

コソボ国
コソボ ラジオ・テレビ局

コソボ国
公共放送局能力向上プロジェクト
フェーズ2
事業完了報告書

2024 年 1 月

独立行政法人
国際協力機構（JICA）

一般財団法人NHK財団
株式会社NHKテクノロジーズ

コソボ国 公共放送局能力向上プロジェクト フェーズ2 事業完了報告書 2024年1月

独立行政法人 国際協力機構

ガ・平

JR

24-002

プロジェクトの活動写真_1



コソボの首都プリシュティナ



RTK 外観



RTK 外観



RTK 内 JICA プロジェクト室



RTK 会長と JICA プロジェクトチーム



第3回合同調整委員会

プロジェクトの活動写真_2

プリズレン支局、ミトロビツァ支局開設



プリズレン支局工事の様子



プリズレン支局開局



プリズレン支局副調室



ミトロビツァ支局工事の様子



ミトロビツァ支局開局



ミトロビツァ支局副調室

プロジェクトの活動写真_3

RTK からの研修参加者は延べ400人以上！



プリズレン支局 OJT



ミトロビツァ支局 OJT



スタジオカメラマン研修



「イン・フォーカス」制作会議



「イン・フォーカス」制作の様子



左：RTK1 キャスター 右：RTK2 キャスター
「イン・フォーカス」より

プロジェクトの活動写真_4



プリズレン支局の研修



ミトロビツァ支局の研修



ワークショップの様子



ワークショップの様子



本邦研修、NHK の支局にて



本邦研修終了式

コソボ国公共放送局能力向上プロジェクトフェーズ2 事業完了報告書

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(List of Dispatched Experts, List of Counterparts, List of Trainings)

2. List of Products Produced by the Project

- 1) Action Plan for Equipment Management Gantt chart
- 2) Equipment List
- 3) Equipment List, Backup
- 4) User's Manual on Operation of the Equipment in Prizren Branch Office
- 5) User's Manual on Operation of the Equipment in Mitrovica Branch Office
- 6) RTK File Based Production System
- 7) Prioritized Selection Rules for Archiving News and General Programs
- 8) RTK-JICA Special Workshop on Training in JAPAN
- 9) Summary of Special Workshop on Training in JAPAN
- 10) In Focus Photos and YouTube Link List

3. PDM (All versions of PDM)

略語表 (Abbreviation)

略語	英語表記	日本語表記
RTK	Radio Television of Kosovo	コソボ・ラジオ・テレビ局
EU	European Union	欧州連合
ODA	Official Development Assistance	政府開発援助
SDGs	Sustainable Development Goals	持続可能な開発目標
RTS	Radio-televizija Srbije	セルビア国営放送

I. プロジェクト概要

1. プロジェクト対象国：コソボ共和国
2. プロジェクト名：コソボ国公共放送局能力向上プロジェクトフェーズ 2
3. プロジェクト実施期間（計画）：第 1 期 2021 年 1 月 28 日－2022 年 2 月 25 日
第 2 期 2022 年 2 月 28 日－2024 年 1 月 31 日
（実績）：第 1 期 2021 年 1 月 28 日－2022 年 2 月 25 日
第 2 期 2022 年 2 月 28 日－2024 年 1 月 31 日

4. プロジェクトの背景

本プロジェクトは、コソボ共和国の多数民族であるアルバニア人と少数民族のセルビア人コミュニティ間の橋渡しとして、また、日本の公共放送メディアがこれまで培ってきた技術、番組制作とニュース取材報道の知見を伝えることによって、コソボ・ラジオ・テレビ局（以下 RTK）が正確・中立・公正な番組放送を可能にする支援を目標としている。

コソボ政府は、2008 年の独立宣言以来、国内の異なる民族間の和解と統一に取り組んできた。しかしながら、国内経済は恒常的に厳しい状況で、若者の就業の機会が国内では乏しいこともあり、若く優秀な若年層は国外に職を得ようとしている。また、対外関係についても、独立時に激しい戦闘となった隣国セルビアとの関係が、少しずつ改善に向かってはいるものの、2023 年 9 月コソボの警察官が、セルビア系武装グループに射殺されたことをきっかけに両国関係が緊張状態に陥るなど、関係正常化は依然実現していない。

コソボ共和国が隣国セルビアとの関係を正常化させ、その上で EU（ヨーロッパ連合）へ加盟するといった国際社会への統合に向けた道のりは依然として平坦ではない。

このような状況の中で、RTK は、公共放送局として、国民の中により強い一体感を育む番組を放送することが期待されており、この目標への第一歩として、異なる民族的背景をもつ職員が互いを尊敬し、今まで以上に協力しあうことが重要になっている。本プロジェクトが最終的に目指しているのは、国内の視聴者が、多様性への尊重に基づく公共放送局としての RTK を信頼し、「自分達はコソボ人である」という意識を深め、民主国家として歩むコソボの発展を促進することである。

5. 上位目標：

RTK の番組が全国民に広く視聴される

Programs of RTK are watched by a wide range of people in Kosovo

6. プロジェクト目標：RTK がコソボ全土を取材し、高品質の番組を放送する

Stories throughout Kosovo are broadcast to people with quality by RTK

7. プロジェクト実施機関：コソボ・ラジオ・テレビ局・Radio Television of Kosovo (RTK) および JICA 専門家チーム

II. プロジェクトの結果

1. プロジェクトの実績

1-1 日本側投入（計画・実績）

(1) 日本側総投入額:257,074,681 円

(2) 専門家派遣: 6 名

6 名の専門家が以下の職務の責任者として派遣された。

- 1) 業務主任者/報道
- 2) 番組制作
- 3) 放送機材 運用/ 維持管理_1
- 4) 放送機材 運用/ 維持管理_2
- 5) 入札補助
- 6) 広報/業務調整

合計 35.50 PM

研修員受入: 9 名（2023 年 5 月～6 月に 9 名が番組制作本邦研修に参加）

(3) 供与機材:56,042,719 円

2 支局設立用の機材等

1-2 コソボ側投入（計画および実績）

(1) コソボ側要員配置:

RTK から以下の要員が配置された。

- 1)プロジェクト統括責任者 延べ 2 名
- 2)プロジェクト・マネージャー 延べ 2 名
- 3)アシスタント・プロジェクトマネージャー 延べ 4 名
- 4)カウンターパート要員（WG メンバー）延べ 16 名

(2) オフィ等の供与: プロジェクトに必要な施設、設備（事務所スペース、機材、電気、電話など）

1-3 活動（計画・実績）

本プロジェクト（第 2 フェーズ）が策定当初に掲げた目標に向けて活動を実施してきた結果、ほぼすべての分野において、予定通りに計画は進み、目標が達成されたと考えられる。プリズレンとミトロビツァに支局が計画通り設置され、北部と南部地域に関するきめ細かい情報が放送に反映されるようになり、番組の精度が向上し、国内のより広い地域で視聴されることになった。

また、内部基準についても、様々な部署から民族が異なる RTK 職員が参加し、議論を通じて最終的な基準設定に向けた方針をまとめた。この方針は執行部の了承を得られ、2024 年度に予算化もされている。また、アーカイブのシステムについては、RTK が保存している過去の映像をニュース番組などの番組制作に活用することが、既に実践されてきたところである。更に、RTK は、日本の専門家の支援を受けて、より洗練された自身のアーカイブ・システムの構築に向けて動き出している。具体的には、これまでの RTK のシステムについて分析を済ませた後、今後のアーカイブの運営基準方針を定めている。また JICA 専門家も、NHK での知見を取り入れた「アーカイブ運営基本方針」を作成し、RTK に手交しており、RTK 自身の考えと日本の知見を融合させた新しいアーカイブ運営基準が今後発足する見通しである。

2. プロジェクトの成果

2-1 成果と指標

(目標値とプロジェクト完了達成値)

成果 1: Regional offices are established in Prizren and Mitrovica
プリズレン及びミトロビツァにおのおの支局が設立される

指標	結果
1-1 Regional offices in Prizren and Mitrovica function well as regional branches of TV station プリズレン支局及びミトロビツァ支局が放送局の支局として機能する	2022 年 6 月にプリズレン、2023 年 3 月にミトロビツァ支局が開設された。プリズレンはコソボ南部の中心都市で、アルバニア系、セルビア系だけでなく、ロマ系、トルコ系、ボスニア系など、コソボの縮図の様な多民族地域である。多様な民族コミュニティについて、幅広く情報収集取材をして、それを RTK の番組に反映させることが、プロジェクトの精神である民族融和の実現のために必要とされてきた。これまでプリズレン在住の記者たちは、首都プリシュティナの本部に数時間かけて通うことを余儀なくされていたが、支局が出来たことで、そうした時間を全て取材や番組制作に使うことができるようになり、南部地域の情報が放送として提供をする体制が整った。 一方、ミトロビツァ支局はコソボ北部の、主にセルビア人が多く居住する地域にあり、コソボ独立の際には、セルビア系住民とアルバニア系住民が厳しい対立状況にあった。この地域の情報を幅広く集め、それをニュースや番組として国内の視聴者に提供していくことは、二つの民族間の理解を促進し、安定した関係を醸成してゆくために欠かせないインフラである。二つの支局が機能し始めたことで、コソボ国内の民族間の相互理解の飛躍的増進が期待される。
1-2 RTK broadcasts stories covered by regional offices in Prizren and Mitrovica RTK がプリズレン支局及びミトロビツァ支局が取材したニュースを放送する	プリズレン支局は、南部の多民族地域を中心に幅広い取材をしており、アルバニア語の番組だけでなく、セルビア語、ロマ語やトルコ語、ボスニア語、モンテネグロ語などで番組が制作、放送されている。 支局が設立されたことで、取材や番組作成に使う時間が増加したこともあり、RTK の番組の 40% について、プリズレン支局が何らかの形で関わっているという見方（プリズレン支局員談）もあるほど、支局開設後のプリズレン支局は RTK に大きく貢献している。 また、ミトロビツァ支局もアルバニア系支局長とセルビア系の記者を中心に民族協働が実現し、2023 年春以降、コソボ北部でアルバニア系とセルビア系両民族の間で緊張

	感が高まった時も、支局が一致結束して、取材にあたり、セルビア系住民が多数居住するコソボ北部の情勢を日々コソボ国内全域に提供する体制が整った。
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以上の結果から、成果 1 の達成度は極めて高い。単に支局が設立されただけでなく、実際に民族融和の雰囲気を醸成する活動が日々行われている。

成果 2: Internal criteria for fair and unbiased program production is developed

公正で偏りのない番組制作のための内部基準が策定される

指標	結果
2-1 Standardized workflow of program production is established 番組制作の標準作業手順が策定される	2023 年 6 月の本邦研修で NHK を見学し、「番組作りの公平性、公正性」「ファクトチェックの重要性」の講義を受けたことをきっかけに、帰国後の 9 月、本邦研修の参加者を中心に RTK の編集幹部を加え 3 日連続のワークショップで議論が深化した。特に▼「フェイク・ニュース」防止のためには RTK はどんな体制を取る必要があるか、▼「大規模な災害或いは戦争状態」においても公共放送が放送を続けるにはどんな体制が必要か、といったテーマに集中的な議論を行い、公正で偏りのない番組制作に向けた内部基準や制度の確立に向けた方針を参加者全員で確認した。この確認に基づき、今後 RTK 自身が自主的、自覚的に RTK の実状に応じて基準を策定することになる。
2-2 An internal criteria for fair and unbiased program production is set 公正で偏りのない番組制作のための内部基準が設定される	上記のワークショップの結果として、▼RTK がネット空間などに広がるいわゆるフェイクニュースを発見し、それがニュースに転用されることを防ぐための特別なチームを作ること。▼災害時に警報等が国民に円滑に伝えられるよう、RTK と政府諸機関との協力を強化することが提言としてまとめられ、2024 年度の RTK 経営計画の中で、「ファクトチェック及び緊急報道体制構築」が実現に向かう見通しである。
2-3 RTK produces programs based on the criteria RTK が上記基準に基づいて番組制作を行う	上記基準は今後、RTK において 2024 年以降整備されることが確認されている。また、JICA 専門家は、これまでも一貫して「公正、正確、中立」なニュース、情報を提供する公共放送の立場から、番組作りの指導を行ってきており、例えば、RTK1 と RTK2 の協働制作ニュース番組の「イン・フォーカス」では、2023 年の 12 月までに 22 本の番組を制作してきた実績を積み重ねている。

成果 3: The digital archive system is effectively utilized
デジタルのアーカイブシステムが有効利用される

指標	結果
3-1 A guideline for the proper use of the digital archive system is set アーカイブシステムの適切な使用のためのガイドラインが策定される	アーカイブのガイドラインについては、2023 年 5 月、RTK 会長がアーカイブシステムの充実のためにアーカイブ委員会を指名した。その後、RTK は委員会の指導の下、これまで蓄積してきた 1999 年から 2014 年までの 15 年分の素材のアーカイブ化について、アーカイブ運営部署、及びデジタル化関係部署との意見交換を 6 月に実施し、内部で情報を共有し、今後に向けた提案を取りまとめた。 RTK の内部提案のとりまとめを受けて、アーカイブ委員会の委員長と JICA 専門家が、7 月に協議を実施した。これによって、今後アーカイブ・ガイドラインをどのように作成すべきかについての作業手順が定まった。この 7 月の協議を受けて、JICA 専門家は NHK でのアーカイブ運営の経験を基に、放送済み素材、取材済資料の保存について、JICA プロジェクトチームからの基本提言をまとめた。RTK と JICA 専門家は 10 月に再度協議を行い、JICA プロジェクトチームはこの基本提言を RTK に手交した。その場の協議では、今後のプロセスとして、RTK 自身がまとめているアーカイブガイドラインと JICA プロジェクトチームがまとめた基本提言を融合させて、RTK 自身が現状に即した独自のガイドラインの最終版を完成させることで合意した。
3-2 The digital archive system is upgraded アーカイブシステムがアップグレードされる	2022 年 3 月、JICA バルカン事務所の調達入札により、アーカイブ・サーバーが RTK に導入された。アーカイブ容量は、RTK と JICA 専門家で RTK が保有するアーカイブメディアの本数・容量を調査の上、648TB(テラバイト)を確保した。 一方、アーカイブのオペレーション作業については、RTK が独自開発した MAM(Media Assets Management)システムにアーカイブシステムを統合する事で、社内インターネットを利用して、どこからでもアクセスできる環境を整えた。また JICA 専門家の指導により RTK スタッフ用のマニュアルを整備した事で、アーカイブ作業の操作性が格段に上がった。 また、RTK はフィルムの再生機を所有していないため、フィルムのデジタル化作業が滞っていたが、2023 年 12 月、Film Scanner が RTK に導入された。これにより、今までできなかったフィルムのアーカイブ作業が、効果的かつ効率的に実施できるようになり、古い時代の価値あるコンテ

	ンツがアーカイブに取り込まれる事によって番組制作に活用できる機会が増え、より良質な番組が期待できる。
3-3 The footage are stored in the system based on the guideline ガイドラインに基づき映像素材が保存される	3-1 で定めた手順に従い、RTK がガイドラインを完成させた後は、このガイドラインに従い、RTK は取材した映像素材を的確に保存、そして活用する体制を構築することになる。
3-4 RTK produces programs inserting footage taken from the system RTK がアーカイブシステムの映像素材を用いて番組を制作する	上記の新たなシステムは今後実現の運びであるが、現時点でも、第1フェーズ以来、JICA 専門家が続けてきたアドバイスを参考にして、RTK は日常の番組制作でも過去のアーカイブ映像の活用を実践している。特に第1フェーズで発足した RTK1 と RTK2 の協働制作ニュース番組の「イン・フォーカス」では、これまでもコソボ外交を振り返る企画などで、コソボ政府と EU（ヨーロッパ連合）やセルビア政府との交渉について、保存された映像素材を適宜活用しながら視聴者に分かりやすいニュース番組の制作を心がけてきた。

以上のことから、成果 2、成果 3 について総括すると、今後の作業について、RTK 執行部が実施する意向をしっかりと固めているため（例えば、フェイクニュースの防止のための事実確認については、既に 2024 年の予算の中に盛り込まれている）、実施は確実となっている。アーカイブのガイドラインについても、RTK と JICA プロジェクトチームのそれぞれの提言が完成し、後は、RTK がそれを融合させるばかりになっており、成果 2、成果 3 について、目標が達成されたと判断できる。

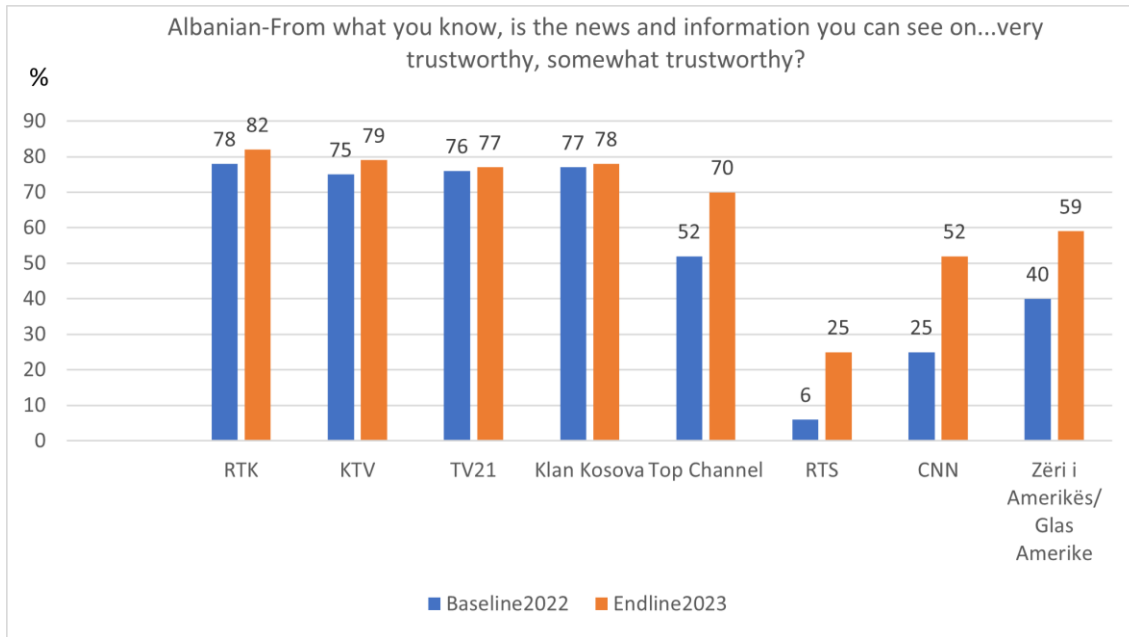
2-2 プロジェクトの目的と指標 （目標値の終了時達成値）

プロジェクト Stories throughout Kosovo are broadcast to people with quality
目標： by RTK
RTK がコソボ全土を取材し、高品質の番組を放送する

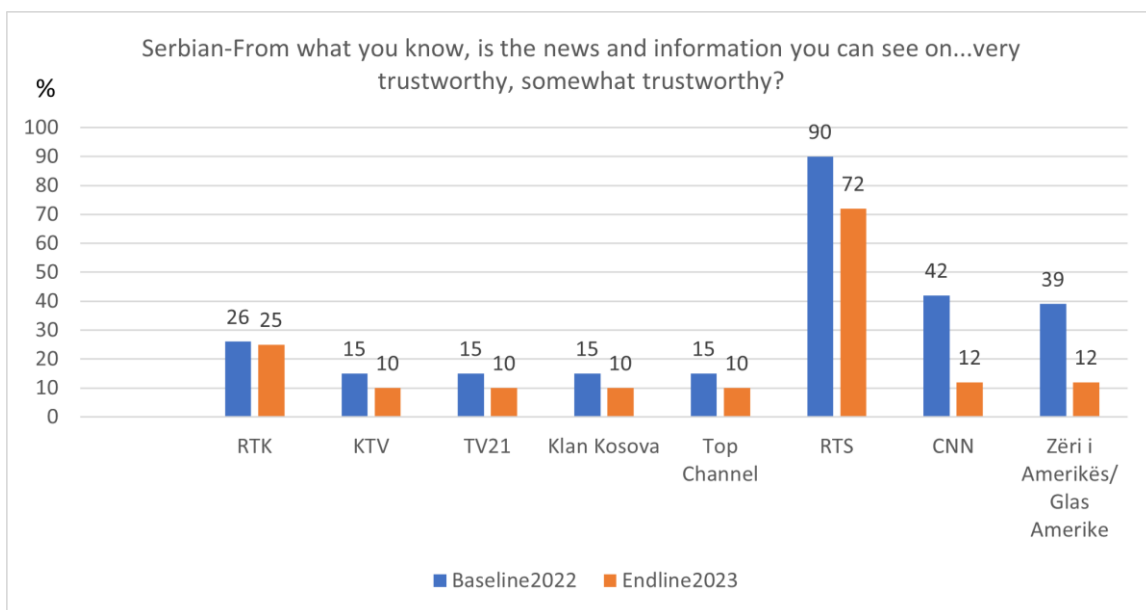
指標	結果
1 Stories throughout Kosovo are broadcast by RTK RTK によってコソボ全土を取材した番組が放送される	RTK はこれまでも、コソボの公共放送として、不偏不党の立場に立ったニュースや番組を放送してきた。第2フェーズで、北部のミトロビツァと南部のプリズレンに新たに二つの支局が開局したことで、RTK の番組がこれまで以上に国内各地域に放送され視聴される条件が整ったことになる。また、支局設立で、地域の情報をこれまで以上に深く

	取材して、ニュース、番組化することができるようになり、コソボ全域の視聴者が、国内の各地域、各民族の状況について十分な情報が得られる体制が充実した。
2 Fair and unbiased programs of quality are broadcast by RTK RTK によって公正で偏りのない高品質な番組が放送される	RTK は公正で偏りのない高品質な番組を放送できる体制を確保している。一例をあげると 2023 年 6 月、新しく開局したミトロビツァ支局が、北部のセルビア系住民が多数派を占める地域の取材を続けていた時、支局長が暴漢に襲われて骨折し、カメラが奪われるという事件が発生した。カメラは奪われたものの、その一部始終を支局のジャーナリストがスマートフォンで撮影していたことから、その映像はただちに RTK を通じてコソボ国内のみならず、世界中に配信された。このスクープ映像は、現場に近いミトロビツァ支局があったからこそ可能になったものである。何が起きたかということ現場での取材に基づき、映像を伴って客観的に、公正で偏りなく素早く伝えることは、TV ジャーナリズムが常に目指す目標である。新たな支局が出来たことで、こうした品質の高い一次情報映像が提供出来るようになり、RTK 報道や RTK 自身の信頼の強化に大きく貢献したと言える。

プロジェクトの目的が十分に達成されていることを示すデータを、インデックスコソバがコソボ国内のアルバニア系（主に、アルバニア語の話者）の視聴者に対して行った調査から見てみよう。視聴者が RTK と民間放送（いずれもアルバニア語の番組を放送）にどれくらい信頼を持っているかを調べたものである。各局の差は近接しているものの、RTK について言えば、国内の放送局の中で最も信頼を持たれていることがわかる。RTK は第 2 フェーズ開始のベースライン調査で回答者の 78% が RTK を「大変信頼できる」ないしは、「かなり信頼できる」と答えており、それが 1 年半後のエンドライン調査では 82% に増加している。他の民放に対しても、視聴者の信頼には高いものがあるものの、上記の指標と結果から見て、今後、支局体制を充実してきた RTK が更に視聴者の信頼を高める可能性がある。



グラフ 1: Trust in TV stations - Albanian sub-sample (Index Kosova, 2022, 2023)



グラフ 2: Trust in TV stations - Serb sub-sample (Index Kosova, 2022, 2023)

次にグラフ 2 を見てみる。こちらはコソボ国内の主にセルビア語の話者であるセルビア系住民を対象としたもので、表にある通り、圧倒的多数が RTS を信頼して、RTK や他の民放への信頼度は高いとは言えない状態である。RTS はセルビア共和国の国営放送で、コソボ国内のセルビア系住民の一部が、RTK と共に視聴している実態がある。現在、このグラフ 2 が示すように RTK と RTS の信頼度には大きな差があるが、JICA プロジェクトチームとしては悲観していない。と言うのも、第 2 フェーズで新たにミトロビツァ支局ができたことで状況が変化する可能性があるからである。

上記の指標 2 とその結果に示した通り、ミトロビツァ支局が開設されてからの RTK は、セルビア系住民が多数派を占めるコソボ北部での取材体制が充実し、スクープ映像を世界に先駆けて伝える

といった成果を、着実に上げ始めている。今後こうした取材と放送を積み重ねていけば、現在隣国セルビアの放送局を見ているコソボ国内のセルビア系住民の多くが、いずれ RTK の視聴者になる可能性が大きいと推測される。

更に付言すると、コソボの南西部や南東部にもセルビア系住民が多く生活する地域がある。インデックスコソボのエンドライン調査によれば、この両地域では、RTK2 (RTK のセルビア語放送) の方が、ベオグラードからの RTS よりもよく見られているという結果が出ており、セルビア語話者も地域によって視聴形態が異なっていることが明らかになっている。RTK が、支局の増設など取材体制を強化していく中で、セルビア系住民の視聴習慣が今後変化してゆく可能性が大きいことを指摘しておきたい。

3. PDM の変遷

2021 年 4 月に JICA によって実施された詳細計画策定結果により、成果 2 の指標

2-1. Standardized workflow of program production is established が追加された。これにもない、成果 2 活動 2-2: To establish standardized workflow of program production based on the analysis so that human and financial resources could be efficiently utilized が追加された。

成果 3 の指標 3-1. A guideline for the proper use of the digital archive system is set が追加となり、原案の「3-2. RTK staffs utilize the system properly」が削除された。変更として成果 3 活動の順番を以下のとおり入れ替えることとなった。

3-2: To set a guideline for the proper use of the system based on the analysis

3-3: To upgrade the system based on the analyzed necessity

Indicator for Output 2	Version0	2-1. An internal criteria for fair and unbiased program production is set 公正で偏りのない番組制作のための内部基準が設定される 2-2. RTK produces programs based on the criteria RTK が上記基準に基づいて番組制作を行う
	Version1	2-1. Standardized workflow of program production is established 番組制作の標準作業手順が策定される 2-2. An internal criteria for fair and unbiased program production is set 公正で偏りのない番組制作のための内部基準が設定される 2-3. RTK produces programs based on the criteria RTK が上記基準に基づいて番組制作を行う
Indicator for Output 3	Version0	3-1. The digital archives system is upgraded デジタルのアーカイブシステムがアップグレードされる 3-2. RTK staffs utilize the system properly RTK 職員がアーカイブシステムを適切に使用する 3-3. The footage are stored in the system based on the guideline ガイドラインに基づき映像素材が保存される 3-4. RTK produces programs inserting footage taken from the system.

		RTK がアーカイブ化された映像素材を用いて番組を制作する
	Version1	3-1. A guideline for the proper use of the digital archive system is set システムの適切な使用のためのガイドラインが策定される 3-2. The digital archive system is upgraded システムがアップグレードされる 3-3. The footage are stored in the system based on the guideline ガイドラインに基づき映像素材が保存される 3-4. RTK produces programs inserting footage taken from the system RTK がシステムの映像素材を用いて番組を制作する

III. 合同レビュー結果

1. DAC 評価基準に基づく評価結果

1.1 妥当性

本プロジェクトの妥当性は高いと判断できる。

第 2 フェーズ開始時点の状況は、2001 年の日本からの無償資金協力に加え、本プロジェクトの第 1 フェーズ（2015 年～2019 年）での機材支援を通じて、コソボ唯一の公共放送として、国内の情勢を過不足なく取材、放送する体制が整いつつあった。更に、第 1 フェーズを通じて RTK 1 と RTK2 の取材協力体制もこれまでに深く深まってきた。このように、放送機材の一新と RTK 職員の技術的能力、制作力の強化によって、本プロジェクトが始まる時点で、第 2 フェーズが目指す「RTK が全土を取材し、高品質の番組を放送する」というプロジェクト目標の実現に向けて RTK が一丸となって取り組む準備が整っていたとも言える。RTK は、能力を更に高めて、プロジェクト目標の実現に向けて、国内の取材体制を強化するために取材拠点を増やすことを強く求めてきた。新たな取材拠点ができることで、地域に発生した事件や事故を取材する際に、RTK の取材者がいち早く現場に駆けつけ取材・放送することができる体制を作ること、公共放送の義務とも言える緊急報道には不可欠な要素であり、新たな支局設置を目指したプロジェクトの妥当性は極めて高かったと言えよう。

一方、政治情勢の観点から見ると、コソボ共和国は 2008 年に独立したが、国際連合（UN）に加盟しておらず、欧州連合（EU）加盟への鍵となる隣国セルビアとの関係正常化の交渉も一進一退である。また、コソボの国内情勢も恒常的な失業率の高さや、独立後も間欠的に起こるセルビア系住民とアルバニア系住民の対立など国内の政治的、経済的課題も数多い。経済状況や社会的緊張を勘案すると、ヘイトスピーチ、フェイクニュースなど、社会不安、民族的偏見または相手方に対する敵意を引き起こす可能性のある事象を防ぎ、抑えることが重要である。プロジェクトが成果として掲げる「公正な番組のための内部基準」を公共放送である RTK が策定することは、フェイクニュースなどの誤った情報を防止し、公共放送が国内の民族融和に向けた雰囲気を醸成してゆくために欠かすことが出来ない措置で、プロジェクトの妥当性を示すものである。

1.2 整合性

RTK は、自らの「RTK の番組における放送方針と報道倫理の原則（Professional Standards and Principles of Journalistic Ethics in the Programmes of RTK）」の中で、職員は公共放送局としての RTK の役割を果たし、正確・中立・公正な情報を視聴者に届けなければならないと規定してお

り、RTK の放送の原則がプロジェクトの主旨に合致している。

また、プロジェクトは日本の ODA の基本政策と合致している。個別的には、外務省の「対コソボ共和国国別援助方針（Country Assistance Policy for Kosovo）」（2013 年 3 月）や、「対コソボ共和国事業展開計画（Rolling Plan for Kosovo）」（2016 年 4 月）の双方が、「行政能力向上と人材育成」を重点分野の一つに挙げており、本プロジェクトは、日本の対外支援の方向とも一致している。

更に、国連の「持続可能な開発目標」（Sustainable Development Goals: SDG s）として知られる 17 項目のうち、第 16 番目の「持続可能な開発に向けて平和で包摂的な社会を推進する」という目標は、偏りのない公共放送の存在が、平和な社会と民主主義の発展に不可欠であるという認識と合致しており、本プロジェクトは、コソボ、日本、国際社会が求める方向に共に向かっている。

1.3 有効性

RTK が公共放送として健全な発展をするためには、何よりもその構成体である RTK1（アルバニア系）と RTK2（セルビア系）の二つの組織が理解を深め、協働、協力の精神で業務を進めていくことが必要なことは論を待たない。第 1 フェーズの成果として、RTK1 と RTK2 の共同制作（ニュース番組「イン・フォーカス」の定時番組化）や、放送送出のために RTK1 と RTK2 の職員が同じ場所で働く施設（Master control lounge）の設置などがあげられるが、第 2 フェーズでは、こうした協力のいっそうの深化が求められていた。

第 2 フェーズでは、2 つの新支局（プリズレンとミトロビツァ）が完成し、アルバニア系とセルビア系だけでなく、コソボを構成するボスニア系、トルコ系、ロマ系といった他の民族が、日常的に取材や番組制作で協力する体制が更に強化された。これにより、コソボ各地域の情報が国内にこれまで以上に幅広く伝えられ、国内民族間の相互理解が進み、RTK が情報提供の核として持続可能な存在として活動を強化してゆくうえで、極めて有効な土壌の構築に成功している。

具体的には、2023 年の 6 月以降コソボ北部でセルビア系とアルバニア系住民の間で緊張状況が高まり、アルバニア系の支局長が襲われて、カメラを奪われた。9 月にはコソボ警察とセルビア系の武装グループの衝突で死者が出たことで、コソボと隣国セルビアの関係が非常に緊張した。しかし、こうした政治状況にもかかわらず、北部に位置するミトロビツァ支局では、アルバニア系支局長とセルビア系記者の協力関係に揺らぎはなく、円滑に取材を進め、着実に国内に北部の情勢を伝え続けることが出来たのである。支局の活動は、「民族協働」というプロジェクトの精神を如実に反映しており、本プロジェクトの有効性を内外に示すものとなっている。

1.4 効率性

本プロジェクトでは、技術系、放送系の専門家の渡航を最も効率的なものにするよう注力した。プロジェクトの現地活動については、できるだけ長く現場に張り付くという考え方もあるが、放送局の場合、日常の取材や制作の現場が多岐にわたっていることから、全てを JICA 専門家が監督することは不可能である。このため、専門家は、基本的に一回の滞在指導期間を 3 週間程度に留め、それを年に 3 回行うようにして、滞在日数が少なくても最大の効果を上げるよう工夫した。

また、現地指導の際に RTK スタッフに与えた課題を、滞を終えた後、日本からのメールやネット会議を通じて確認指導する方式も加味して、プロジェクト期間を通して、現地と恒常的に接触することに努めた。RTK1 と RTK2 の共同制作番組のイン・フォーカスでは、現地滞在中に複数のテーマを RTK と協議して設定し、帰国後は月に一度の編集会議を行い、その際に放送済の番組の検討や講評、指導、また、今後の取材方針についての議論を行い、滞在中でも、日本でも、変わることなく指導を

継続することが出来た。

アーカイブシステムの構築に向けても、支局開設に向けた現地での活動に時間を割かざるを得ない中で、どのように時間を捻出し、作業を進めるかがポイントになっていた。このため、RTK と JICA プロジェクトチームの技術専門家は、JICA 専門家のコソボ滞在中に議論を行い、帰国後もメール等を通じて絶えずアイデアを交換し、それを基に、双方がそれぞれの運用方針の大綱を決めた。そして、最終段階で対面での最終調整を行い、双方の構想案を取り交わした。RTK は、その二つの案を基礎に運用基準を決定することを決めており、効率的に実務を進め短時間で成果を上げることが出来た。

1.5 インパクト

1・3 の有効性で触れているように、ミトロビツァ支局で、アルバニア系とセルビア系の両民族の協力が深まっていることはコソボのメディア界だけでなく、コソボ社会にも大きなインパクトを与えていると思われる。

ミトロビツァ支局が出来たことで、北部で事件が起きた場合には、即時に現地に展開できるようになり、首都プリシュティナから取材をする他のメディアに比べて、速報性の点で RTK は非常に有利になった。特に、Smart Telecaster (Soliton) - 携帯回線を使った IP 映像伝送装置の導入で、どこからでも、いつでも生中継できる体制が整ったことも RTK の優位性を高めている。

RTK ミトロビツァ支局が、現地でしか知り得ない情報を集める体制を充実させてきたことから、何か事態が発生すると、他のテレビ局や国内の新聞社、また単独で取材する独立系ジャーナリストがミトロビツァ支局に連絡をしてきて、初期段階の情報収集をしたり、RTK の支局員と情報交換を行うことが日常化している。

このように、RTK ミトロビツァ支局が、コソボ北部のセルビア人居住区に関する情報取材の集積点として成長しており、SNS やインターネットが発展しても、「現場からの一次情報の重要性」という取材・制作の基本原則を、改めてコソボ国内のメディア界に投げかけているとも言える。

更に、現場に近い場所の取材拠点を設けたことで、速報性の強い、より重層的な取材や番組制作が可能になり、国内の他の地域に対して、普段はあまり伝えられない北部のセルビア人地域の情報をより広く、深く伝えられるようになった。例えば、2023 年の 6 月、コソボ北部でアルバニア系住民とセルビア系住民の関係が緊張した際、現地を取材中のミトロビツァ支局長は、暴漢に襲われ、右腕を骨折、カメラが盗まれる事件に巻き込まれたが、その一部始終を支局のジャーナリストがスマートフォンのカメラで撮影していたことから、その映像が RTK のみならず、世界中に配信された。このスクープ映像は、現場に近いミトロビツァ支局があつてこそのものであった。このことは、ミトロビツァ支局だけでなく、南部の拠点プリズレン支局においても同様の意味を持っており、多民族国家において、視聴者が他の民族の動向や文化、生活を知る機会を広げ、コソボの各民族がお互いをより深く知る機会が増えることになり、民族融和に向けて支局開設が大きなインパクトを与えていることは疑い得ないところである。

1.6 持続性

本プロジェクトにより、コソボ北部のミトロビツァと南部プリズレンに新たな支局が設置され、RTK は首都プリシュティナの本部と 2 つの地方支局体制になった。プリズレン支局開設により、既に RTK で放送する番組の 40% について、プリズレン支局が何らかの形で制作に関わっているという見方もある。また、ミトロビツァ支局は北部を中心に幅広い情報を提供するなど、両支局が開設されたことは、RTK の活性化につながっている。戦争や大災害を含み、どんな状況にあつても国内各地の

情報を迅速に集め、ニュースや番組の形で視聴者・国民に提供できることは、国民の信頼を集めることになり、このことが公共放送 RTK の強みとなっている。

更に、本プロジェクトでは、RTK がフェイクニュースを防止するファクトチェックシステムを構築するための基礎固めを行っており（2024 年度から RTK は制度構築に着手する予定）、こうした基準や制度を固めることで、SNS 空間を含め、国内に流れる無数の情報をより分け、正確で偏りのない報道や番組を展開する基盤が強化されることになろう。

公共放送の強みは、独立した立場から、幅広く、正確で偏りのない情報を迅速に提供する事である。RTK が取材拠点を広げ、また、正確な情報を国内に伝える体制を固めることで、より広範な視聴者、国民からの理解や支持を広げることにつながる。こうしたことが、公共放送が避けることが難しい、時の政府やその関連機関からの影響力をできるだけ排除することを可能にし、組織としての強靱さの確保につながることになる。このような「強さ」が、国内の民族融和を推進する機能を強化しながら放送を送出し続ける、公共放送 RTK の継続性・持続性を保証することにつながっており、本プロジェクトが RTK の強靱さに貢献したことは確かなことである。

持続性に関連して付言しておきたい。各国においても、公共放送の毎年の予算確保は非常に重要な案件になっている。コソボでの民主主義の健全な発展が望まれる中、RTK と政府、議会等との合意や調整がよりいっそう進展し、公共放送 RTK が、毎年の予算を遅滞なく円滑に得ることが出来るような状況の実現を期待したい。

2. プロジェクト実施および成果に影響を及ぼした主要要因

プロジェクト実施中に RTK 人事異動により、会長が変わり、RTK のプロジェクト・マネージャーも交代となった。しかし多忙という理由からプロジェクト・マネージャーと直接のコミュニケーションを維持することが当初、非常に難しかったことから、JICA 専門家の要望等は RTK 会長と直接やり取りをすることで伝えることにした。このように、プロジェクト・マネージャーとの意思疎通が難しい状況は、プロジェクト活動を円滑に進める上で障害となったことは否めない。しかし、RTK 会長の協力や RTK 記者達の支援を受けながら、活動を遂行することが出来た。

3. リスク管理の結果への評価

3.1 リスク管理の結果

本プロジェクト期間は、2020 年 1 月に発生した新型コロナウイルスの流行と重なり、機材の運搬の遅れや、半導体不足による納期の大幅な遅れが懸念されたが、落札業者とともに機器の在庫状況や、納入見込みの立たない機材については代替措置を取る等、綿密に連絡を取り合い、ほぼすべての機材を予定通り RTK に納入させる事ができた。このように予定通り、3 年のプロジェクト期間の 1 年目に機材を納入することが出来たことで、RTK からの信頼も深まり、その後のプロジェクト進行が円滑になったことを指摘したい。

また、ミトロビツァ支局では、2023 年 1 月末に発生した大雨による市内冠水により、支局が入っているスポーツセンター施設も水害に見舞われ、電源・空調設備が運用不可能になった。過去に例がない水害であったがイバル川沿いである立地を考えるとあり得ない話ではなかった。幸いにして支局内の被害はなく、センター設備の復旧後、3 月 12 日に開所式を迎えることができた。ただ、世界的な異常気象を考えると再発する可能性も否定できないため、非常用発電機の整備が必要と感じた。

コソボでは、隣国セルビアとの関係が緊張し、それが国内情勢に反映し、北部を中心に治安が不

安定になる事態が時折発生する。JICA 専門家は、外務省、JICA の指針に従いながら、コソボ国内情勢、またその時のコソボを取りまく国際情勢なども勘案し、更に、専門家個人のこれまでの放送活動の経験知も加味して、安全の確保には万全を尽くしてきた。その結果、第2フェーズを通じて、幸いなことに、JICA 専門家については安全上の問題が起きることはなかった。

しかし、現地の RTK スタッフについては、災害・暴動等の取材活動を避けることはできず、スタッフの負傷や機器の破損・略奪等のリスクがいつも付きまとう。ミトロビツァ支局でも、2023 年の6月、支局長がコソボ北部の取材の際、暴漢に襲われて、支局長が怪我をし、また、カメラがその際、奪われるという残念な事態も発生した。RTK は、限られた取材機器をやりくりしながら活動することも多いので、このように大切な機材が失われた場合には支局活動に支障が生じてしまう。今後に向けては、こうした事態を予想した、バックアップ機材の整備も含めた検討が必要であろう。

3.2 教訓活用の結果

(1) 類似案件の評価結果

第1フェーズの際には、RTKの職員の中から、特に熱意のある中心メンバーを選定してワーキング・グループを構成する方法を採用したことにより、グループのメンバーの中に、このプロジェクトが「RTKの今後に役に立つ」という意識を持ってもらうことができて、事業達成に大きく貢献した。一方、第2フェーズでは、ワーキング・グループ方式は採用しなかったが、その代わりに、少数の意欲あるRTK職員を選んで放送、技術の分野の担当者に据えて目標達成に取り組んだ。いわば、「ワーキング・グループメンバーの精鋭化」とでも言うべき方針である。いずれも「プロジェクトがRTKのためのものだ」という意識が明確な者を選んでおり、その結果、第1フェーズ以上にJICA専門家との意思疎通が迅速に行われ、事業を实践してゆく際に非常に役に立った。また、JICAが実施中である同種の放送関係プロジェクトである「ウクライナ」や「南スーダン」での知見を共有していることにも言及しておきたい。

(2) 本プロジェクトへの適用のための教訓

第1フェーズ以来の活動の積み重ねで、RTKのスタッフとJICA専門家の信頼関係が深まり、意思疎通も迅速になったことから、番組制作の分野でも、例えばRTK1とRTK2の協働制作番組の「イン・フォーカス」についても、取材内容も社会・経済・医療・教育など各分野でより深い内容の番組を放送できるようになった。

こうした進展の根幹には信頼関係があり、プロジェクトの実践は、決して頭ごなしで「教えてやるからその通りやれ」などと高圧的に「教育」するのではなく、相手の立場、業務の進め方、その国の生活様式・習慣、風土を尊重し、「私達はこうしているが、どう思うか?」といった問いかけで日本の知識・手法を説明し、あくまで知識・経験の「共有」を軸に進めることが肝要である。それがプロジェクトを成功させる上で、一番大切なことだとJICA専門家は実感している。

4. 教訓

第1フェーズでの経験を通じて我々JICA専門家が確認した原則は、紛争の歴史を抱えた2つの民族間に立ち入る活動に従事する場合、専門家自身は両方のグループに対して、可能な限り公平に対応しようとする、双方の歴史を学び、日々、最新のニュースを把握し、敏感に対応しようと努力することであった。この二つのことは、第2フェーズにおいても欠かせない原則であることを再

確認した。これらの原則を厳守していくことで双方の信頼が育まれ、様々な問題が生じたとしても、お互いが協力して解決策を探すための知恵が生まれてくる。

第2フェーズに移行した後、RTKでは、大幅な人事異動があり、執行部の総入れ替えという予想外の状況が起きた。当初は、目まぐるしく変化する情勢を理解することに困難を覚えたが、RTK発足時からの歴史、そして、RTKの新たな状況がコソボ内政の動きと相関関係にあることに留意しながら、事態の把握に努めた結果、徐々に状況に対応することができるようになり、合わせて、新たな執行部との信頼関係が生まれるに至ったのである。

また、本プロジェクトの最終段階に入った2023年6月以降、コソボ北部で民族に関わる衝突事件が発生し、コソボとセルビアの関係が過去最も緊張したと伝えられる局面となった。プロジェクトでは、ミトロビツァ支局が発足して日も浅いだけに、こうした民族状況の中で支局の運営がどうなるかと懸念し、滞在時、また、日本からも接触を絶やさないことに努めて来た。その際、JICA専門家が両民族と常に等距離、公平な態度で接してきた過去の経緯から、お互いに信頼感を失うことなく、腹藏なく、意見を交換し、事態を冷静に分析することができた。JICAプロジェクトチームが日ごろから地域のニュースや歴史的背景に関心を絶やさず、尊重し、公平であろうとする姿勢を堅持してきたからこそ、現地の担当者と円滑に業務遂行が可能になったと考えている。

IV. プロジェクト終了後の上位目標達成にむけて

1. 上位目標達成の見込み

Overall Programs of RTK are watched by a wide range of people in Kosovo
Goal: RTKの番組が全国民に広く視聴される

指標	結果
1 Increase in the number of people who watch RTK programs RTKを視聴するコソボ国民が増加する	新たに南部プリズレン、北部ミトロビツァに支局が開設されたことで、首都のRTK本部と合わせ取材拠点が増え、それぞれの地域の幅広い情報や、コソボ共和国を構成する多様な民族の生活や経済や社会について伝える体制が充実した。また、「イン・フォーカス」をはじめ、コソボの様々な問題を深く探ってゆく報道などの各種番組の存在が、RTK報道や番組への信頼を高めてゆくと思われる。

2. 上位目標達成のためのコソボ側実施体制及び計画

RTKの執行部は、今後もRTK1とRTK2との共同制作番組である「イン・フォーカス」の放送を継続する方針を示している。更に、RTK1のアルバニア語番組にセルビア語の字幕を付けて、RTK2のセルビア語番組には、アルバニア語の字幕を付けた放送を増やしていくという構想もあり、RTK1とRTK2の協力深化が進展する方向に向かっていることは極めて歓迎すべきことである。また、フェイクニュース防止に向けた具体的な制度確立の動き、また、RTKに適合したアーカイブシステムの構築に向けた動きなど、今後プロジェクトの成果を受けて、引き続きRTKが発展してゆくための方向性が明確に打ち出されていることは非常に心強いところである。

3. コソボ側への提言

RTKは、これまでのJICAプロジェクトチームの支援（第1フェーズ、第2フェーズも含めた8年

間の活動)により、民族的に調和のとれた放送実現のための基盤は築かれていると思われる。RTK が自ら、本プロジェクトの成果をその足場として、広く国民から信頼を勝ち得るコソボの公共放送局として、多民族が共存する社会の実現に向けて、「公正、公平」な視点から、「正確」な放送を持続してゆくことを期待したい。

プロジェクトの成果とも言える RTK1 と RTK2 が協働制作した時事番組「イン・フォーカス」については、第 1 フェーズに続いて第 2 フェーズでは、2023 年 12 月末までに 22 回放送され、視聴者に好意的に受け入れられている。特に第 2 フェーズになってからは、テーマも社会、経済、教育、医療など生活全般に及ぶテーマを扱うようになり、問題意識を含んだものになって来たことは喜ばしい。この番組は、RTK での 8 年間のプロジェクト期間中に育まれた異なる民族間の相互協力の精神を反映しており、今後も RTK が、この「イン・フォーカス」という番組の続行に注力することを強く望みたい。

更に、番組についての視聴率や、RTK に対して視聴者が思っていることなどを知るための広範な調査を RTK 自身が適宜行う体制を充実させ、それを短期、中期、長期の番組作りや RTK の能力強化のために活用してゆく体制を構築することも、今後は必要になってくるとと思われる。

今後、放送技術の分野では飛躍的な進歩・発展が予想されており、放送局の機能も長期的な視野に立って今後の状況に対応してゆく必要がある。放送の世界を俯瞰すると、かつての放送局は放送技術部のみで放送局を支えていたが、放送のデジタル化や PC の高性能化により、放送技術の IT 化が急速に進み、IT に関する知見の拡大が必須となっている。RTK の組織構成もこうした放送界の傾向を反映して、現在、放送技術部と IT 技術部に分かれている。今後 RTK においても、放送技術と IT の双方の分野を理解できる能力を持った技術者の育成を行っていくことが望まれている。こうした方向性をもった改革は、プロジェクトの範疇を超えた放送局としての「今後のあるべき姿」として認識しておくべき要素だということを指摘しておきたい。

List of Dispatched Experts

Name	Fields of expertise	Organization	Period dispatched to Kosovo	P/M
Mr. Yasuhiro NAGASAKI	Project Manager/ News Reporting	NHK Foundation	2021.9.18-2021.10.17	1.00 (1 st Period)
			2022.06.03-2022.06.10 2022.10.28-2022.11.19 2023.03.03-2023.03.23 2023.06.16-2023.07.08 2023.09.14-2023.10.06 2023.11.16-2023.11.30	3.77 (2 nd Period)
Mr. Haruo NAKAMURA	Program Production	Sole proprietorship Expert	2021.9.18-2021.10.17 2021.11.12-2021.12.04	1.77 (1 st Period))
			2022.06.03-2022.6.25 2022.10.28-2022.11.19 2023.03.03-2023.03.23 2023.06.16-2023.07.08 2023.09.15-2023.10.06 2023.11.16-2023.11.30	4.23 (2 nd Period)
Mr. Shinji TAKAGI	Equipment Management1	NHK Foundation	2021.10.2-2021.10.31 2022.1.13-2022.2.11	2.00 (1 st Period)
			2022.05.21-2022.06.16 2022.11.19-2022.12.10 2023.02.26-2023.03.20 2023.06.14-2023.07.05 2023.09.14-2023.10.05 2023.11.16-2023.11.30	4.37 (2 nd Period)
Mr. Akira NAGASE	Equipment Management2	NHK Technology, Inc.	2021.10.2-2021.10.31 2022.1.13-2022.2.11	2.00 (1 st Period)
			2022.05.21-2022.06.12 2022.10.28-2022.12.10 2023.02.26-2023.03.20 2023.06.12-2023.07.03	3.00 (2 nd Period)
Mr. Tomoya SHICHIJO	Bidding Assistance	NHK Technology, Inc.	- Domestic operations only	(1-2 Period)
Ms. Miki NATSUI	Public Relations/ Project Coordination	NHK Foundation	2021.9.18-2021.10.17 2021.11.12-2021.12.04	1.77 (1 st Period))
			2022.06.03-2022.6.25 2022.10.28-2022.11.19 2023.03.03-2023.03.23 2023.06.16-2023.07.08 2023.09.15-2023.10.06 2023.11.16-2023.11.30	4.23 (2 nd Period)
TOTAL	P/M: 1 st Period Local (06.77)+ Domestic(8.54): 15:31 2 nd Period Local(19.60)+Domestic(0.59) : 20:19			35.50 P/M

List of Counterparts

No.	Name	Position in Kosovo	Position in Project	Period assigned as C/P
1	Mr.Ngadhujim Kastrati	General Director of RTK	Project Director	1 st Period
2	Mr. Lorik Arifaj	Deputy General Manager of RTK	Project Manager	1 st Period
3	Ms. Ilire Zajmi	Head of Education Center of RTK	Deputy Project Manager	1 st Period
4	Mr. Jeton Musliu	RTK-TV3 News Editor	Assistant Project Manager	1 st Period
5	Mr. Marko Zakic	RTK-TV2 News Editor	Assistant Project Manager	1 st Period
Technical Aspects				
1	Mr. Adnan Fejza	Head of TV Technology RTK-TV1	WG Member	1 st Period
2	Mr. Vlada Petrović	Head of TV Technology RTK-TV2	WG Member	1 st Period
3	Mr. Liridon Metushi	Head of IT, RTK-TV1	WG Member	1 st Period
Editorial Aspects				
1	Ms. Rabisha Muhaxhiri	RTK- TV1 Head of community program	WG Member	1 st Period
2	Mr. Marko Zakic	RTK-TV2 News Editor	WG Member	1 st Period
3	Mr. Jeton Musliu	RTK-TV3 News Editor	WG Member	1 st Period
4	Ms. Pranvera Munishi	RTK- TV1 Editor in charge for morning show	WG Member	1 st Period
5	Mr. Petrit Basholli	RTK-TV1 Program production	WG Member	1 st Period
6	Ms. Kaltrina Ajeti	RTK-TV1 Night program	WG Member	1 st Period
7	Ms. Aleksandra Dogandzić	RTK-TV2 Editor of afternoon program	WG Member	1 st Period
8	Ms. Aleksandra Zdravković	RTK-TV2 Journalist	WG Member	1 st Period

No.	Name	Position in Kosovo	Position in Project	Period assigned as C/P
1	Mr. Shkumbin Ahmetxhekaj	General Director of RTK	Project Director	2 nd Period
2	Mr. Arsim Halili	Deputy General Manager of RTK	Project Manager	2 nd Period
3	Ms. Ilire Zajmi	Head of Education Center of RTK	Deputy Project Manager	2 nd Period
4	Ms. Rabisha Muhaxhiri	RTK1/ Head of community program	Assistant Project Manager	2 nd Period

5	Mr. Marko Zakic	RTK2/ News Editor	Assistant Project Manager	2 nd Period
Technical Aspects				
1	Mr. Adnan Fejza	RTK1/ Head of TV Technology	WG Member	2 nd Period
2	Mr. Vlada Petrović	RTK2/ Head of TV Technology	WG Member	2 nd Period
3	Mr. Genc Mucolli	RTK1/ Head of IT	WG Member	2 nd Period
Editorial Aspects				
1	Ms. Rabisha Muhaxhiri	RTK1/Head of community program	WG Member	2 nd Period
2	Mr. Marko Zakic	RTK2/ News Editor	WG Member	2 nd Period
3	Mr. Arton Mulliqi	RTK3/ News Editor	WG Member	2 nd Period
4	Ms. Meneta Zekaj	RTK3/ Editor in chief	WG Member	2 nd Period
5	Mr. Faton Salihu	RTK1/ Editor- Economy sector	WG Member	2 nd Period
6	Ms. Kaltrina Ajeti	RTK1/ Editor of Night program	WG Member	2 nd Period
7	Ms. Tijana Danic	RTK2/ News Editor	WG Member	2 nd Period
8	Mr. Denis Galushi	RTK-Radio Journalist, Roma Unit	WG Member	2 nd Period

WG is not fixed from the middle of the 2nd period at the request of RTK.

List of Trainings

1.

Course title: Capacity Development of Radio Television of Kosovo (RTK) Phase 2

Period: Training in Japan Mon 29 May, 2023-Tue 6 June, 2023

Participants:

- ① Ms. Rabisha Muhaxhiri (Editor in Chief, Ethnic Communities)
- ② Ms. Tanja Djokic (Anchorwoman RTK2)
- ③ Mr. Denis Galushi (Reporter, Roma Community)
- ④ Mr. Arton Mulliqi (News Editor, RTK1)
- ⑤ Mr. Arben Nushi (IT)
- ⑥ Ms. Sanela Bilalovic (News Editor, Bosniac community)
- ⑦ Ms. Ela Kasak (Reporter, Turkish community)
- ⑧ Mr. Bardhyl Bajrami (Journalist, World News)
- ⑨ Ms. Elira Xhemajli (Producer)

List of Products

1. Action Plan for Equipment Management Gantt chart
2. Equipment List
3. Equipment List, Backup
4. User's Manual on Operation of the Equipment in Prizren Branch Office
5. User's Manual on Operation of the Equipment in Mitrovica Branch Office
6. RTK File Based Production System
7. Prioritized Selection Rules for Archiving News and General Programs
8. RTK-JICA Special Workshop on Training in JAPAN
9. Summary of Special Workshop on Training in JAPAN
10. In Focus Photos and YouTube Link List

The Project for Capacity Development of Radio Television of Kosovo (RTK) Phase 2

Equipment List

[RTK Mitrovica Branch Office]

No.	Equipment	Model No./Specifications	Manufacturer
1	Handy Camcorder System		
1-1	Handy camcorder	PXW Z-190	Sony
	MPEG HD Upgrade Lisence	CBKZ-SLMP MPEG Upgrade	Sony
	Network Upgrade Lisence	CBKZ-SLWN1	Sony
1-2	Tripod	KSDS08-AXM	Cartoni
1-3	Wireless Microphone System	EW 100 ENG G4-B	Sennheiser
1-4	Dynamic Microphone	MD 46	Sennheiser
1-5	Batteries	BP-U60	Sony
1-6	Battery Charger	BC-U2A	Sony
1-7	Bag	Dr. Bag-3	Sachtler
1-8	LED light on camcorder	HVL-LBPC	Sony
1-9	Memory Card	SF-G128T	Sony, Sandisc
1-10	Boompole	KE144CCR	K-Tek
1-11	18cm Classic-Softie Camera Kit	116012	Rycote
2	Video Switcher System		
2-1	Video Switcher	Atem 2M/E Production Studio 4K	Black Magic Design
2-2	Control Panel	ATEM 1 M/E Control Panel	Black Magic Design
2-3	Laptop for Remote & Control	Vostro 5510 Laptop	Dell
2-4	Teleprompter	Ultra Light 12 IPAD Pro Teleprompter	Prompter People
2-5	Ipad Pro for Teleprompter	iPad Pro 11 inch; 128GB w/M1 chip	Apple
2-6	Smartphone Stabilizer	OM4	DJI
3	Playout server		
3-1	Playout server	YOUPLAY COMPACT 1CH (4TB) Video Card: BMD Decklink 4K RAM: 16GB DDR4/2666 (2 x 8GB) Kingston SSD: 250GB 2.5 inch SATA3 Samsung Hard Drive: SATA 4TB Chassie: Rack Mount 1RU OS: Windows 10 Pro 64GB Accessory: Technical Remote Assistance + free updates (1 year contract) for software licese YOUPLAY COMPACT	AxelTech
4	Video Monitor (Ingest)		
4-1	65-inch Video Monitor	FWD-65X81H/T1	Sony
4-2	Scope & Audio Control	TLM-170V	DATAVIDEO
4-3	Monitor for Capture & Ingest, etc.	T35F LED Monitor (27 inch)	Samsung
4-4	Tally	GPI and Tally Interface	Black Magic Design
4-5	Converter	HA5-Plus	AJA
4-6	Converter	Hi5-Plus	AJA
4-7	Embedder	3G-AMA	AJA
4-8	De-Embedder	3G-AMA	AJA
5	Audio Equipment		
5-1	16ch Audio mixer	PRO FX22V3	Mackie
5-2	Wireless Microphone	EW 100 G4-ME2 B	Sennheiser
5-3	In ear system	EW-1EM G4-Twin-A	Sennheiser
5-4	Audio Monitor in Control Room	Classic 5 Near Field 2 Way	KRK Systems
5-5	Audio Monitor Controller	Monitor 1 Volume Controller	Behringer
5-6	Audio Monitor in Studio	V4S4	KRK System
5-7	Telephone Hybrid	Macrotelx2	AlexTech
5-8	Dynamic Microphone	SM7B	Shure
5-9	Microphone Boom Stand	GFWM1CBCBM3000	Gator
5-10	Microphone Activator	CL-1	Cloud
5-11	Clip-on Microphone	ME2-II	Sennheiser
5-12	Audio Card	UR-12	Steinberg

No.	Equipment	Model No. /Specifications	Manufacturer
5-13	Intercom	(Sennheiser) MAT133-S: 1set(Tablestand) Phantom Power: P24 Connectors: Mic In(XLR-3-pin Female), Mic Out(XLR-3pin-Male) Connection: Clip contact for logic (Sennheiser) MEG 14-40: 1set(Gooseneck Microphone) Pick-up Pattern: cardioid Frequency Response: 50Hz to 20kHz Output Impedance @ 1kHz: more than 100ohms Sensitivity: 15mV/Pa Max. Sound Pressure Level: 130dB@1kHz Equivalent Noise Level: 37dB (CCIR), 26dB (A) Connector: XLR 3-Pin (Male) (Otto Engineering) Listen Only Earphone Kit: 10 sets Cable Length: 1.2m Connector: 3.5mm Right-angle Mini Plug (Otto Engineering) C100569 Clear Eartip (10 pack): 10 sets Compatible with above Listen Only Earphone	Sennheiser & Otto Engeniering
5-14	Headphone	HD280 PRO	Sennheiser
5-15	Shotgun Microphone	MKH416-P48U3	Sennheiser
5-16	Windshield	High quality Windshield for MD-46 Sennheiser	
6	Recorder & Graphics		
6-1	Workstation with Vmix	Specifications: Motherboard: "Gigabyte Z490 AORUS PRO AX" or "Intel Z490 motherboard with 2x PCI Express x16" Graphics Card: NVIDIA GeForce RTX 3060 Ti Case: ATX Case "Consair Carbide 275R Tempered Glass Case in photo" or equivalent HDD OS: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD ingest: 2x SAMSUNG SSD 1TB 2.5-inch, SATA III, 860 Pro Series, RAID0 (striping) mode PSU: min. 750W ATX PSU 80 PLUS gold Capture Card: Decklink Quad 2 (Black Magic Design) CPU: Intel Core i7 10700K 3.8GHz or beter CPU Cooler: Cooler Master Master-Liquid 240 or beter RAM: min. 16GB (2x8GB) DDR4 Operating system: Windows 10 Pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard	
	Software	vMix 4K license	
7	Non Linear Editing		
7-1	Workstation	Specifications: Motherboard: Gigabyte Z490 AORUS PRO AX or beter Graphics Card: NVIDIA GeForce RTX3070 8GB GPU or beter Case: Be Quiet! Pure Base 600 Black or equivalent HDD OS and caching: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD project drive: SAMSUNG SSD 1TB, 2.5", SATA III, 860 Pro Series HDD storage drive: 2x 1TB 3.5-inch Seagate BarraCuda RAID0 (striping) mode or equivalent, CPU: Intel i9-9900K 3.6GHz 8 Core or beter CPU Cooler: Liquid Cooler compatible with CPU RAM: min. 32GB DDR4 3200MHz DVD: Internal DVD-RW Monitor: BenQ EX3501R or Equivalent PSU: min. 850W ATX PSU 80 PLUS gold Operating system: Windows 10 pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard	
7-2	Storage	RS1221RP+	Synology
7-3	Drives	ST10000NE0008	Seagate
7-4	Switch	TL-SG-3428X	TP-Link
7-5	Router	RB3011UiAS-RM	MikroTik
8	HD Encoder/Decoder		
8-1	Encoder	Smart-Telecaster ZA0	Soliton
8-2	Battery for Encoder	PB-M98S	SWIT
8-3	Battery Charger	S-3822S	SWIT
8-4	Portable Fast Charger	PC-U130B2	SWIT
8-5	USB 4G/LTE Modem	E8372	Huawei
8-6	Decoder	HP Z4G4 Workstation Operating System: Windows 10 Pro 64-bit for Workstations Motherboard: Intel C422 chipset Processor: Intel Xeon® W-2255 Processor (3.7 GHz) Chassis: HP Z4 G4 90 750W Chassis Memory: 64 GB (8 x 8 GB) DDR4-2933 ECC Registered Memory OS Hard Drive: 512 GB M.2 2280 PCIe NVMe TLC SSD (Operating System Load to M.2) Graphics card: NVIDIA RTX4000 Front I/O ports: Base - 4 x USB 3.0 Type A Optical drive: 9.5mm DVD Writer Optical Disc Drive Keyboard: USB Premium Wired Keyboard Mouse: USB wired Mouse CPU Cooling Solution: HP Z4 Standard HP Z Central Remote Boost 2020 Software for Z Workstations: Yes HP Z4 G4 Country Kit: Yes Energy Star: ENERGY STAR Qualified Configuration Accessories: HP Z4 G4 Fan Front Card Guide, RAPIDS Accelerated Data Science Course Warranty: 3/3/3-year	HP
8-7	Editing Card	Deck Link Quad2	Black Magic Design
9	Lighting for Studio		
9-1	LED Spotlight	Studio Fresnel LED 400W Variable White 2700K* to 6500K* (SPL-400/B1/MO)	Dexel

No.	Equipment	Model No./Specifications	Manufacturer
9-2	DMX Mixer	DMX Scene Setter 24/48	Eurolite
9-3	DMX Splitter	Split 6x	Eurolite
9-4	Clamp	Standard 2	Dexel
9-5	DMX Cable	OT206Y	Koltz
9-6	XLR Connector (Male)	NC3MXX	Nuetrik
9-7	XLR Connector (Female)	NC3FXX	Nuetrik
10	Audio/Video Interface		
10-1	Video Distribution Board	HD5DA	AJA
10-2	UHF Antenna	ADP UHF	Sennheiser
10-3	Antenna Splitter	EW-D ASA (Q-R-S)	Sennheiser
10-4	Cabinet Rack with Accessories	(Cabinet Rack: 1set) Aluminum 42U (800 x 600), Aluminum (Power Distribution Unit: 6 sets) Aluminum Rackmount type 8 way distribution with 1 switch (on/off) (Cantilever: 6 sets) Air vent type, W: 19-inch D: 20-inch H: 1.75-inch (1U) Cage Nuts: 200 pcs M6 Metric type	
10-5	XLR Connector (Male)	NC3MXX (XLR Male)	Neutrik
10-6	XLR Connector (Female)	NC3FXX (XLR Female)	Neutrik
10-7	Jack Plug (Stereo)	NP3X (JACK PLUG Stereo)	Nuetrik
10-8	Jack Plug (Mono)	NP2X (JACK PLUG Mono)	Nuetrik
10-9	BNC Connector (Male)	NBNC75BDD6X	Nuetrik
10-10	Crimp Tool (HX-R-BNC)	DIE-R-BNC-PDC	Nuetrik
10-11	DIN 1.0/2.3 to BNC (Female) Converter Cable	DIN 1.0/2.3 male-BNC Female	Canford
10-12	Video-SDI Cable	1855A	Belden
10-13	Audio Cable	520-0141 DMX SC-Semicolon 4 AES/EBU: 4 x 0.14mm2, PVC ϕ 5.20mm: Black	SOMMERCABLE
10-14	UTP Cable CAT6	580-0306F Black Colored	Sommecable
10-15	RJ45 CAT6 connector	RJ45C6-BL	Hirose
10-16	Patch Cord CAT6	G6AB-0100-GN	Sommecable
10-17	25Pin D Sub to 25Pin D Sub Cable (Male-Male)	Length:1.5m	
11	Power Supply		
11-1	11 KVA UPS	9PX11000i TNBP	Eaton
12	PTZ Camera system:Not required		
13	Tools		
13-1	Broadcast Ready Kit	6PK-330K	Pro's Kit
13-2	Crimp Kit	Tempo PA 4910	Tempo Communications
13-3	BNC Connector Tool	MG-99-032 Paladin Tools 1916 BNC extraction tool, 12-Inches	Paladin
13-4	Telecom Installation & Service Kit	PK-1938M5	Pro's Kit
13-5	Label Printer Kit	BMP21 PLUS Label Printer Kit	BRADY
13-6	Self-Laminating Wire Wraps	BMP21 PLUS series Self-Laminating Wire Wraps (0.75in, 14ft)	BRADY
13-7	Multi-Purpose Nylon Labels	BMP21 PLUS series Multi-Purpose Nylon Labels (0.5 in, 16ft)	BRADY
14	Wireless Tally System		
14-1	Wireless Tally	Tally CUEBI Lights sets of 4	CUEBI
14-2	Tally Light	Big light-CUEBI	CUEBI

【RTK Prizren Branch Office】

No.	Equipment	Model No./Specifications	Manufacturer
1	Handy Camcorder System		
1-1	Handy camcorder	PXW Z-190	Sony
	MPEG HD Upgrade Lisence	CBKZ-SLMP MPEG Upgrade	Sony
	Network Upgrade Lisence	CBKZ-SLWN1	Sony
1-2	Tripod	KSDS08-AXM	Cartoni
1-3	Wireless Microphone System	EW 100 ENG G4-B	Sennheiser
1-4	Dynamic Microphone	MD 46	Sennheiser
1-5	Batteries	BP-U60	Sony
1-6	Battery Charger	BC-U2A	Sony
1-7	Bag	Dr. Bag-3	Sachtler
1-8	LED light on camcorder	HVL-LBPC	Sony
1-9	Memory Card	SF-G128T	Sony, Sandisc

No.	Equipment	Model No./Specifications	Manufacturer
1-10	Boompole	KE144CCR	K-Tek
1-11	18cm Classic-Softie Camera Kit	116012	Rycote
2	Video Switcher System		
2-1	Video Switcher	Atem 2M/E Production Studio 4K	Black Magic Design
2-2	Control Panel	ATEM 1 M/E Control Panel	Black Magic Design
2-3	Laptop for Remote & Control	Vostro 5510 Laptop	Dell
2-4	Teleprompter	Ultra Light 12 IPAD Pro Teleprompter	Prompter People
2-5	Ipad Pro for Teleprompter	iPad Pro 11 inch: 128GB w/M1 chip	Apple
2-6	Smartphone Stabilizer	OM4	DJI
3	Playout server		
3-1	Playout server	YOUPLAY COMPACT 1CH (4TB) Video Card: BMD Decklink 4K RAM: 16GB DDR4/2666 (2 x 8GB) Kingston SSD: 250GB 2.5 inch SATA3 Samsung Hard Drive: SATA 4TB Chassie: Rack Mount 1RU OS: Windows 10 Pro 64GB Accessory: Technical Remote Assistance + free updates (1 year contract) for software licese YOUPLAY COMPACT	AxelTech
4	Video Monitor (Ingest)		
4-1	65-inch Video Monitor	FWD-65X81H/T1	Sony
4-2	Scope & Audio Control	TLM-170V	DATAVIDEO
4-3	Monitor for Capture & Ingest, etc.	T35F LED Monitor (27 inch)	Samsung
4-4	Tally	GPI and Tally Interface	Black Magic Design
4-5	Converter	HA5-Plus	AJA
4-6	Converter	Hi5-Plus	AJA
4-7	Embedder	3G-AMA	AJA
4-8	De-Embedder	3G-AMA	AJA
5	Audio Equipment		
5-1	16ch Audio mixer	PRO FX22V3	Mackie
5-2	Wireless Microphone	EW 100 G4-ME2 B	Sennheiser
5-3	In ear system	EW-IEM G4-Twin-A	Sennheiser
5-4	Audio Monitor in Control Room	Classic 5 Near Field 2 Way	KRK Systems
5-5	Audio Monitor Controller	Monitor 1 Volume Controller	Behringer
5-6	Audio Monitor in Studio	V4S4	KRK System
5-7	Telephone Hybrid	Macrotelx2	AlexTech
5-8	Dynamic Microphone	SM7B	Shure
5-9	Microphone Boom Stand	GFWM1CBCBM3000	Gator
5-10	Microphone Activator	CL-1	Cloud
5-11	Clip-on Microphone	ME2-II	Sennheiser
5-12	Audio Card	UR-12	Steinberg
5-13	Intercom	(Sennheiser) MAT133-S: 1set(Tablestand) Phantom Power: P24 Connectors: Mic In(XLR-3-pin Female), Mic Out(XLR-3pin-Male) Connection: Clip contact for logic (Sennheiser) MEG 14-40: 1set(Gooseneck Microphone) Pick-up Pattern: cardioid Frequency Response: 50Hz to 20kHz Output Impedance @ 1kHz: more than 100ohms Sensitivity: 15mV/Pa Max. Sound Pressure Level: 130dB@1kHz Equivalent Noise Level: 37dB (CC1R), 26dB (A) Connector: XLR 3-Pin (Male) (Otto Engineering) Listen Only Earphone Kit: 10 sets Cable Length: 1.2m Connector: 3.5mm Right-angle Mini Plug (Otto Engineering) C100569 Clear Eartip (10 pack): 10 sets Compatible with above Listen Only Earphone	Sennheiser & Otto Engeniering
5-14	Headphone	HD280 PRO	Sennheiser
5-15	Shotgun Microphone	MKH416-P48U3	Sennheiser
5-16	Windshield	High quality Windshield for MD-46 Sennheiser	
6	Recorder & Graphics		

No.	Equipment	Model No. /Specifications	Manufacturer
6-1	Workstation with Vmix	Specifications: Motherboard: "Gigabyte Z490 AORUS PRO AX" or "Intel Z490 motherboard with 2x PCI Express x16" Graphics Card: NVIDIA GeForce RTX 3060 Ti Case: ATX Case "Consair Carbide 275R Tempered Glass Case in photo" or equivalent HDD OS: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD ingest: 2x SAMSUNG SSD 1TB 2.5-inch, SATA III, 860 Pro Series, RAID0 (striping) mode PSU: min. 750W ATX PSU 80 PLUS gold Capture Card: Decklink Quad 2 (Black Magic Design) CPU: Intel Core i7 10700K 3.8GHz or beter CPU Cooler: Cooler Master Master-Liquid 240 or beter RAM: min. 16GB (2x8GB) DDR4 Operating system: Windows 10 Pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard	
	Software	vMix 4K license	
7	Non Linear Editing		
7-1	Workstation	Specifications: Motherboard: Gigabyte Z490 AORUS PRO AX or beter Graphics Card: NVIDIA GeForce RTX3070 8GB GPU or beter Case: Be Quiet! Pure Base 600 Black or equivalent HDD OS and caching: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD project drive: SAMSUNG SSD 1TB, 2.5", SATA III, 860 Pro Series HDD storage drive: 2x 1TB 3.5-inch Seagate BarraCuda RAID0 (striping) mode or equivalent, CPU: Intel i9-9900K 3.6GHz 8 Core or beter CPU Cooler: Liquid Cooler compatible with CPU RAM: min. 32GB DDR4 3200MHz DVD: Internal DVD-RW Monitor: BenQ EX3501R or Equivalent PSU: min. 850W ATX PSU 80 PLUS gold Operating system: Windows 10 pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard	
7-2	Storage	RS1221RP+	Synology
7-3	Drives	ST10000NE0008	Seagate
7-4	Switch	TL-SG-3428X	TP-Link
7-5	Router	RB3011UiAS-RM	MikroTik
8	HD Encoder/Decoder		
8-1	Encoder	Smart-Telecaster ZA0	Soliton
8-2	Battery for Encoder	PB-M98S	SWIT
8-3	Battery Charger	S-3822S	SWIT
8-4	Portable Fast Charger	PC-U130B2	SWIT
8-5	USB 4G/LTE Modem	E8372	Huawei
8-6	Decoder	HP Z4G4 Workstation Operating System: Windows 10 Pro 64-bit for Workstations Motherboard: Intel C422 chipset Processor: Intel Xeon® W-2255 Processor (3.7 GHz) Chassis: HP Z4 G4 90 750W Chassis Memory: 64 GB (8 x 8 GB) DDR4-2933 ECC Registered Memory OS Hard Drive: 512 GB M.2 2280 PCIe NVMe TLC SSD (Operating System Load to M.2) Graphics card: NVIDIA RTX4000 Front I/O ports: Base - 4 x USB 3.0 Type A Optical drive: 9.5mm DVD Writer Optical Disc Drive Keyboard: USB Premium Wired Keyboard Mouse: USB wired Mouse CPU Cooling Solution: HP Z4 Standard HP Z Central Remote Boost 2020 Software for Z Workstations: Yes HP Z4 G4 Country Kit: Yes Energy Star: ENERGY STAR Qualified Configuration Accessories: HP Z4 G4 Fan Front Card Guide, RAPIDS Accelerated Data Science Course Warranty: 3/3/3-year	HP
8-7	Editing Card	Deck Link Quad2	Black Magic Design
9	Lighting for Studio		
9-1	LED Spotlight	Studio Fresnel LED 400W Variable White 2700K° TO 6500K° (SPL-400/B1/MO)	Dexel
9-2	DMX Mixer	DMX Scene Setter 24/48	Eurolite
9-3	DMX Splitter	Split 6x	Eurolite
9-4	Clamp	Standard 2	Dexel
9-5	DMX Cable	OT206Y	Koltz
9-6	XLR Connector (Male)	NC3MXX	Nuetrik
9-7	XLR Connector (Female)	NC3FXX	Nuetrik
10	Audio/Video Interface		
10-1	Video Distribution Board	HD5DA	AJA
10-2	UHF Antenna	ADP UHF	Sennheiser
10-3	Antenna Splitter	EW-D ASA (Q-R-S)	Sennheiser
10-4	Cabinet Rack with Accessories	(Cabinet Rack: 1set) Aluminum 42U (800 x 600), Aluminum (Power Distribution Unit: 6 sets) Aluminum Rackmount type 8 way distribution with 1 switch (on/off) (Cantilever: 6 sets) Air vent type, W: 19-inch D: 20-inch H: 1.75-inch (1U) Cage Nuts: 200 pcs M6 Metric type	
10-5	XLR Connector (Male)	NC3MXX (XLR Male)	Neutrik

No.	Equipment	Model No./Specifications	Manufacturer
10-6	XLR Connector (Female)	NC3FXX (XLR Female)	Neutrik
10-7	Jack Plug (Stereo)	NP3X (JACK PLUG Stereo)	Nuetrik
10-8	Jack Plug (Mono)	NP2X (JACK PLUG Mono)	Nuetrik
10-9	BNC Connector (Male)	NBNC75BDD6X	Nuetrik
10-10	Crimp Tool (HX-R-BNC)	DIE-R-BNC-PDC	Nuetrik
10-11	DIN 1.0/2.3 to BNC (Female) Converter Cable	DIN 1.0/2.3 male-BNC Female	Canford
10-12	Video-SDI Cable	1855A	Belden
10-13	Audio Cable	520-0141 DMX SC-Semicolon 4 AES/EBU: 4 x 0.14mm2, PVC ϕ 5.20mm: Black	SOMMERCABLE
10-14	UTP Cable CAT6	580-0306F Black Colored	Sommercable
10-15	RJ45 CAT6 connector	RJ45C6-BL	Hirose
10-16	Patch Cord CAT6	C6AB-0100-GN	Sommercable
10-17	25Pin D Sub to 25Pin D Sub Cable (Male-Male)	Length:1.5m	
11	Power Supply		
11-1	11 KVA UPS	9PX11000i TNBP	Eaton
12	PTZ Camera system		
12-1	PTZ camera	AW-UE100 (Black)	Panasonic
12-2	Remote controller	AW-RP60GJ	Panasonic
12-3	Tripod	KPTZ001	Cartoni
12-4	Dolly	D833	Cartoni
12-5	Camera Plate	AH921	Cartoni
12-6	PTZ Pedestal	P020/PTZ Accessories: Extendable Dolly 100mm Wheels Hand Pump AH870 Attachment	Cartoni
12-7	10-port Ethernet Smart Switch	GS110TUP	Netgear
13	Tools		
13-1	Broadcast Ready Kit	6PK-330K	Pro's Kit
13-2	Crimp Kit	Tempo PA 4910	Tempo Communications
13-3	BNC Connector Tool	MG-99-032 Paladin Tools 1916 BNC extraction tool, 12-Inches	Paladin
13-4	Telecom Installation & Service Kit	PK-1938M5	Pro's Kit
13-5	Label Printer Kit	BMP21-PLUS Label Printer Kit	BRADY
13-6	Self-Laminating Wire Wraps	BMP21 PLUS series Self-Laminating Wire Wraps Label/Tape size: 0.75in W x 14ft L	BRADY
13-7	Multi-Purpose Nylon Labels	BMP21 PLUS series Multi-Purpose Nylon Labels Lable/Tape size: 0.5 in W x 16ft L	BRADY
14	Wireless Tally System: Not Required		

[RTK Headquarters (Pristina)]

No.	Equipment	Model No./Specifications	Manufacturer
15	Zao App Licence	For 15 users	Solition
	HD View 4ch licence	HD View 4ch Licence	Solition
16	Decoder 4 Channel	Cradle Series 1RU Rackmount Frame with 4 x RD-300 Decoding Card	KILOVIEW
17	3G/HD/SD SDI Analog Audio De-Embedder	DMX-8259-4C (-8C) DMX-8259-4C-R2C 3G/HD/SD 4 Channel Analog Audio Demultiplexer with rear I/O	ROSS
18	Dual Electrical to Optical Converter	FDT-6604 FDT-6604-R2 3G/HD/SD SDI Dual Fiber Transmitter w/rear I/O	ROSS
19	Dual Optical to Electrical Converter	FDR-6603 FDR-6603-R2 3G/HD/SD SDI Fiber eceiver with 2 slot rear I/O	ROSS
20	Smart Videohub	Smart Videohub 40x40 Power Supply: 2x internal 100 – 240V AC.	Black Magic Design
21	Scope & Audio Control	TLM-170V	DATAVIDEO
22	55 Inch Professional Display	FWD-55X81H/T1	SONY
23	Laptop for Remote Control	Vostro 5510 Laptop	Dell
24	Network RX Station	PWS-i10RX1A Power Supply: Dual Power Supply: 2 x PWSK-101	SONY
25	Multiviewer	MultiView 4 HD	Black Magic Design
26	Drone & Smart Controller	Mavic Air2 Fly More Combo DJI Smart Controller	DJI

The Project for Capacity Development of Radio Television of Kosovo (RTK) Phase 2

EQUIPMENT LIST

No.	Equipment	Model No./Specifications	Manufacturer	Q'ty
【RTK Backup Equipment】				
2	Video Switcher System			
2-1	Video Switcher	Atem 2M/E Production Studio 4K	Black Magic Design	1
2-2	Control Panel	ATEM 1 M/E Control Panel	Black Magic Design	1
5	Audio Equipment			
5-1	16ch Audio mixer	PRO FX22V3	Mackie	1

User's Manual
on
Operation of the Equipment
in
Prizren Branch Office

THE PROJECT FOR CAPACITY DEVELOPMENT
OF
RADIO TELEVISION OF KOSOVO (RTK) PHASE 2

This manual is for the staff of RTK Prizren Branch Office to operate the equipment.

Basic Rules on Operation of Equipment

1. Comply with the rules

Staff of RTK Prizren Branch shall comply with this manual for stable and efficient operations.

2. Organization and Working conditions of Prizren Branch Office

Prizren Branch Office is comprised of 18 staff viz. Director: 1, Video/Audio/Lighting Operator: 3, ENG cameraman:

2, NLE editor: 2, Journalist: 8 (including Radio), driver: 1 under the manager.

Regular working day: from Monday to Friday

Regular working hours: from 09:00 to 18:00

3. Rules for staff on duty

(1) The staff on duty should arrive at the branch earlier than the on duty time start and should stay until the on duty time ends.

(2) The staff should be motivated to uphold the good quality of the RTK programs.

(3) In case some accident or technical issue occurs and the on duty staff needs help, all of the staff should offer to help even during off duty time or holidays.

4. Dos and don'ts about the operation of the equipment

(1) All the equipment shall be used only for RTK. Unofficial use of the equipment is strictly prohibited.

(2) All the equipment shall be operated and managed by the technical staff properly.

(3) All the equipment shall be operated according to the instruction manuals.

(4) All the equipment shall always be used carefully and never be handled roughly.

(5) Don't drop the equipment nor give it mechanical shocks.

(6) All the equipment shall be operated by proper and stable Power Supply

(7) The equipment shall always keep clean.

5. Operation of equipment

(1) Before operation, staff shall reconfirm Operation Manual in Prizren Branch Office (attached in the latter part).

(2) It is essential to have access to know-how about the way of operation and maintain of the equipment both of the hardware and the software. The instruction manuals of the equipment supplied by the manufacturers should be kept neatly and in order in regular positions so that anyone can find them easily.

(3) Cleaning of the equipment should be executed periodically. Especially before storing the equipment after operation cleaning of the equipment shall be carried out

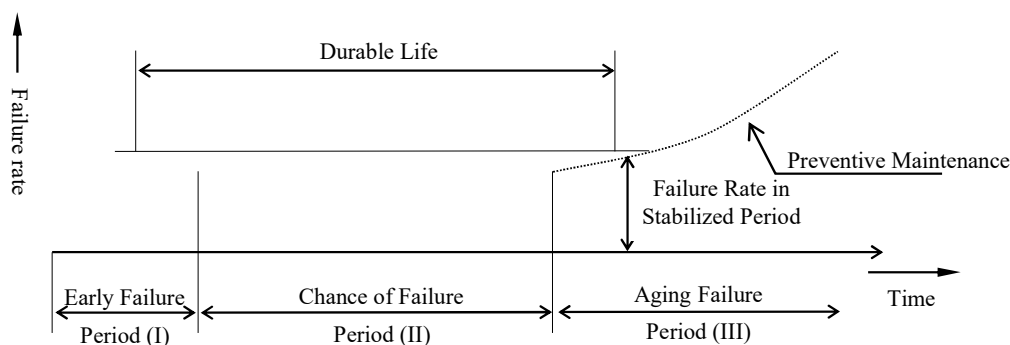
(4) Remember that the equipment is very sensitive to dust. So, pay careful attention to avoid problems caused by dust.

- (5) The power for the equipment in the sub-control room and lighting equipment should be turned on/off in accordance with the instruction of Operation Manual in Prizren Branch Office.
- (6) In case of a power outage, all computer related equipment should be powered off manually one by one ASAP to prevent data loss.
- (7) In case the irregularity during the operation of the equipment caused, an IRREGULARITIES REPORT shall be submitted ASAP to the Manager

6. Maintenance Policy

Recent digital innovations have enhanced the reliability of the equipment and allowed them to minimize the number of component parts. Accordingly, mechanical troubles affecting the equipment have been drastically diminished. However, to utilize the equipment effectively, daily checks and periodical maintenance are still important as well as troubleshooting and replacing consumable parts. The lifetime of the equipment must be extended by proper operation, daily checks and preventive maintenance such as cleaning, adjustment, repair and lubrication. Defragmenting the hard disk mounted on the computer and server is also effective to extend the lifetime of the equipment. Moreover, in-depth knowledge of the characteristics of each piece of equipment helps prevent mechanical troubles and accidents before happening and enhance the stability of utilization of the equipment. In addition, some of the equipment needs periodical replacement of parts according to the maintenance manual.

In general, the failure rate gradually increases over its lifetime, as shown below. As for digitalized equipment, such as computers and servers, the failure rate tends to increase more precipitously than for other equipment.



Failure Rate of the Equipment before, during and after Durable Lifetime

Periods I, II and III are detailed as follows:

I Early Failure Period

Failure in this period is early failure which arises from lot failures in the factory. Accordingly, it is important to determine the cause of failure and take measures immediately.

II Chance of Failure Period

After the early failure period has been covered, the failure rate is kept low. The period for which failure rate can be kept below a certain rate is known as the "Durable Life".

III Aging Failure Period

Once the chance failure period of the parts, units or the system has elapsed, the failure rate increases again. Failure during this period is mostly due to aging of the parts which compose the mechanism or system. Accordingly, it is important to reduce such troubles and prolong the lifetime of the mechanism and system by conducting proper preventive maintenance of parts.

Recent digital equipment mounts the moving parts so seldom that mechanical troubles caused by abrasion of mechanical parts have decreased and accordingly, failure rate during the service life have also decreased drastically. Moreover, most of the digital equipment includes a self-diagnostic function, which automatically indicates the failure part if failure occurs.

As for analog equipment, most of the repairs and maintenance were conducted by the staff of RTK. However, as for digital equipment, the repairing or maintenance of specific equipment shall be treated only by a licensed

company by the manufacturer, or some shall be covered by a prior maintenance contract with the manufacturer. To utilize the equipment effectively for an extended period, the following daily checks must be conducted.

Maintenance Period	Check and Maintenance Points
Daily Check	• Cleaning • Visual check of each meter and failure indicator • Visual check of the connectors

With the digitalization of the system, HD-SDI signals are to be transmitted among systems. If a problem occurs in the connection among systems, the quality of transmission signals become deteriorate dramatically and affect on program production. It is absolutely necessary to implement checks of the connection status among systems.

No	Equipment	Model No./Specifications	Manufacturer	Q'ty
【RTK Prizren Branch Office】				
1	Handy Camcorder System			
1-1	Handy camcorder	PXW Z-190	Sony	2
	MPEG HD Upgrade Lisence	CBKZ-SLMP MPEG Upgrade	Sony	2
	Network Upgrade Lisence	CBKZ-SLNW1	Sony	2
1-2	Tripod	KSDS08-AXM	Cartoni	2
1-3	Wireless Microphone System	EW 100 ENG G4-B	Sennheiser	2
1-4	Dynamic Microphone	MD 46	Sennheiser	2
1-5	Batteries	BP-U60	Sony	4
1-6	Battery Charger	BC-U2A	Sony	2
1-7	Bag	Dr.Bag-3	Sachtler	2
1-8	LED light on camcorder	HVL-LBPC	Sony	2
1-9	Memory Card	SF-G128T	Sony, Sandisc	8
1-10	Boompole	KE144CCR	K-Tek	2
1-11	18cm Classic-Softie Camera Kit	116012	Rycote	2
2	Video Switcher System			
2-1	Video Switcher	Atem 2M/E Production Studio 4K	Black Magic Design	1
2-2	Control Panel	ATEM 1 M/E Control Panel	Black Magic Design	1
2-3	Laptop for Remote & Control	Vostro 5510 Laptop	Dell	1
2-4	Teleprompter	Ultra Light 12 IPAD Pro Teleprompter	Prompter People	1
2-5	Ipad Pro for Teleprompter	iPad Pro 11 inch; 128GB w/M1 chip	Apple	2
2-6	Smartphone Stabilizer	OM4	DJI	2
3	Playout server			

3-1	Playout server	YOUPLAY COMPACT 1CH (4TB) Video Card: BMD Decklink 4K RAM: 16GB DDR4/2666(2 x 8GB) Kingston SSD: 250GB 2.5 inch SATA3 Samsung Hard Drive: SATA 4TB Chassie: Rack Mount 1RU OS: Windows 10 Pro 64GB Accessory: Technical Remote Assistance + free updates (1 year contract) for software licese YOUPLAY COMPACT	AxelTech	1
4	Video Monitor (Ingest)			
4-1	65-inch Video Monitor	FWD-65X81H/T1	Sony	1
4-2	Scope & Audio Control	TLM-170V	DATAVIDEO	1
4-3	Monitor for Capture & Ingest, etc.	T35F LED Monitor (27 inch)	Samsung	4
4-4	Tally	GPI and Tally Interface	Black Magic Design	1
4-5	Converter	HA5-Plus	AJA	1
4-6	Converter	Hi5-Plus	AJA	2
4-7	Embedder	3G-AMA	AJA	1
4-8	De-Embedder	3G-AMA	AJA	2
5	Audio Equipment			
5-1	16ch Audio mixer	PRO FX22V3	Mackie	1
5-2	Wireless Microphone	EW 100 G4-ME2 B	Sennheiser	3
5-3	In ear system	EW-IEM G4-Twin-A	Sennheiser	1
5-4	Audio Monitor in Control Room	Classic 5 Near Field 2 Way	KRK Systems	2
5-5	Audio Monitor Controller	Monitor 1 Volume Controller	Behringer	1
5-6	Audio Monitor in Studio	V4S4	KRK System	2
5-7	Telephone Hybrid	Macrotelx2	AlexTech	1
5-8	Dynamic Microphone	SM7B	Shure	2
5-9	Microphone Boom Stand	GFWMICBCBM3000	Gator	2
5-10	Microphone Activator	CL-1	Cloud	2

5-11	Clip-on Microphone	ME2-II	Sennheiser	5
5-12	Audio Card	UR-12	Steinberg	2
5-13	Intercom	(Sennheiser) MAT133-S: 1set(Tablestand) Phantom Power: P24 Connectors: Mic In(XLR-3-pin Female), Mic Out(XLR-3pin-Male) Connection: Clip contact for logic (Sennheiser) MEG 14-40: 1set(Gooseneck Microphone) Pick-up Pattern: cardioid Frequency Response: 50Hz to 20kHz Output Impedance @ 1kHz: more than 100ohms Sensitivity: 15mV/Pa Max. Sound Pressure Level: 130dB@1kHz Equivalent Noise Level: 37dB (CCIR), 26dB (A) Connector: XLR 3-Pin (Male) (Otto Engineering) Listen Only Earphone Kit: 10 sets Cable Length: 1.2m Connector: 3.5mm Right-angle Mini Plug (Otto Engineering) C100569 Clear Eartip (10 pack); 10 sets Compatible with above Listen Only Earphone	Sennheiser & Otto Engeniering	1
5-14	Headphone	HD280 PRO	Sennheiser	3
5-15	Shotgun Microphone	MKH416-P48U3	Sennheiser	2
5-16	Windshield	High quality Windshield for MD-46 Sennheiser		5
6	Recorder & Graphics			

6-1	Workstation with Vmix	Specifications: Motherboard: "Gigabyte Z490 AORUS PRO AX" or "Intel Z490 motherboard with 2x PCI Express x16" Graphics Card: NVIDIA GeForce RTX 3060 Ti Case: ATX Case "Consair Carbide 275R Tempered Glass Case in photo" or equivalent HDD OS: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD ingest: 2x SAMSUNG SSD 1TB 2.5-inch, SATA III, 860 Pro Series, RAID0 (striping) mode PSU: min. 750W ATX PSU 80 PLUS gold Capture Card: Decklink Quad 2 (Black Magic Design) CPU: Intel Core i7 10700K 3.8GHz or beter CPU Cooler: Cooler Master Master-Liquid 240 or beter RAM: min. 16GB (2x8GB) DDR4 Operating system: Windows 10 Pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard		1
	Software	vMix 4K license		1
7	Non Linear Editing			
7-1	Workstation	Specifications: Motherboard: Gigabyte Z490 AORUS PRO AX or beter Graphics Card: NVIDIA GeForce RTX3070 8GB GPU or beter Case: Be Quiet! Pure Base 600 Black or equivalent HDD OS and caching: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD project drive: SAMSUNG SSD 1TB, 2.5", SATA III, 860 Pro Series HDD storage drive: 2x 1TB 3.5-inch Seagate BarraCuda RAID0 (striping) mode or equivalent, CPU: Intel i9-9900K 3.6GHz 8 Core or beter CPU Cooler: Liquid Cooler compatible with CPU RAM: min. 32GB DDR4 3200MHz DVD: Internal DVD-RW Monitor: BenQ EX3501R or		2

		Equivalent PSU: min. 850W ATX PSU 80 PLUS gold Operating system: Windows 10 pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard		
7-2	Storage	RS1221RP+	Synology	1
7-3	Drives	ST10000NE0008	Seagate	4
7-4	Switch	TL-SG-3428X	TP-Link	2
7-5	Router	RB3011UiAS-RM	MikroTik	2
8	HD Encoder/Decoder			
8-1	Encoder	Smart-Telecaster ZAO	Soliton	1
8-2	Battery for Encoder	PB-M98S	SWIT	2
8-3	Battery Charger	S-3822S	SWIT	1
8-4	Portable Fast Charger	PC-U130B2	SWIT	1
8-5	USB 4G/LTE Modem	E8372	Huawei	4
8-6	Decoder	HP Z4G4 Workstation Operating System: Windows 10 Pro 64-bit for Workstations Motherboard: Intel C422 chipset Processor: Intel Xeon® W-2123 Processor(3.6 GHz, up to 3.9 GHz w/Turbo Boost, 8.25 MB cache, 4 core) Chassis: HP Z4 G4 90 750W Chassis Memory: 32 GB (4 x 8 GB) DDR4-2933 ECC Registered Memory OS Hard Drive: 256 GB M.2 2280 PCIe NVMe TLC SSD(Operating System Load to M.2) Hard drive internal: 1 TB 7200 RPM SATA 3.5" HDD Graphics card: NVIDIA RTX4000 Front I/O ports: Base - 4 x USB 3.0 Type A Optical drive: 9.5mm DVD Writer Optical Disc Drive Keyboard: USB Premium Wired Keyboard Mouse: USB wired Mouse CPU Cooling Solution: HP Z4 Standard	HP	1

		HP Z Central Remote Boost 2020 Software for Z Workstations: Yes HP Z4 G4 Country Kit: Yes Energy Star: ENERGY STAR Qualified Configuration Accessories: HP Z4 G4 Fan Front Card Guide, RAPIDS Accelerated Data Science Course Warranty: 3/3/3-year		
8-7	Editing Card	Deck Link Quad2	Black Magic Design	1
9	Lighting for Studio			
9-1	LED Spotlight	Studio Fresnel LED 400W Variable White 2700K ^o TO 6500K ^o (SPL-400/BI/MO)	Dexel	7
9-2	DMX Mixer	DMX Scene Setter 24/48	Eurolite	1
9-3	DMX Splitter	Split 6x	Eurolite	1
9-4	Clamp	Standard 2	Dexel	10
9-5	DMX Cable	OT206Y	Koltz	150
9-6	XLR Connector (Male)	NC3MXX	Nuetrik	14
9-7	XLR Connector (Female)	NC3FXX	Nuetrik	14
10	Audio/Video Interface			
10-1	Video Distribution Board	HD5DA	AJA	1
10-2	UHF Antenna	ADP UHF	Sennheiser	2
10-3	Antenna Splitter	EW-D ASA (Q-R-S)	Sennheiser	1
10-4	Cabinet Rack with Accessories	(Cabinet Rack: 1set) Aluminum 42U (800 x 600), Aluminum (Power Distribution Unit: 6 sets) Aluminum Rackmount type 8 way distribution with 1 switch (on/off) (Cantilever: 6 sets) Air vent type, W: 19-inch D: 20-inch H: 1.75-inch (1U) Cage Nuts: 200 pcs M6 Metric type		1
10-5	XLR Connector (Male)	NC3MXX (XLR Male)	Neutrik	100
10-6	XLR Connector (Female)	NC3FXX (XLR Female)	Neutrik	100

10-7	Jack Plug (Stereo)	NP3X (JACK PLUG Stereo)	Nuetrik	50
10-8	Jack Plug (Mono)	NP2X (JACK PLUG Mono)	Nuetrik	50
10-9	BNC Connector (Male)	NBNC75BDD6X	Nuetrik	300
10-10	Crimp Tool (HX-R-BNC)	DIE-R-BNC-PDC	Nuetrik	2
10-11	DIN 1.0/2.3 to BNC (Female) Converter Cable	DIN 1.0/2.3 male-BNC Female	Canford	10
10-12	Video-SDI Cable	1855A	Belden	500
10-13	Audio Cable	520-0141 DMX SC-Semicolon 4 AES/EBU; 4 x 0.14mm ² , PVC φ 5.20mm; Black	SOMMERCABLE	300
10-14	UTP Cable CAT6	580-0306F Black Colored	Sommercable	300
10-15	RJ45 CAT6 connector	RJ45C6-BL	Hirose	150
10-16	Patch Cord CAT6	C6AB-0100-GN	Sommercable	50
10-17	25Pin D Sub to 25Pin D Sub Cable (Male-Male)	Length:1.5m		1
11	Power Supply			
11-1	11 KVA UPS	9PX11000i TNBP	Eaton	1
12	PTZ Camera system			
12-1	PTZ camera	AW-UE100 (Black)	Panasonic	3
12-2	Remote controller	AW-RP60GJ	Panasonic	1
12-3	Tripod	KPTZ001	Cartoni	2
12-4	Dolly	D833	Cartoni	2
12-5	Camera Plate	AH921	Cartoni	2
12-6	PTZ Pedestal	P020/PTZ Accessories: Extendable Dolly 100mm Wheels Hand Pump AH870 Attachment	Cartoni	1
12-7	10-port Ethernet Smart Switch	GS110TUP	Netgear	1
13	Tools			
13-1	Broadcast Ready Kit	6PK-330K	Pro's Kit	1
13-2	Crimp Kit	Tempo PA 4910	Tempo Communications	1
13-3	BNC Connector Tool	MG-99-032 Paladin Tools 1916 BNC extraction tool, 12-Inches	Paladin	1

13-4	Telecom Installation & Service Kit	PK-1938M5	Pro's Kit	1
13-5	Label Printer Kit	BMP21-PLUS Label Printer Kit	BRADY	1
13-6	Self-Laminating Wire Wraps	BMP21 PLUS series Self-Laminating Wire Wraps Label/Tape size: 0.75in W x 14ft L	BRADY	5
13-7	Multi-Purpose Nylon Labels	BMP21 PLUS series Multi-Purpose Nylon Labels Lable/Tape size: 0.5 in W x 16ft L	BRADY	5

EQUIPMENT IRREGULARITIES REPORT

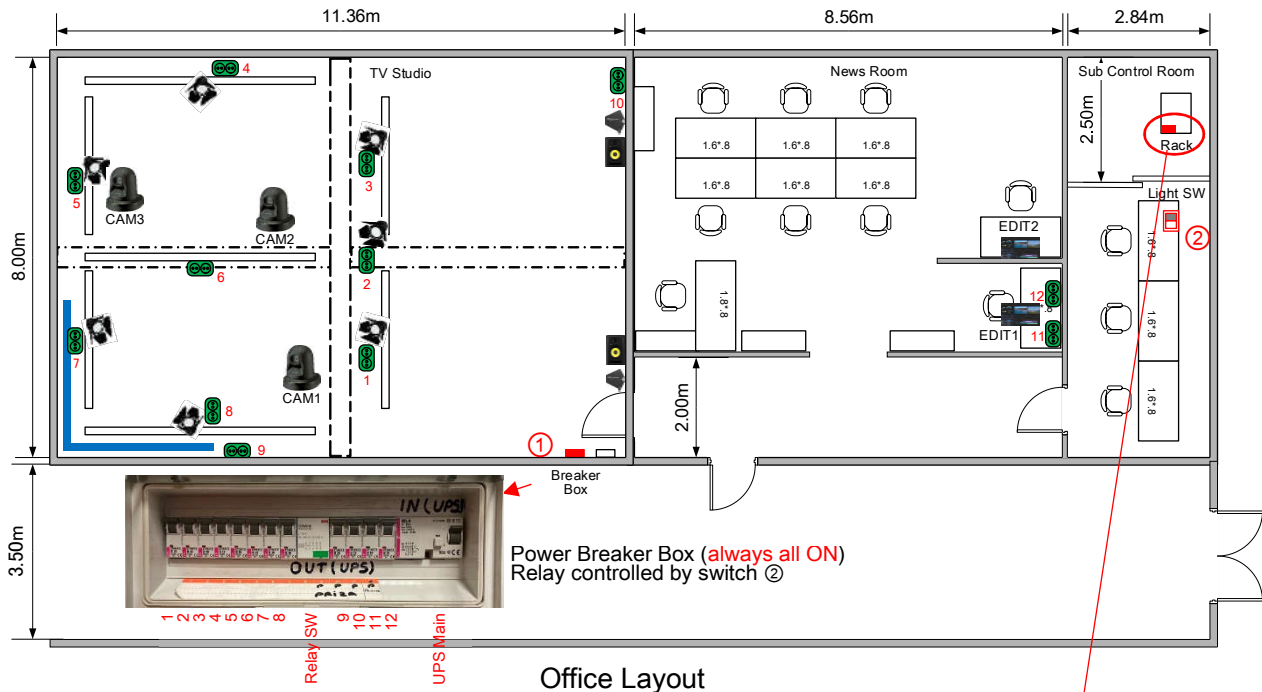
Please fill out this form and submit it to the Manager.

Date:...../...../2023

1	Report number	
2	Name of reporter	
3	Reporting Date (Day, Month, Year)	
4	Name of the equipment	
5	ID number (if any)	
6	Serial number	
7	Location of the equipment	
8	Condition of the equipment (Description of the trouble)	
9	Remarks	

Operation manual for program production system in the Prizren branch office

1. Power On/Off

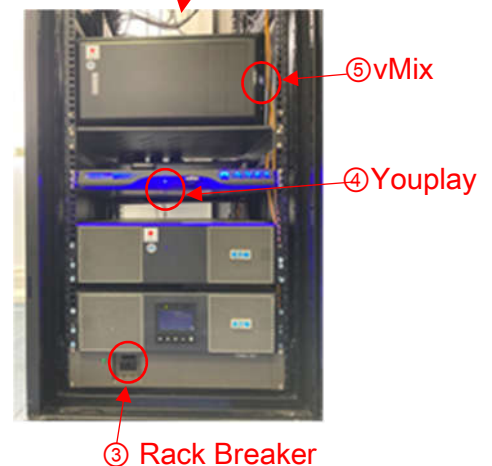


Power ON: (①) → ② → ③ → ④ → ⑤

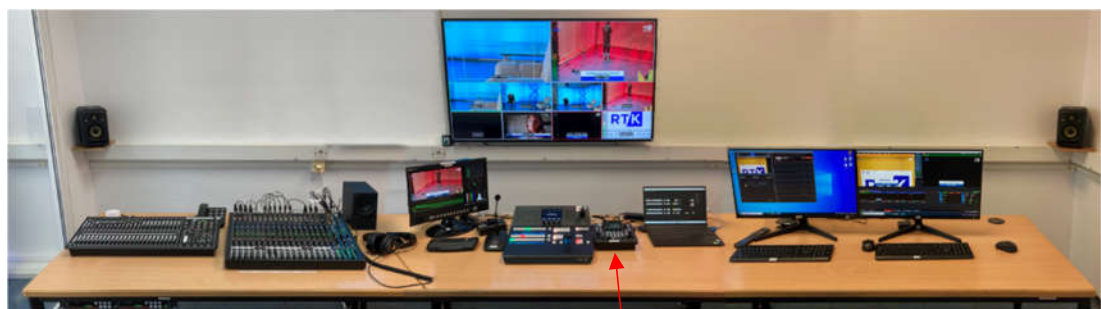
Power OFF: vMix PC OFF → Playout PC OFF → ③ → ② → (①)

※ Light Power Breakers (1 – 12) shall be always ON and Light ON / OFF is relay controlled by ② switch.

※ Make sure to shut down windows OS in the Playout Server and vMIX PC before turning off the Rack Breaker.

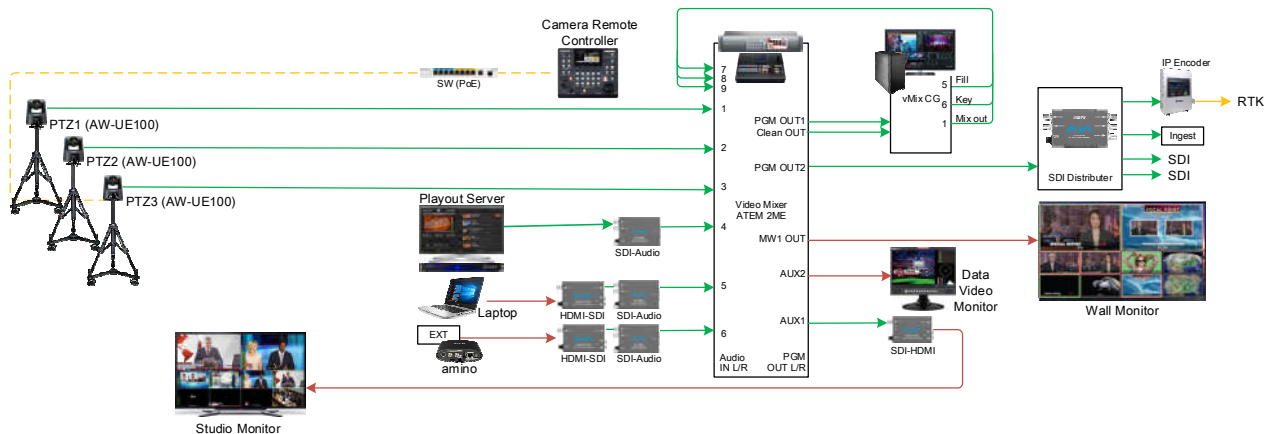


Rack



Sub Control Room

2. Vision Mixer



-Direct Switch

Push Program Switch [Camera1]

-Preset Switch

Push Preview Switch [Camera2]

Push [CUT] or [AUTO] to change Preview to Program

-Downstream Keyers

DSK TIE

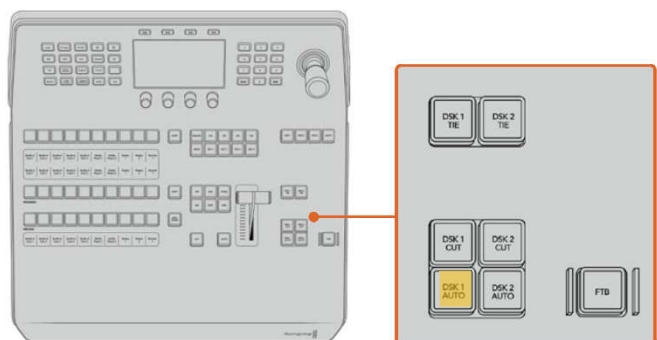
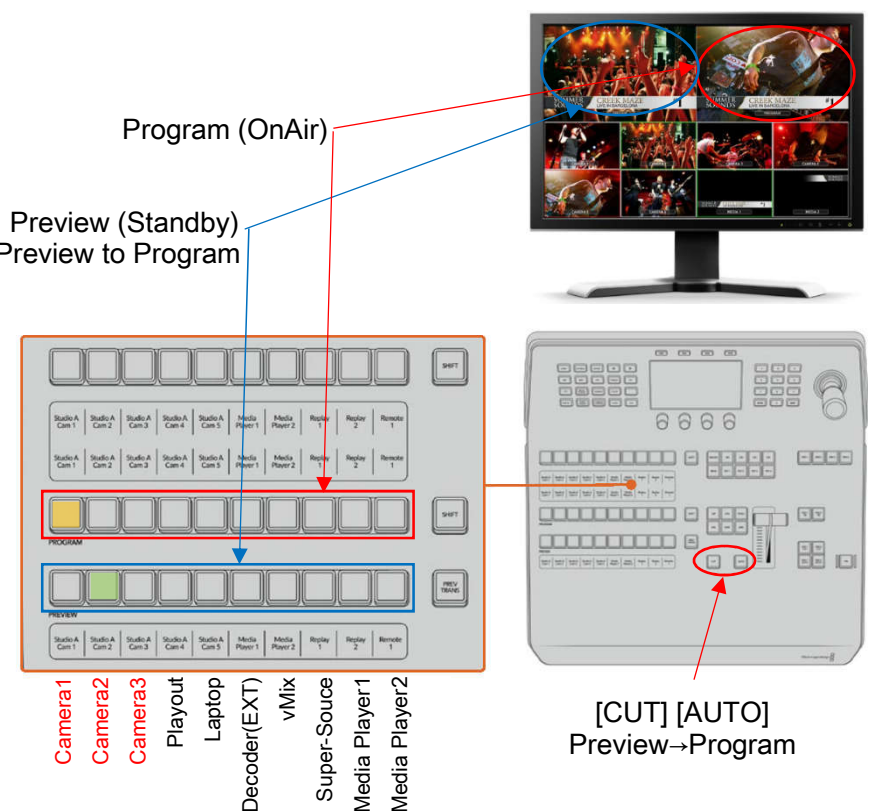
The DSK TIE button will enable the DSK on the preview output, along with the next transition effects and tie it to the main transition control so that the DSK can be taken to air with the next transition. Because the tied downstream keyer is now tied to the main transition, the transition will happen at the rate specified in the auto rate setting in the LCD 'home' menu. When the DSK is tied, the signal routing to the clean feed 1 is unaffected.

DSK CUT

The DSK CUT button is used to cut the DSK on or off air and indicates whether the DSK is currently on or off air. The button is illuminated if the DSK is currently on air.

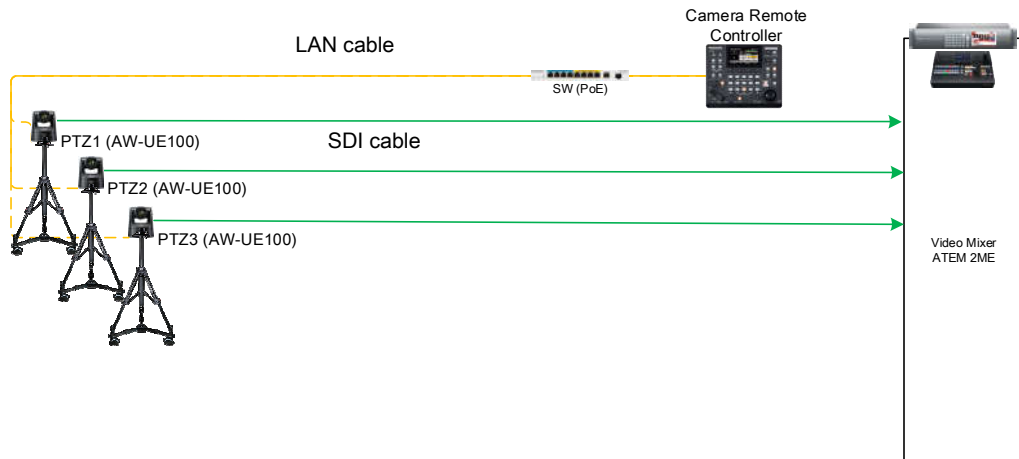
DSK AUTO

The DSK AUTO button will mix the DSK on or off air at the rate specified in the DSK rate LCD menu setting.



Downstream Keyers

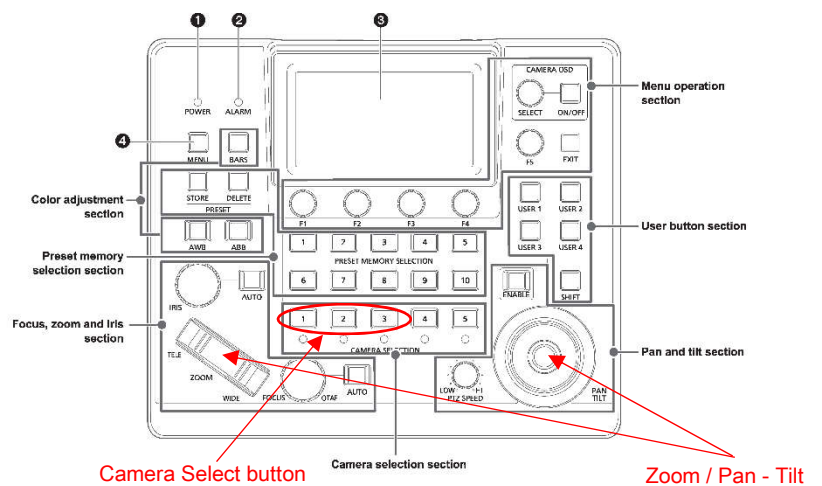
3. Camera / Remote Control



※This unit (AW-UE100) does not have a power switch. power is supplied by the Ethernet SW on the Rack. When power is supplied to the controller , the status display lamp will light green, and the unit is set to Power ON mode.

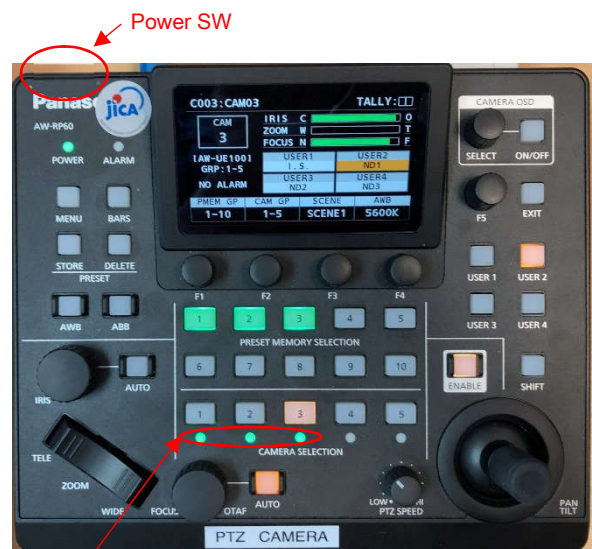
Setup)

1. Make sure <CAM1> to <CAM3> status LED light green.
2. Press one of the <CAM1> to <CAM3> buttons on the wireless remote control to select the unit.
3. Set “Gray Chart” on the table of the studio. (all lights should be ON)
4. Shoot “Gray Chart” by using pan tilt zoom lever.
5. Push Black Barance key.
6. Push White Barance key.



Shot Memory)

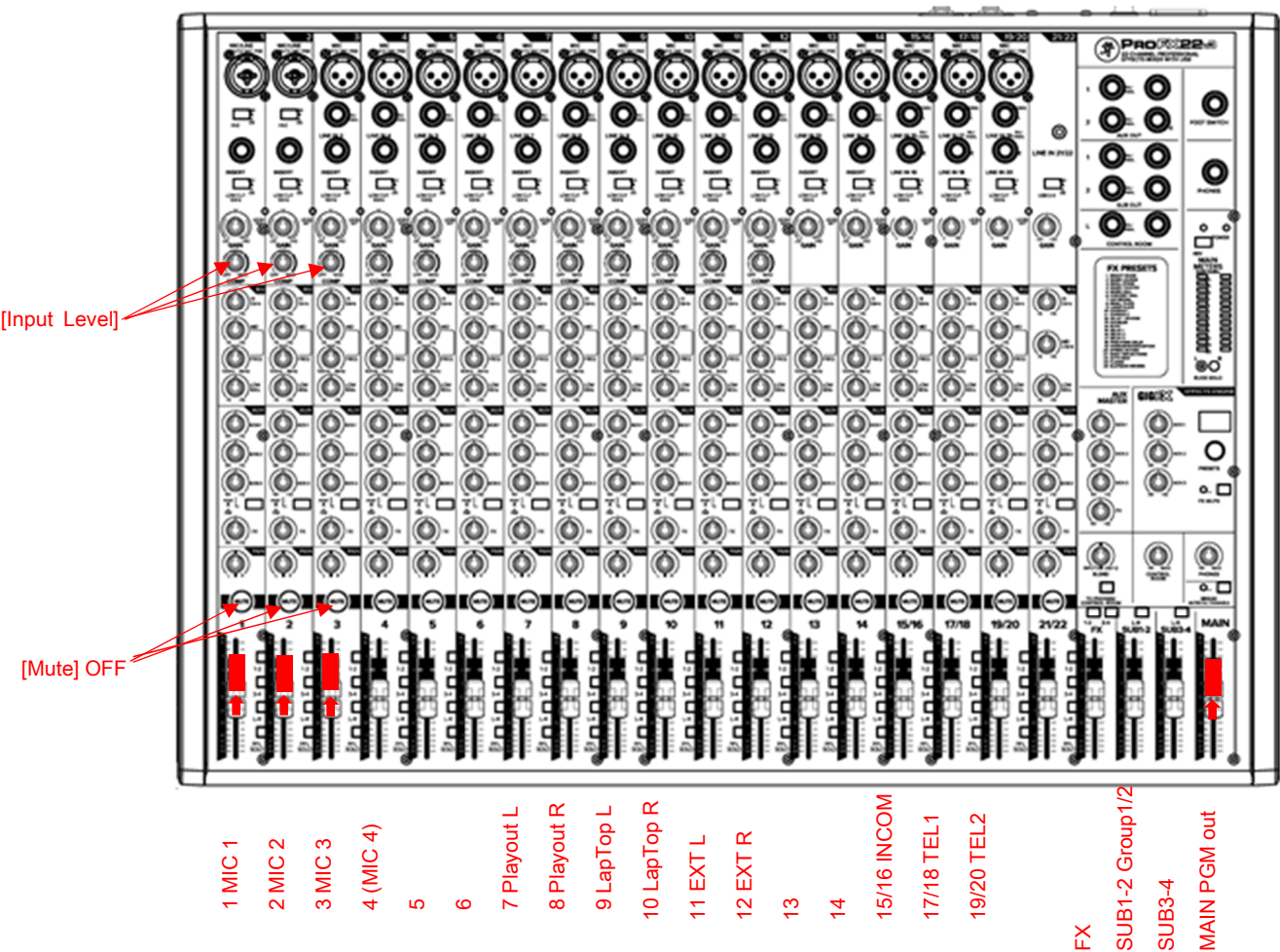
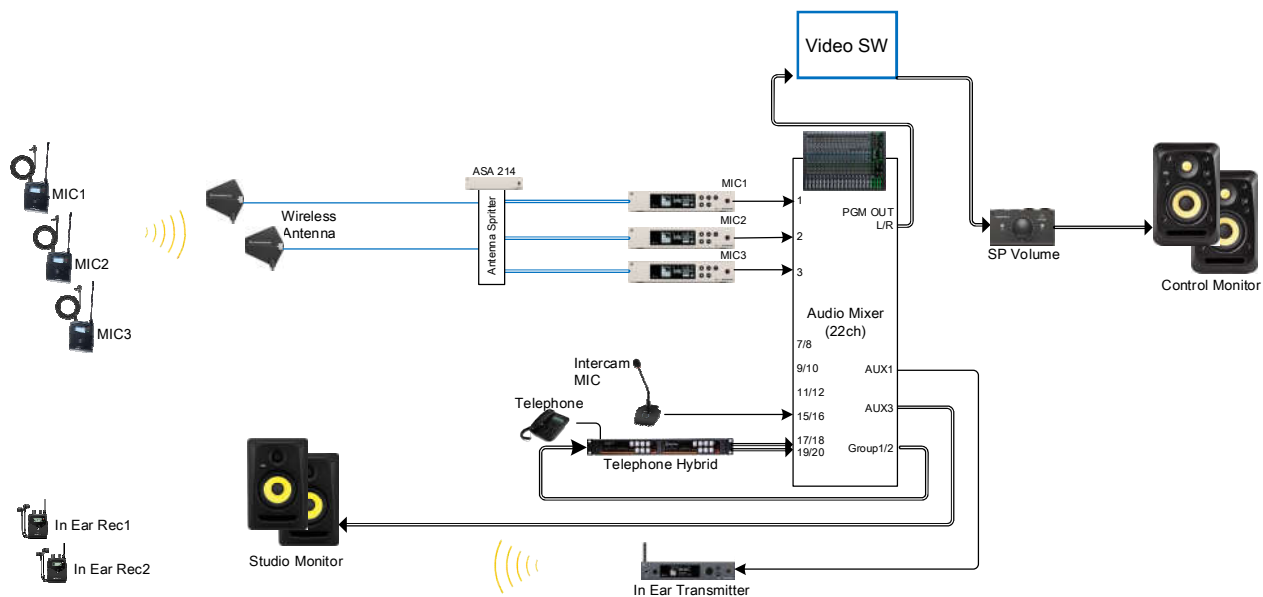
1. Adjust the shot you want to memorize with the remote controller.
2. Push [STORE] → [1] – [10] (Preset memory selection section)
3. When deleting the shot memory [DELETE] → [1] - [10] (Preset memory selection section)



Camera Status LED - Power ON mode: green, Standby mode: amber

Audio Mixer / Wireless Mic / Intercom / Telephone HYB

※The Audio Mixer output goes into the Vision Mixer's audio input and output as SDI.



- 1 MIC 1
- 2 MIC 2
- 3 MIC 3
- 4 (MIC 4)
- 5
- 6
- 7 Playout L
- 8 Playout R
- 9 LapTop L
- 10 LapTop R
- 11 EXT L
- 12 EXT R
- 13
- 14
- 15/16 INCOM
- 17/18 TEL1
- 19/20 TEL2
- 21/22
- MAIN
- FX
- SUB1-2 Group 1/2
- SUB3-4
- MAIN PGM out

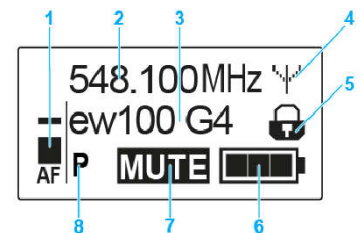
Wireless Microphone

1. Display panel
2. Operation and battery indicator, red LED
 - illuminated = ON
 - flashing = LOW BATTERY
3. Audio overload indicator, yellow LED
 - illuminated = AF PEAK (overload)
4. UP button
5. SET button
6. DOWN button
7. ON/OFF button with ESC function in the operating menu
 - Switch the transmitter on or off
 - Escape function in the menu
8. Infra-red interface
9. MUTE switch
 - Deactivate and activate audio signal
 - Deactivate and activate RF signal



Display panel

1. AF audio level: Displays the audio level with peak hold function
2. Frequency: Configured transmission frequency
3. Name: Freely selectable name of the receiver
4. Transmission icon: RF signal is being transmitted
5. Lock-off function; Lock-off function is activated
6. Battery status
7. MUTE muting function: The audio signal is muted
8. P pilot tone: Pilot tone transmission is activated



Switching the SK 100 G4 bodypack transmitter on and off

1. Press the two catches and open the battery compartment cover.
2. Switch on : Hold down the ON/OFF button until the Sennheiser logo appears on the display.
3. Switch off: Hold down the ON/OFF button until the display goes off



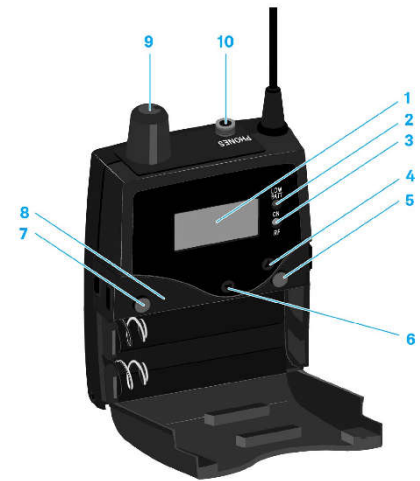
To connect a microphone to the bodypack transmitter:

1. Insert the cable's 3.5 mm jack plug into the MIC/LINE socket on the bodypack transmitter as shown in the diagram.
2. Screw the plug's coupling ring onto the audio socket thread of the bodypack transmitter.



Wireless Receiver (EK IEM G4)

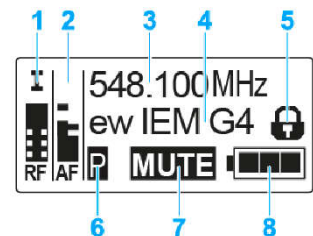
1. Display panel
2. Operation and battery indicator, red LED
 - illuminated = ON
 - flashing = LOW BATTERY
3. Audio overload indicator, yellow LED
 - illuminated = AF PEAK (overload)
- 4 UP button
- 5 SET button
- 6 DOWN button



Home screen

1. RF RF level (radio frequency)
 - RF signal level display
 - including the display of the squelch threshold (see “Squelch menu item”)
- 2 AF audio level (audio frequency)
 - Displays the audio level of the received transmitter (separated by channel in Stereo mode)

When the display shows full deflection, the audio input level is excessively high.
- 3 Frequency: Current receiving frequency
- 4 Name: Freely selectable name of the receiver
- 5 Lock-off function: Lock-off function is activated.



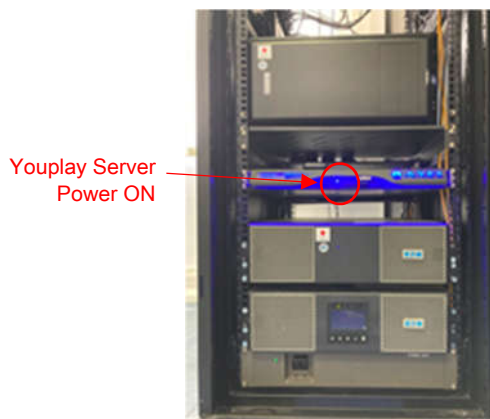
Connecting earphones to the EK IEM G4

1. Turn down the volume of the headphone output before you put on the headphone.
2. Insert the cable's 3.5 mm jack plug into the PHONES socket on the receiver as shown in the diagram.

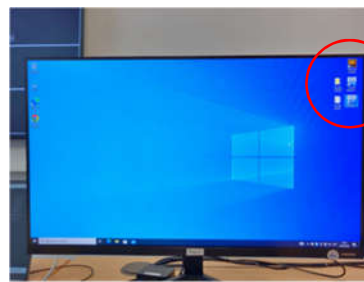
! The ground connection of the earphone cable acts as an antenna for the second diversity



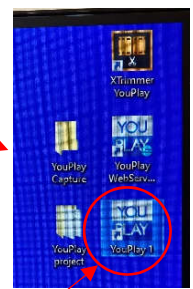
Playout Server (YOU PLAY)



Sub Control Room Rack



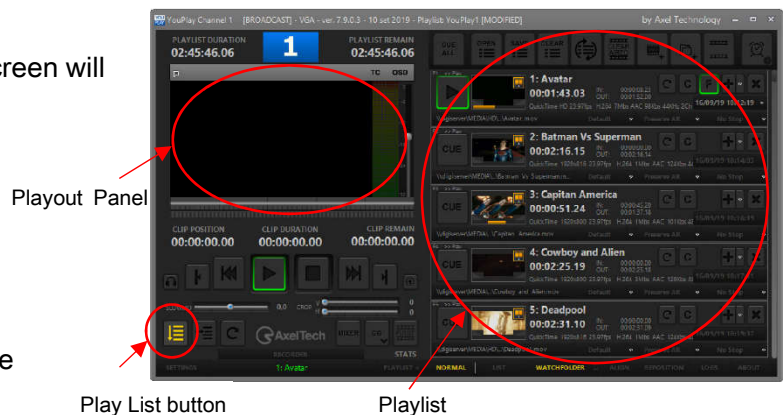
YouPlay Server Display



Double Click "YouPlay" icon

Youplay can play up to 4 different channel on the same pc.

1. Run the YouPlay software
2. Clicking on [PLAYLIST] button, the screen will change showing the playlist module
3. Insert a clip on the playlist
4. Prepare a clip to be played



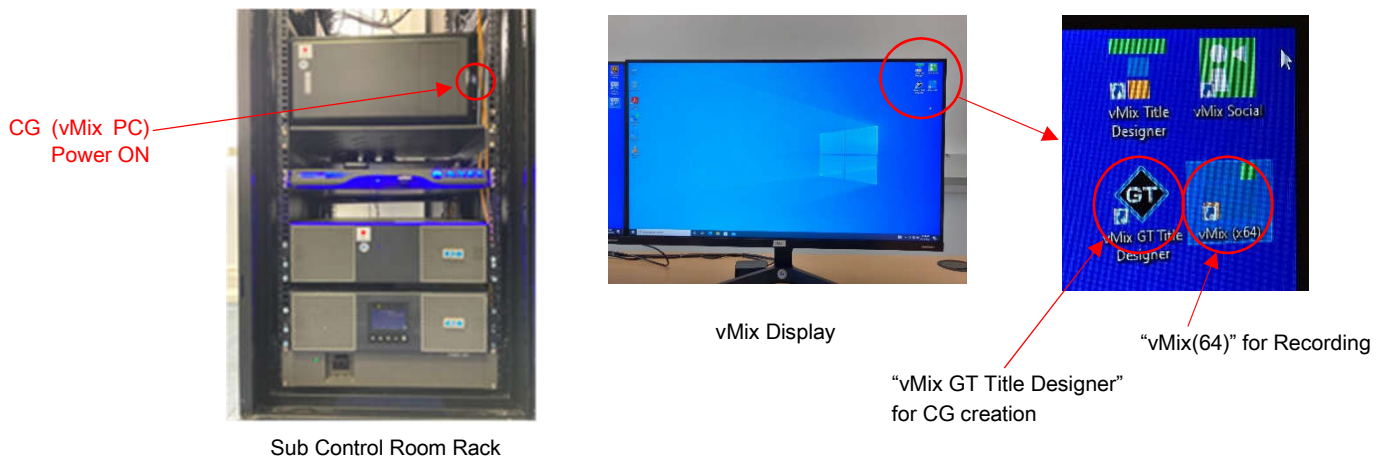
How to insert the clip

1. Click on the [+] button, then browse the clip in windows mode
2. Open the clip folder, then drag and drop it into the playlist space (right part of the screen)
3. Open the clip folder, then drag and drop it on the preview space (left part of the screen)
4. Use the APPEND CLIP button .
! the APPEND CLIP button will put the clip AT THE END of the playlist
5. Drag and drop from another YouPlay instance (If you keep pressed the CTRL, the clip will be copied and past, otherwise the clip will be moved)

How to prepare a clip to be played

1. All the clips with the GREEN button are ready to be played. The different colours give information about the state of the clip: GREEN = Ready, YELLOW = Preparing, RED = Error
2. To prepare a clip ready to be played, click on the [CUE] button. The CUE button will change into PLAY button to show that the clip is ready to be played.
3. It is possible to prepare ALL the clips of the playlist by enabling the button [CUE ALL]
! Preparing ALL the clips will cause a larger use of memory and the system could become slower.
4. It is also possible to select some clips to be ready by clicking on the [C] button.

CG / Recording (vMIX)



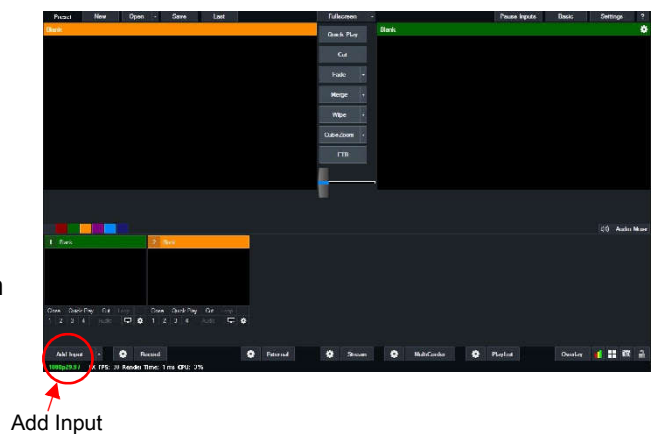
✚ vMix is feature rich live production software that allows you to record and stream professional productions all from a single PC or Laptop. vMix supports SD, HD and 4K productions.

✚ CG (vMix Title Designer has now been replaced with the improved GT Title Designer)
GT Designer is an easy to use application for creating title and lower third templates for use with vMix. These templates are high quality, GPU accelerated and support animations in the 4K and Pro editions of vMix.
Key/Fill output is supported on selected Blackmagic capture cards.

Adding GT Titles to vMix

1. In the vMix main window click Add Input
2. Select the Title tab
3. Click Browse and browse for the title file you wish to add and click ok.
4. A thumbnail preview will appear with a GT icon at the top left hand corner, if this is the correct template

click OK to add to vMix.



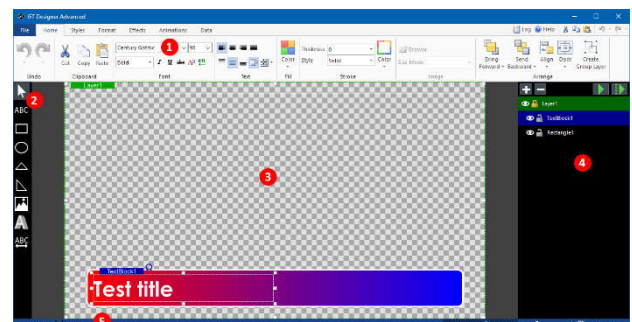
GT Designer Interface

1. Formatting Toolbar

This is where all editing and animation options are located. Use the top tabs to select different sections, such as Format for changing positions and sizes of objects.

2. Objects Toolbar

Click an object in this toolbar and then drag within the preview window to create that object.



3. Canvas Window

This shows a preview of the current title template and allows editing of each object by clicking and dragging with the mouse.

4. Layers and Objects List

Create multiple layers for grouping objects here. Objects can also be renamed, hidden and locked.

5. Status Bar

Shows information such as current resolution, mouse location.

Also provides toggle buttons and sliders to control the zoom of the canvas and turn on or off Safe Areas and Align Lock.

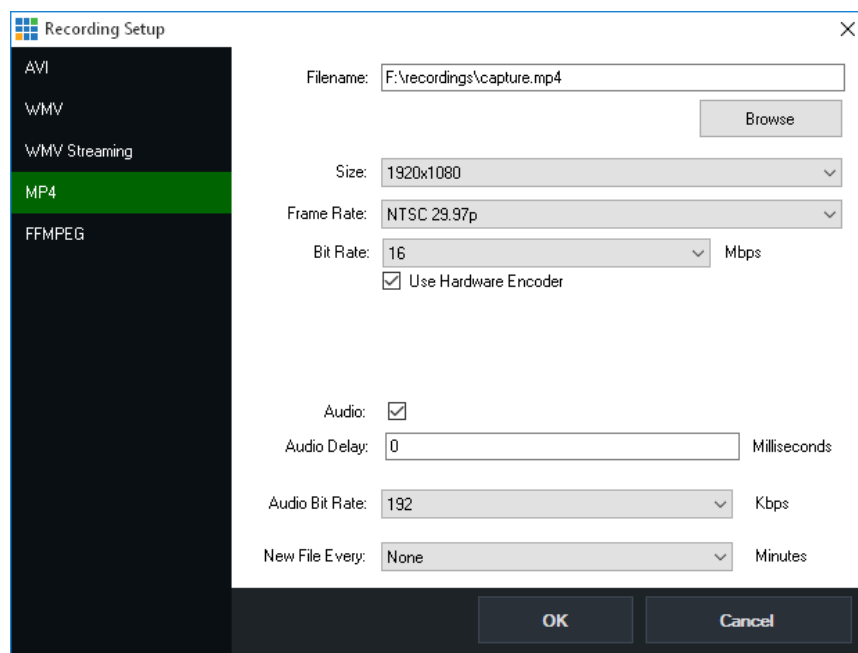
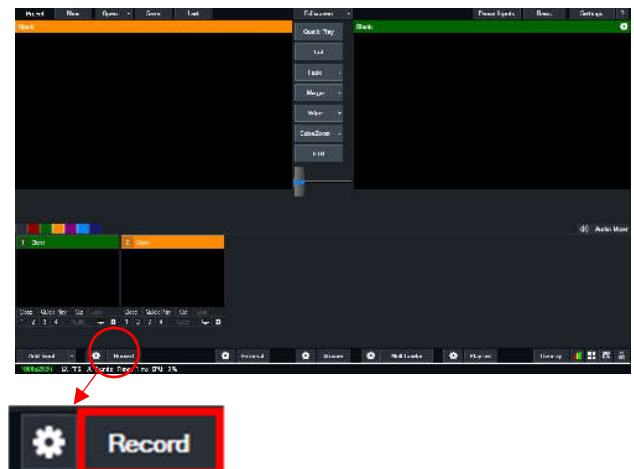
Recording

Live Recording in MP4 in SD, HD or 4K.

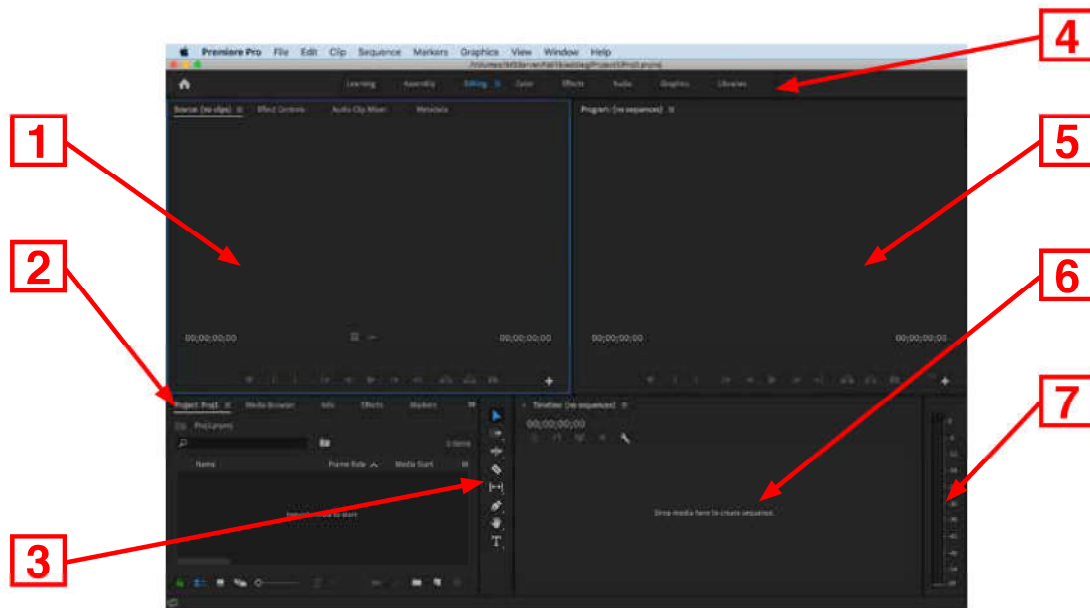
Click Record to start the video recording.

A duration counter will begin next to the Start button as well as a dropped frame counter.

Files can be played anywhere and can be easily uploaded to most web sites and FTP server



Editing System (Adobe Premiere Pro)



There are 7 main areas to Premiere:

- 1) Source Window (for previewing and trimming clips), plus other editing related tabs
- 2) Project Window (Where the media is stored i.e. clips, sounds and sequences etc.)
- 3) Toolbar area
- 4) Workspace Button Area
- 5) Program Window (view edited video clips from timeline), plus other editing related tabs
- 6) Timeline
- 7) Audio Meters

Editing Workflow

1. Create and Open a projects (system standard)
2. Importing footage: clips / images / digital audio / video archives
color correction (Hue, Saturation, Luminance, Midtones, Shadows, Highlights adjustments),
3. Import the contents from SD card that was shot by ENG camera or from file server.
4. Editing sequences and clips
Graphics, titles, and Motion Graphics
Create graphics, text, animation, fonts, style, rolls, layers
Effects and transitions
Editing audio – Audio Track Mixer, Channel Mapping, clip audio, add music, Voice Over
5. Exporting media to File Server.



EDIT1



EDIT2

ENG Shooting equipment

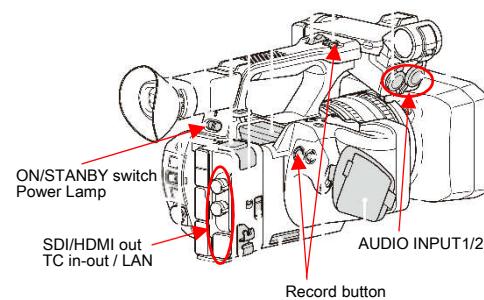
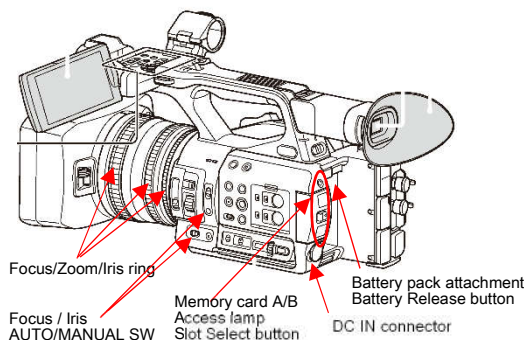
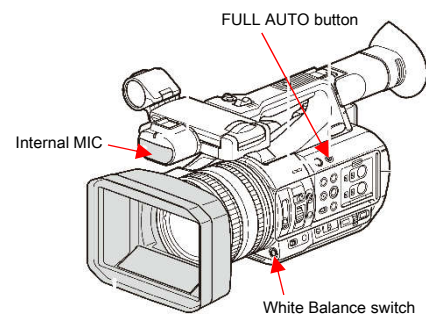
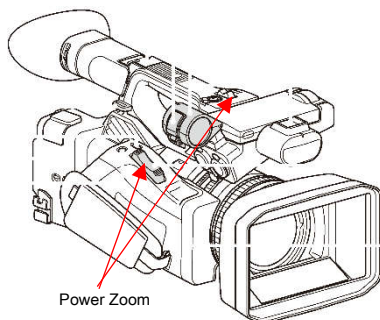
ENG Camera Basic Operation

Shooting

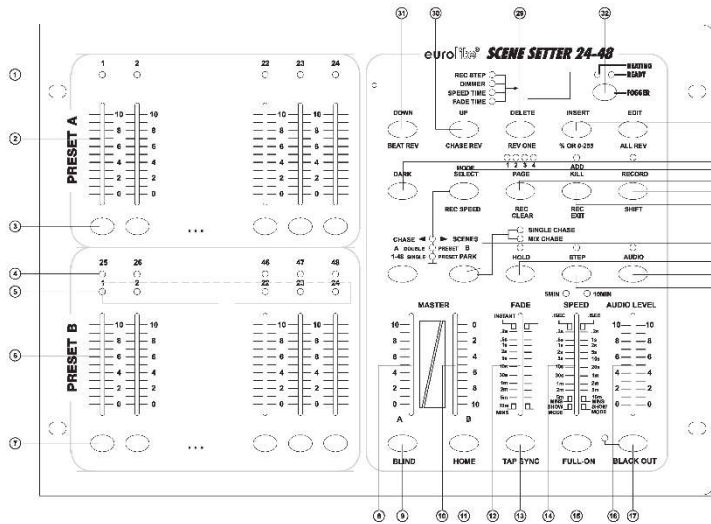
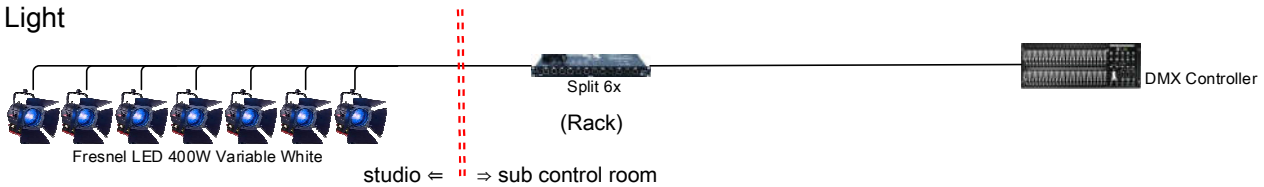
1. Attach the necessary devices, and check that power is being supplied.
2. Load the memory card.
3. Set the ON/STANDBY switch to ON position under the viewer.
4. To start recording, press Record button on the grip or handle.
5. To stop recording, press Record button again.



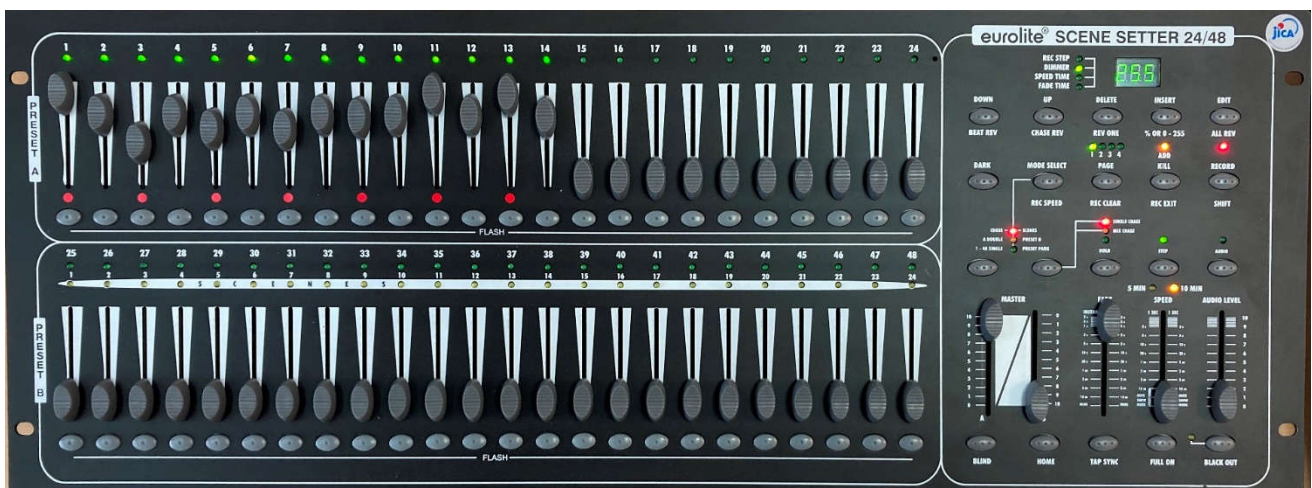
ENG Crew Locker Space



Light



- 1) PRESET A LEDS
- 2) CHANNEL SLIDERS 1-24: These sliders will adjust the output of 1 to 24 channel from 0 to 100%
- 3) Flash key 1-24: Press to activate maximum channel output.
- 4) PRESET B LEDS
- 5) SCENES LEDS
- 6) CHANNEL SLIDERS 25-48: These sliders will adjust the output of 25 to 48 channel from 0 to 100%
- 7) Flash key 25-48: Press to activate maximum channel output.
- 8) MASTER A SLIDER: The slider will adjust the output of preset A.
- 9) BLIND KEY: In Chase-Scene mode, this key when activated, the output of each channel will be controlled only by slider or flash key.
- 10) MASTER B SLIDER: The slider will adjust the output of preset B.
- 11) HOME KEY: In Chase-Scene mode, this key, when activated, the output of each channel will be come back from controlled by slider or flash key to controlled by program.
- 12) FADE TIME SLIDER: Move to adjust fade time.
- 13) TAP SYNC: In AUTO CHASE , press it twice to define chasing speed.
- 14) SPEED SLIDER: Move to adjust chasing speed.
- 15) FULL ON KEY: When activated ,whole channel output will be maximum and disable BLACK OUT.
- 16) AUDIO LEVEL SLIDER: Move to adjust the sensitivity of audio.
- 17) BLACK OUT KEY: The key will force all DMX to "0".
- 18) STEP KEY: Press it once and the program go one step.
- 19) AUDIO KEY: Press it to get into audio control.
- 20) HOLD KEY: Press and hold it, whole output will be hold.
- 21) PARK: In Chase-Scene mode, press it to select SINGLE CHASE or MIX CHASE. In DOUBLE PRESET. pressing PARK B is same as MASTER B at the maximum In SINGLE PRESET, pressing PARK A is same as MASTER A at the maximum.
- 22) REC EXIT: Exit record. When the LED is lighting, it is in KILL, press any one of all channel FLASH and all output is zero except the one channel.
- 23) RECORD KEY: Press it to record the step of program.
- 24) PAGE KEY: Press it to select desired SCENE program in appropriate page.
- 25) MODE SELECT: By pressing the key you can select Chase-Scenes DOUBLE PRESET or SINGLE PRESET.
- 26) DARK KEY: Press it to pause whole output, including FULL ON and FLASH.
- 27) ALL REV: The key, when activated, will reverse chasing direction of all program.
- 28) 0% OR 0-255 KEY: Press it to select 0% or 0-255 on DISPLAY.
- 29) REV ONE: Press and hold the key, then press any one of PRESET B the SCENE program will chase in reversed direction.
- 30) CHASE REV: The key will reversed the SCENE program chase direction controlled by slider of speed.
- 31) BEAT REV: The key will reversed the SCENE program chase direction controlled by regular beat.
- 32) Fogger: To activate the fog machine.



User's Manual
on
Operation of the Equipment
in
Mitrovica Branch Office

THE PROJECT FOR CAPACITY DEVELOPMENT
OF
RADIO TELEVISION OF KOSOVO (RTK) PHASE 2

This manual is for the staff of RTK Mitrovica Branch Office to operate the equipment.

Basic Rules on Operation of Equipment

1. Comply with the rules

Staff of RTK Mitrovica Branch shall comply with the basic rules and Operation Manual in Mitrovica Branch for stable and efficient operations.

2. Organization and Working conditions of Mitrovica Branch Office

Mitrovica Branch Office is comprised of 10 staff viz. Manager (double as Cameraman): 1, Cameraman: 2, Video/Audio/Lighting Operator: 2, NLE editor: 1, Journalist: 4.

Regular working day: from Monday to Friday

Regular working hours: from 09:00 to 17:00

3. Rules for staff on duty

- (1) The staff on duty should arrive at the branch earlier than on duty time start and should stay until the on duty time ends.
- (2) The staff should be motivated to uphold the good quality of the RTK programs.
- (3) In case some accident or technical issue occurs and on duty staff needs help, all of the staff should offer to help even during off duty time or holidays.

4. Dos and don'ts about the operation of the equipment

- (1) All the equipment shall be used only for RTK. Unofficial use of the equipment is strictly prohibited.
- (2) All the equipment shall be operated and managed by the technical staff properly.
- (3) All the equipment shall be operated according to the instruction manuals.
- (4) All the equipment shall always be used carefully and never be handled roughly.
- (5) Don't drop the equipment nor give it mechanical shocks.
- (6) All the equipment shall be operated by proper and stable Power Supply
- (7) The equipment shall always keep clean.

5. Operation of equipment

- (1) Before operation, staff shall reconfirm Operation Manual in Mitrovica Branch Office.
- (2) It is essential to have access to know-how about the way of operation and maintain of the equipment both of the hardware and the software. The instruction manuals of the equipment supplied by the manufacturers should be kept neatly and in order in regular positions so that anyone can find them easily.
- (3) Cleaning of the equipment should be executed periodically. Especially before storing the equipment after operation cleaning of the equipment shall be carried out
- (4) Remember that the equipment is very sensitive to dust. So, pay careful attention to avoid problems caused by

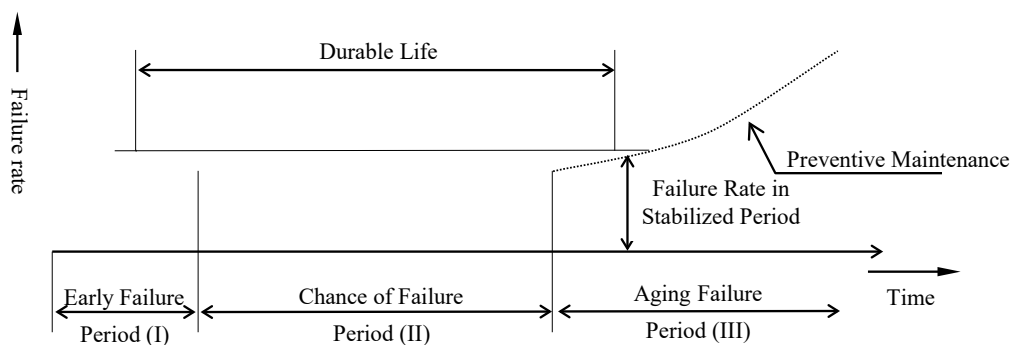
dust.

- (5) The power for the equipment in the sub-control room and lighting equipment should be turned on/off in accordance with the instruction of Operation Manual in Mitrovica Branch Office.
- (6) In case of a power outage, all computer related equipment should be powered off manually one by one ASAP to prevent data loss.
- (7) In case the irregularity during the operation of the equipment caused, an IRREGULARITIES REPORT shall be submitted ASAP to the Manager

6. Maintenance Policy

Recent digital innovations have enhanced the reliability of the equipment and allowed them to minimize the number of component parts. Accordingly, mechanical troubles affecting the equipment have been drastically diminished. However, to utilize the equipment effectively, daily checks and periodical maintenance are still important as well as troubleshooting and replacing consumable parts. The lifetime of the equipment must be extended by proper operation, daily checks and preventive maintenance such as cleaning, adjustment, repair and lubrication. Defragmenting the hard disk mounted on the computer and server is also effective to extend the lifetime of the equipment. Moreover, in-depth knowledge of the characteristics of each piece of equipment helps prevent mechanical troubles and accidents before happening and enhance the stability of utilization of the equipment. In addition, some of the equipment needs periodical replacement of parts according to the maintenance manual.

In general, the failure rate gradually increases over its lifetime, as shown below. As for digitalized equipment, such as computers and servers, the failure rate tends to increase more precipitously than for other equipment.



Failure Rate of the Equipment before, during and after Durable Lifetime

Periods I, II and III are detailed as follows:

I Early Failure Period

Failure in this period is early failure which arises from lot failures in the factory. Accordingly, it is important to determine the cause of failure and take measures immediately.

II Chance of Failure Period

After the early failure period has been covered, the failure rate is kept low. The period for which failure rate can be kept below a certain rate is known as the "Durable Life".

III Aging Failure Period

Once the chance failure period of the parts, units or the system has elapsed, the failure rate increases again. Failure during this period is mostly due to aging of the parts which compose the mechanism or system. Accordingly, it is important to reduce such troubles and prolong the lifetime of the mechanism and system by conducting proper preventive maintenance of parts.

Recent digital equipment mounts the moving parts so seldom that mechanical troubles caused by abrasion of mechanical parts have decreased and accordingly, failure rate during the service life have also decreased drastically. Moreover, most of the digital equipment includes a self-diagnostic function, which automatically indicates the failure part if failure occurs.

As for analog equipment, most of the repairs and maintenance were conducted by the staff of RTK. However, as for digital equipment, the repairing or maintenance of specific equipment shall be treated only by a licensed company by the manufacturer, or some shall be covered by a prior maintenance contract with the manufacturer.

To utilize the equipment effectively for an extended period, the following daily checks must be conducted.

Maintenance Period	Check and Maintenance Points
Daily Check	• Cleaning • Visual check of each meter and failure indicator • Visual check of the connectors

With the digitalization of the system, HD-SDI signals are to be transmitted among systems. If a problem occurs in the connection among systems, the quality of transmission signals become deteriorate dramatically and affect on program production. It is absolutely necessary to implement checks of the connection status among systems.

No.	Equipment	Model No./Specifications	Manufacturer	Q'ty
【RTK Mitrovica Branch Office】				
1	Handy Camcorder System			
1-1	Handy camcorder	PXW Z-190	Sony	3
	MPEG HD Upgrade License	CBKZ-SLMP MPEG Upgrade	Sony	3
	Network Upgrade License	CBKZ-SLNW1	Sony	3
1-2	Tripod	KSDS08-AXM	Cartoni	3
1-3	Wireless Microphone System	EW 100 ENG G4-B	Sennheiser	3
1-4	Dynamic Microphone	MD 46	Sennheiser	3
1-5	Batteries	BP-U60	Sony	6
1-6	Battery Charger	BC-U2A	Sony	3
1-7	Bag	Dr.Bag-3	Sachtler	3
1-8	LED light on camcorder	HVL-LBPC	Sony	3
1-9	Memory Card	SF-G128T	Sony, Sandisc	12
1-10	Boompole	KE144CCR	K-Tek	3
1-11	18cm Classic-Softie Camera Kit	116012	Rycote	3
2	Video Switcher System			
2-1	Video Switcher	Atem 2M/E Production Studio 4K	Black Magic Design	1
2-2	Control Panel	ATEM 1 M/E Control Panel	Black Magic Design	1
2-3	Laptop for Remote & Control	Vostro 5510 Laptop	Dell	1
2-4	Teleprompter	Ultra Light 12 IPAD Pro Teleprompter	Prompter People	1
2-5	Ipad Pro for Teleprompter	iPad Pro 11 inch; 128GB w/M1 chip	Apple	2
2-6	Smartphone Stabilizer	OM4	DJI	2
3	Playout server			

3-1	Playout server	YOUPLAY COMPACT 1CH (4TB) Video Card: BMD Decklink 4K RAM: 16GB DDR4/2666(2 x 8GB) Kingston SSD: 250GB 2.5 inch SATA3 Samsung Hard Drive: SATA 4TB Chassie: Rack Mount 1RU OS: Windows 10 Pro 64GB Accessory: Technical Remote Assistance + free updates (1 year contract) for software licese YOUPLAY COMPACT	AxelTech	1
4	Video Monitor (Ingest)			
4-1	65-inch Video Monitor	FWD-65X81H/T1	Sony	1
4-2	Scope & Audio Control	TLM-170V	DATAVIDEO	1
4-3	Monitor for Capture & Ingest, etc.	T35F LED Monitor (27 inch)	Samsung	4
4-4	Tally	GPI and Tally Interface	Black Magic Design	1
4-5	Converter	HA5-Plus	AJA	1
4-6	Converter	Hi5-Plus	AJA	2
4-7	Embedder	3G-AMA	AJA	1
4-8	De-Embedder	3G-AMA	AJA	2
5	Audio Equipment			
5-1	16ch Audio mixer	PRO FX22V3	Mackie	1
5-2	Wireless Microphone	EW 100 G4-ME2 B	Sennheiser	3
5-3	In ear system	EW-IEM G4-Twin-A	Sennheiser	1
5-4	Audio Monitor in Control Room	Classic 5 Near Field 2 Way	KRK Systems	2
5-5	Audio Monitor Controller	Monitor 1 Volume Controller	Behringer	1
5-6	Audio Monitor in Studio	V4S4	KRK System	2
5-7	Telephone Hybrid	Macrotelx2	AlexTech	1
5-8	Dynamic Microphone	SM7B	Shure	1
5-9	Microphone Boom Stand	GFWMICBCBM3000	Gator	1
5-10	Microphone Activator	CL-1	Cloud	1
5-11	Clip-on Microphone	ME2-II	Sennheiser	5

5-12	Audio Card	UR-12	Steinberg	1
5-13	Intercom	(Sennheiser) MAT133-S: 1set(Tablestand) Phantom Power: P24 Connectors: Mic In(XLR-3-pin Female), Mic Out(XLR-3pin-Male) Connection: Clip contact for logic (Sennheiser) MEG 14-40: 1set(Gooseneck Microphone) Pick-up Pattern: cardioid Frequency Response: 50Hz to 20kHz Output Impedance @ 1kHz: more than 100ohms Sensitivity: 15mV/Pa Max. Sound Pressure Level: 130dB@1kHz Equivalent Noise Level: 37dB (CCIR), 26dB (A) Connector: XLR 3-Pin (Male) (Otto Engineering) Listen Only Earphone Kit: 10 sets Cable Length: 1.2m Connector: 3.5mm Right-angle Mini Plug (Otto Engineering) C100569 Clear Eartip (10 pack); 10 sets Compatible with above Listen Only Earphone	Sennheiser & Otto Engeniering	1
5-14	Headphone	HD280 PRO	Sennheiser	3
5-15	Shotgun Microphone	MKH416-P48U3	Sennheiser	2
5-16	Windshield	High quality Windshield for MD-46 Sennheiser		5
6	Recorder & Graphics			
6-1	Workstation with Vmix	Specifications: Motherboard: "Gigabyte Z490 AORUS PRO AX" or "Intel Z490 motherboard with 2x PCI Express x16" Graphics Card: NVIDIA GeForce RTX 3060 Ti Case: ATX Case "Consair Carbide 275R Tempered Glass Case in photo" or equivalent HDD OS: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD ingest: 2x SAMSUNG SSD 1TB 2.5-inch, SATA III, 860 Pro Series, RAID0 (striping) mode PSU: min. 750W ATX PSU 80 PLUS gold Capture Card: Decklink Quad 2 (Black Magic Design) CPU: Intel Core i7 10700K 3.8GHz or		1

		beter CPU Cooler: Cooler Master Master-Liquid 240 or beter RAM: min. 16GB (2x8GB) DDR4 Operating system: Windows 10 Pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard		
	Software	vMix 4K license		1
7	Non Linear Editing			
7-1	Workstation	Specifications: Motherboard: Gigabyte Z490 AORUS PRO AX or beter Graphics Card: NVIDIA GeForce RTX3070 8GB GPU or beter Case: Be Quiet! Pure Base 600 Black or equivalent HDD OS and caching: Samsung 970 EVO Plus NVMe M.2 512GB SSD HDD project drive: SAMSUNG SSD 1TB, 2.5", SATA III, 860 Pro Series HDD storage drive: 2x 1TB 3.5-inch Seagate BarraCuda RAID0 (striping) mode or equivalent, CPU: Intel i9-9900K 3.6GHz 8 Core or beter CPU Cooler: Liquid Cooler compatible with CPU RAM: min. 32GB DDR4 3200MHz DVD: Internal DVD-RW Monitor: BenQ EX3501R or Equivalent PSU: min. 850W ATX PSU 80 PLUS gold Operating system: Windows 10 pro 64-bit Supplied Accessory: Wireless Mouse & Wireless Keyboard		1
7-2	Storage	RS1221RP+	Synology	1
7-3	Drives	ST10000NE0008	Seagate	3
7-4	Switch	TL-SG-3428X	TP-Link	2
7-5	Router	RB3011UiAS-RM	MikroTik	2
8	HD Encoder/Decoder			
8-1	Encoder	Smart-Telecaster ZAO	Soliton	1
8-2	Battery for Encoder	PB-M98S	SWIT	2
8-3	Battery Charger	S-3822S	SWIT	1

8-4	Portable Fast Charger	PC-U130B2	SWIT	1
8-5	USB 4G/LTE Modem	E8372	Huawei	4
8-6	Decoder	HP Z4G4 Workstation Operating System: Windows 10 Pro 64-bit for Workstations Motherboard: Intel C422 chipset Processor: Intel Xeon® W-2123 Processor(3.6 GHz, up to 3.9 GHz w/Turbo Boost, 8.25 MB cache, 4 core) Chassis: HP Z4 G4 90 750W Chassis Memory: 32 GB (4 x 8 GB) DDR4- 2933 ECC Registered Memory OS Hard Drive: 256 GB M.2 2280 PCIe NVMe TLC SSD(Operating System Load to M.2) Hard drive internal: 1 TB 7200 RPM SATA 3.5" HDD Graphics card: NVIDIA RTX4000 Front I/O ports: Base - 4 x USB 3.0 Type A Optical drive: 9.5mm DVD Writer Optical Disc Drive Keyboard: USB Premium Wired Keyboard Mouse: USB wired Mouse CPU Cooling Solution: HP Z4 Standard HP Z Central Remote Boost 2020 Software for Z Workstations: Yes HP Z4 G4 Country Kit: Yes Energy Star: ENERGY STAR Qualfied Configuration Accessories: HP Z4 G4 Fan Front Card Guide, RAPIDS Accelerated Data Science Course Warranty: 3/3/3-year	HP	1
8-7	Editing Card	Deck Link Quad2	Black Magic Design	1
9	Lighting for Studio			
9-1	LED Spotlight	Studio Fresnel LED 400W Variable White 2700K ^o TO 6500K ^o (SPL- 400/BI/MO)	Dexel	7
9-2	DMX Mixer	DMX Scene Setter 24/48	Eurolite	1
9-3	DMX Splitter	Split 6x	Eurolite	1
9-4	Clamp	Standard 2	Dexel	10
9-5	DMX Cable	OT206Y	Koltz	150
9-6	XLR Connector (Male)	NC3MXX	Nuetrik	14
9-7	XLR Connector (Female)	NC3FXX	Nuetrik	14

10	Audio/Video Interface			
10-1	Video Distribution Board	HD5DA	AJA	1
10-2	UHF Antenna	ADP UHF	Sennheiser	2
10-3	Antenna Splitter	EW-D ASA (Q-R-S)	Sennheiser	1
10-4	Cabinet Rack with Accessories	(Cabinet Rack: 1set) Aluminum 42U (800 x 600), Aluminum (Power Distribution Unit: 6 sets) Aluminum Rackmount type 8 way distribution with 1 switch (on/off) (Cantilever: 6 sets) Air vent type, W: 19-inch D: 20-inch H: 1.75-inch (1U) Cage Nuts: 200 pcs M6 Metric type		1
10-5	XLR Connector (Male)	NC3MXX (XLR Male)	Neutrik	100
10-6	XLR Connector (Female)	NC3FXX (XLR Female)	Neutrik	100
10-7	Jack Plug (Stereo)	NP3X (JACK PLUG Stereo)	Nuetrik	50
10-8	Jack Plug (Mono)	NP2X (JACK PLUG Mono)	Nuetrik	50
10-9	BNC Connector (Male)	NBNC75BDD6X	Nuetrik	300
10-10	Crimp Tool (HX-R-BNC)	DIE-R-BNC-PDC	Nuetrik	2
10-11	DIN 1.0/2.3 to BNC (Female) Converter Cable	DIN 1.0/2.3 male-BNC Female	Canford	10
10-12	Video-SDI Cable	1855A	Belden	500
10-13	Audio Cable	520-0141 DMX SC-Semicolon 4 AES/EBU; 4 x 0.14mm ² , PVC ϕ 5.20mm; Black	SOMMERCABLE	300
10-14	UTP Cable CAT6	580-0306F Black Colored	Sommercable	300
10-15	RJ45 CAT6 connector	RJ45C6-BL	Hirose	150
10-16	Patch Cord CAT6	C6AB-0100-GN	Sommercable	50
10-17	25Pin D Sub to 25Pin D Sub Cable (Male-Male)	Length:1.5m		1
11	Power Supply			
11-1	11 KVA UPS	9PX11000i TNBP	Eaton	1
12	PTZ Camera system: Not required			
13	Tools			

13-1	Broadcast Ready Kit	6PK-330K	Pro's Kit	1
13-2	Crimp Kit	Tempo PA 4910	Tempo Communications	1
13-3	BNC Connector Tool	MG-99-032 Paladin Tools 1916 BNC extraction tool, 12-Inches	Paladin	1
13-4	Telecom Installation & Service Kit	PK-1938M5	Pro's Kit	1
13-5	Label Printer Kit	BMP21 PLUS Label Printer Kit	BRADY	1
13-6	Self-Laminating Wire Wraps	BMP21 PLUS series Self-Laminating Wire Wraps (0.75in, 14ft)	BRADY	5
13-7	Multi-Purpose Nylon Labels	BMP21 PLUS series Multi-Purpose Nylon Labels (0.5 in, 16ft)	BRADY	5
14	Wireless Tally System			
14-1	Wireless Tally	Tally CUEBI Lights sets of 4	CUEBI	1
14-2	Tally Light	Big light-CUEBI	CUEBI	4

EQUIPMENT IRREGULARITIES REPORT

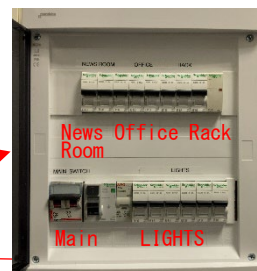
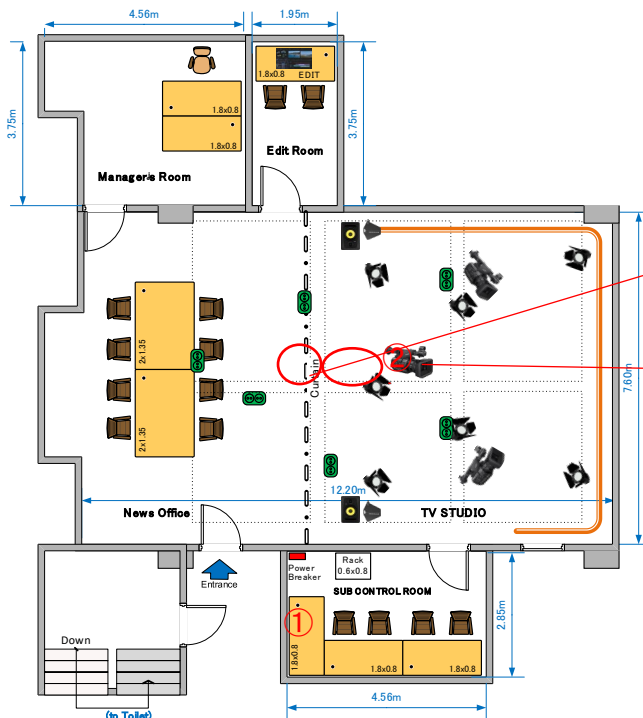
Please fill out this form and submit it to the Manager.

Date:...../...../2023

1	Report number	
2	Name of reporter	
3	Reporting Date (Day, Month, Year)	
4	Name of the equipment	
5	ID number (if any)	
6	Serial number	
7	Location of the equipment	
8	Condition of the equipment (Description of the trouble)	
9	Remarks	

Operation manual for program production system in the Mitrovica branch office

1. Power On/Off



③ Playout
④ CG (vMix)

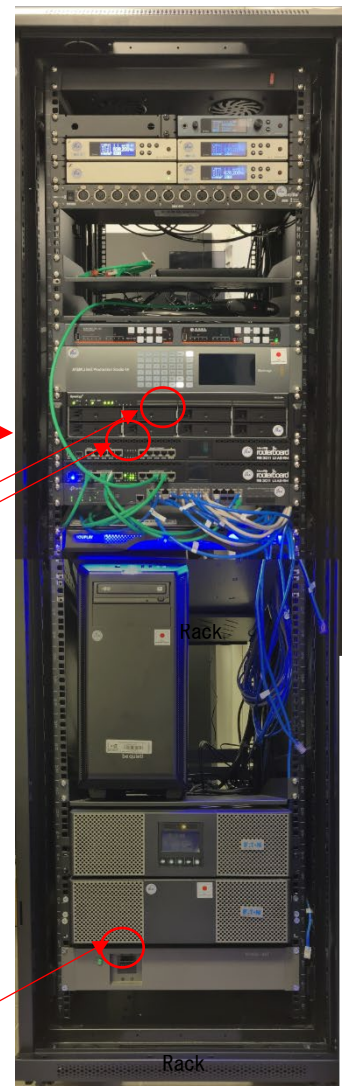
Power always
ON: ①
[Main], [News
Room],
[Office],
[Rack]
Power ON:

① → ② → ③ → ④

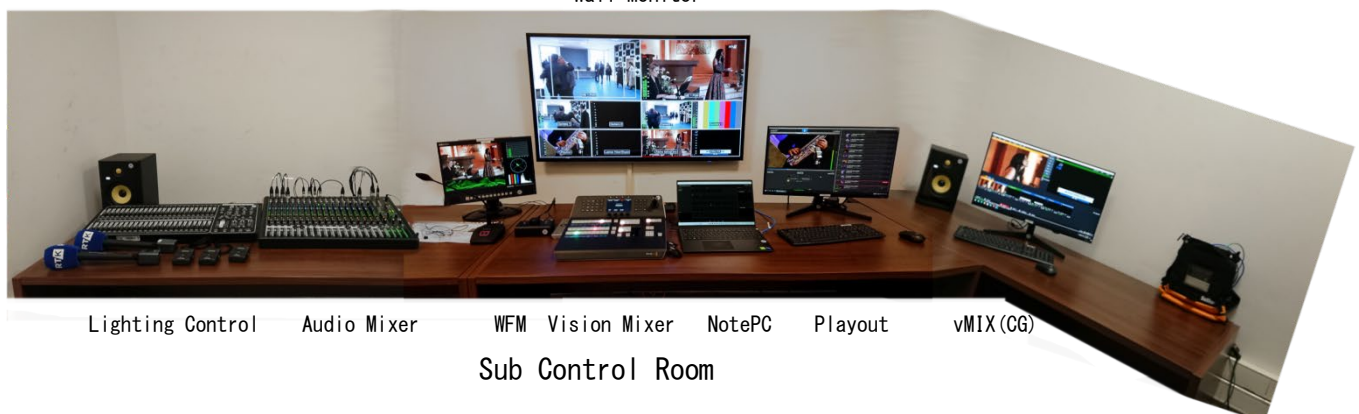
Power OFF: vMix PC OFF → YouPlay PC OFF → ② → ①

※ Make sure to shut down windows OS in the Playout Server (YouPlay) and vMIX PC before turning off the Rack Breaker.

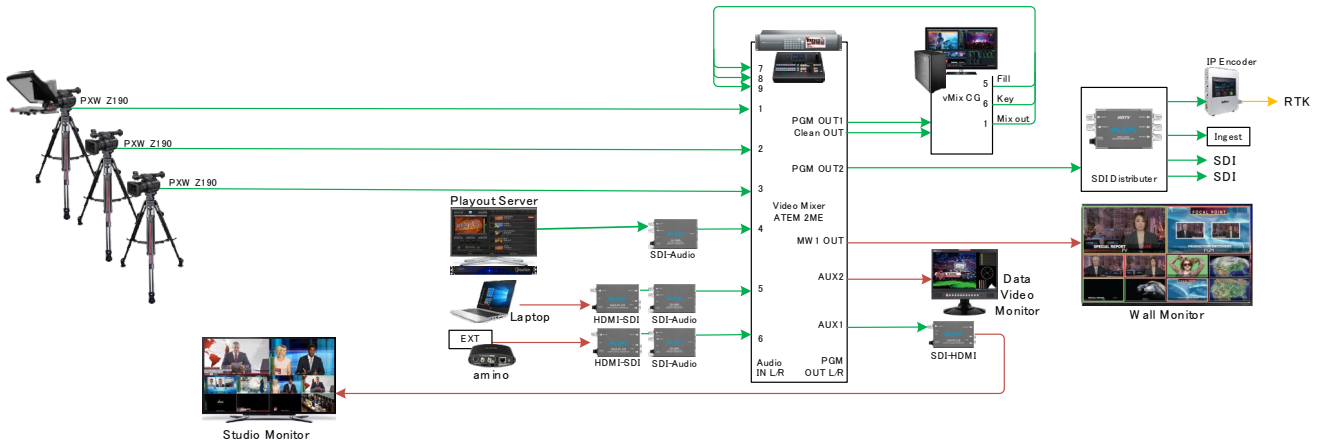
② Rack Breaker



Wall Monitor



2. Vision Mixer



-Direct Switch
Push Program Switch
[Camera1 (Yellow)]

-Preset Switch
Push Preview Switch
[Camera2 (Green)]
Push [CUT] or [AUTO] to
change Preview to Program

-Downstream Keyers
[DSK TIE]
The DSK TIE button will
enable the DSK on the
preview output, along with
the next transition effects
and tie it to the main
transition control so that
the DSK can be taken to air
with the next transition.
Because the tied downstream
keyer is now tied to the
main transition, the
transition will happen at
the rate specified in the auto rate setting in the LCD 'home' menu. When the DSK is tied,

[DSK CUT]

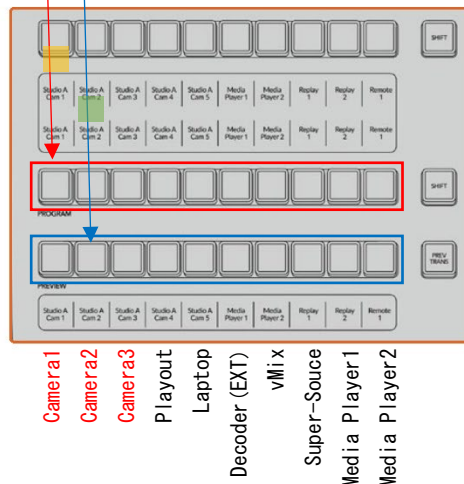
The DSK CUT button is used to cut the DSK on
or off air and indicates whether the DSK is
currently on or off air. The button is
illuminated if the DSK is currently on air.

[DSK AUTO]

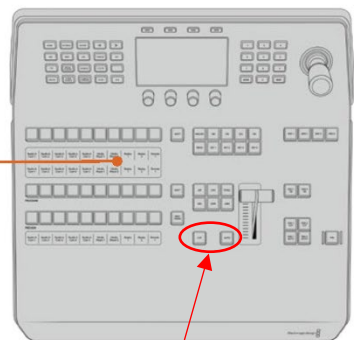
The DSK AUTO button will mix the DSK on or
off air at the rate specified in the DSK
rate LCD menu setting.

Program Switch (OnAir)

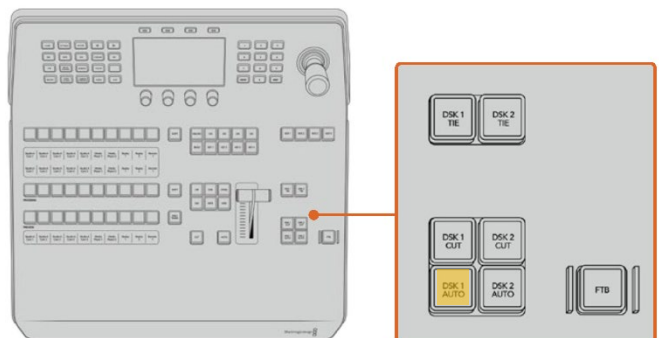
Preview Switch (Standby)



Camera1
Camera2
Camera3
Playback
Laptop
Decoder (EXT)
vMix
Super-Source
Media Player1
Media Player2



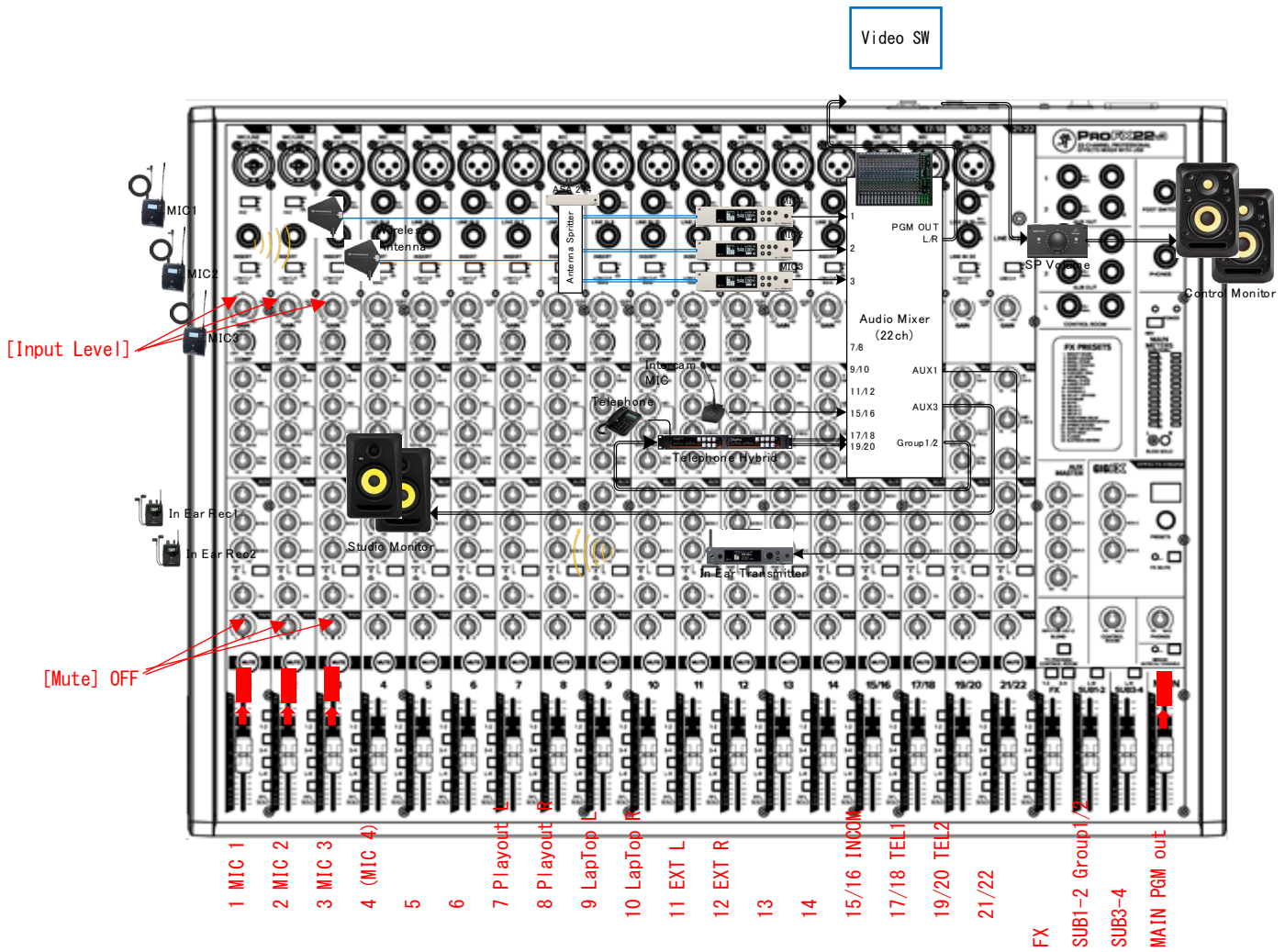
[CUT] [AUTO] button
Preview → Program



Downstream Keyers

3. Audio Mixer / Wireless Mic / Intercom / Telephone HYB

※The Audio Mixer output goes into the Vision Mixer's audio input and output as SDI.



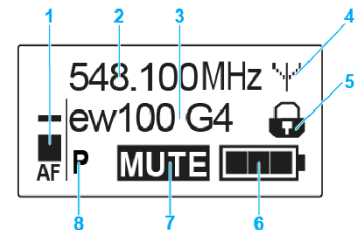
Wireless Microphone

1. Display panel
2. Operation and battery indicator, red LED
 - illuminated = ON
 - flashing = LOW BATTERY
3. Audio overload indicator, yellow LED
 - illuminated = AF PEAK (overload)
4. UP button
5. SET button
6. DOWN button
7. ON/OFF button with ESC function in the operating menu
 - Switch the transmitter on or off
 - Escape function in the menu
8. Infra-red interface
9. MUTE switch
 - Deactivate and activate audio signal
 - Deactivate and activate RF signal



Display panel

1. AF audio level: Displays the audio level with peak hold function
2. Frequency: Configured transmission frequency
3. Name: Freely selectable name of the receiver
4. Transmission icon: RF signal is being transmitted
5. Lock-off function: Lock-off function is activated
6. Battery status
7. MUTE muting function: The audio signal is muted
8. P pilot tone: Pilot tone transmission is activated



Switching the SK 100 G4 bodypack transmitter on and off

1. Press the two catches and open the battery compartment cover.
2. Switch on : Hold down the ON/OFF button until the Sennheiser logo appears on the display.
3. Switch off: Hold down the ON/OFF button until the display goes off



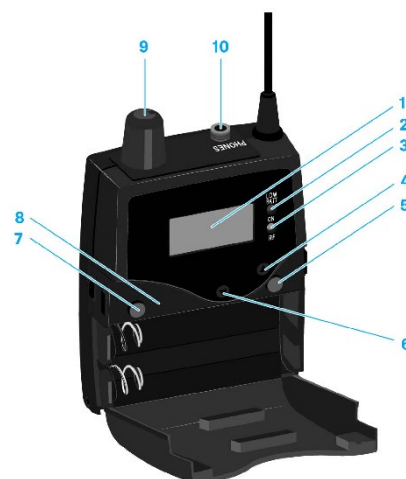
To connect a microphone to the bodypack transmitter:

1. Insert the cable's 3.5 mm jack plug into the MIC/LINE socket on the bodypack transmitter as shown in the diagram.
2. Screw the plug's coupling ring onto the audio socket thread of the bodypack transmitter.



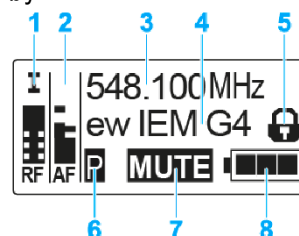
Wireless Receiver (EK IEM G4)

1. Display panel
2. Operation and battery indicator, red LED
 - illuminated = ON
 - flashing = LOW BATTERY
3. Audio overload indicator, yellow LED
 - illuminated = AF PEAK (overload)
- 4 UP button
- 5 SET button
- 6 DOWN button



Home screen

1. RF level (radio frequency)
 - RF signal level display
 - including the display of the squelch threshold (see “Squelch menu item”)
2. AF audio level (audio frequency)
 - Displays the audio level of the received transmitter (separated by channel in Stereo mode)
 - When the display shows full deflection, the audio input level is excessively high.
3. Frequency: Current receiving frequency
4. Name: Freely selectable name of the receiver
5. Lock-off function: Lock-off function is activated.



Connecting earphones to the EK IEM G4

1. Turn down the volume of the headphone output before you put on the headphone.
2. Insert the cable's 3.5 mm jack plug into the PHONES socket on the receiver as shown in the diagram.

! The ground connection of the earphone cable acts as an antenna for the second diversity



4. Playout Server (YOU PLAY)

Playout Server (YouPlay)

Power ON

Youplay can ON
4 different
channel on the

1. Run the software
2. Clicking on button, the will change showing the playlist module
3. Insert a clip on the playlist
4. Prepare a clip to be played



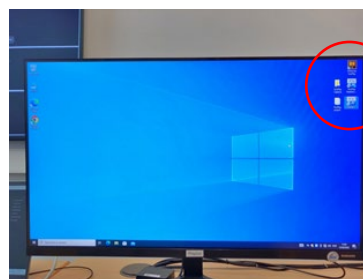
play
same
YouPlay

[PLAYLIST]
screen

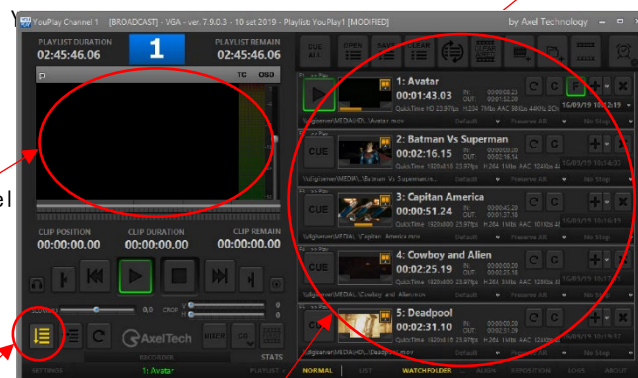
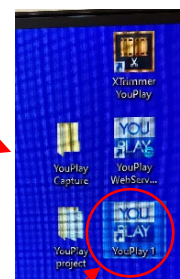
Playout Panel

Play List

Playlist



up to
pc.



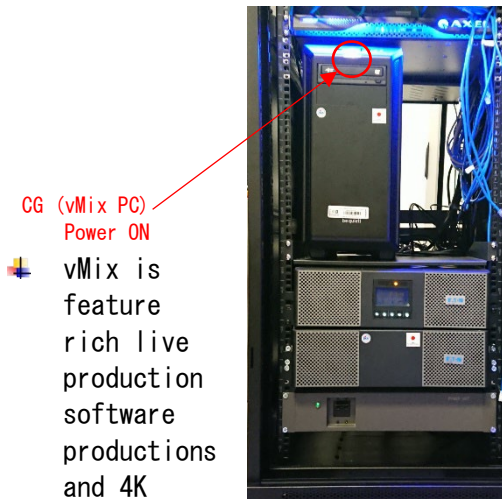
How to insert the clip

1. Click on the [+] button, then browse the clip in windows mode
2. Open the clip folder, then drag and drop it into the playlist space (right part of the screen)
3. Open the clip folder, then drag and drop it on the preview space (left part of the screen)
4. Use the APPEND CLIP button .
! the APPEND CLIP button will put the clip AT THE END of the playlist
5. Drag and drop from another YouPlay instance (If you keep pressed the CTRL, the clip will be copied and past, otherwise the clip will be moved)

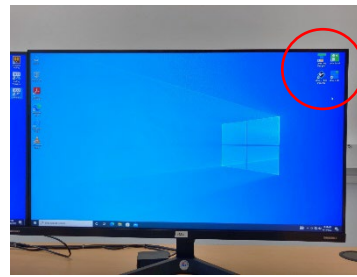
How to prepare a clip to be played

1. All the clips with the GREEN button are ready to be played. The different colours give information about the state of the clip: GREEN = Ready, YELLOW = Preparing, RED = Error
2. To prepare a clip ready to be played, click on the [CUE] button. The CUE button will change into PLAY button to show that the clip is ready to be played.
3. It is possible to prepare ALL the clips of the playlist by enabling the button [CUE ALL]
! Preparing ALL the clips will cause a larger use of memory and the system could become slower.
4. It is also possible to select some clips to be ready by clicking on the [C] button.

5. CG / Recording (vMIX)



Sub Control Room Rack

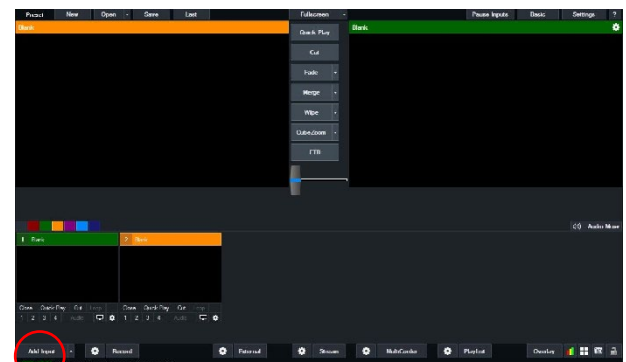


that allows you to record and stream professional (64) for all from a single PC or Laptop. vMix supports SD, HD productions. for CG creation

- CG (vMix Title Designer has now been replaced with the improved GT Title Designer)
GT Designer is an easy to use application for creating title and lower third templates for use with vMix.
These templates are high quality, GPU accelerated and support animations in the 4K and Pro editions of vMix.
Key/Fill output is supported on selected Blackmagic capture cards.

Adding GT Titles to vMix

1. In the vMix main window click Add Input
2. Select the Title tab
3. Click Browse and browse for the title file you wish to add and click ok.
4. A thumbnail preview will appear with a GT icon at the top left hand corner, if this is the correct template click OK to add to vMix.



GT Designer Interface

1. Formatting Toolbar

This is where all editing and animation options are located. Use the top tabs to select different sections, such as Format for changing positions and sizes of objects.

2. Objects Toolbar

Click an object in this toolbar and then drag within the preview window to create that object.

3. Canvas Window

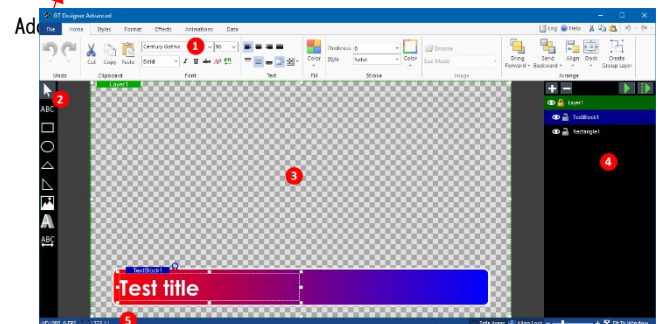
This shows a preview of the current title template and allows editing of each object by clicking and dragging with the mouse.

4. Layers and Objects List

Create multiple layers for grouping objects here. Objects can also be renamed, hidden and locked.

5. Status Bar

Shows information such as current resolution, mouse location.



Also provides toggle buttons and sliders to control the zoom of the canvas and turn on or off Safe Areas and Align Lock.

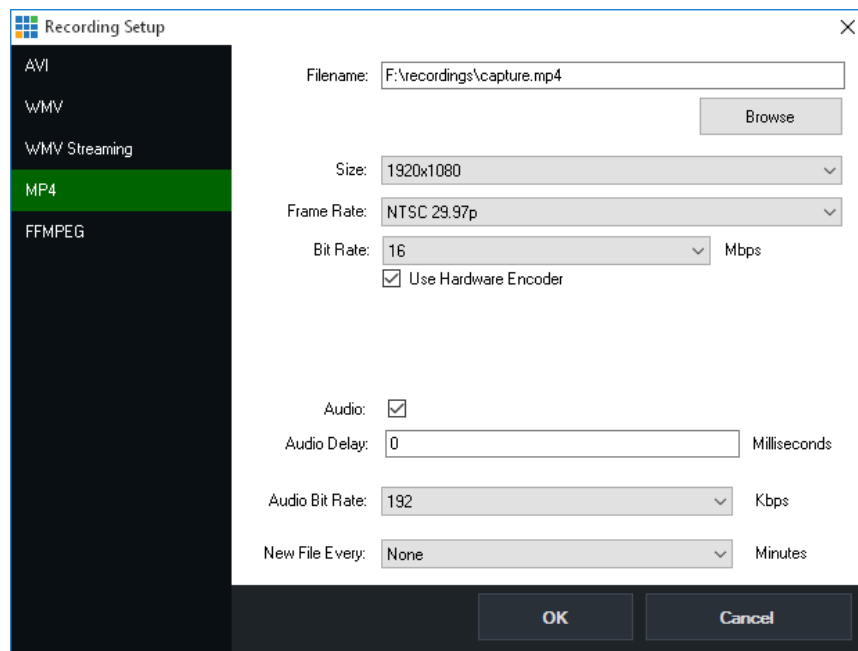
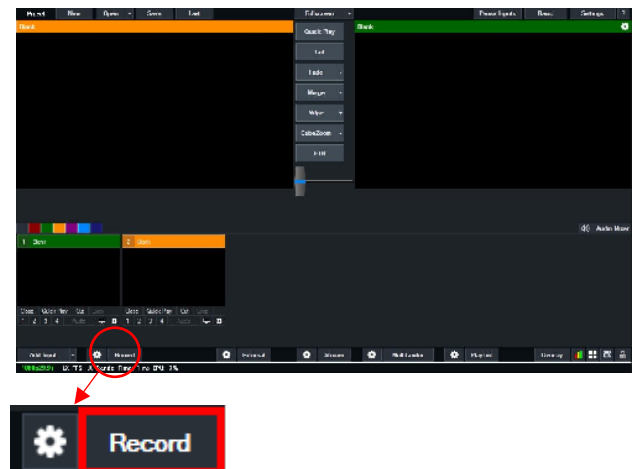
✚ Recording

Live Recording in MP4 in SD, HD or 4K.

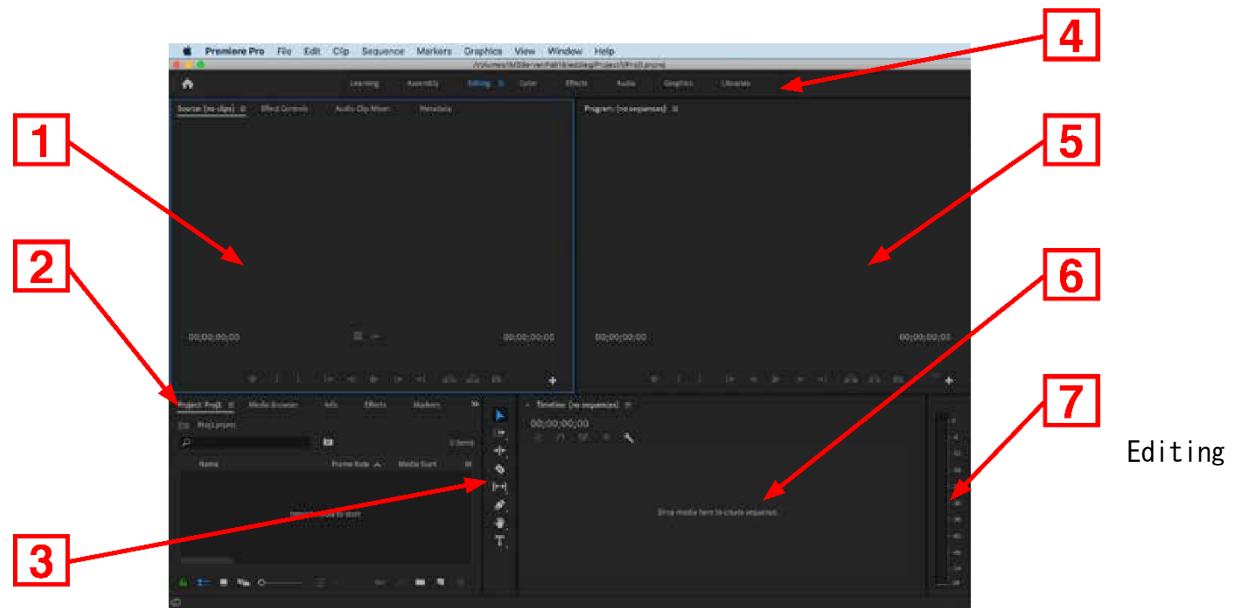
Click Record to start the video recording.

A duration counter will begin next to the Start button as well as a dropped frame counter.

Files can be played anywhere and can be easily uploaded to most web sites and FTP server



6. Editing System (Adobe Premiere Pro)



There are 7 main areas to Premiere:

- 1) Source Window (for previewing and trimming clips), plus other editing related tabs
- 2) Project Window (Where the media is stored i.e. clips, sounds and sequences etc.)
- 3) Toolbar area
- 4) Workspace Button Area
- 5) Program Window (view edited video clips from timeline), plus other editing related tabs
- 6) Timeline
- 7) Audio Meters

Workflow

1. Create and Open a projects (system standard)
2. Importing footage: clips / images / digital audio / video archives
color correction (Hue, Saturation, Luminance, Midtones, Shadows, Highlights adjustments),
3. Import the contents from SD card that was shooted by ENG camera or from file server.
4. Editing sequences and clips
Graphics, titles, and Motion Graphics
Create graphics, text, animation, fonts, style, rolls, layers
Effects and transitions
Editing audio - Audio Track Mixer, Channel Mapping, clip audio, add music, Voice Over
5. Exporting media to File Server.



Editing Room

ENG Shooting equipment

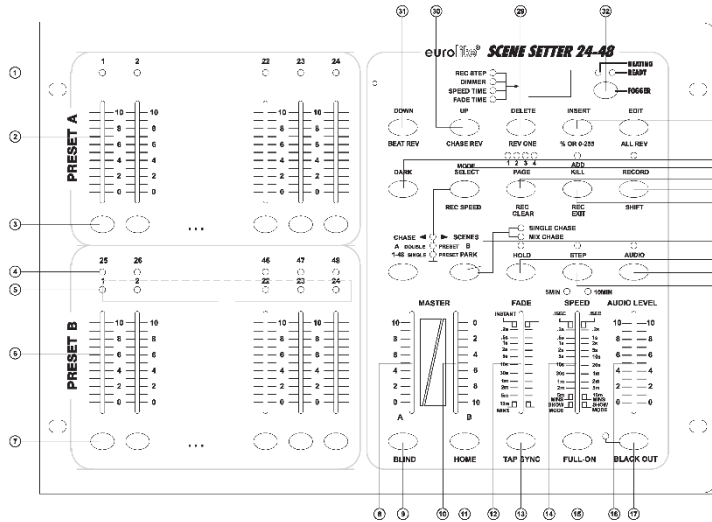
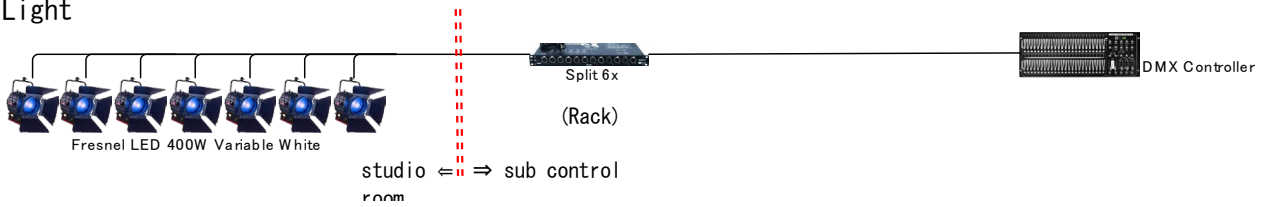
ENG Camera Basic Operation

Shooting

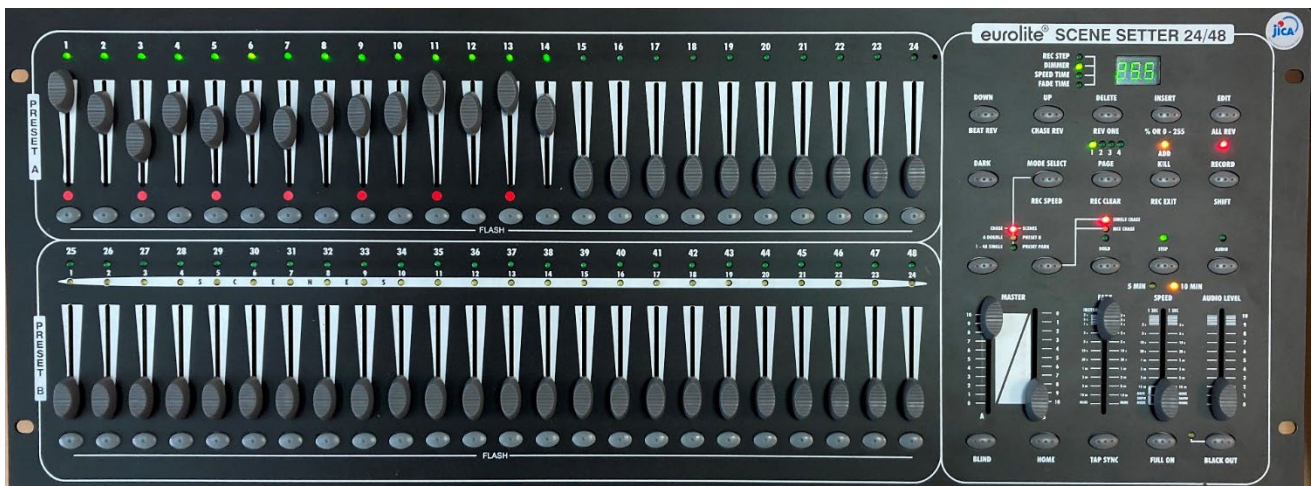
1. Attach the necessary devices, and check that power is being supplied.
2. Load the memory card.
3. Set the ON/STANDBY switch to ON position under the viewer.
4. To start recording, press Record button on the grip or handle.
5. To stop recording, press Record button again.



Light



- 1) PRESET A LEDS
- 2) CHANNEL SLIDERS 1-24: These sliders will adjust the output of 1 to 24 channel from 0 to 100%
- 3) Flash key 1-24: Press to activate maximum channel output.
- 4) PRESET B LEDS
- 5) SCENES LEDS
- 6) CHANNEL SLIDERS 25-48: These sliders will adjust the output of 25 to 48 channel from 0 to 100%
- 7) Flash key 25-48: Press to activate maximum channel output.
- 8) MASTER A SLIDER: The slider will adjust the output of preset A.
- 9) BLIND KEY: In Chase-Scene mode, this key when activated, the output of each channel will be controlled only by slider or flash key.
- 10) MASTER B SLIDER: The slider will adjust the output of preset B.
- 11) HOME KEY: In Chase-Scene mode, this key, when activated, the output of each channel will be come back from controlled by slider or flash key to controlled by program.
- 12) FADE TIME SLIDER: Move to adjust fade time.
- 13) TAP SYNC: In AUTO CHASE, press it twice to define chasing speed.
- 14) SPEED SLIDER: Move to adjust chasing speed.
- 15) FULL ON KEY: When activated, whole channel output will be maximum and disable BLACK OUT.
- 16) AUDIO LEVEL SLIDER: Move to adjust the sensitivity of audio.
- 17) BLACK OUT KEY: The key will force all DMX to "0".
- 18) STEP KEY: Press it once and the program go one step.
- 19) AUDIO KEY: Press it to get into audio control.
- 20) HOLD KEY: Press and hold it, whole output will be hold.
- 21) PARK: In Chase-Scene mode, press it to select SINGLE CHASE or MIX CHASE. In DOUBLE PRESET, pressing PARK B is same as MASTER B at the maximum In SINGLE PRESET, pressing PARK A is same as MASTER A at the maximum.
- 22) REC EXIT: Exit record. When the LED is lighting, it is in KILL, press any one of all channel FLASH and all output is zero except the one channel.
- 23) RECORD KEY: Press it to record the step of program.
- 24) PAGE KEY: Press it to select desired SCENE program in appropriate page.
- 25) MODE SELECT: By pressing the key you can select Chase-Scenes DOUBLE PRESET or SINGLE PRESET.
- 26) DARK KEY: Press it to pause whole output, including FULL ON and FLASH.
- 27) ALL REV: The key, when activated, will reverse chasing direction of all program.
- 28) 0% OR 0-255 KEY: Press it to select 0% or 0-255 on DISPLAY.
- 29) REV ONE: Press and hold the key, then press any one of PRESET B the SCENE program will chase in reversed direction.
- 30) CHASE REV: The key will reversed the SCENE program chase direction controlled by slider of speed.
- 31) BEAT REV: The key will reversed the SCENE program chase direction controlled by regular beat.
- 32) Fogger: To activate the fog machine.



RTK FILE BASED PRODUCTION SYSTEM

MEDIA ASSET MANAGEMENT

Just like the work-flow of media creation, managing media is an on-going process and not about simply buying and installing a particular solution. Media asset management or MAM implementation started with a thorough analysis of the current situation and processes and establishing future ambitions. From there all the archives with media assets will form the starting point for the new system. A Media Asset Management module will allow you to monitor, manage, and share your digital assets without problems. Furthermore, RTK's MAM module is designed to be extremely user friendly. Through this user manual, you will have the chance to see all RTK's MAM module operational key points. Have a look.



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MEDIA ASSET MANAGEMENT	1
LOGIN & USER MANAGEMENT	3
MAIN MAM MODULE	4
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MANAGE OTHER MATERIALS MODULE	6
MEDIA ARCHIVE MODULE	7
MEDIA ARCHIVE - MANAGE FILTERS OPTION	8
EVENT POOL MODULE	9
EVENT POOL- 'NEW EVENT' OPTION	10
IN PROCESS ITEMS MODULE	11
IN PROCESS ITEMS MODULE - 'EDIT STORY' OPTION	12
RUNNING ORDER MODULE	13
RUNNING ORDER	14
RUNNING ORDER - TO BE APPROVED OR NOT TO BE APPROVED	15
PLAYOUT MODULE	16

LOGIN & USER MANAGEMENT



Photo 1: This is the login screen of RTK's FBPS-MAM module. Users have to input their credentials: *User Name* and *Password* to login.

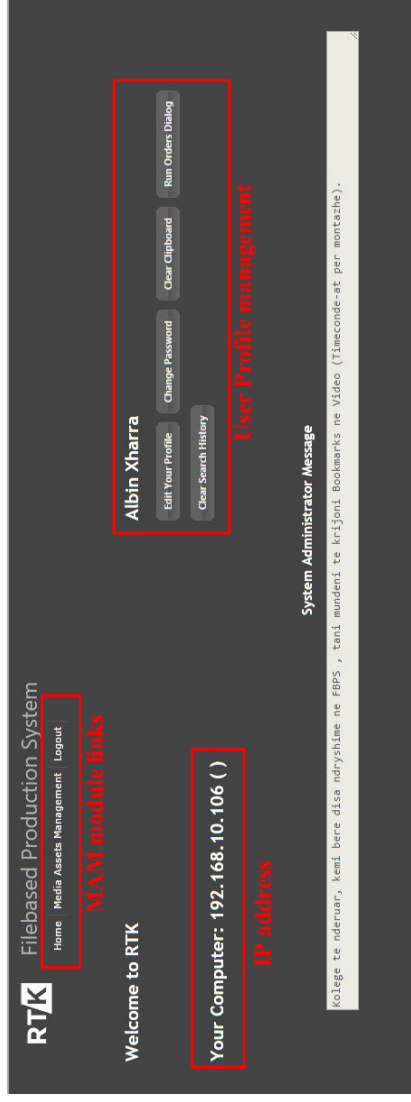


Photo 2: The home screen for every user. In this section, the system identifies your computer, and assigns privileges according to your IP address, and specific user privileges, assigned when new users are input into system. Also, included in this screen are a couple of options, that will lead you to MAM module, or let you manage with your profile.

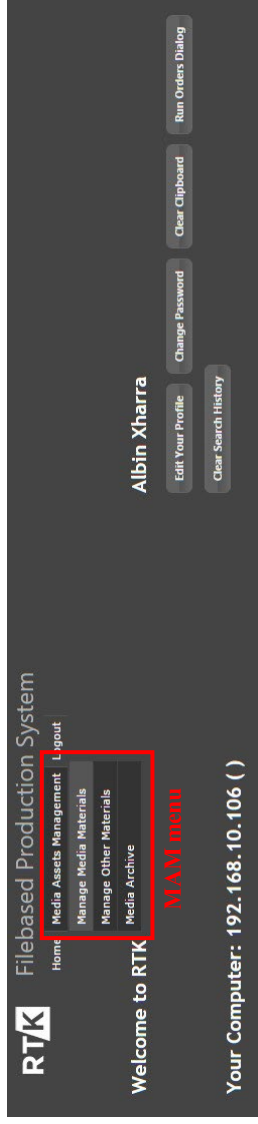


Photo 3: Accessing MAM menu, will open three options, for user to choose:

1. **Manage Media Materials** – the heart of MAM module
2. **Manage Other Materials** – where any material is managed, like: photos, audio, MP3, etc.
3. **Media Archive** – the name says it all.

MAIN MAM MODULE

RTK

Filebased Production System

Home | Media Assets Management | Logout

New Capture

Manage Media Materials

User

O All Files

My Files

Raw

Edited

Raw + Edited

Media

Filter...

2015-10-24, 10:57

ID	Category	Title	Inject Machine	Inject Operator	Source / Journalist	Date	Play
77616	Edited	adele PM (ID77616)	nle03	Kamber Vrajolli	Felienza Qitaku	2015-10-24, 10:57	
77615	Raw	Sheepia te Majlinda	Inject01	Albin Xharra	Aferdita Marovci	2015-10-24, 10:49	
77614	Edited	Bota Arin Patricia	nle08	Jeton Bajgora	Dardan Ramabaja	2015-10-24, 09:59	
77613	Edited	ORA HDORRON (ID77613)	nle07	Kamber Vrajolli	RTK	2015-10-24, 09:54	
77612	Raw	Opozita Konferenca 02.00	Inject07	Burim Mirena	RTK	2015-10-24, 02:14	
77611	Raw	Senzca e Kuvendit 01.00 - 01.30	Inject08	Burim Mirena	RTK	2015-10-24, 02:06	
77610	Edited	Mbledhja e Kuvendit mbajtur ne brye RTK3	nle08	Ilir Jashari	RTK	2015-10-24, 02:04	
77609	Raw	Kuvendi 00:00 - 00:30	Inject08	Burim Mirena	RTK	2015-10-24, 12:48	
77608	Raw	pamje nga kuvendi ora 23 - lotajllai	Inject08	Burim Mirena	RTK	2015-10-24, 12:09	
77607	Edited	Permbledhja RTK3 23.10.2015	nle07	Ali Kraanliqi	RTK	2015-10-23, 11:18	

Start Previous 1 2 3 4 5 Next End

Also we have incorporated extra search option for users, such as:

1. **View All Files** (an option which displays the last 3 days of ingested media),
2. **View My Files** (which displays only clips created by the user),
3. **Raw** (displays unedited media clips),
4. **Edited** (displays edited clips),
5. **Raw + Edited** (displays both categories).

By using this screen, certain users can also ingest new media material for further production, by using the “New Capture” button.

Photo 4: Main MAM module – from where Users can have access to all media that has been ingested into our servers. To make its usage as smooth as possible, we incorporated information such as:

1. **Clip ID** (unique ID given by servers),
2. **Clip Category** (Raw or Edited),
3. **Clip Name** (given by users),
4. **Clip Ingest Machine** (identified by server access),
5. **Ingest Operator** (identified by server access),
6. **Clip Source** (identified by server access),
7. **Clip DATE of Insertions** (identified by server access),
8. **Metadata** (still in development),
9. **Add Videos** (only certain users have privileges to add video to a new event),
10. **Play video** (again, name says it all)

NEW CAPTURE OPTION - ADD VIDEO INTERFACE

Production System
Full Management Logout

Metadata of the Capture

New Capture from Albin Xharra

Title: New Capture from Albin Xharra

Category: Raw Data

Journalist: Adriana Kabashi

Cameraman: >

Driver: >

Record date: 2015-10-24

Tags: >

Comment: >

Save

Close

File

2015-10-24, 10:49
00:00:00

2015-10-24, 09:59
00:01:56

2015-10-24, 09:54
00:00:50

2015-10-24, 02:14
00:00:44

2015-10-24, 02:06
00:25:05

2015-10-24, 02:04
00:00:10

2015-10-24, 12:46
00:20:00

2015-10-24, 12:09
00:24:24

2015-10-23, 11:18
00:50:29

2015-10-23, 11:10
00:42:54

Photo 5: Pressing “New Capture” button, system opens up a new window, where users can assign a specific information for a new added clip:

1. **Title** (Name of the Clip)
2. **Category** (Raw or Edited),
3. **Journalist** (or any other source),
4. **Cameraman’s Name**
5. **Driver’s Name**
6. **Date,**
7. **Tags,**
8. **Comments.**

Users can then save this event, and select the option to assign video to the newly created event:

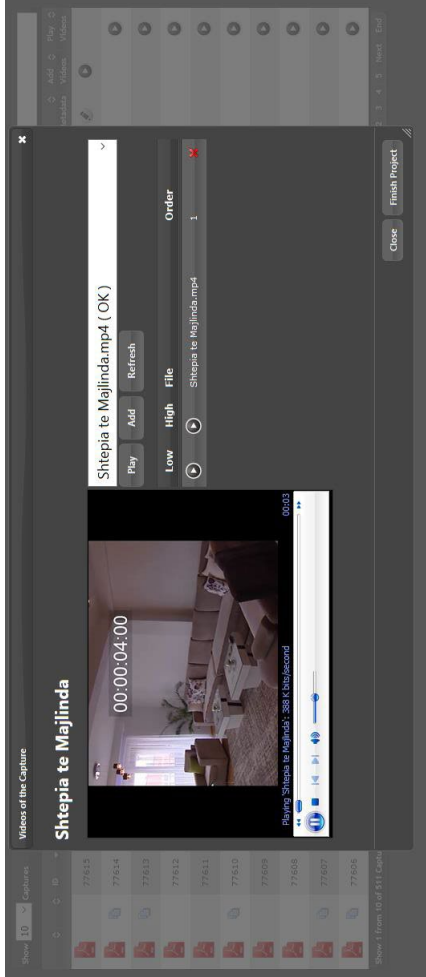


Photo 6: Add video interface.

Using this interface, users and ingest operators can preview the Low res. and High res. of the selected clips, and link them to a newly created event.

MANAGE OTHER MATERIALS MODULE

Photo 7: Manage Other Materials module – from where Users can have access to other media that has been ingested into our servers, such as: Photo (jpeg, png), Audio (mp3, wav), Text (rtf, txt, doc) and Zip Archives. In this screen, all Users can ingest files classified as “Other”, and also download each file.

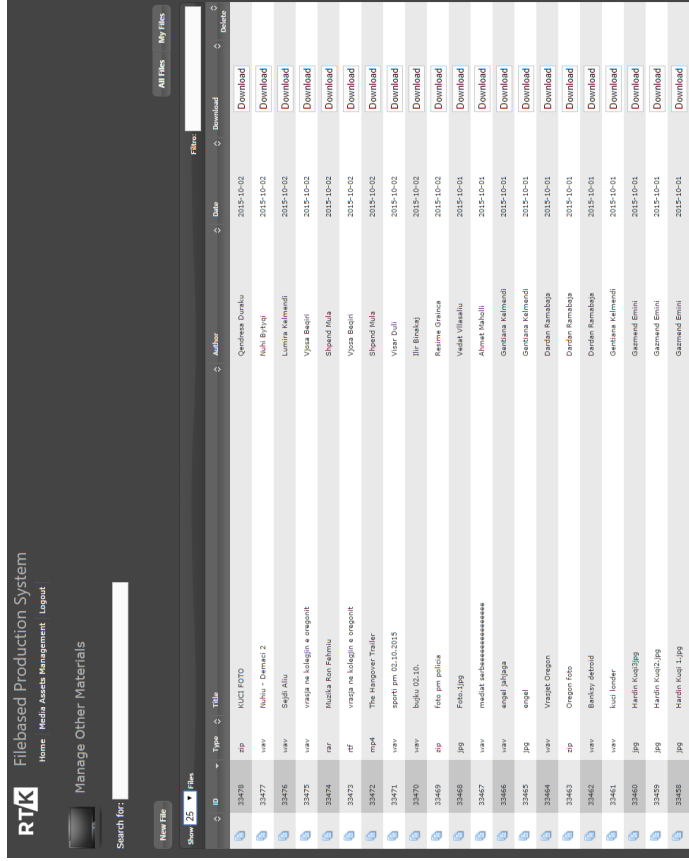


Photo 8: When selecting “New File” button, users will be presented with a new interface, where they can **Name** the file that they want to upload into server, **Description** of the new file, and **Browse** for the new file.



MEDIA ARCHIVE MODULE

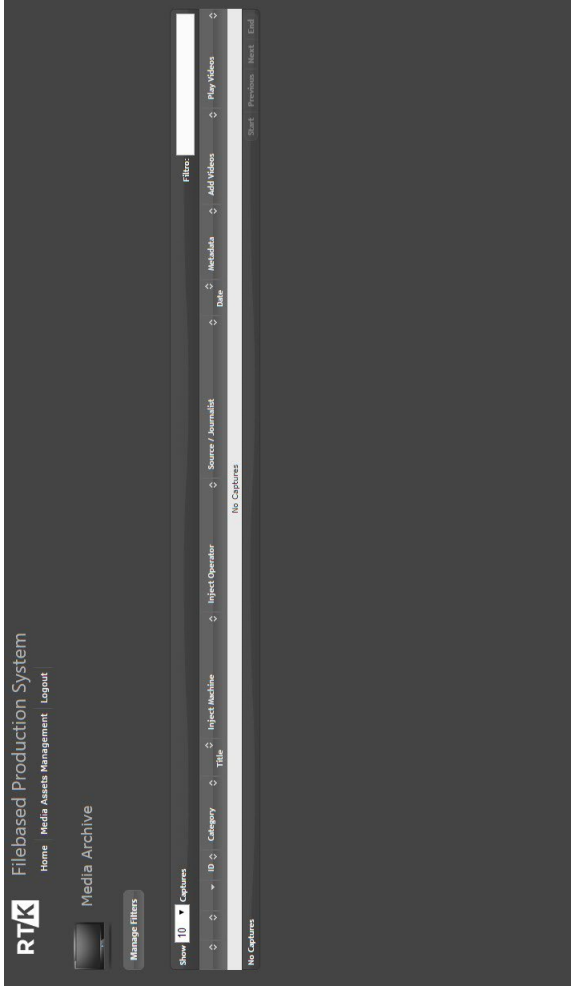


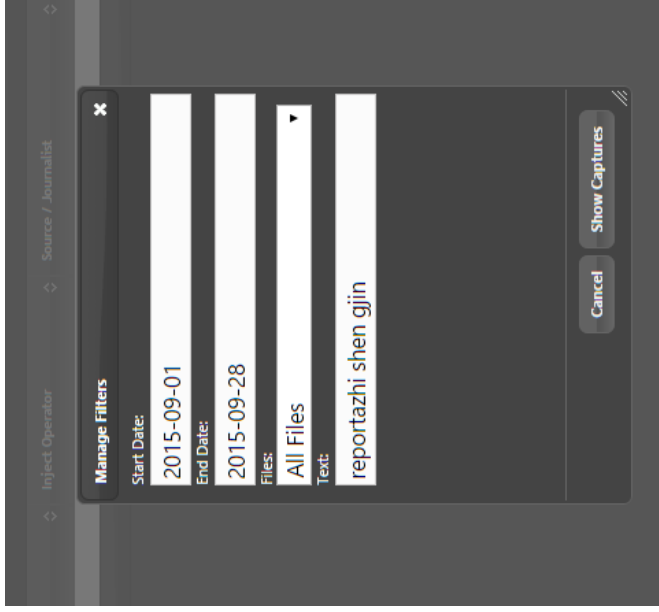
Photo 9: Media Archive module – using this module, users, journalists, ingest operators and playout operators can search for any media material, older than 3 days. Our servers automatically add media material to archive, when they are older than 3 days. This interface is pretty simple, and in beginning doesn't display anything. That's because we haven't searched for anything in the archive.

We can select the “Manage filters” button, which then presents us with a new window (photo 10)

MEDIA ARCHIVE - MANAGE FILTERS OPTION

Photo 10: Immediately after we select “**Manage Filters**” button, system presents us with a new window, where we can input our search criteria. And the criterions are pretty simple:

1. **Start Date** (from what date do we want our system to check for material),
2. **End Date** (until what date do we want to check for material),
3. **Files** (Raw or Unedited),
4. **Text** (option where we can input either Name of the Material, any given Tags, or even comments).

The image shows a 'Manage Filters' dialog box with a dark gray background. It contains four input fields: 'Start Date' with the value '2015-09-01', 'End Date' with the value '2015-09-28', 'Files' with a dropdown menu showing 'All Files', and 'Text' with the value 'reportazhi shen gjin'. At the bottom right, there are two buttons: 'Cancel' and 'Show Captures'. The dialog box has a close button (X) in the top right corner. The background shows a breadcrumb trail: 'Inject Operator' > 'Source / Journalist'.

As we pointed out earlier, RTK’s FBPS – MAM system manages users, based on user privileges, added when users where input into system, and also according to the certain IP address of the computer, from where users are accessing the system. Above mentioned options are available for Ingest Operators and Picture Editors, as these user categories are the only ones who can ingest clips or material into servers. Journalists, and News Editors can only preview selected clips, while Playlist Editors and Payout Operators can also download any selected clip.

EVENT POOL MODULE



Filebased Production System

[Home](#) | [Administration](#) | [Media Assets Management](#) | [Production](#) | [Logout](#)



Production | Events Pool

New Event

In Process Items

Search for:

Search:

Show 10 Events

ID	Type	Event Title	Author	Date	Create Time	
56875	Video Server	adele hello	Resime Grainca	26.10.2015	13:35	>
56874	OFF	strajpattttt	Blerta Foniqi	26.10.2015	13:01	>
56873	Video Server	Margarita Xhepa	Flora Maxharraj	26.10.2015	12:59	>
56872	Video Server	VOX VESELI	Mimoza Zajmi	26.10.2015	12:48	>
56871	Video Server	MUZIKA	Snezana Qorraj	26.10.2015	12:43	>
56870	Video Server	SEMETESKO JEZERO	Snezana Qorraj	26.10.2015	12:22	>
56869	Video Server	SAJAM AGROKOS	Snezana Qorraj	26.10.2015	12:21	>
56868	Video Server	EDITA TAHIRI INTERVJU	Snezana Qorraj	26.10.2015	12:21	>
56867	OFF	Komisioni kandidatet Gjyakata Kushetuese	Qendresa Duraku	26.10.2015	12:20	>
56866	Video Server	Mode	Selvete Krasniqi	26.10.2015	12:18	>

Show 1 from 10 to 500 Events

Start

End

1

2

3

4

5

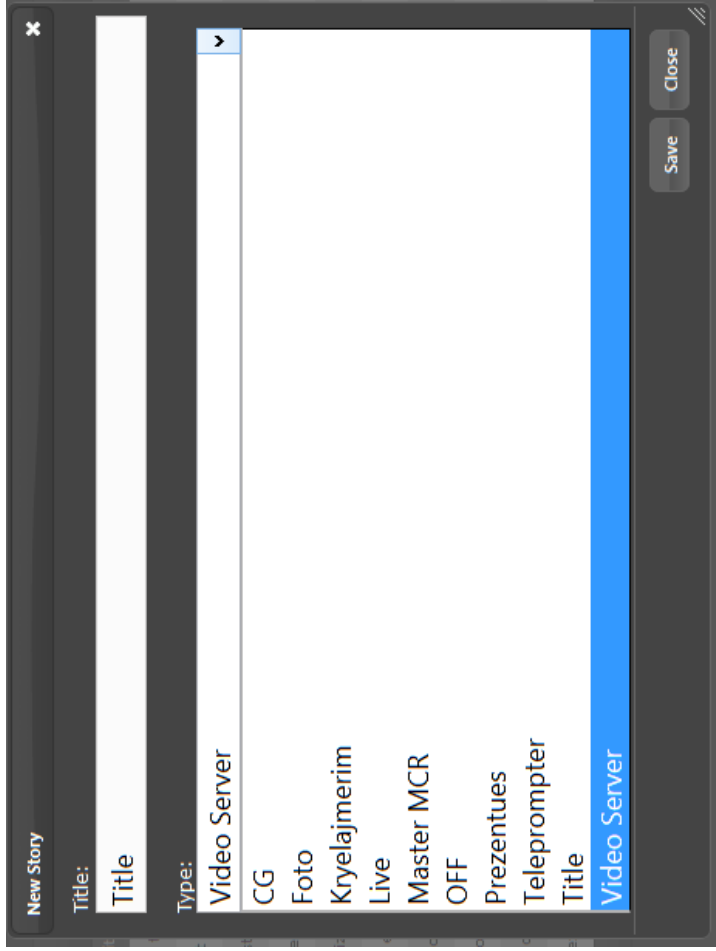
Next

Previous

Photo 11: Event Pool: This is the module, that enables Journalists and News Editors, to create new events, which would hold all necessary information, for a News Package. This is done by selecting the “New Event” button, which results with the following option:

EVENT POOL- 'NEW EVENT' OPTION

Photo 12: “**New Event**” option, which allows Journalists and News Editors, to open a new event, and assign it to a specific category, within News Programme.



New Story [X]

Title:

Type:

- Video Server
- CG
- Foto
- Kryelajmerim
- Live
- Master MCR
- OFF
- Prezentues
- Teleprompter
- Title

Video Server

Save Close

After Journalists and News Editors create a new event, they can proceed and delegate the newly created event, to a specific News Edition, or any other programme.

But, News Editors also need to access and check the text of a new event, created by Journalists, and when completely redacted, approve a certain event. Let's see how this works. This is done by using a specific module (**photo 13- below**), developed for, and accessible by News Editors.

IN PROCESS ITEMS MODULE

RTK

Filebased Production System

Home | Administration | Media Assets Management | **Production** | Logout

Production | My Events Pool

Search for:

All Events | My Events | All Event Pool

Search:

↕	ID	Show	↕	Type	↕	Event Title	↕	Video File	↕	Author	↕	Date	↕	Create Time	↕
	316166	Lajmet e Ores 12:00	OFF	OFF		Aksidenti me fatalitet						02.10.2015		11:03	
	316165	Lajmet e Ores 12:00	Video Server	Video Server		SHPICA NDARESE ME RTK1		12552				02.10.2015		11:03	
	316164	Lajmet e Ores 12:00	Title	Title		Titujt Live						02.10.2015		11:03	
	316163	Lajmet e Ores 12:00	Teleprompter	Teleprompter		Kajroni ora 11:00						02.10.2015		11:03	
	316162	Lajmet e Ores 12:00	Video Server	Video Server		sporti 2 tetor		74656				02.10.2015		11:03	
	316161	Lajmet e Ores 12:00	Video Server	Video Server		SHPICA DALESE		12552				02.10.2015		11:03	
	316160	Lajmet e Ores 12:00	Video Server	Video Server		Arnold Schwarzenegger		74536				02.10.2015		11:03	
	316159	Lajmet e Ores 12:00	Video Server	Video Server		The Revenant		74540				02.10.2015		11:03	
	316158	Lajmet e Ores 12:00	Video Server	Video Server		SHPICA GLOBI		12547				02.10.2015		11:03	
	316157	Lajmet e Ores 12:00	Video Server	Video Server		vrasja ne kolegjin e oregonit		74663				02.10.2015		11:03	

Start End 1 2 3 4 5 Next Previous

Show 1 from 10 to 1000 Events

From this screen, News editors can access News Events, or even modify them, and then delegate events to any News Edition or other program.

IN PROCESS ITEMS MODULE - 'EDIT STORY' OPTION

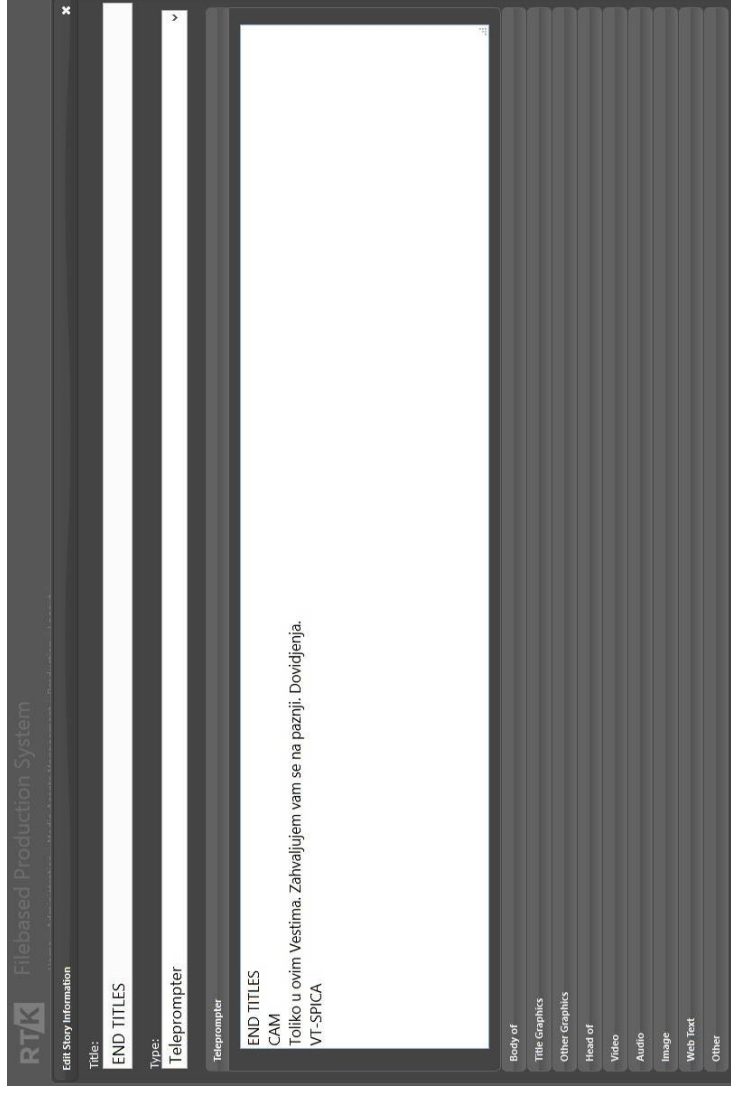


Photo 14: By using **Edit Story** interface, News Editors are able to change, redact or add text and information, for every segment of a story:

- **Title**,
- **Teleprompter**,
- **Body** (the text, read by journalist),
- **Title Graphics**,
- **Other Graphics** (if extra graphics are needed, like archive Gfx, etc.)
- **Head of** (headline of the news)
- **Video** (assigning – linking video, which is already on the system with the event)
- **Audio** (for correspondents who send audio files, to be aired as OFF – News)
- **Image** (assigning images, to be used as slideshow during the announcement by News Anchor)
- **Web Text** (module still in development)

By opening a new event by Journalists or News Editors, system creates a new instance through New Editor module, Event Pool module and Payout module. All information that is added or corrected in this section, get synchronized within all other modules of system, which enables easier handling of final events.

RUNNING ORDER MODULE

To show you how the system synchronizes every event created by Journalists or News Editors, we go back to the User Management Screen, where we have the option on viewing Run Order, for a specific programme (**photo 15 – below**).

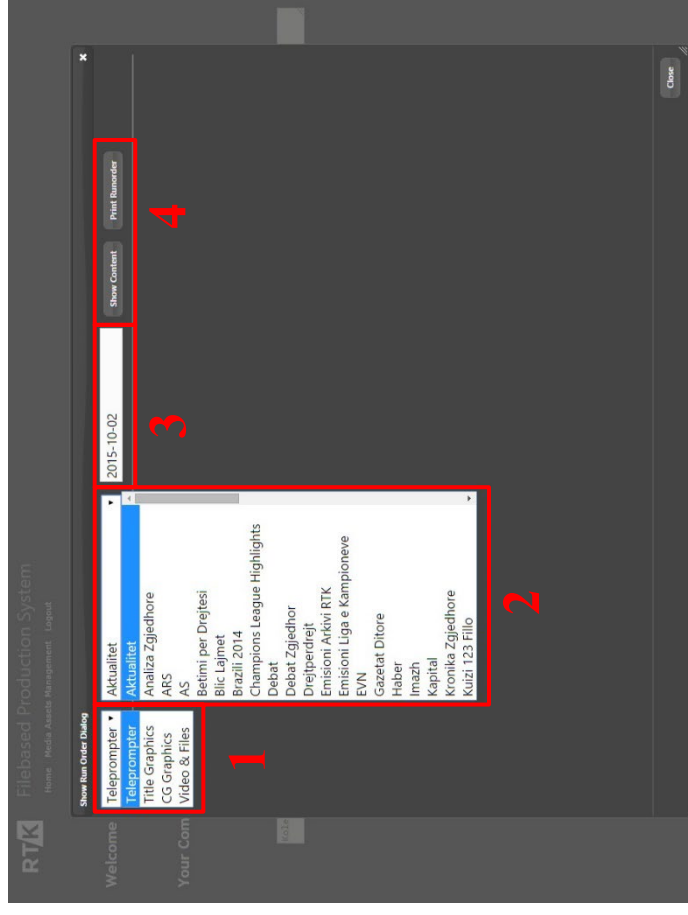
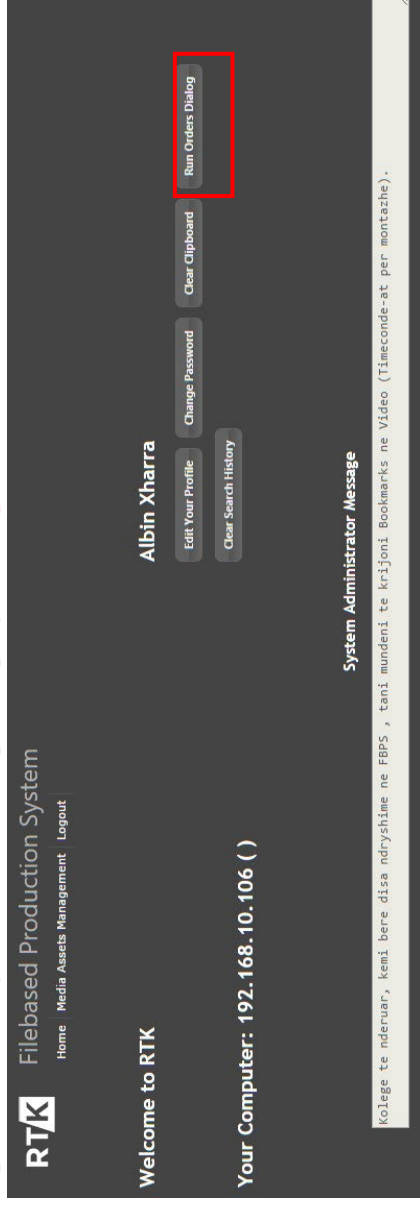


Photo 16: Again, accessing Run Order Dialog, firstly doesn't show us anything. We have to choose which Run Order do we want to view. Options in this dialog are:

Using **Menu 1**, we can choose which information we want to see, like: Teleprompter text, Title Graphics, CG graphics or Video files;

Using **Menu 2**, we can choose which program do we want to see, like News 17:00 edition, News 16:00 edition, Main News, or any other Tv show;

Using **Menu 3**, we can choose the date of Run Order, and finally;

Using **Option 4**, we can choose to view, or print the results.

RUNNING ORDER

Filebased Production System									
Home Administration Media Assets Management Production Logout									
Production Show Run Order									
Edition Run Order:		Lajmet e Ores 09:00	2015-10-02	Show	Start Time	Copy Runorder	Summary Report	Complete Report	
#ID	Title	Time	Author	J L E	Type	Start Time: 00:00:00			
#1	SHIPICA HYRESE	T: 00:00:00 L: 00:00:00	Video Server	J E	Teleprompter	TitleGraphics	News	✓	✗
#2	Jahjiga - Eliot Engel-e re	T: 00:00:00 L: 00:00:00	OFF	J	Teleprompter	TitleGraphics	News	✓	✗
#3	SHIBA takimet	T: 00:00:00 L: 00:00:00	OFF	J	Teleprompter	TitleGraphics	News	✓	✗
#4	Thaci - intervista 21.00 e re	T: 00:00:00 L: 00:00:00	Video Server	J	Teleprompter	TitleGraphics	News	✓	✗
#5	Gredia - Njohja e Kosoves-e re	T: 00:00:00 L: 00:00:00	Video Server	J	Teleprompter	TitleGraphics	News	✓	✗
#6	seaca e kuvendit bojkot per te tretien here	T: 00:00:00 L: 00:00:00	OFF	J	Teleprompter	TitleGraphics	News	✓	✗
#7	SHIPICA NDARESE ME RTK1	T: 00:00:00 L: 00:00:00	Video Server	J	Teleprompter	TitleGraphics	News	✓	✗
#8	Artori Kuvendi	T: 00:00:00 L: 00:00:00	Video Server	J	Teleprompter	TitleGraphics	News	✓	✗
#9	Kuci Londer-e re	T: 00:00:00 L: 00:00:00	OFF	J	Teleprompter	TitleGraphics	News	✓	✗
#10	GRANTE PER TE VETPINESUAR	T: 00:00:00 L: 00:00:00	OFF	J	Teleprompter	TitleGraphics	News	✓	✗
#11	AKSION I HEKURUDHAVE	T: 00:00:00 L: 00:00:00	Gjergj Filipaj	J E	Teleprompter	TitleGraphics	News	✓	✗
#12	TREPÇA - KONTRATAT E REJA	T: 00:00:00 L: 00:00:00	Video Server	J	Teleprompter	TitleGraphics	News	✓	✗
#13	SHIPICA BOTA	T: 00:00:00	Video Server					✓	✗

Photo 16: Run Order screen - as you can see, this module enables News Editors to visually see the orders of News Stories, or News Packages, and visually arrange their order, by using “drag-and-drop” style. But this screen shows many other option, which helps News Editor to do their job more efficiently:

Column 1: Displays the name of the Story, or News Package;

Column 2: Displays the Starting Time, for each News Story (this module is still in development, waiting for new system to be implemented);

Column 3: Displays the Authors of the News Story – Journalist, Lecturer and News Editor – also displays the type of News Story, like: OFF news, News Package;

Column 4: Displays the Content of the News Story, crucial information needed for transmission;

Column 5: Additional information column, that shows options to print a PDF report for each News Story, Play of Video content or

Editing of textual content for each segment. This column also displays two crucial options for News Editors:

APPROVE and **DISCARD** buttons, which allow News Editors, to approve a news segment for payout, or discard the segment, if necessary.

In the photo below (**photo 17**), you can see an active Run Order, with segments waiting to be approved: **GREEN** color means that some news segments are approved, while **ORANGE** color means they are still awaiting approval.

RUNNING ORDER - TO BE APPROVED OR NOT TO BE APPROVED

#ID Titulli	Time	Author	Type	Start Time: 00:00:00
#1 SHPICA HYRESE	T: 00:00:00 L: 00:00:00	Video Server I J	Teleprompter TitleGraphics	  
#2 Jahjaga dhuna	T: 00:00:00 L: 00:00:00	OFF I J E	Teleprompter TitleGraphics	  
#3 SHBA takimet	T: 00:00:00 L: 00:00:00	OFF I J E	Teleprompter TitleGraphics News	  
#4 Thaci - VOX -	T: 00:00:00 L: 00:00:00	Video Server I J E	Teleprompter TitleGraphics News	  
#5 Greqia -Njohja e kosoves2-e re	T: 00:00:00 L: 00:00:00	Video Server I J E	Teleprompter TitleGraphics News	  
#6 SHPICA NDARESE 4 SECONDA	T: 00:00:00 L: 00:00:00	Video Server I J		  
#7 Kuci Londer-e re	T: 00:00:00 L: 00:00:00	OFF I J E	Teleprompter TitleGraphics News	  
#8 GRANITE PER TE VETPUNESUAR	T: 00:00:00 L: 00:00:00	OFF I J E	Teleprompter TitleGraphics	  
#9 ANKSON I HEKURUDHAVE	T: 00:00:00 L: 00:00:00	OFF I J E	Teleprompter TitleGraphics	  
#10 TREPÇA - KONTRATAT E REJA	T: 00:00:00 L: 00:00:00	OFF I J	Teleprompter TitleGraphics News	  
#11 SHPICA BOTA	T: 00:00:00 L: 00:00:00	Video Server I J		  
#12 vrasja ne kolegjin e oregonit	T: 00:00:00 L: 00:00:00	Video Server I J	Teleprompter TitleGraphics CGGraphics News	  
#13 SHPICA GLOBI	T: 00:00:00 L: 00:00:00	Video Server I J		  
#14 The Revenant	T: 00:00:00 L: 00:00:00	Video Server I J	Teleprompter TitleGraphics	  
#15 Arndt Schwarzenegger	T: 00:00:00 L: 00:00:00	Video Server I J	Teleprompter TitleGraphics	  
#16 SHPICA DALESE	T: 00:00:00 L: 00:00:00	Video Server I J	Teleprompter TitleGraphics	  
#17 sporti 2 tetor	T: 00:00:00 L: 00:00:00	Video Server I J		

Photo 17: when a News Editor, approves or disapproves a news segment, the RTK's FBPS-MAM system automatically synchronizes Editors decision throughout entire production system, resulting in a final playlist, that allows Playoff Operators to download approved video files (**photo 18 – below**)

PLAYOUT MODULE

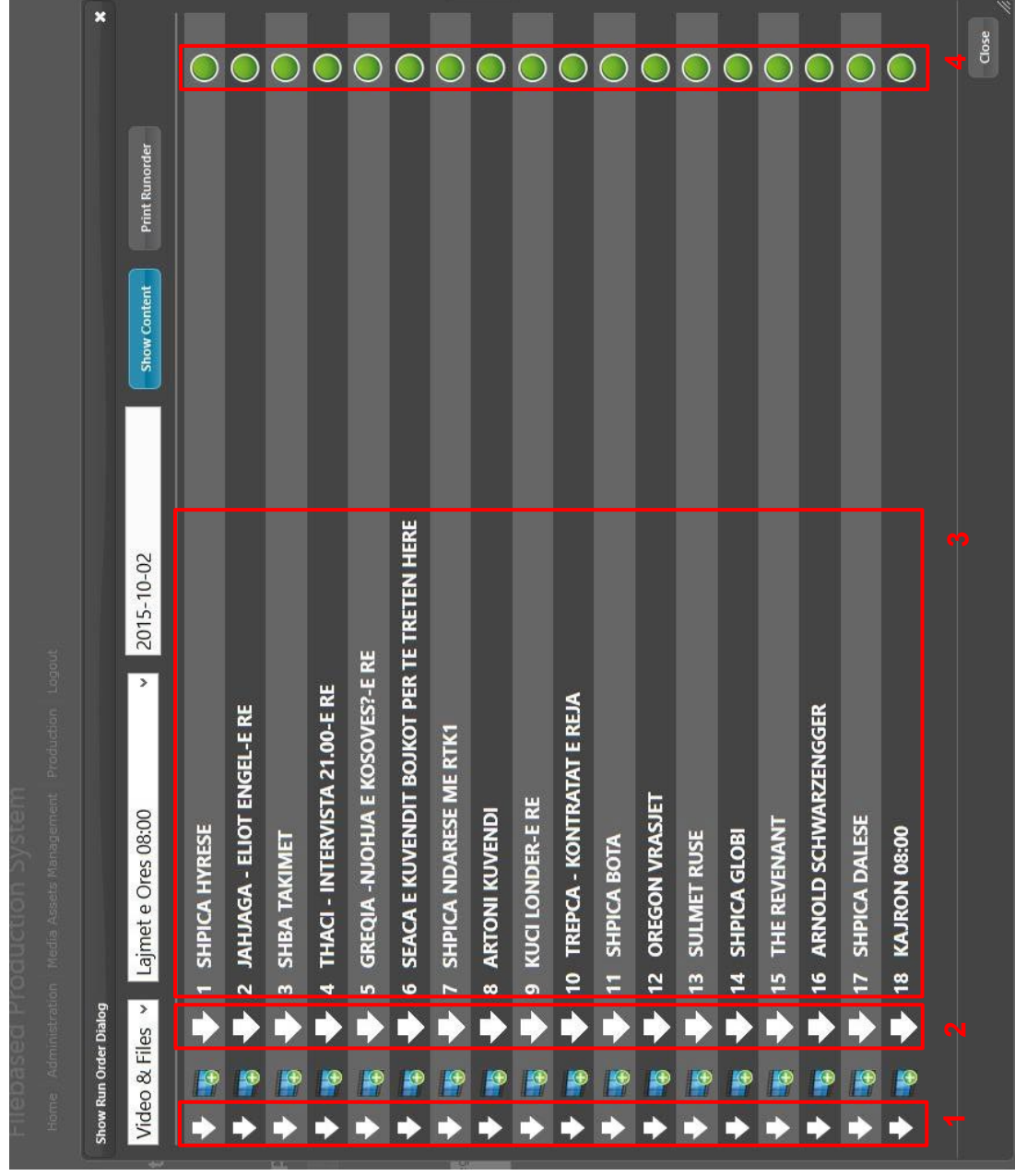


Photo 18: Playout module

This module allows playout operators to download approved video files. This screen has simple options, like:

Column 1: Allows download of Low Res. files, used **ONLY** for preview;

Column 2: Allows download of High Res. files, used **ONLY** for Playout purposes;

Column 3: Displays the name of video file;

Column 4: Enables to mark the downloaded content, so the playout operators don't download the same file twice.

Prioritized Selection Rules for Archiving News and General Programs

18.8.2023

The broadcasting media operate very closely to society in each and every era, Deeply entwined with people's ways of life, they provide multiple services from news and entertainment to education and the dissemination of general knowledge. Daily broadcasts across diverse genres include many creative visual and audio products of high intrinsic value, and also hold up a mirror to the customs, fashions and lifestyles of their times. They serve as an important social and cultural record.

The guidelines below explain how such program content is selected for collection and perpetual storage as a historical and cultural asset. Secondary use and use in new broadcasts and on the internet is also permitted with due respect for:

1. The freedom of editing and expression in regard to broadcasting
2. Human rights and privacy
3. Copyright.

○ Appointment of the Archive Committee

The Archive Committee consists of members with rich experience in the news and program departments. The committee selects which news and program materials to archive efficiently to make optimal use of the finite archive server capacity.

○ Guidelines for Archiving TV Programs

Basic eligibility (Selection by the Archive Committee)

1. Programs which have won prizes in Japan or overseas
2. Programs with high viewer ratings and programs which have produced a strong audience reaction
3. Pioneering programs (new program genres) in terms of modes of expression, production techniques, etc.
4. Programs which provide a valuable record of contemporary history, social customs, people etc.
5. Programs which provide a valuable record of the arts, sciences, traditional culture etc.
6. Long-running program series
7. Programs which the program officials (program director or news editor) ask to be archived
8. Other programs which show contemporary street scenes, landscapes, customs etc. considered suitable for keeping as a historical record

— Notes —

- ① News items and related programs are eligible under items 4 and 8
- ② Reference materials, program metadata etc. are also eligible for archiving
- ③ Cinema and foreign productions are excluded from the archive, in principle

○ Guidelines for Archiving Radio Programs

Basic eligibility (Selection by the Archive Committee)

1. Programs which have won prizes in Japan or overseas
2. Programs with high viewer ratings and programs which have produced a strong audience reaction
3. Pioneering programs (new program genres) in terms of modes of expression, production techniques, etc.
4. Programs which provide a valuable record of contemporary history, social customs, people etc.
5. Programs which provide a valuable record of the arts, sciences, traditional culture etc.
6. Programs which provide a valuable musical record
7. Programs which provide a valuable record of the spoken language and speaking and storytelling arts
8. Long-running program series
9. Programs which the program officials ask to be archived
10. Programs which provide a cultural record, including the voices of cultural figures, interviews with them, etc.

— Notes —

- ① News items and related programs are eligible under items 4 and 10
- ② Reference materials, program metadata etc. are also eligible for archiving

○ The Production and Use of Metadata

It is virtually impossible to extract necessary video and audio items only from the video and audio data kept by the broadcasting station. Accordingly, text data (metadata) containing details of shooting schedules, content etc. for each program has to be compiled and linked to the image data for search purposes.

Metadata is the related information attached to the video and audio data. It is used for classification, search, organization and utilization purposes. Metadata is the data which makes it possible to search for and find needed items amongst the vast quantity of visual and audio data available quickly and efficiently. To achieve this, the metadata must be attached, maintained and managed well. This control and operation aspect is a core element of successful archiving alongside the direct work of storing the video and audio files.

In the case of programs, the metadata includes useful categories and keywords for searching in addition to the broadcast date, medium, names of program participants, program outline, names of rights holders etc. The metadata for news footage includes, scene by scene, the time and location of the shooting, purpose of coverage, names of persons involved, rights information (including image rights) etc.

The production of metadata is slow and painstaking work because the text data has to be inputted while observing the video and audio recordings. (NHK employs 20 former staff members to work every day at this task.) The appearance of both scenery and people changes considerably over time, making the experience of former journalists, editors and others familiar with how things were at the time essential for doing the work efficiently.

Group A - "What should RTK do to create the fact-checking system"?

Date: 25.09.2023 / 10:00-12:00, JICA office

Opening : Shkumbin Ahmetxhekaj, RTK , Hashimoto JICA

Participants:

1. Ms. Rabisha Muhaxhiri - the leader of the group presents ideas on how RTK should create a fact-checking system
- 2.Mr. Arton Mulliqi
- 3.Mr. Bardhyl Bajrami
- 4.Ms. Ela Kasap

Editors/journalists:

- 1.Mr. Marko Zakic
- 2.Ms.Valbona Thaçi
- 3.Ms. Albulena Bytyqi
- 4.Ms. Arlinda Sejda
- 5.Mr. Visar Krasniqi
- 6.Mr. Blerim Sopi

Group B - "What should RTK do to build the audience notification system in case of disasters"

Date: 26.09.2023/ 10:00-12:00, JICA office

Rabisha Muhaxhiri gives a briefing on what was discussed in Group A, together with Ilire Zajmi.

Participants:

1. Ms. Sanela Bilalovic-leader of the group will present ideas on how to build an audience notification system in case of disasters
- 2.Ms. Tanja Djokic
- 3.Mr. Arben Nushi
4. Ms. Elirë Xhemajli

Editors/journalists:

1. Ms. Xheneta Abdullahu

2. Mr. Dardan Ramabaja
3. Ms. Diana Dani
4. Ms. Teutë Hykolli
5. Mr. Pajtim Çuni
6. Ms. Jelena Dordjevic

Final training:

Date: 27.09.2023 /10:30 -11:30, studio 2 Television

Participants of both groups as well as journalists/editors who will attend the trainings.

Rabisha Muhaxhiri, Sanela Bilalovic and Ilire Zajmi will summarize what was discussed in the previous two days.

All participants will discuss together the proposed ideas for the two training topics.



RADIOTELEVISIONI I KOSOVËS
RADIO TELEVIZIJA KOSOVA
RADIO TELEVISION OF KOSOVO

EVALUATION REPORT ON THE WORKSHOP'S ORGANIZED IN RTK

INTRODUCTION

Radio Television of Kosovo RTK conducted two workshops, as a finishing process of the second phase of the project with JICA.

Conclusion of this phase is a result of excellent cooperation between RTK and JICA since 2015.

Format and organization of the workshops was based on the principles and rules of RTK's reporting and programming as a whole.

In this context discussions with JICA –RTK project manager Mr. Yasuhiro Nagasaki, were very useful, since this kind of workshops were organized for the first time in this framework.

On the first workshop, held on 25 September, participants discussed on the topic "What RTK should do to create the fact -checking system".

On 26 September, the second group of participants discussed on the topic "What RTK should do to build system of notification for the audience in the case of disasters ", and on the third day two groups joined in the common discussion and recommendations for the two topics of the workshop.

RTK director general, Mr. Shkumbin Ahmetxhekaj supported the workshops and also contributed with ideas and proposals in his opening speech on 25 September.

During three days, Mr. Keiichi Hashimoto from JICA also attended discussions and honored us with his presence and speech on the first day of workshop.

Twenty news and program editors, journalist, IT technicians, directors and social media technicians from Television, Radio Kosova and Online Media participated in two workshops.

Among them participants of the training in Japan, during the month of June of this year, and 12 RTK 1, RTK2, RTK3, Radio Kosovo 1, Radio Kosovo 2 and Online Media attended the workshops.

Concerning the ethnic presentation, all the communities working under umbrella in RTK participated: Albanians, Serbs, Bosnians and Turks. Denis Galushi, from Roma community who was in training in Japan, was absent, being abroad at the time when workshop was organized in RTK.

1. Workshop “What RTK should do to create the fact -checking system”

First workshop on the topic “What RTK should do to create the fact -checking system” gathered ten participants.

The leader of this group Mrs. Rabisha Muhaxhiri, made a briefing about this issue, but also brought her experience from visit to NHK. According to her NHK’s fact checking unit is a role model that can be taken as an example for other broadcasters worldwide. News editor and journalist who were part of the visit in Japan, also shared the same ideas discussing about NHK Fact Check Unit.

But for creation of fact checking system in RTK, participants discussed not only from the perspective of NHK visit, but also having in mind RTK values, mission and obligations as Kosovo public broadcaster.

For the creation of this unit, firstly it was said that Radio Television of Kosovo should create a working group that will be in charge for drafting a Roadmap.

After approval of Roadmap, RTK should establish Fact Checking Unit. This Unit will be composed by professional news editors, with long work experience journalist and valuated knowledge in the field of media & information, and experienced journalist, but also providing internships for students of

journalism and media who will be working together will the team of Fact Checking Unit on the schedule 24/7.

Analyzing the risks and danger emerging from fake news, disinformation and propaganda, Fact Check Unit will be supported by Reinforcement team. The duties of second assisting team will be to serve as a back- up in case of challenges mentioned above, but also as an assurance of proving trustfully and accurate information/photo and images for RTK. The composition of the team will be similar to the first one, but the number of investigative journalist and news editors will be smaller.

The findings and verification of the news/photo/images will be shared with Newsroom in TV/Radio/Online Media.

It was also proposed creation of one Application similar to the Scoop App of NHK, aiming to achieve help and support from citizens of the country and abroad to cooperate by sending news, photos, videos, that after will be verified by Fact Checking Unit.

In the discussion, participant's also suggested use of Artificial Intelligence for verification purposes.

In the other hand, education and training of editors and journalist is considered key element for the successful operation of Fact Checking Unit in RTK. A list of training and useful modules and experts will be provided by RTK Education Center for this purpose.

Most important issue is discussed to be budget for the staff that be assigned to work in Fact Checking Unit. Also, working tools and work space are to be provided by RTK with the creation of this Unit.

Since RTK is undergoing a transformation by implementing reformative changes next year, participants agreed that is crucial moment to create Fact Checking Unit, as a new and necessary department for trustfully, balanced, unbiased and accurate news production in public broadcaster.

Creation of this Unit, also should be promoted in television, radio and online media of RTK, to inform audience about their role and contribution in combating fake news and disinformation in Kosova.

2. Workshop “ What should RTK do to build disaster audience notification system ?

The second workshop on the topic “What should RTK do to build disaster audience notification system” was also very interesting and participants showed great enthusiasm to share their experience from visit to NHK, but also contributing with ideas and proposals that could fit better in the framework of RTK.

Therefore, Mrs. Sanela Bilalovica, as group leader for this workshop, in her presentation considered impressive the achievements of NHK and the way of reporting in case of disasters. According to her, Japan experience is very instructive and gives to RTK pointers on how media workers, and how journalists, cameramen's and others should behave and act. It was stated that reports were accurately, timely and objectively informing the public about the disaster, without causing panic.

This is very important point discussed by participants of the workshop, since RTK journalist are not trained for disasters , don't have adequate tools for field reporting and audience also is not educated nor has a notification about upcoming disasters in the country.

As a first step, was proposed that RTK should create Unit for protection of environment or Green Journalism Desk.

This Unit can be planned including the budget cost in the framework of transformation of RTK, an undergoing process run by Management.

Unit will be in charge for education of the audience, focusing in the awareness about risks from pollution, climate changes, polluted rivers, wild landfills etc.

Kosova is a country that has been facing floods for years, and had earthquakes of lower scale, however, the threat to the whole planet is climate change, so the focus of the Unit in the long term would be green journalism, whose work would be focused on protection and improving the quality of people's lives.

Since flooding is an often disaster in Kosova, it was proposed installation of static cameras CCTV, in places that are subject to flooding.

This measure can prevent damages and people lives, if a notification system is set by RTK, and audience will be warned in time about risks coming from flooding. It was stated that installation of CCTV can be done in cooperation with municipalities and their crisis headquarters. CCTV can be set up in the identified disaster potential places. As discussed, problematic remains issue of CCTV security and their charge with electricity.

When the situation is critical drones can be used also.

Also, creation of an application for smart phones, to warn audience about disasters is proposed as an technological option. The other option is usage of cable television platforms in the country, in a way that audience can be notified about risks from disasters.

To reinsure the notification system and reach fast information is was proposed creation of the network of people who would act or inform about eventual coming disasters and update about the situation in their municipality/localities.

Important elements is considered cooperation with the institutions responsible for disasters. So, cooperation with Emergency Management Agency at the national and local level, the Hydro meteorological Institute, the Seismic Institute, KFOR, Kosovo Security Force aiming to informing the audience as soon as possible for disasters and their consequences, is a must.

Like with the system of Fact Checking Unit, Green journalism Desk, should also be promoted in television, radio and online media of RTK, to inform audience about their role and contribution in preventing disasters and environment.

Conclusion and recommendations

In the third day of the workshop, all participants joined to share their conclusions from attended workshops on the topics discussed and agree about the standards that RTK should follow.

Ideas and proposals given by participants of the workshops are very useful and hopefully can be taken in the consideration if RTK decides to create this Units.

Recommendations are few. First of all, RTK to create a working group for creation of Fact Checking Unit. This group will design a Roadmap for fact checking notification system.

RTK should design a brochure/document about Reporting from Disaster Situations.

RTK Management to sign MoU with Agencies and institutions about disaster prevention in the country.

RTK IT Department to create Applications for Fact checking and system notifications to warn audience for disasters. Applications can be multilingual, in the RTK broadcast languages.

RTK to provide proper trainings for news editor, journalists and students that will be assigned to work in these units.

Concerning JICA, I recommend training of the news editors/journalist in NHK for fact checking system and disasters, or bringing Japanese experts in RTK to train them.

JICA also can contribute with equipments/tools for journalist who report from the field/disaster potential places.

Ilire Zajmi –Rugova

Head of Education Center

In Focus, Photos



Opening



Anchors
Left: RTK1/ Right: RTK2



Në Fokus - u Fokusu 28.10.2023

Pink for Life



ali ne i na one građane Kosova koji imaju
pasoše koje su izdale srpske vlasti.

The VISA liberalization



The technologist in the food industry



Summer features in Kosovo

In Focus: Broadcast Records

NË FOKUS - U FOKUSU

	On-aired date	Airtime	TV program name(English)	Duration
1	29-Jan-22	20:00	In Focus-Pandemic situation in Kosovo https://www.youtube.com/watch?v=VnKHUId9nAs	24'
2	26-Feb-22	20:00	In Focus- Infodemia (fake news, propaganda etc. for pandemic) https://www.youtube.com/watch?v=3TwlZObDSSs&t=55s	36'14"
3	26-Mar-22	20:00	In Focus- The impact of the Ukrainian war on the economic and social situation in Kosovo (rising prices) https://www.youtube.com/watch?v=3cBmvoZyw6Y&list=UULKm461vm6QcgJOODIXuww&index=28	20'03"
4	30-Apr-22	20:00	In Focus-Online learning during pandemic COVID 19 https://www.youtube.com/watch?v=0HYxnH9v0iw&t=30s	20'02"
5	28-May-22	20:00	In Focus-Leaving Kosovo (legal migration) https://www.youtube.com/watch?v=XsEeKN3cQSU	19'14"
6	24-Jun-22	20:00	In Focus - The JICA project https://www.youtube.com/watch?v=7V0Bzk6UNJc	24'40"
7	24-Sep-22	20:00	In Focus-KOSOVO-SERBIA AGEEMENTS https://www.youtube.com/watch?v=ebMUR7-jvMQ&t=59s	21'55"
8	29-Oct-22	20:00	In Focus-Strike and Education System in Kosovo https://www.youtube.com/watch?v=AccW5otRvrg&t=160s	24'21"
9	26-Nov-22	20:00	In Focus-Language diversity in Kosovo https://www.youtube.com/watch?v=9r1i5apmrOI	26'
10	24-Dec-22	20:00	In Focus-Best of "In Focus" of this year https://www.youtube.com/watch?v=GVWOzed4FiU&t=1089s	20'
11	28-Jan-23	20:00	In Focus-Made in Kosovo https://www.youtube.com/watch?v=vuX639Bmrb4	22'16"
12	25-Feb-23	20:00	In Focus-Municipalities affected by floods https://www.youtube.com/watch?v=CExPuH9cN9A&t=4s	19'
13	25-Mar-23	20:00	In Focus-Issues Surrounding Women https://www.youtube.com/watch?v=UGWGq661PAA	20'
14	29-Apr-23	20:00	In Focus-RTK Mitrovica Branch Office opens https://www.youtube.com/watch?v=KdjFFgwsoj8	20'
15	27-May-23	20:00	In Focus-The VISA liberalization https://www.youtube.com/watch?v=MAV96j6QDck	20'
16	26-Aug-23	20:00	In Focus-Summer features in Kosovo https://www.youtube.com/watch?v=KRt2yrMSZFg	20'
17	30-Sep-23	20:00	In Focus-Where is a Dialogue Cancelle	20'
18	28-Oct-23	20:00	In Focus-Pink for Life https://www.youtube.com/watch?v=eCy4SRDZGTU	20'
19	25-Nov-23	20:00	In Focus-People with Spcecial needs(disabilities) https://www.youtube.com/watch?v=s8CMbnKGJFw	20'
20	30-Dec-23	20:00	In Focus-Omnibas -	20'
21	11-Jan-24	20:00	In Focus-The technologist in the food industry https://www.youtube.com/watch?v=-OqrOcx_vx4	20'

ANNEX3

1. PDM ver0
2. PDM ver1

Project Design Matrix

Version 0

Dated 23rd, Sep, 2020

Project Title: The Project for Capacity Development of Radio Television of Kosovo (RTK) Phase 2

Implementing Agency: Radio Television of Kosovo (RTK)

Target Group: RTK staff

Period of Project: January, 2021 - January, 2024

Project Site: RTK Headquarters in Pristina, RTK Regional Office –Prizren and RTK Regional Office –Mitrovica

Narrative Summary		Objectively Verifiable Indicators	Means of Verification	Important Assumption	
Overall Goal	Programs of RTK are watched by a wide range of people in Kosovo	Increase in the number of people who watch RTK programs	Audience Survey		
Project Purpose	Stories throughout Kosovo are broadcast to people with quality by RTK	1. Stories throughout Kosovo are broadcast by RTK 2. Fair and unbiased programs of quality are broadcast by RTK	1. Record of RTK programs 2. Audience Survey		
Outputs					
Output 1: Regional offices are established in Prizren and Mitrovica		1-1. Regional offices in Prizren and Mitrovica function well as regional branches of TV station 1-2. RTK broadcasts stories covered by regional offices in Prizren and Mitrovica	1-1. Interview with staffs of regional offices in Prizren and Mitrovica 1-2. Record of RTK programs		
Output 2: Internal criteria for fair and unbiased program production is developed		2-1. An internal criteria for fair and unbiased program production is set 2-2. RTK produces programs based on the criteria 3-1. The digital archive system is upgraded.	2-1. An internal criteria for program production 2-2. Record of RTK programs 3-1. Status of the digital archive system		
Output 3: The digital archive system is effectively utilized		3-2. RTK staffs utilize the system properly 3-3. The footage are stored in the system based on the guideline 3-4. RTK produces programs inserting footage taken from the system	3-2. A guideline for the proper use of the system Record of training based on the 3-3. Contents of the system 3-4. Record of RTK programs		

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Activities	Inputs		Important Assumption
	The Japanese Side	The Kosovo Side	
Activity 1-1: To analyze the current situation of the coverage of ethnic minorities in Prizren and North Mitrovica	1. JICA short-term experts 2. Necessary equipment 3. Training for RTK staff in Japan 4. Local cost for project activities	1. Allocation of counterpart staff: Project Director, Project Manager, Working Group members, etc. 2. Facility and equipment: office space for JICA experts, meeting space / seminar room for Project activities, and other relevant facility and equipment 3. Local cost : remuneration to counterpart staff if necessary, customs exemption, domestic transportation, storage and installation for equipment provided by Japan, maintenance costs for facility and equipment	• The plan of RTK to establish regional offices in Prizren and Mitrovica does not disappear or stagnate • Security in North Mitrovica area does not get worse severely
Activity 1-2: To plan the roadmap for establishing regional offices based on the analysis (including location, equipment and staff)			
Activity 1-3: To implement the roadmap by establishing regional offices in Prizren and Mitrovica			
Activity 1-4: To develop manuals for operating regional offices			
Activity 1-5: To train staffs in regional offices			
Activity 1-6: To cover stories around Prizren and North Mitrovica area, and transmit them to RTK Headquarters			
Activity 1-7: To broadcast stories covered in Activity 1-6, from RTK Headquarters			
Activity 2-1: To analyze the current situation of program production			
Activity 2-2: To set an internal criteria for fair and unbiased program production based on the analysis			Pre-Conditions
Activity 2-3: To produce programs based on the internal criteria			

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Activity 3-1: To analyze the current digital archive system		
Activity 3-2: To upgrade the system based on the analysis		
Activity 3-3: To set the guideline for the proper use of the system based on the analysis		
Activity 3-4: To train staffs based on the guideline		
Activity 3-5: To store the footage from both Headquarters and regional offices in the system based on the guideline		
Activity 3-6: To produce programs inserting footage taken from the system		

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Project Design Matrix

Target Group: RTK staff

Period of Project: January, 2021 - January, 2024

Project Site: RTK Headquarters in Pristina, RTK Regional Office –Prizren and RTK Regional Office –Mitrovica					
Narrative Summary		Objectively Verifiable Indicators		Means of Verification	Important Assumption
Overall Goal	Increase in the number of people who watch RTK programs				
Programs of RTK are watched by a wide range of people in Kosovo		1. Stories throughout Kosovo are broadcast by RTK 2. Fair and unbiased programs of quality are broadcast by RTK		Audience Survey	The plan of RTK to establish regional offices in Prizren and Mitrovica does not disappear or stagnate • Security in North Mitrovica area does not get worse severely
Project Purpose				1. Record of RTK programs 2. Audience Survey	
Outputs					
Output 1: Regional offices are established in Prizren and Mitrovica		1-1. Regional offices in Prizren and Mitrovica function well as regional branches of TV station 1-2. RTK broadcasts stories covered by regional offices in Prizren and Mitrovica		1-1. Interview with staffs of regional offices in Prizren and Mitrovica 1-2. Record of RTK programs	
Output 2: Internal criteria for fair and unbiased program production is developed		2-1. Standardized workflow of program production is established 2-2. An internal criteria for fair and unbiased program production is set 2-3. RTK produces programs based on the criteria		2-1. Documentation of workflow of program production 2-2. An internal criteria for fair and unbiased program production 2-3. Record of RTK programs	
Output 3: The digital archive system is effectively utilized		3-1. A guideline for the proper use of the digital archive system is set by RTK 3-2. The digital archive system is upgraded 3-3. The footage are stored in the system based on the guideline 3-4. RTK produces programs inserting footage taken from the system		3-1. A guideline for the proper use of the system 3-2. Status of the digital archive system 3-3. Contents of the system 3-4. Record of RTK programs	
Activities		Inputs			
		The Japanese Side	The Kosovo Side		
Activity 1-1: To analyze the current situation of the coverage of ethnic minorities in Prizren and Mitrovica		1. JICA short-term experts 2. Necessary equipment 3. Training for RTK staff in Japan 4. Local cost for project activities	1. Allocation of counterpart staff: Project Director, Project Manager, Working Group members, etc. 2. Facility and equipment: office space for JICA experts, meeting space / seminar room for Project activities, and other relevant facility and equipment 3. Local cost : remuneration to counterpart staff if necessary, customs exemption, domestic transportation, storage and installation for equipment provided by Japan, maintenance costs for facility and equipment	• The plan of RTK to establish regional offices in Prizren and Mitrovica does not disappear or stagnate • Security in North Mitrovica area does not get worse severely	
Activity 1-2: To plan the roadmap for establishing regional offices based on the analysis (including location, equipment and staff)					
Activity 1-3: To implement the roadmap by establishing regional offices in Prizren and Mitrovica					
Activity 1-4: To develop manuals for operating regional offices					
Activity 1-5: To train staffs in regional offices					
Activity 1-6: To cover stories around Prizren and North Mitrovica area, and transmit them to RTK Headquarters					
Activity 1-7: To broadcast stories covered in Activity 1-6, from RTK Headquarters					
Activity 2-1: To analyze the current situation of program production					
Activity 2-2: To establish standardized workflow of program production based on the analysis so that human and financial resources could be efficiently utilized					
Activity 2-3: To set an internal criteria for fair and unbiased program production					
Activity 2-4: To produce programs based on the internal criteria					
Activity 3-1: To analyze the current digital archive system					
Activity 3-2: To set a guideline for the proper use of the system based on the analysis					
Activity 3-3: To upgrade the system based on the analyzed necessity					
Activity 3-4: To train staffs based on the guideline					
Activity 3-5: To store the footage from both Headquarters and regional offices in the system based on the guideline					
Activity 3-6: To produce programs inserting footage taken from the system					