1. Choose a person to interview.
2. Have a preparatory interview. Use statement of the organisation form (see appendix VI)
Purpose of the preparatory interview, is getting acquainted with respondent, informing on what happens with his/her interview, answering questions. Make a preview report (meta-data form)
3. Fill out the metadata form. All information that is available before the interview
4. Choose a date for the interview and make sure that a camera is available.
There are two cameras available per city. Make appointments for bringing and fetching.
5. Conduct the interview, with a minimum of 1.5 hours. Make sure the interviewee signs the consent form after the interview. Make a copy of the relevant ID documents for the project. (e.g. use CamScanner app)
6a. Make two back-ups.
One on your computer. The second on another computer or external hard disk.
6b. save scan/copy of documents in the same directory
7. Join & Covert
Use software to join the video files in one file and convert them into e.g. MP4 (e.g. use Format Factory)
Rename the interview, with specific code (initials interviewer, number interview, city etc)
8. The SD card can now be erased for re-use, if necessary.
9. Fill in the remaining metadata fields on the form
10. Transcribe the interview with the available software (option: Subtitle Edit)
Translate directly in the preferred language.
Transcription in the spoken language is not necessarily required
11. Save the transcription in the same directory as the interview
12. Deliver all interviews, completed metadata forms and transcriptions at the local project organisation (based on predetermined appointments with trainer)