle and whenever possible the witness should make the required corrections him/herself or with the assistance of the rule 74 lawyer. If a witness requires an interpreter to make some changes/corrections to the statement, the interpreter should first make sure that the witness cannot do it him/herself.
- If not possible, the interpreter can make the corrections under the witness's guidance. Apart from the witness and his/her rule 74 lawyer, the interpreter, **acting as a proxy for the witness¹** is permitted to make the changes to the statement. The VWS representative is never to make any change/correction to a witness statement. **Each correction made should be marked with the initials of the interpreter next to it. At the bottom of each corrected page the interpreter should add their initials again + the date.** For security purposes the interpreter should not include their full names or a signature that could identify them on a witness statement.
- An **explanatory note (see form attached)** should be added to the statement whereby the interpreter indicates that changes were made on behalf of the witness and that the corrections made are marked with the interpreter's initials. **At the end of the process and before the note is finalized all the corrections made are reviewed by the witness in the presence of a VWS staff and of the interpreter and the witness is asked to confirm that he/she agrees with all the corrections implemented. The note is then dated and signed by the interpreter and the VWS staff.**

¹ **Proxy:** 1. a person authorized to act on behalf of someone else;
<https://www.collinsdictionary.com/dictionary/english/proxy>

- When corrections are made, the VWS should be promptly informed and provided with the corrected statement and the explanatory note for further communication to the Chamber and calling party.

CORRECTION of STATEMENT by a THIRD PARTY

All the corrections made were reviewed by the witness in the presence of a VWU staff and the interpreter. The witness hereby confirms that he/she agrees with all the corrections implemented.

II. Name: _____ Function: _____
Date: _____ Location: _____
Signature: _____