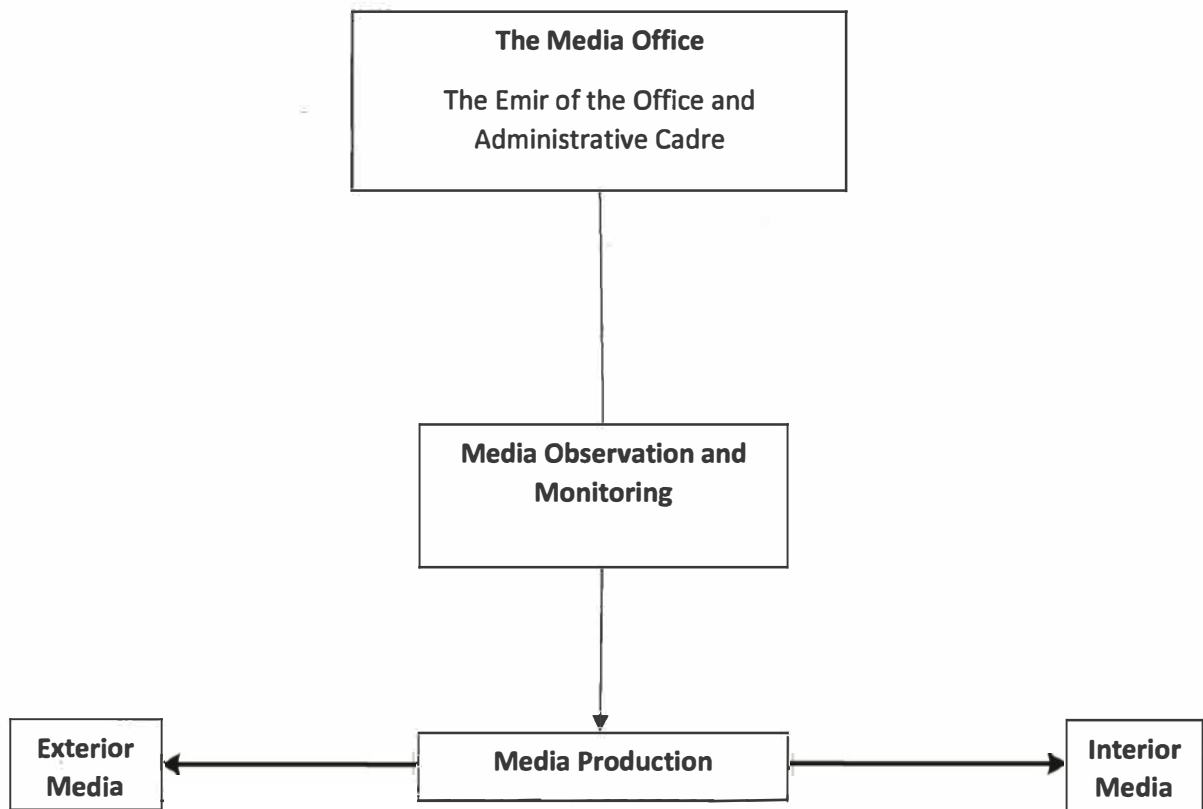


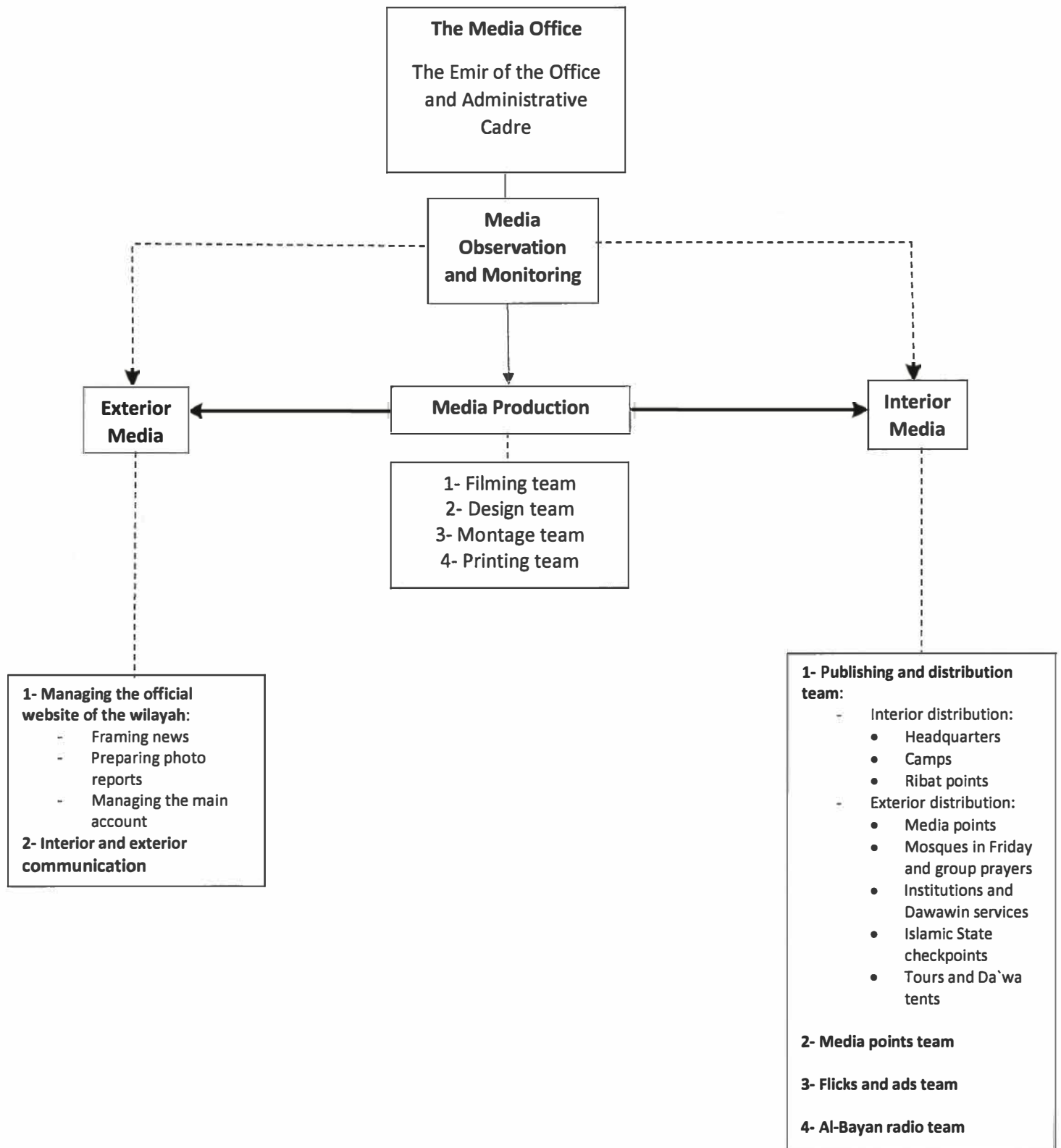
In the Name of God the Most Gracious, the Most Merciful

An Interior Media Leaflet

[2]

Organizational Structure of Media Office





Details of the Structure of a Media Office

- Duties of the emir of a media office:

- Managing the media office and supervising it.
- Executing the official media policy approved by the Central Media Diwan.
- Meeting periodically with the Media Monitoring Committee.
- Searching for and recruiting qualified cadres to work in the media office.
- Meeting periodically with the soldiers of the media office.
- Dividing soldiers of the media office based on their expertise and according to the official structure.
- Drawing future production plan for the teams of the media office.
- Criticizing the bad one of the soldiers of the media office and rewarding the exceptional ones.
- Directly communicating with the Central Media Diwan through the [Media] Monitoring Committee.
- Coordinating and communicating with the wali and emirs of the departments inside the wilayah.
- Developing and monitoring the production of the media office and achieving the minimum required production.
- Submitting a monthly report of the work process of the media office to the wali and the [Media] monitoring Committee.

- Duties of the administrator of the media office:

- Communicating with the general administrator of the wilayah.
- Providing administrative needs for the office.
- Providing and maintaining headquarters and vehicles.
- Assisting the team of the interior publishing to carry out their mission.

- Monitoring and following up [section]:

This section is in charge of communicating with the offices and Diwans inside the wilayah and cooperating with them to acquire media materials.

This section must be focused on for its important role on the work process of the media office, and to clarify it more for you, please see the example below:

If the military emir wants to communicate with the media office to convey to them information about an upcoming raid or operation, whom should he communicate with? There should be a person in charge of this matter. Also, if the filming team wants to coordinate regarding a specific project with any group inside the wilayah, and instead of them getting themselves busy with coordinating and scheduling appointments, the brother in charge of monitoring and following up should coordinate and schedule appointments for them.

- Duties:
 - Communicating with Diwans, groups and news sources, following their works, and conducting media coverage by filming team.
 - Directly connecting with military official of the wilayah and the emirs of companies to cover military activities inside the wilayah.
 - Connecting with the media personnel of sectors inside the wilayah.
- Interior media [section]:

This section is tied with the General Prints Committee in order to get from them the al-Maysarah DVD, DVD of releases and whatever gets produced by al-Himmah Library (leaflets, posters, books, booklets, flicks and al-Naba newspaper), and deliver them to the teams of interior media.
- Teams of interior media:
 - **Publishing and distributing team:** Among the duties of this team is to deliver media materials that have been produced to the soldiers of the Islamic State in headquarters, camps, ribat points and others. Also, to deliver them to the citizens of the Islamic State through media points, mosques, institutions, service Diwans, checkpoints, hospitals, Da`wah tents and others.
 - **Media points team:** Among its duties is to manage media points, monitor closely what has been produced and distribute it and play it [to the public].
 - **Flicks and posters team:** Install flicks and posters inside the wilayah.
 - **Al-Bayan Radio team:** Coordinate with the central radio [team] to broadcast radio inside the wilayah and record audio materials.
- Media production:
 - Filming team: Filming team is divided into two teams:
 - A. Main filming team:** This team is assigned to film and cover events take place inside the wilayah, document work of different groups and Diwans and prepare media projects.
 - B. Military filming team:** This team is assigned to film and cover military events that take place inside the wilayah, document what happens in ribat points and convey military stances to the Exterior Publishing Team.
 - C. Montage team:** This team produces filmed projects and turns them into video releases, and delivers them to the Exterior Publishing Team.
 - D. Design team:** This team produces wilayah designs.
 - E. Printing team:** This team makes copies of the daily news bulletins, al-Maysarah DVD and releases DVD and prints statements and delivers them to the Interior Publishing Team.

- Exterior media:
 - This team is assigned to manage the official account of the wilayah, framing news, preparing photo reports, individual photos and photos related to breaking news, communicate with the Central Media, and publish and download official releases on daily basis and deliver them to the Interior Publishing Team.

And God is He Who Grant Success and He Guides Us for the Right Path

Your brothers in the Media Monitoring Committee