

F.I.A.F.
FEDERATION INTERNATIONALE
DES ARCHIVES DU FILM

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
IN HELSINKI
February 15 - 17, 1974

CONFIDENTIAL

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MINUTES OF THE EXECUTIVE COMMITTEE MEETING

MELBOURNE, February 15-17, 1974

Present : MEMBERS

V. Pogacic, President
 W. Kluge, Vice-President
 J. Kuiper, Vice-President
 V. Privato, Vice-President
 J. Ledoux, Secretary-General
 J. Stenklov, Treasurer
 P. Morris, Deputy-Treasurer
 E. Bowser
 K. Michalewicz
 S. Yelin

DEPUTY MEMBERS

A. Gough-Yates
 J. de Vaal

HONORARY MEMBERS

E. Lauritzen
 H. Volkmann

In attendance :

K. Razlogov, interpreter
 G. van der Elst, Executive Secretary

Apologies for absence had been received from Raymond Borde and Freddy Duache.

FIRST SESSION

President Pogacic, after having welcomed the attending members, acknowledged the absence of Mr Borde, Mr Buache, Mr Michalewicz, Mr Morris, Mr Yelin and Mr Volkmann. The last four were due to arrive later during the meeting. He then declared the meeting open.

1. APPROVAL OF THE AGENDA

The following draft had been distributed to the members :

1. Approval of present agenda.
2. Approval of the minutes of previous meeting.
3. Report of the Secretary-General : a) Secretariat
b) Membership questions.
4. Report of the specialized Commissions.
5. Report of the Treasurer.
6. Modifications of Statutes and Rules.
7. Projects on the way : Basic Manual for film archives.
8. Relations with other international organizations : FIAPF, UNESCO, ICA, etc....
9. Relations with Latin American archives.
10. Next General Meeting.
11. Any other business.

Mr Ledoux asked to change somewhat the order of the items to discuss because of the timing of some commissions' meetings which were being held parallel to the Executive Committee meeting. Therefore he asked that item 6 : Modifications of Statutes and Rules and item 8 : Relations with FIAPF, be discussed first. This was agreed and the agenda was then unanimously adopted.

2. APPROVAL OF THE MINUTES FROM PREVIOUS MEETING

The minutes of last Executive Committee meeting in Lausanne had been distributed to all the members. They were unanimously approved.

6. MODIFICATIONS OF STATUTES AND RULES

Mr Stenklev reported on the results of the meeting which the committee for the revision of the Statutes and Rules had held in Helsinki on the morning of this same day. The main question which had been examined was that of Membership.

The committee had agreed on the following principles to be examined by the Executive Committee :

- to stress the importance of "National" members, (but there could be more than one "National" member per country in certain cases),
- to suppress the category of provisional members,
- to keep the associate members, but call them Associates,
- to create a new category of "Observers" which would replace the former "Correspondents" and would be more widely open to all organizations interested in film preservation.

A new article trying to define the "Observers" (the members searched for a better word but could not find one) was read out by Mr Kuiper :

"It is the policy of the Federation to encourage the scholarly study and diffusion of knowledge about the film.

To implement this policy the Federation accepts for admission as "Observer" the following :

- 1) any organization pursuing the aims defined in article 4, which has not yet been able to install adequate facilities for preservation, or which is unable to pay the subscription required from a full member,
- 2) any organization having as the object of its activity research and scholarly study of the film,
- 3) any organization having as the object of its activity the collection of apparatus showing the evolution of film technique,
- 4) any non-commercial organization devoted to the projection of film for study purposes,
- 5) any committee, commission, or associations whose purpose is to create a film archive or museum,
- 6) any organization whose interest is in supporting the preservation of the film or the aims of the Federation."

Thus, the committee proposed that the Federation be composed of :

- a) members,
- b) associates,
- c) observers.

- The members, associates or observers would be accepted or rejected by the Executive Committee.
- It was also proposed that any membership be reviewed every 5 years.

Mr Ledoux explained that the Committee had decided to change the term of "Correspondent" in that of "Observer" to avoid any confusion with the term "Member". Presently there was too great a tendency in FIAF to say confusingly "Corresponding Members".

The observers would not have the right of vote but they would be able to participate in the work of the Federation by attending its congresses, exchange ideas and information, perhaps participate in the specialized commissions, etc.... They would pay the same fee as the former correspondents.

Every applicant to FIAF either as member or associate, should also have the "Observer" status first, at least for one year.

Mr Privato and Mr Gough-Yates objected to that last point. They said that if the categories were well defined, this was an unnecessary step which would only lead to confusion or ill feelings on behalf of those "Observers" who would be rejected when they applied for full membership.

But Mr Pogacic, and Mr Stenklev replied that it was impossible to admit an archive as full member from the very first year that they applied. It was absolutely necessary to have some delay to learn to know this archive ; and once an archive had been admitted as member, it was always very difficult to reject it. But this rule should not prevent the Executive Committee, in the practice, from accepting more readily as members film archives from countries where no other member yet existed than from countries where there was already one or more such institutions. Everybody agreed to that.

Mr de Vaal having asked how the status of the members would be reviewed every five years and if that involved a visit to the archive in question, the Secretary-General answered that it was the Executive Committee, which at a majority of two-thirds, would have to approve the renewals of membership. As for the visits to the concerned archive, normally it was not foreseen, but could be decided in case of doubt, by the Executive Committee. Otherwise this system would be far too costly.

Mr Lauritzen then asked whether the commission had examined the possibility to organize general meetings every two years only. Wouldn't it be too burdensome for an archive to host a General Meeting if the Federation included a lot more members and observers ?

Mr Ledoux replied that this had not yet been discussed by the committee and that it could be envisaged to have biennial General Meetings only if more power was given to the Executive Committee. Several members having insisted on the necessity for the members to meet every year, Mr Klaue repeated the proposals he had already made before, i.e. to hold administrative sessions every two years and symposiums or specialized congresses the years in between. He also supported the idea of prolonging the mandate of each Executive Committee to two years and giving it more authority, not only on membership problems. He ended by suggesting that some rights should be given to the observer's category and not only the right to pay, but the majority of the Executive Committee was against giving them the right of vote. Mr Stenklev added that if observers were asked a (small) subscription fee, it was for access to information.

Mr Ledoux then asked whether the Federation could accept "Observers" without any limitation. It was decided that their acceptance would not be automatic. Their application had to be examined first.

To conclude Mr Stenklev announced that his committee was going to meet again in Helsinki this same evening and the day after. It would try to adapt the Statutes to all these new ideas and would submit the new proposals to the members at least 15 days before the Congress.

8. RELATIONS WITH OTHER INTERNATIONAL ORGANIZATIONS : FIAPF

The Secretary-General reminded the members of the decision taken in Moscow to renew contacts with the Federation of Producers. Mr Kuiper had therefore exchanged some correspondence with them and proposed that he and Mr Ledoux would go and see Mr Gronich, representative of the MPAA, and one of the strongest members of FIAPF, in Paris.

Mr Ledoux had agreed to this and an appointment was about to be made. There was some argument because in his first letter to Mr Gronich, Mr Kuiper had not mentioned that he wanted to meet him on behalf of FIAPF and would be accompanied by Mr Ledoux.

Mr Kuiper explained that he had done so because it was just a first contact but that he intended to put FIAPF forward as soon as he renewed contact with Mr Gronich. Finally, it was decided that he would call Mr Gronich (who had already tried to reach him) from Helsinki and try to arrange an appointment for a few days later together with Mr Ledoux.

3. REPORT OF THE SECRETARY-GENERAL

a) Secretariat

The Secretary-General said that his report on the work of the Secretariat would be very short.

The workload had increased a lot because of the Periodical Indexing cards which were now printed in Brussels, but otherwise there was nothing new to report. Mrs van der Elst, in the absence of Mr Ledoux, had had the visit of Prof. Toeplitz.

b) Concerning the Bulletin, Mr Ledoux asked Mr de Vaal whether the Bulletin whose last issue, number V, appeared to be printed in a rather expensive way, would continue to be printed that way. But Mr de Vaal strongly reacted to that question and said that the cost of printing the Bulletin had been reduced by half, following the Executive Committee's decision.

It was now slightly more than \$ 5 per member.

Mr Ledoux having said that he had inquired about prices in Brussels and that it could be printed even more cheaply, although not as nicely, Mr de Vaal replied he had heard nothing of those investigations but that, if the Executive Committee decided so, he was ready to let the whole task of publishing the Bulletin be done in Brussels.

Mr Stenklev reminded that the yearly budget for printing the FIAF Bulletin was 30.000 BF and, as long as the Editor remained within these limits, no objection could be made. It was decided that the Executive Secretary would give Mr de Vaal the figures for printing the Bulletin which she had obtained in Brussels and he would make the final decision on the best way of printing, either in Brussels or in Amsterdam.

The Secretary-General then raised the matter of the film "Napoleon" whose complete version had been made in London by Kevin Bronlow with the help of some FIAF members' copies. He asked Mr Gough-Yates whether he had any news about this final version and its copies promised to the concerned members. Mr Gough-Yates, arguing that this topic should not come under "Report of the Secretary-General", asked to answer to this question later on.

This ended the first session.

SECOND SESSIONREPORT OF THE SECRETARY-GENERAL (cont'd)b) Membership questions

Mr Ledoux first announced that there had been changes in the direction of some archives : Mr Abaz Hoxha was the new director of the Albanian archive, Mr Pastuszko of the Polish archive, and Mr Youssef Gohar was back as the head of the Egyptian archive.

According to a decision of the Executive Committee in Lausanne, the Secretary-General had written to Cinemateca Uruguaya in Montevideo and Cinemateca Universitaria del Peru in Lima to inform them that they had to be deleted from the Federation for non-payment of their subscriptions for more than 2 years. But, almost the same day, the Secretariat received a letter from Mr Reynell Santillana, director of Cinemateca Universitaria del Peru, giving a report on his archive's activities and sending the proof that the archive had paid its subscription. Therefore, the Secretary-General again wrote to the Peruvian archive to annul his first letter and confirm that it was still a Correspondent of FIAF.

Dr Fioravanti, director of Cineteca Nazionale, had written to Mr Ledoux to inform him of the wish expressed by Istituto Luce in Rome, to eventually become a member of FIAF. He asked whether that would be possible. Mr Ledoux had replied that there would be no problem on the part of FIAF if Istituto Luce applied as an associate member.

The new governmental archive had recently opened its doors in Mexico. The Secretary-General had written to Mr Garcia Borja, its director, accordingly to the decision taken in Lausanne, and Mr Garcia Borja had replied by a telegram asking to attend the next FIAF Congress as observer. This question would be dealt with under item 10 : "Next General Meeting".

Mr Ledoux had also received a letter from Mr Claude Beylie informing him of the creatin of a new cinémathèque in Paris : the Cinémathèque Universitaire, and telling him of their intention to apply as Correspondent of FIAF. The Secretary-General explained that this organization which was highly recommended by Raymond Borde, was primarily a service to universities. They owned a few viewing copies but it did not seem that their main concern was preservation. He asked for the Executive's opinion on this possible candidature.

Mr Gough-Yates, Mr Stenklev and Mr Pogacic all said that, considering the new trend in membership rules which had been brought to light just the day before during the discussion on the revision of Statutes and Rules, it did not seem that the Cinémathèque Universitaire would be eligible. Their case was very similar to that of the Münchner Stadtmuseum and of the Freunde der Deutschen Kinemathek. It was therefore decided to inform Mr Beylie, if ever he made a formal application, of the Executive Committee's negative opinion.

Concerning the situation of the National Film Archive in the British Film Institute in London, Mr Ledoux reported that, after Lausanne, he had written to Mr Lucas to inform him of the Executive Committee's position on this matter. Mr Lucas had then come to Brussels to meet Mr Ledoux and explain the B.F.I.'s position again. He finally agreed not to pursue the idea of holding both the office of director of the Institute and that of curator of the archive. He said that a curator would be appointed but not immediately. He announced that a working-party had been set up to study the re-organization of the various departments of the B.F.I. and the N.F.A. and that this party included three members of N.F.A.'s staff. But to facilitate his personal position towards the Board of Governors of the B.F.I., he finally asked if FIAF could not make a gesture of good will and he suggested to make a statement which said that, within the frame of the Zagreb Resolution, the case of the National Film Archive was particular, and that if the structures of the archive remained as they were, FIAF's attitude towards its membership would also remain unchanged.

Mr Ledoux reminded the members that it was true the National Film Archive was in a way a special case and that, when the Zagreb Resolution had been drafted, this situation had been admitted on the condition that it did not get worse. Mr Gough-Yates also said that the strong line taken by the Executive Committee of FIAF in this present matter had very much helped the archive's position.

In conclusion, Mr Ledoux agreed to write a letter to Mr Lucas, confirming FIAF's position but saying that if the structures of the National Film Archive remained untouched, FIAF would consider the matter settled.

The Secretary-General had learned that there had been some changes at the American Film Institute Archives and he asked Mrs Bowser to report on them.

Mrs Bowser said she had learned recently through Anne Shlosser, librarian of the A.F.I. in Beverly Hills, that the A.F.I. planned to close its library. Mrs Bowser had immediately written, on behalf of FIAF 's documentation Commission, a letter of protest to Mr George Stevens, director of the A.F.I. In fact, this close was due to a severe economic crisis which the A.F.I. was going through. The library - following Mrs Bowser, but in contradiction with the organigram sent to FIAF - was not part of the archive, so there was nothing that FIAF could do, and it was decided to close the discussion on that matter.

Mr Ledoux then asked Mr Morris to explain the recent difficulties at the Canadian Film Archives.

Mr Morris, having first explained the legal situation of the archive vs. the Canadian Film Institute, said that during those last two years, the increasing pressure of the archive on the Institute's financial resources had recently led to a great deficit and a very critical situation.

The Institute had been attempting to raise additional funds but without results. Six weeks ago, it was suggested that funds would be available from the Public Archives of Canada, but it soon appeared that, in fact, the Public Archives wanted to buy the archive's documentation resources on a five years' instalment plan. The Institute then made a counterproposal (to sell the material which the archive had in duplicate) which was accepted, and the immediate financial crisis disappeared.

At this point, Mr Morris learned however that there was a policy proposal from the Public Archives to the Government, in which it was claiming to have total responsibility for film archives in Canada. There were two points in this policy proposal about which the Canadian Film Archives as well as Cinémathèque Québécoise were very much concerned :

- a) that the existing film archives had not been consulted,
- b) the question as to whether a national archive (paper archive) was the logical agency for archival activities in relation to the art of cinema.

There was a wave of protest amongst the concerned people and organizations when this policy proposal was known, except on the part of the Canadian Film Institute which was primarily concerned with its financial problems, so that this move now seemed momentarily detained. But this situation had shown that there were problems about the position of the archive within the Institute. Their interests did not always coincide and, when it came to the heart of the matter, the Board of Directors of the Canadian Film Institute had the ultimate authority. The present crisis was therefore very serious.

The Secretary-General having asked Mr Morris what FIAF could do to sustain the Archives, Mr Morris asked to have some delay to think about it, and the discussion was postponed until the next day.

4. REPORT OF THE SPECIALIZED COMMISSIONS

Cataloguing Commission

Mr Klaue had distributed a written report which read :

1. The Draft Manual on Film Cataloguing was presented to all members at the 1973 Congress, for assessment. The members were invited to send us their views on the draft, by 31st October, 1973.
2. Replies were received from the following member archives :
 - Nederlands Filmmuseum
 - Cinémathèque Royale de Belgique
 - Imperial War Museum
 - National Film Archive
 - Museum of Modern Art
 - Gosfilmofond
 - Library of Congress.
3. At the recent Cataloguing Commission Meeting held from 22nd to 24th January, 1974, near Dubrovnik, Yugoslavia, the following items were dealt with :
 - discussion of the views expressed by the archives and incorporation into the manual,
 - completion of the manuscript,
 - future work of the Commission.
4. The Commission members drew the following conclusions :
 - 4.1. The views of the members archives were discussed and incorporated into the manuscript of the manual. All members that contributed suggestions and ideas to the revision of the draft will receive a letter in which the Chairman of the Cataloguing Commission will thank them for their co-operation.
 - 4.2. Completion of the manuscript :
 - completion of the revised version by 20th May,
 - editorial revision of the manuscript by the English speaking Commission members, by October.
 - 4.3. Obtaining survey:

endeavours will be made to win two of the following persons to write a survey, Prof. Marwick, Jay Leyda, Prof. Dr. Rose, Thorold Dickinson, John Maddison.

4.4. The Commission's future work :

- a) definition of filmographic terms -
this requires coordination with the IFTC Commission -
responsible for the draft : Mr Penn -
- b) dictionary of filmographic terms -
(in about 25 languages) -
responsible : Staatliches Filmarchiv der DDR -
- c) summary of a statement of affairs on the preparation
of electronic data processing in some member archives -
responsible : Mr Klauke -
- d) exchange of filmographic information -
the Commission felt that this required careful
consideration and reflected on a number of items, thus :
 - nomination of archive staff who will be able to
supply filmographic information,
 - making use of the FIAF Bulletin to ascertain
filmographic data,
 - annual inquiries to be conducted among members on
available national filmographies
 - revival of the project of a bibliography of the
most important filmographic sources -
- e) list of abbreviations of filmographic terms -
responsible : Mr Penn, Mr Holman -
- f) reconstruction of classic films -
 - preparing a survey covering all films that have
been reconstructed,
 - summary to be prepared in co-operation with the
Documentation Commission, if possible, of a list
of available scenarios of classic films,
 - bibliography of shot-lists of important films.

5. The Commission asks the Comité Directeur for approval
of the following decisions :

- 5.1. Nomination of Mrs Aveney, Library of Congress, as the new
member to the Cataloguing Commission, to replace
Dr Montesanti.
- 5.2. Suspension of the sale of the Draft Manual on Film
Cataloguing in order not to diminish the distribution of
the final version.
- 5.3. Printing of the final version :
 - in English,
 - standard size : A 4,
 - number of copies : 2.000 copies,
 - price : 10.00 US dollars,
 - distribution : recommendations will be given by
the Commission,
 - printing : shall be made on making use of the technical
facilities of the Secretariat, if possible.

- 5.4. Inquiries among the member on the following items :
- national filmographies,
 - reconstruction of classic films,
 - computerisation.
- 5.5. The Cataloguing Commission suggests to prepare a bibliography of shot-lists of important films, as a possible FIAF project.
- 5.6. The Cataloguing Commission recommends to the Comité Directeur to consider training of cataloguers for one of the next summer schools.

There was some discussion on point 4.3. (survey or introduction for the manual) because it was felt that the proposed names were not appropriate to the aim foreseen. Mr Ledoux thought it would be better to ask someone in the cataloguing field rather than a film historian. But Mr Klaue explained that it was necessary to have someone who was both a cataloguer and was familiar with film. The librarian approach of cataloguing was fundamentally too different from that of film cataloguers. It was therefore decided to try to have two introductions to the manual, one by a film historian and one by a cataloguer. The name of Bernard Chibnall was cited.

Mr Klaue then asked the Executive Committee's approval for point 5. Paragraphs 5.1., 5.2., 5.4., 5.5. and 5.6. were approved. As for paragraph 5.3., it was decided that the manual should be printed by a professional publisher.

Mr Klaue also raised the matter of the Commission's financial problems, but it was decided to discuss this under item 5 : Report of the Treasurer.

Documentation Commission

Mrs Bowser made a short verbal report of the decisions taken at the recent meeting of the Commission in Amsterdam. Because of the financial crisis at the American Film Institute, it was feared that Anne Schlosser would no longer be able to serve as member of the Commission. It was decided however to wait until the next meeting to accept her resignation.

The project : "Proposed guidelines for describing unpublished script" was ready to be published. It was agreed that it would be printed on FIAF's offset machine at the Secretariat.

The next meeting of the Commission would probably be held in Potsdam at the invitation of Staatliches Filmarchiv der DDR.

Mrs Bowser then asked that the discussion on the International Index to Film Periodicals be postponed until the next day, after she had time to meet with the sub-committee in charge of the financial aspects of that project. This was agreed.

Copyright Commission

Mr Kuiper asked for the approval of the Executive Committee on the following list of members for the Commission : John Kuiper (chairman), J. Ledoux, W. Klaue, K. Gough-Yates, and Neville March Hunnings as legal adviser. This list was approved.

Mr Kuiper then announced that the next meeting of the Copyright Commission, the first to be held after the death of Ernest Lindgren, would be held in Helsinki on February 18.

THIRD SESSION

5. REPORT OF THE TREASURER

Mr Stenklev had distributed a general report, together with the financial report for 1973 which he planned to submit to the members at the General Meeting in Ottawa, and a separate report for the accounts of the Periodical Indexing Project.

Commenting on those reports, he said that, on the whole, FIAF's finances were very sound. He asked however to have a general discussion on the question of financing the specialized Commissions which would probably cause some difficulties in 1974. He also asked to discuss separately the budget and accounts of the Periodical Indexing Project which, in his report, showed a deficit of + 200.000 Belgian francs, covered by a loan of FIAF's main account.

Concerning this last point, Mrs Bowser explained that, if one considered the list of debtors and creditors of the Project which was added to the accounts for 1973, the financial situation of the P.I.P. was not so critical as it looked ; indeed, one could even expect a small surplus. Mr Stenklev agreed but said that his report covered only the year ending December 31, 1973, and that he did not hold this piece of information at the time of drafting the accounts.

He concluded by saying that he had not yet been able to prepare the budget proposal for 1975 because he did not yet have sufficient information on the amounts that would be needed, especially for special operations, and he asked to start a discussion on the Commissions' budget, to establish the general principles and procedures involved. There were two proposals :

- a) that at the beginning of each year, the heads of the Commissions should be given the control over- and free use of a certain amount of money equivalent to one fourth of the total sum foreseen for Commissions, since there were presently four Commissions. If ever an additional expense proved indispensable, the head of the Commission should apply to the Executive Committee for this sum. This system had the advantage of simplifying the procedures both for the Commissions and the Treasurer ;
- b) that we continue with the present system, i.e. to establish in

the yearly budget a global amount for all Commissions, administered by the Treasurer to whom the Commissions would apply for the money they needed, whenever they needed it, within certain limits.

Mr Ledoux said it was still possible to organize meetings of the Commissions on the budget, established in 1970, of \$ 20 a day per person for a maximum of three days, and this without having to depend on an inviting archive. He advocated this system because the activities of the Commissions, and consequently their needs for funds, varied very much from one year to the other and it should be made possible for the Treasurer to administer the total funds following these needs. Of course, it was not possible to include in this budget the possible costs of translation or tape-recording, nor travel costs for experts.

Mr Stenklev said he agreed for the time being to go on with this procedure but he said that the amount foreseen in the budget for 1974 was not sufficient and he proposed to raise it by 50.000 BF. This was agreed. He also asked the four Chairmen of the specialized Commissions to inform him as soon as possible of their plans for future meetings both in 1974 and 1975.

Mr Morris then asked whether, in revising the Statutes and Rules, it would not simplify matters for the Treasurer to change the dates of the financial year and make it start in the middle of the year (two weeks before the annual Congress, for instance). Everybody agreed that this was a good proposal and the Committee on Statutes and Rules promised to examine it.

8. RELATIONS WITH OTHER INTERNATIONAL ORGANIZATIONS (cont'd)

FIAPF

Mr Ledoux announced that Mr Kuiper had been able to arrange a meeting in Paris for the following Wednesday between Mr Gronich and the two of them. He therefore asked the Executive Committee to have a discussion on the principles which they would have to defend vis-à-vis the representatives of FIAPF, and essentially to examine again the two "draft agreements" prepared, one by Mr Lindgren and Mr Ledoux on behalf of FIAF and the other by the producers' association. The two documents had been sent to all FIAF members with a request for their comments, but Mr Ledoux wanted to know whether the members of the Executive Committee were still ready to confirm the terms of the FIAF draft.

Mr Gough-Yates said that the text was unclear on some points, but Mr Ledoux replied that this had been done on purpose because of the disparity of conditions in which FIAF archives had to function. A very precise contract would have been impossible to carry out on some point or another by most archives.

Mr Morris proposed that FIAF and FIAPF prepare a compromise between the two existing drafts, a set of minimum conditions to which both could agree and, if it proved impossible that both Federations take the responsibility for all their members -

which seemed to be the case -, that this compromise serve as basis to a model agreement which national producers' associations would then sign with individual archives if they wanted to.

Mr Pogacic said we should decide whether FIAF could or not take the responsibility for all its members, but the question remained unanswered.

To a question of Mr Yelin, Mr Ledoux replied that the "draft agreement" which would be proposed to FIAPF, would of course first be submitted to the General Meeting.

Mr Kuiper added, to conclude, that the meeting with Mr Gronich in Paris had in no way a decisive character. It was only a meeting organized to resume contact between the two Federations, following the decision taken by the General Meeting in Moscow.

UNESCO

The contract which FIAF had signed with UNESCO for a "World Survey on the Systematic Preservation of Films" had been completed by the Canadian Film Archives and accepted by UNESCO. As there seemed to be a few minor mistakes, Mr Ledoux proposed that each FIAF archive should receive a copy of the text relating to them and should check it up very rapidly. This was agreed, on the condition that UNESCO agreed to wait before publishing the survey.

I.C.A.

Mr Ledoux reminded the members that, in Moscow, our request for affiliation to the International Council on Archives had been rejected by the members for lack of information. It had been decided to submit the matter again to the General Meeting in Ottawa but, before that, to send the members as much information as possible on I.C.A. These documents would be sent out by the Secretariat in a few days.

Mr Pogacic having again raised the question of the necessity for FIAF to be a member of I.C.A., Mr Ledoux and Mr Klaue explained that, as more and more public archives got interested in film and other audio-visual material, it was useful for us to have close links with this organization and that our affiliation as member was the only effective way to benefit of these links. They added that we should in counterpart ask I.C.A. to become Correspondent or "Observer" of FIAF whenever this status would be foreseen in our Statutes. This was agreed.

I.F.T.C.

Mr Klaue had distributed a written report on his participation to I.F.T.C. Conference on the "Cataloguing of Audio-visual Material" which had been held in London in November 1973. In the official document published by I.F.T.C. after the Conference, Dr Roads was mentioned as the FIAF representative on I.F.T.C. Since it was Mr Klaue who was and had always been FIAF's delegate to this organization, it was decided that Mr Pogacic would bring a formal letter of the Executive Committee to the meeting of the I.F.T.C. Bureau which he was going to attend a few days later, to make that point very clear.

Mr Ledoux thought that FIAF should withdraw from I.F.T.C. but Mr Klaue insisted that we stay, even though their activities were until now extremely limited and seemed useless to FIAF, because it was the only formal link we had with UNESCO and it was sometimes the only practical way to be informed of the possibilities to receive UNESCO funds for some projects.

Mr Pogacic asked whether he should make some concrete proposals on behalf of FIAF to the I.F.T.C. Bureau. The answer was negative.

7. PROJECTS ON THE WAY : BASIC MANUAL FOR FILM ARCHIVES

Mr Pogacic reported that he had received from the various contributors to the Manual all the chapters which were foreseen. Unfortunately, because of internal difficulties, Jugoslovenska Kinoteka had not yet been able to work on this draft nor to reduce the chapter on Cataloguing. He proposed to appoint a small (3 persons) sub-committee to edit the received material and to put it into good English. Mr Ledoux however thought it would be preferable to publish the available texts in a draft from first, as we had done with the Cataloguing Manual, and to distribute it to the members which would then be asked to give their ultimate comments.

Mrs Bowser then said that R.R. Bowker Company had expressed interest in the possibility of publishing this Manual. Peter Morris therefore offered to help prepare the English-language version in order that it might be possible to offer it even in the draft stage for the consideration of this publisher. The draft could then also be distributed to the members. Mr Yelin, on behalf of the Cuban archive, offered to translate it into Spanish and said that Latin-American archives were anxious to see it published as soon as possible.

11. ANY OTHER BUSINESS

The Secretary-General reminded the members that the next General Meeting would have to vote on the nomination as Honorary-President of Mr Jerzy Toeplitz, proposal which had been made by Mr Pogacic and himself at the General Meeting in Moscow, together with the proposal to nominate Mr Ernest Lindgren as Honorary Vice-President. FIAF Rules, adopted in Bucharest, foresaw that such a vote could only take place at the General Meeting following the year when the proposal was made. Considering the circumstances of Mr Lindgren's illness, a decision on the principle had been voted, but it was necessary now to confirm it.

Several members having raised the objection that the position of Honorary President (nor that of Honorary Vice-President) was foreseen in FIAF's Rules, a vote ensued on the following proposal: "Shall we introduce the position of Honorary President in the Statutes and Rules?".

Results were :	- for	3
	- against	6
	- abstentions	2.

Mr Morris then proposed to nominate Mr Toeplitz as Honorary member of FIAF. This was unanimously accepted.

FIFTH SESSION

REPORT OF THE PRESERVATION COMMISSION

Mr Volkmann reported that, at their last meeting held in Bucharest in December 73, the Commission had worked on the final version of the Manual on the preservation of colour films. It was now almost completed and Mr Volkmann had planned a meeting in March in Belgium to adopt this final version which could then hopefully be distributed, in German, at the Ottawa Congress.

The National Film Archive of London agreed to help with the English version when it was ready.

The Commission also announced plans to meet in April in Amsterdam to discuss the preservation of magnetic records, the first draft of the manual to be ready by the end of 1974.

For both these meetings, Mr Volkmann required the help of interpreters. This request started a discussion on the budget of the specialized Commissions. After Mr Stenklev, the Treasurer, had received from Mrs Bowser, Mr Klaue, Mr Kuiper and Mr Volkmann an approximate estimation of the expenses which they foresaw for the meetings of their Commissions in 1974, he said he hoped it would be possible to manage within the limits of the 130.000 Belgian francs which had been allocated to this particular item earlier during the discussion on the Treasurer's report. Details would be settled in particular between the heads of the Commissions and himself.

REPORT OF THE DOCUMENTATION COMMISSION (cont'd)The Periodical Indexing Project

Mrs Bowser reported that she had had, here in Helsinki, a meeting with the sub-committee chosen in Moscow to handle the matter of the contract with the editor. This sub-committee composed of Mr Gough-Yates, Mr Ledoux, Mr Stenklev and herself had discussed whether or not to renew Michael Moulds' contract. The majority (Mrs Bowser had voted against) recommended not to renew it. Karen Jones would be asked to take it over, in London, as of the 1st of May.

The finances of the P.I.P. for 1974 had also been examined by the sub-committee. Mrs Bowser said it was doubtful that the budget approved by the Executive Committee in Lausanne could be met without a deficit, especially because of the costs involved in moving the card distribution service from the FIAF Secretariat to London. The sales of the 1972 volume by the publisher R.R. Bowker had been disappointingly low. On the other hand, the editorial contribution for 1973 would be higher because the raise in payment from 10 dollars to 15 dollars per page had been confirmed.

The Commission had made some changes in the indexing project in the hopes of bringing in more subscriptions for the card service as well as increasing the sales of the annual volume. It was decided that the filmographic periodicals Variety (film reviews only), Monthly Film Bulletin and Film Facts should be indexed by the editor, and that the minor language periodicals should be indexed selectively for the card service only, while they would continue to be fully indexed for the annual volume. It was also decided to offer a reduced-price subscription to the index of the English-language periodicals only.

The Treasurer, while underlining that the P.I.P. stood financially on thin ice for the year to come, recommended the Executive Committee to approve the changes and to give those responsible for the project the opportunity to sort things out. He also proposed to set a limit of 150,000 BF to the deficit which could be accepted by FIAF. This was unanimously agreed.

Mr Ledoux said that, while he agreed that Karen Jones was the best editor FIAF could have for the Periodical Indexing, he was concerned about taking away from an archive one of its best collaborators. Perhaps it was Mrs Jones's own choice, but he still thought it was not fair for FIAF to take advantage of this. Mr Stenklev said he had talked about it with Mr Monty who accepted the situation.

Mr Klaue asked whether a formal link now existed between the National Film Archive and the P.I.P. in London, but Mr Gough-Yates replied that such link did not yet exist. He had until now fulfilled the tasks given to him in Lausanne, i.e. to investigate the matter of accommodations for establishing the project entirely in London. The B.F.I. could not find room inside its premises, so we would now have to rent an office outside the archive.

The Executive Committee decided to give Mr Gough-Yates some formal responsibility and asked him to be the representative of FIAF for everything which concerned the setting up of the project in London. Mr Gough-Yates accepted.

At this point of the session, Mrs Suomela joined the meeting.

9. RELATIONS WITH LATIN-AMERICAN ARCHIVES

Mr Saul Yelin had distributed to the members a set of documents which included a report on the situation of the Cinemateca Universitaria de Chile, a report from the Secretary-General of UCAL to FIAF and a list of film titles proposed for UCAL's pool. He also gave a short oral report on the situation of some Latin-American archives.

Commenting on Pedro Chaskell's written report, he underlined that it included some concrete proposals of collaboration between FIAF and UCAL.

1. To create a central fund of Latin-American films in an archive where their safeguard could be assured, by copying the films which existed in the various archives.
2. To establish a circulation pool of classical films to be put at the disposal of UCAL archives by FIAF. UCAL proposed a list of films, asking for 16 mm prints with Spanish subtitles.
3. To make a list of holdings of Latin-American materials in other archives. Cinemateca de Cuba is willing to be the central repository for the information.

Mr Pogacic proposed to circulate amongst all FIAF members the list of film titles suggested for the pool, but Mr Ledoux objected that this list was not realistic because it was composed mainly of titles for which the FIAF archives did not hold the rights and could not get them. He thought it was therefore useless to circulate it.

Mr Private and Mr Klaue said however that, even though the list was not perfect, we should try to be more cooperative with UCAL's proposals. Some cases of copyright in this list could be solved. It was also possible, when circulating the list, to ask for additional or alternate proposals. The main problem, in their opinion, was to contribute 16 mm prints with Spanish subtitles.

Mr Yolin said that unfortunately it was essential to have Spanish subtitles. Cinemateca de Cuba did not have the means to do this subtitling but they could, if necessary, provide the raw stock for this work.

The decision was to circulate the list among FIAF members with an introduction reminding the members that the sending of the films was of course subject to the authorization of the copyright owners and that members were welcome to make alternate suggestions.

10. NEXT GENERAL MEETING

Mr Morris reported on the plans for the 1974 Congress to be hosted jointly by the Canadian Film Archives and the Cinémathèque Québécoise. The draft agenda was studied, and it was decided to adjust it to allow for one session of Open Forum.

Mr Morris also announced that the Symposium on Methodology of Film History, which would be chaired by Eileen Bowser, would be extended to a full day and that a limited number of non FIAF observers would be permitted to attend this session. The Symposium on Film Archives and new preservation techniques, which would be held in Ottawa on May 21, would be based on Ralph Sargent's survey on new techniques for image storage and retrieval. This report would be sent to all members at least two months in advance, so that they could study it.

Mr Klaue and Mr Ledoux having asked what contribution would be requested from the FIAF members to the Symposia, Mr Morris answered that certain members would be invited to write papers and that they would be advised in good time.

Mr Ledoux asked whether this opportunity should not be used to organize a gathering of North-American film historians but Mrs Bowser and Mr Morris said they did not foresee to restrict it to North-American papers.

The request to attend the Congress by the following observers was then examined :

- Hiram Garcia Borja : yes
- Cosme Alves Neto : yes
- Sam Kula : yes, but on the condition that the Secretary-General write a letter to the Federal Archivist of Canada who had submitted Sam Kula's application asking some information on the film archive which Mr Kula was supposed to represent.

There being no other business to discuss, Mr Pogacic declared the meeting closed.

SPECIAL SESSION

A special session was held on the evening of February 17 to draft a resolution in the interests of the Canadian Film Archives in Ottawa, in its struggle to maintain its independence.

This resolution read as follows :

"Considering that the cinema is a unique art form and medium of communication, the Federation affirms the principle that film archives should be autonomous bodies concerned solely with the moving image and related material and not be part of a larger entity which is not dealing exclusively with the cinema.

If a national archive considers it has responsibilities in relation to film, the Federation recommends that it restricts its film archival role to its existing areas of specialization. The Federation believes that archival activities in relation to the art of cinema should, in any case, be handled by a film institution independent of other archival control."

It was unanimously adopted.

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