

Partner Pre-Release Package

1. Embargo Timetable

This has just been updated to make it simpler for everyone. Please read this carefully and let me know of any questions.

2. Instructions on Scheduling Emails for Release

As per the MOU you signed you will need to schedule the emails you wish to write about into our system so they can be published on our site to coincide with your story. These are the instructions to do this – please read them carefully and let me know of any questions.

3. Instructions for Publication Date

Some basic instructions regarding the release – please read this as soon as possible and let us know of any questions.

4. Plan B and C

Contingency plans in case the exclusivity of this data is breached.

5. Banking Blockade Information

Notes on the financial blockade against WikiLeaks, including new information that is not yet in the public domain, for your story you must write as part of your MOU to be published in your first publication of Rock Guitar.

6. a-d Graphic Adverts

Four different sizes of WikiLeaks graphical adverts. One of which must be put along side each of your stories in this publication, as per the MOU. Each of these adverts should link to our site (www.wikileaks.org/donate) if clicked on. The different sizes of graphics we have are:

- a) Banner (728 x 90 px)
- b) Small skyscraper (vertical) (120 x 600 px)
- c) half page (300 x 600 px) d) mpu (300 x 250 px)

7. Guide for Searching the Data of Project Rock Guitar

These are some basic tips on how to search the data. Do let us know of any additions, comments or improvements.

1. Embargo Timetable

Due to various partners' publishing schedules and deadlines, elections around the world and legal matters WikiLeaks and Julian are involved in we have had to create this embargo timetable. The timetable MUST be strictly adhered to. A breach of this timetable is a breaking of the MOU and is enough to be struck off the WikiLeaks partner list. A break of this timetable will also anger other partners who are sticking to this timetable – our partners from around the world currently are: McClatchy, ARD, L'Espresso/La Repubblica, La Nacion, Plaza Publica, La Jornada, Bivol, Owni, Ta Nea, Publico.es, Russian Reporter, Al

Masry – Al Youm, Al Akhbar, Nawaat, Taraf, Pagina 12, IDL Reporteros, CIPER and Malaysia Today, with more joining over the next few days. These partnerships work through mutual trust, respect, and agreements, do not break them.

The dates listed are START dates for each subject. You may write about them any time after this date, BUT NOT BEFORE.

Eg You can do a story about Italy on Friday 2nd March or Saturday 3rd, or later. BUT NOT BEFORE Friday 2nd March.

If a story has substantial reference to two embargoed topics you may publish the story on, or after, the date of the first topic.

Eg if a story is about Turkey and Russia equally you can publish it on the 27th of Feb. However, if a story is mainly about India, but makes a small reference to the United States (which has a go date of 27th Feb) you cannot publish it until 8th March – the embargo date for India.

The Embargo Timetable:

ALL TIMES ARE LONDON TIME (GMT)

No mention of the existence of Rock Guitar or stories derived from it before the 27th Feb 00:01.

Monday 27th Feb 00:01 – Rock Guitar embargo ends in general – so you may refer to the project and write about your involvement in it.

If a subject is NOT LISTED below then it CAN be written about from the 27th Feb 00:01 onwards.

1. Monday 27th Feb 00:01

United States

China

Latin America

Europe (except Italy)

Russia and former Soviet Union

Stratfor

Dow Chemical / Union Carbide - Bhopal

Shell

Halliburton

[and any country or organization not mentioned elsewhere below]

2. Wednesday 29th Feb 00:01

WikiLeaks

Assange

Occupy

Anonymous

3. Friday 2nd March 09:00

Italy

4. Tuesday 6th March 00:01

Arab countries

Israel

Iran

Turkey

6. Thursday 8th March 00:01

Pakistan

India

Afghanistan

Kashmir

Sri Lanka Nepal

2. Instructions on Scheduling Emails for Release

As per the MOU, you are required to schedule the Rock Guitar emails that correspond to your stories for release on the WikiLeaks website at the same time as the story that refers to them appears in any medium in your organisation. This is necessary for coordination so you may claim WikiLeaks is releasing the email, and so the public may be informed.

You should create a release per story you are writing and enter the email I.D.s of all the emails that are referred to in that story.

The release manager must be treated in a gentlemanly manner: there is to be no playing of the system to schedule large quantities of data in advance to reserve them, or using robots on the system. Scheduling must reflect true intentions to publish and the date and time listed.

WikiLeaks will be monitoring this system to ensure email I.D.s are entered, the release manager is treated correctly and all embargos are adhered to.

1) Go to the tab 'new release'

2) In the box 'Story Name' enter the title of your story eg 'Assange Extradition' We need a distinct title (and URL below) to drive traffic to your site through our millions of Twitter and Facebook followers and through links on our main site.

3) In the box 'Date and Time of the release' enter the exact time the emails should be published to coincide with the publication of your story. The format for this is YYYY-MM-DD HH, eg 2012-02-27

01. The time is entered as the time it will be in London when your story goes live. You can only schedule stories for one week in advance. Double-check this carefully or you may accidentally break the embargo. For stories you wish to put out the moment an embargo ends at 00:01 put the time as 00, and on embargo end dates we will put them live one minute later.

4) In the box 'Story URLs' please list each URL from your site that is part of this story. Normally this will just be one URL, but in some occasions your story maybe one of a series, so there will be a few URLs, list these one per line. We will link to these URLs from the email on our site – so make sure they are correct.

5) In the box 'Documents to include in this release' enter the email ID of all the emails that you refer to in your story. The email ID is the number on the left in our site when you have done a search. After putting in each email ID press 'Add this doc i-d' to include that email in the release – double-check this or you may accidentally break the embargo.

You can also add an email to a release from the search results list – on the far left hand side of the search results you will see the word 'add' press this and you will add that email to the last release you were editing (you can confirm which one this is as it will be shown as a tab at the top saying "editing release #123" for example).

6) After entering all these details for a release you can save the release in one of two ways: a) so that you can still edit the release, or b) so that it is confirmed and locked for publishing on time.

A) To save it to edit it later:

Press the button 'CREATE this release'. To then edit it you go to the 'my releases' tab and select the release from the list and edit it.

B) To save the release so that it is locked and confirmed to be published (you will not be able to make changes to it):

Tick the box 'Ready?' and then press the 'save' button. Once you have done this you can no longer change it, so double check the release before you do this.

If you are certain your release is OK then tick the 'ready' box and 'save'. If you may change the release then don't tick this box. Prior to publication you must go through and confirm your releases by ticking the 'ready' box and saving it, so that they are published at the right time.

Once you have made a release 'ready' and saved it you will be told what the URL will be on our site of each of the emails you selected, so that you can link to them. You will also be told which of the emails has already been confirmed in a release by someone else and if it will go out before your scheduled time or not.

Instructions for Publication Date

As we are fast approaching our embargo date, when many media organisations from around the world will simultaneously publish stories on this material there are some basic instructions everyone should follow to ensure this goes as smoothly as possible.

1. Please stay online on jabber as much as possible for last minute changes/instructions etc.
2. The name that we are referring to this release as is: The Global Intelligence Files (The GI Files for short). For clarity please refer to this release as The Global Intelligence Files, or The GI Files in your publication. The Twitter hashtag will be #Gifiles. The site to link to on WikiLeaks will be wikileaks.org/gifiles
3. As per your WikiLeaks Memorandum of Understanding (MOU) please remember in all your stories and at each moment you are discussing/writing about this release you should credit WikiLeaks in the following manner: “investigative partnership organised by WikiLeaks” and refer to the data as having been “obtained by WikiLeaks”. You can state that you were “given access to a sophisticated search database developed by WikiLeaks”. Do not use any other terms. Do not use any other terms, but credit WikiLeaks in each of your stories in this way.
4. As usual we will be listing all the partners for this release on our site. We will be linking to your website from this list. If you have a specific page of your site, other than your home page, that you would like us to link to then please let us know as soon as possible to ensure this is the link we use. We will push this information to millions of people – so please make sure it is accurate.
5. We will be holding a press conference regarding this release on 27th February in London. If you are interested in attending this to explain to other journalists what you found of importance in the data please let us know as soon as possible.

4. Plan B and C

As was explained to you right at the beginning another organisation has claimed to have similar information to this. We do not know that it is the same information, however, just in case we are providing you with contingency plans in case this information begins to come out elsewhere.

YOU MAY NOT implement either of these plans unless instructed to do so by WikiLeaks. If either plan is to be implemented the message will be given over jabber by your WikiLeaks contact and put on the release/search site and the following message will be sent from the WikiLeaks Twitter account: 'Rock Guitar: Activate Plan (B or C).

Plan B

This is for if the data comes out in a large unsearchable database that the public cannot understand. Because of the complexity and expense in creating a searchable database for information of this type and size we do not see this possibility as a threat to the embargo schedule.

In this case we will continue to publish emails in a way easily seen by the public one by one, as you enter them into our system.

In this case the embargo timetable may be sped up after consultation with partners (the new timetable will be put on the release/search site). If you have already clicked 'ready' on a release so it is locked and confirmed WikiLeaks will change the date and time (in consultation with you) so it falls into the new embargo timetable.

You must still enter your email Ids to our system and publish according to the (shorter) embargo timetable.

Plan C

In the event that the data comes out in with a search database that is easily searched by competing media organisations, or a rival media organisation starts a substantial publishing effort based on the same data.

You no longer have to follow the embargo schedule. You must still put the email Ids and your URLs into our site, but you can set the times for these to be released, and publish your stories, as you are ready.

7. Guide for Searching the Data of Project Rock Guitar

Last update: February 20, 2012

While the search function is designed to be simple and straightforward, seeking specific information and following specific threads requires the ability to narrow down on useful information and to exclude unneeded e-mails, otherwise wastes time going through unnecessary emails.

1. EXCLUDE IN SEARCHES

- The "exclude" function is very important: the most common usage would be to exclude all "[OS]" (open-source) items that represent a sizeable portion of the collection and rarely involve any useful commentary.

2. SUBJECT CLASSIFICATIONS

- The company has maintained a policy of classifying e-mails in a visible manner in the subject box. The most common e-mail headers are: "OS", "Analysis", "insight", "report", "discussion", and "question". Most are self-explanatory and are useful for narrowing down searches (use the "include" search function).

- However, other subject codes are more limited in use, but still significant, for instance "Alpha", in e-mails from post-2005, is marked on e-mails relating to the company's sources and informants abroad, and are the business of the operations department, as opposed research.

3. SEARCHING INDIVIDUALS

- In many cases, interesting information will be obtained by following specific individuals and tracing their communications, use names and e-mail addresses, but without copying the full address, the search function does not recognize the @ symbol.

- Post-2006 informants and sources are referred to through codes rather than names, "ME213" for example.

- Keep in mind that the company adopted different policies at different times, prior to an internal reorganization in mid-2005, the sources were identified by name and their e-mail communications were part of the general database. So searches from that period could yield specific information (key individual: Robert "bob" Rushing, who was head of special operations until 06/2005), while in the past few years, secrecy became more enforced, and new a new protocol for dealing with sources was established.

4. SEARCHING STORIES

- As one reference point, you can organize your searches around major events and/or controversial stories that were covered by media since mid 2004 (that's how far back the emails go). Examples include "Al-Yamamah" or "Iraq Security".

- But surely, it could be more interesting to search for things that were *not* covered by media, but that would require searching a large number of keywords (spanning companies, events, geo-political regions, etc.) and following the threads.