

CORRIGENDUM 1

Frequently Asked Questions (FAQ)

1. How many events will take place every month?

Answer: The number of events varies every month depending upon the quantum of incoming visits and other meetings taking place. On an average 30-35 events take place every month.

2. What should be the strength of staff (Photographers, Videographers and Technical team) ?

Answer: A minimum of 2 photographers and 2 videographers are required on a daily basis. Ideally 3 photographers and 3 videographers are required. If there is requirement of more no. of photographers or videographers on a particular day, then the agency should be able to hire from outside. One photographer and one videographer should be available in the office at all the time as they have to move at a short notice also.

A technical team should also be available round the clock for coordination and support with the officials from the Ministry for giving support for online work(uploading, streaming, editing etc.) Ideally, all the requirements of the ministry shall be projected to this single point contact from the agency.

3. What should be format of the videos to be telecasted or recorded?

Answer: The videos should be of highest quality; HD format is the standard norm.

4. What are various venues where events take place?

Answer: The various venues where events take place on a regular basis are: Indira Gandhi International Airport, AFS Palam, Hyderabad House, Rashtrapati Bhawan, Various Hotels in Delhi, Jawaharlal Nehru Bhawan, South Block, Shastri Bhawan, Pravasi Bharatiya Kendra.

5. List of social media sites where live streaming is telecasted?

Answer: Periscope on Twitter, YouTube, Facebook Live.

6. What comes under "Maintaining of YouTube channel"?

Answer: It refers to the live streaming of videos, editing and uploading of videos on MEA YouTube Channel.

7. How many visits outside Delhi take place and what is the strength of media unit required?

Answer: The number of visits outside Delhi varies each month but on an average 7-8 visits can take place in a year. The number of media persons required also change according to the Conference or Event, on an average 2 photographers and 2 videographers are required but these numbers might increase if scale of meetings/events is high.