

MINUTES

Mrs WIBOM, President, formally opened the meeting. She regretted the absence of Mrs Maria Rita GALVAO and Mr P K NAIR and welcomed Mr Kula who was attending for one day as an Observer and hosting their first lunch. She brought greetings from Mr Lauritzen and passed the floor to Mr DAUDELIN, the EC's host in Montreal for information about the city, etc.

1 ADOPTION OF THE AGENDA

The proposed Agenda was formally adopted.

2 APPROVAL OF THE MINUTES

The Minutes were approved.

3 MEMBERSHIP QUESTIONS

3.1 Report of the Working Group on Membership

Mr FRANCIS reported on the October meeting of the Working Group on Membership of Cinema Museums and Specialised Collections, attended by Mr KLAUE, Mrs ORBANZ, Mr MONTY and himself (as Chairman) together with Mrs VAN DER ELST, whom they had co-opted as she was probably more informed on membership problems than anyone in the Federation. They regretted that MM ROSEN and DIMITRIU were unable to attend as the Group members had been chosen to represent the full diversity of views in a preliminary Discussion Paper that would identify the problems and some possible solutions.

He began by thanking Mrs VAN DER ELST for the wonderful hospitality in Brussels and for her very valuable contribution to their work, including preparation of the Minutes now before the EC.

The main purpose was to consider FIAF's future membership policy in view of the huge number of organisations which might want to join. In general terms, they felt they wanted to encourage any organisation that had "preservation" (of film or film related material including documents and artefacts) as one of its "main" aims, to have some formal relationship with the Federation. They recognised however that this would probably imply some new categorisation of membership and possible restructuring of the Federation to cope with the large numbers and wide range of organisations that might then apply, possibly doubling its present numbers.

There were many practical factors to be considered:

- terminology
for example, how to describe various categories or levels of
 - "preservation"
 - "membership" (? members, observers, affiliates, associates, etc)
- workload
A major increase in numbers would imply a substantial increase in workload for:
 - the Officers of the Federation, especially the President and Secretary-General, who were already heavily burdened. Any increased load would make it difficult to meet their obligations to both FIAF and their own archives
 - the Secretariat, which was already fully loaded.
- communication between "members" (all categories)
- time scale for introducing change
According to the Rules, a minimum 2 year period was required. It would of course take longer if they were unable to agree either in the EC or the GA on the changes wanted.
- policy on existing and new applications
Decisions were needed on how to handle these in the interim period, bearing in mind some had already been outstanding for some time..

The Working Group's suggestions for membership categories were as follows:

- "Members"
organisations that had "preservation" of "national film production" as a main aim
- "Provisional Members"
organisations that would expect to qualify as full members.
- "Observers" or "Affiliates"
Organisations that would not qualify as full members but have as one of their main aims "preservation" of one of the fields (formerly) defined in Article 1 (eg artefacts or documentation). Typical Observers might be film museums, non-fiction archives, supranational archives, research centres, specialised collections, etc.

Organisational changes suggested were as follows:

- national representation at the GA
A single voting member would be chosen by the members, observers, etc of the country concerned and responsible for coordinating and controlling relations between members, observers, etc within that country. This was the solution adopted by international organisations, like IFLA and ICA, which had much larger numbers than FIAF. The Group felt that, with the growth of regional or national groups (eg FAC) and linguistic groups (the Francophones), there was much

- more cooperation at regional or country level than there used to be, so perhaps the concept of national representation would now be more acceptable. This would relieve pressure on the centre by allowing many administrative matters to be handled at national level.
- New Admissions to the Federation
Systems for admitting Observers and recommending Members would remain unchanged.
 - Officers and Executive Committee
EC membership on an individual basis.
President and Secretary General nominated by all Members
Voting for EC elections by national representatives only.
Treasurer nominated from 11 ordinary members
 - Specialist Groups for Observers
To make it attractive for Observers to join and meet with others of like aims, set up specialist groups that would meet at the GA.
Each group to have some representation on the EC, perhaps via "Observer-Delegate" (using word "observer" to mean non-participant)
 - GA Organisation
Plenary sessions at the beginning and end with Specialist Groups meeting in the middle.
 - EC Representation for Provisional Members
One member of the EC to be appointed to represent their viewpoint and look after their interests.
 - Subscriptions
Modification so that Provisional Members would pay very low sum in the first two years but substantial increases in later years so there was no advantage to remain provisional.
 - Change of Status
Observers whose aims changed so that they became eligible could apply for Membership after 4 years.
 - Reconfirmation process
Perhaps it was not the best way to identify problems and achievements. Annual Reports and contributions to the Bulletin were often more revealing. However, formal reconfirmation was sometimes a valuable way for archives to establish/improve their position within a larger organisation. Minimum reconfirmation could be completion of form, with option for more complete process if useful to the archive concerned. FIAF should emphasise that it is keen to assist individual organisations with their problems, needs or concerns.

Before the main discussion, Mr KLAUE mentioned that the Group had discussed a lot of other issues (including possible regionalisation) that were not in the position paper.

In response to Mrs WIBOM, Mr FRANCIS confirmed that they thought the Federation could well double its numbers if these suggestions were adopted. Even with no change, he thought there could be a substantial and continuing increase in numbers.

Mr BORDE, who had not had a chance to see the paper before, felt it was potentially explosive. He recognised that the Group had been asked to find a way to accommodate specialists archives without swamping the Federation but was afraid of dictatorship by national representation which would destroy the equilibrium existing amongst archives of differing structures.

Mr ROSEN agreed and could not see how it would work in the USA. He had identified 6 issues in the Report:

- 1 to encourage Observers to become Members if they were qualified.
- 2 to accommodate a plurality of organisations without swamping the Secretariat
- 3 to protect the prerogative of true archives in the areas of access to collections and to relieve them of pressures to make materials available.
- 4 to associate within FIAF institutions concerned with film preservation whether or not they were fully-fledged film archives
- 5 to make reconfirmation simpler and more elegant
- 6 to avoid the arbitrary exclusion of potential members.

He agreed with some of the proposals, particularly the idea of finding some way of associating with FIAF a variety of other organisations who could benefit from its knowhow, but felt this could be achieved without such fundamental changes to the membership structure which would introduce very real practical problems, as for instance:

- national representation
In the United States, there was considerable and harmonious coordination among the institutions which collectively held the national collection but it would be difficult, if not impossible, for them to speak with a single voice. He saw it as politicisation which would create many additional difficulties.
- representation of specialist groups on the EC
He felt the different groups (for example museums and university collections) had little in common so this would create problems and conflicts if they were to have single representation
- loan of archive material as an exclusive membership prerogative
Clarification was needed on mechanisms for different circumstances.
- point 10: members cannot refuse to exchange material
This needed rewording as the major reason for refusal was lack of money.

In responding to the opposition to national representation, Mr FRANCIS pointed out that at present the countries with several member archives, each with a separate vote, were by their numbers alone influencing the composition of the EC and the direction of the Federation. Now that the Federation covered most of the world he suggested that national representation would be much fairer. Mr ROSEN recognised that it might be more democratic but felt it introduced too many practical disadvantages to be workable.

Mr CINCOTTI was impressed by the quality of the Report but pointed out that last time they revised the Statutes and Rules the category of Candidate Member had been proposed and rejected. National representation would require a lot of thought: they had it in the 1950's when he recalled the 3 Italian archives had had one third of a vote each but it had not been easy and had not lasted.

Mr DAUDELIN felt the idea of national representation was a retrograde step and would be damaging to FIAF's dynamism by giving privilege status to state-funded archives. He felt it was possible to find satisfactory practical solutions without making such a drastic political change.

Mrs BOWSER also recognised the difficulties of national membership, adding that, even if they agreed to rotating representation from one country, there would be major problems for the other archives in justifying their travel budgets for attendance at FIAF meetings and they would lose their annual communication with other members which was so important. She agreed they needed a better way to communicate with non-film preservation archives and liked the idea of having smaller groups meeting during a Congress. The American FAC-TAC group had started off small but now welcomed anyone who was interested in archiving so the main group was very large and the FIAF members had to break away to have meetings to discuss their common concerns.

FIAF did not necessarily have to follow the model of other international organisations, especially as it was not clear that they functioned any more effectively. At present FIAF was an active working group, reaching across all political boundaries and she thought it would be a mistake to make any drastic changes in a structure that was working well.

Mr KLAUE noted that no politics had been involved in recommending national representation but recalled that politics had led to its being abandoned last time when, in the 1960s, they had not known how to classify the Deutsche Kinemathek and had reverted to individual representation. He acknowledged that maybe it was too early to consider national associations but pointed out

that, although many members of the EC came from countries with several member archives, this did not reflect the situation in the GA and so was not a problem for many. They had hoped that by suggesting national associations they could devolve from FIAF to the countries concerned the problems of defining rules and principles for cooperation and selection of a permanent or rotating representative.

However, even if they decided not to go ahead with national representation, the EC should advise the Working Group on which proposals to develop as, once they had been agreed in principle within the EC, they would need considerable preparation before they could be put before the Lisbon GA. In particular, there were a number of possible affiliates waiting for an answer from the Federation and more would appear.

Mr KLAUE then invited EC reaction to 3 specific points:

- Specialist group meetings at Congresses

After the experience of the Paris Congress, where delegates came from all over the world yet had very little time to meet and discuss their particular problems, he was convinced it was necessary to pursue the idea of making time for professional discussion on specific demands and interests eg exchange of film programmes, film museums, problems of developing countries, etc. He felt they could follow the example of international organisations like IASA and IFLA which had permanent working groups and provided space during congresses for these groups to meet and discuss their specific problems.

- Provisional Membership as temporary state

He thought it important to reconsider the construction of membership and the idea that Provisional Membership was for a limited period only, after which one became either full Member or Observer. The Group felt it would be particularly helpful for developing countries and developing archives.

- International Balance within the EC

Several FIAF members felt that the more member archives there were from one country, the more that country had an unfair voice in elections and consequently on the EC. Even if one continued the system of individual representation, perhaps they could restrict EC membership per country to one or two.

At the suggestion of Mrs VAN DER ELST, the EC set aside the question of national representation and considered the remaining points in the Report, starting with Point 8 (English version).

Point 8: Membership qualifications

Mr ROSEN suggested there should be two criteria: one, that 10% or "a

significant percentage" of one's budget was committed to preservation; secondly, that the nature of the collection, the scope of preservation and access had a "national" dimension. He felt it would provide the opportunity to exclude from full membership archives that were purely regional or too limited in scope.

Several members mentioned that the Statutes already used the phrase "national level". Mrs ORBANZ said however specialised or regional the collection, the significant criterion should be the spend on preservation. Mr ROSEN felt his proposal would exclude geographically restricted archives but not documentary and other specialised collections (eg ethnographic) which certainly had a national dimension. Mr FRANCIS felt nearly all regional archives would be able to claim a "national dimension", especially if they had any fiction film at all. Certainly in the UK, the regional archives were all spending a fair amount of money on preservation and could argue a national dimension. He was against the idea as it was not easy to define, whereas admission based on spending a fixed percentage of the budget on preservation or observing the FIAF storage recommendations left no room for argument.

Mrs BOWSER welcomed the strictly objective criteria which would be an enormous help in dealing with the authorities in one's own country.

The EC approved the idea of giving existing members a period of 5 years to adapt to these new conditions. Later, Mr CINCOTTI suggested the alternative "have received government assurances" should be dropped as it was easy to make promises that were never kept. Mr FRANCIS observed that in building major storage facilities, 5 years was a relatively short timescale. The EC then adopted Mr CINCOTTI's suggestion that the period should be reduced to 3 years, with possible renewal to a maximum of 6 years.

Later in the discussion, in response to Mrs WIBOM, Mr FRANCIS suggested it would be quite easy to check whether 10% of the budget was actually being spent on preservation. If it was not obvious from the Annual Reports or other documents, the EC could ask for lists of material that had been produced with the money spent.

Point 9: Temporary loan of archive viewing prints is an exclusive membership privilege. Provisional Members and Observers can exchange but not receive viewing prints on loan.

Mr FRANCIS explained that the point was to encourage all potential members to become Members and to increase the difference between Members and Observers. Previously the emphasis had been on the value of exchanges but he felt the ability to borrow viewing prints was much more valuable.

Mrs BOWSER and Mr ROSEN both made the point that ensuring exhibition of international films (whether in archives, at Festivals or Retrospectives) was one of their missions and helped convince funders and governments of the importance of preservation work. Mr ROSEN agreed that it was understandable that archives should seek that those who were not accepting the burden of preservation should not enjoy the benefits of world programming but some sort of protection was already in the Statutes which required the approval and cooperation of a Member in the country concerned.

Mr KLAUE noted that they needed to consider their attitude to other possibilities: loans between observers, between provisional members and observers, and from provisional members or observers to members.

Mr ROSEN pointed out that if such loans were to continue, then the words "exclusive membership privilege" was inappropriate. They could perhaps stress that "loans to observers would have to be with the approval and involvement of the member in the same country as the observer, if there was one" and similarly "loans from observers to observers or members, must be arranged under the auspices of the member in the originating country".

Mr FRANCIS asked that, before discussing the wording, the EC members should decide whether they agreed with the underlying principle, namely that because the most valuable privilege of membership was to be able to obtain viewing prints (not doing exchanges), this was the factor which would encourage Provisional Members (now Observers) to become full Members. Did the EC agree that it was important to encourage that transition ?

Mr ROSEN agreed it was a powerful incentive and Mrs BOWSER felt the existing regulations, whereby Observers and other institutions have to apply through the full Member, already provided that incentive and was a clear indication of the privilege of membership. Mr DE PINA felt the loan of international prints was a powerful motivation to become members, citing the example of Oporto who were much more interested in access to film culture than in preservation.

Mrs WIBOM asked if the new ruling would mean Member archives would be formally forbidden to send prints to non-Members, like for instance the Cinémathèque Française. Mr FRANCIS felt that at present it was very difficult for a Member to say no. As well as wanting to encourage existing qualifying Observers to become full Members, the Group had wanted to formally define the channels and possibilities of collaboration so that Members were not left to make embarrassing personal decisions when faced with requests from Observers or what would be called "Provisional Members". Mrs BOWSER thought if she had to follow this policy it would make FIAF very

unpopular with her programming staff when they wanted to borrow films from a large archive that was not a full Member. It was then suggested that the rule might be applied only after the 6-year period of provisional membership.

Mr KLAUE then pointed out that this would mean that Members would not be able to borrow from Observers, or indeed from non-affiliates, like for instance the Dusseldorf Film Institute, that had interesting films that were not available from any FIAF archive in Germany.

Mr ROSEN acknowledged that if Observers always had to go through Members, whether to obtain or to loan to others, then that would surely be sufficient motivation to become full members themselves. He suggested the text should speak of "temporary international loan" so that it did not affect what you did in your own country. The word "exclusive" did not seem to help and perhaps they could add:

"loan to Observers is only through the specific permission of the member(s) most directly and immediately affected by the loan.

Observer loans to Members or to other Observers is only through the direct involvement and approval of the Member, if any, in the country in which the Observer is located."

Point 10: Exchange of films with other members

Mr ROSEN mentioned that a major reason for refusing an exchange was lack of money to make the necessary prints. Mr CINCOTTI asked why the obligation to exchange was restricted to national production, citing the case of films in the public domain which were kept and owned by archives elsewhere.

Mr FRANCIS said the Group felt it was important to support those countries that were trying to recover their own national production and no country should be denied access to its own production, except on grounds of copyright or donor restriction. Perhaps they should not use the word "exchange" in this context, as it implied the need for money; he welcomed Mrs BOWSER's suggestion that they should substitute the phrase "provide access to". There was no suggestion that the holding archive should be forced to give the material for free. It was the responsibility of the archive seeking the film to find the money or the facilities for copying or an exchange that the supplying archive was willing to accept.

Point 11: Time limit for Provisional Members

Mr FRANCIS said they had set the maximum time limit so that Provisional Members were forced to become full Members or Observers. They felt this would be useful for Provisionals in dealing with their funding agency.

Point 12: Observers

Mr FRANCIS noted they would have to delete the reference to Article 1, which no longer gave a clear reference to film-related materials, such as artefacts, documentation, etc.

Subscribers

Mr FRANCIS pointed out that the use of the Subscriber Category could give the false impression, intentional or otherwise, that they were affiliated to the Federation. The Group therefore thought the best solution was to suppress it so it could not be confused with a membership category. Certain FIAF publications would still be available for purchase. Some existing Subscribers would fall within the new Observer category.

Mr ROSEN referred to the example of the Directors' Guild which simply wanted to be kept informed of what was happening in the world of preservation but without becoming affiliated or necessarily wanting to buy any publications. Mr FRANCIS felt they could still be kept informed and pay a fee for the service, without being given a label or category.

Mrs BOWSER felt they should not be listed as this gave the impression of status. Mrs VAN DER ELST said one of the benefits formally offered at present was to be included on the FIAF mailing list.

In response to Mrs WIBOM, she explained that Observers and Subscribers paid the same annual subscription (400 Swiss francs). It costs approximately that amount per Member and Observer to send out the publications and mailings of any one year. Observers (but not Subscribers) received the Annual Reports, Minutes of meetings, the Bulletin and various circular letters. However, when Subscribers first join, they get one copy of every FIAF publication in print which costs substantially more than 400 Swiss francs; in subsequent years, they get much less as there are not so many new publications each year. In consequence, Subscribers tend to cancel after a couple of years, having received all FIAF publications at a substantial discount.

End of Day 1 morning session

Non-Agenda Points raised by Mr Kula

Before lunch, Mr KULA who was visiting for one day, raised the following:

- Possible ICA contribution to Handbook for Film Archives

The ICA Committee of Audio-Visual Records had offered cooperation with FIAF on production of the new edition of the Handbook for Film Archives. He understood it was primarily a financial contribution but they might also be willing to and/or wanting to contribute to the text. His Acting Director at the National Archives, Ottawa, Jana Vosikova, was Secretary of the Committee which was meeting early December.

Mrs VAN DER ELST and Mrs BOWSER warmly welcomed the idea of financial help. Mrs BOWSER said the editing work should be complete by the end of December and they would not want to delay printing while waiting for new material and the possible complications of then having to update the FIAF texts.

Action: Mrs BOWSER to contact Mrs Vosikova before the ICA meeting to discuss possibilities.

- ICA Access to FIAF Publications

ICA were interested in making FIAF publications available to their members, many of who may have no information or indeed knowledge of the existence of FIAF. They were asking about the possibilities of reduced prices for bulk purchases.

Action: Mr KULA to ask Mrs Vosikova to make ICA proposal to EC

- FIAF Bibliography of FIAF Members' Publications

Mrs Vosikova was ready to compile the new edition and, thanks to desktop publishing facilities, would be able to produce the edition as well, instead of burdening the Secretariat.

Decision: Offer warmly accepted.

- International Colloquium on Audio-Visual Archives, Ottawa, 1990

As part of the build-up to the ICA Congress in Montreal in 1992, the National Archives of Canada was committed to organising a 4-day International Colloquium on Audio-Visual Archives. Currently, they were thinking of addressing aspects of acquisition, intellectual control of holdings, access to holdings, management of audio-visual archives and a possible update on technological aspects of preservation. It was envisaged as a general introduction for organisations with responsibility for this kind of material but no existing programme or infrastructure.

He would be doing the initial planning in the next few months and would

welcome FIAF input, as it might well be interesting to some of the younger film archives. The dates were flexible (spring or autumn): it could be perhaps designed as a follow-on for some attending the Havana Congress in April. The level of discussion was not decided. They envisaged some 125 participants and there would possibly be some financial support for travel and participation.

IASA were also considering meeting in Ottawa in 1990 and there had been some suggestions that it should be the occasion of the next Joint Technical Symposium. His archive was not prepared to undertake such a major project as a JTS but they could certainly consider smaller meetings (of technical commissions, for instance).

Mr GARCIA MESA spoke of the planning for the April 1990 Havana Congress and was very interested to explore possibilities of cooperation so the programmes were complementary instead of duplicating.

Mr KLAUE suggested the outline programme was too broad to be covered in any depth. Mr KULA said they wanted to introduce the full range of topics rather than covering just one in depth but agreed they would certainly need to home in on specific topics within each broad category. Much work was still to be done in deciding on the programme and, as so much time and money was already committed to the event, he would welcome help from FIAF and others to ensure that it was really useful to the international community.

Mr KLAUE suggested a different possible topic, saying that all the NGO's (IASA, FIAF, FIAT, IFLA and ICA) acknowledged that there was a need to address the legal problems of audio-visual archives. The first stage, already underway, was to compile the problems, followed by preliminary discussions with UNESCO and possibly some legal advisers in 1989. On such a timescale, it would be very appropriate to have a full meeting on the subject in 1990.

Action: Mr KULA to pursue informal consultations as appropriate.

The EC then adjourned for lunch at the Cinémathèque Québécoise, where they were joined by some of the staff and had the opportunity to visit the Documentation Centre.

3.1 continued: Subscribers, contd. after lunch

The discussion resumed on what action to take on present and new Subscribers. Mrs WIBOM suggested that any new applicants to be subscribers should receive only new publications but not those published in previous years, unless of course they were willing to pay for them individually. Mrs WIBOM and Mr FRANCIS were keen for Subscribers to be removed from the list of FIAF affiliates as this was the cause of confusion.

Mr KLAUE and Mrs VAN DER ELST pointed out that, until they changed it, FIAF was bound by its own formal declaration defining the services available to subscribers, which included listing. He suggested the Working Group should examine this document in the context of its membership category discussions and make recommendations.

Mrs BOWSER mentioned that, when consulted by the Secretariat about a purely commercial firm wanting to be a Subscriber, she had advised against it as it would be totally unacceptable for them to appear to have such status. However, she was very pleased for them to have the right to buy whatever FIAF publications they wanted.

Mr DAUDELIN recalled that the category was created specifically for the United Nations Film Archive, who did not otherwise qualify to join FIAF but were interested to come to the Congress.

Specialised Sections of Observers

Mr FRANCIS invited comments first on the composition of the list and secondly on the paragraph suggesting a form of direct contact with the EC, to give them a feeling of involvement with FIAF, even though they could not become members.

Mr ROSEN felt that, rather than having a permanent representative at the EC, it would be more relevant for the EC to receive Reports from the Chairs of the separate "commissions" that reflected the work of each specialised section.

Mr KLAUE agreed but felt it was important to distinguish between the existing Commissions which were financed by FIAF and the voluntary Working Groups of the specialised sections which could not be financed.

Mr FRANCIS suggested that, if this approach was adopted, then representatives of the Working Groups would want to attend one of the EC meetings associated with the Congress, perhaps the one at the end.

Specialist section categories

Comments emerging from the wide-ranging discussion of categories have been regrouped under the appropriate headings.

The discussion was confused by both terminology and conceptual problems: sometimes the Specialised Sections were being considered as Working Groups for Observers only; at other times it was envisaged they were open to the full membership. Towards the end of the discussion, the second approach was felt to be more attractive.

- The problem of definition

Mrs BOWSER pointed out that the words had different connotations because the situations were different in different countries. Maybe it would be helpful for several FIAF members to be asked to list and describe the different kinds of institutions in their country.

Mr KLAUE felt they should remain flexible to set up categories to meet specific needs, whenever required. The real specific need at the moment was to have a group for film museums. Mr ROSEN agreed on the need for flexibility and noted that some specialised Working Groups could well bring together Members and Observers. Later in the discussion, Mr FRANCIS clarified that they had conceived the Specialised Sections categories to provide a working environment for Observers (that could not qualify as Members) who would not otherwise have an opportunity to share their problems and concerns with similar organisations. However, full or provisional Members who had an interest in the particular Section would be very welcome to participate.

Mr ROSEN suggested it would be more attractive to restate the situation so that the Specialised Sections were not seen as primarily a home for Observers but as spontaneously created Working Groups open to all FIAF affiliates to meet together to discuss common interests that are outside the scope of the present Commissions.

- "regional archives"

Mr BORDE felt it would not be easy to define. In response to mention of the 40 so-called regional archives in Italy, Mr FRANCIS stressed that they had in mind only those archives that would qualify as Observers, as for instance a Basque film archive or a regional archive with a national connotation.

Mr CINCOTTI agreed there could be problems of definition. The Toulouse archive was in the provinces but it was certainly not a "regional archive" as its work had a universal, national and supra-national dimension. Similarly, the archive in Bologna, though financed regionally, did not consider itself to be regional in its activities.

Mr FRANCIS agreed, that as the term "regional archive" could in fact cover the full spectrum from Member to Observer to not eligible at all, they should perhaps abandon the category. Many were in fact simply screening organisations with no preservation activity. Mr CINCOTTI felt it should be simply redefined to refer to collections "with a purely local or regional interest".

- "specialised collections"

Mr KLAUE suggested this would be too general a classification to be of interest. For instance, those with ethnographic collections would be interested to meet with each other but not necessarily with those holding films on religion or on trains.

- "research centres or University collections"

Mr BORDE suggested suppressing the word "cinémathèques" in the French version, as some University archives, like UNAM, had qualified as full Members. Mr FRANCIS agreed.

- "video archives"

Mr BORDE felt this implied a change of policy and overlap with FIAT. Mr FRANCIS said they felt video had taken over the role of experimental film and was more closely associated with film than television.

- Commercial archives

Mrs ORBANZ mentioned that they had not decided how they could respond to commercial archives, who might benefit from FIAF's advice but were currently ineligible as they were profit-making organisations.

Mr BORDE was vehemently against the idea of including profit-making archives. He warned the EC that Gaumont was unhappy with FIAF and was talking of retaliating by refusing archives screening authorisations.

Mr DE PINA suggested that commercial organisations, for instance production companies, should be encouraged to deposit their collections with the national archives for preservation as had been done in Portugal. Mr CINCOTTI agreed that production companies should be encouraged to preserve films by depositing in national archives as was done in Portugal and Italy. This was advantageous to both sides: the producers had no preservation costs; the archives would have authorisation to make screening copies. He felt that producers with their own archives would have no interest in joining FIAF as they had different objectives.

Mr FRANCIS and Mr ROSEN acknowledged that, under the present Statutes and Rules, there was no place for commercial archives as the notion of

"preservation" included both the technical activities of preservation and the idea that the material was being held in trust for public access by future generations. To foster proper technical preservation, they felt it was very useful to have working relationships with commercial archives and, with the new proposals, there was scope for commercial archives to be admitted as Observers and thus at least have access to FIAF's advice on how to ensure the technical preservation of their holdings. At the same time, FIAF would benefit from the contact with commercial archives in order to encourage the doctrine that a film was not properly "preserved", if it was not held by a public body, in trust for access by future generations.

Mr FRANCIS was keen for the topic to be discussed further. He mentioned that some of the commercial archives did superb preservation work and Mrs WIBOM confirmed that in her experience their work was far superior to what her archive could do.

Mr FRANCIS felt that having some formal relationship with the commercial archives of major companies could help their relationship in other matters. Mrs WIBOM felt that a working relationship might help to convince producers and owners of the validity of FIAF's activities. In many cases, these archives had more access to prime material than FIAF archives so a dialogue with them could be extremely valuable.

All acknowledged that it was a difficult matter to reconcile. They agreed that, by definition, a commercial archive could not "preserve" in the full FIAF sense. However, the Working Group hoped that some form of contact could be found to encourage their use of the best technical preservation knowhow and standards. If they were not acceptable as "Observers" (under the proposed new definition) perhaps there could be some non-membership category or even simply ensuring they were invited to technical workshops and symposia.

Working structure for Observer Groups

Mr FRANCIS said it was envisaged that Observers must belong to at least one specialised section. They could be given lists of organisations belonging to each to help decide which would be more appropriate for their needs.

To help the groups get started, it would be helpful for the EC to make recommendations on a working structure, although they might subsequently decide to go their own way. It should of course include making reports to the EC and referring for approval any publications to be associated with FIAF.

Consequential changes to organisation of Congresses

To give the specialised working groups a chance to meet, then the Congress

would need radical restructuring, with the bulk of the time devoted to small meetings on specialist topics and large meetings for symposium topics. There could be short business meetings at the beginning and end for the GA. In addition, the Chairs of the Working Groups would have the opportunity to report to the EC both before and after their meetings. This would mean the second EC would be longer than now.

He suggested it would be useful for this kind of structure to be introduced as soon as possible to accommodate already existing working groups and commissions. Mrs ORBANZ mentioned they had also discussed the possibility of having an Open Forum on topic(s) selected and prepared by one member of the EC on the basis of issues emerging from a study of all the Annual Reports.

Mrs HARRISON reported that her Commission members had felt it might be easier to meet outside the context of a Congress. For archives with several staff active in different working groups, it could be very difficult to find funding for all to attend the same event.

EC Representation for Provisional Members

Mr FRANCIS said they felt it would be an encouragement to the Provisional Members if they could identify with one person on the EC who had special responsibility for taking an interest in their needs. Mrs WIBOM welcomed the idea and suggested it should be the task of the Assistant Secretary General.

Subscriptions

Mr FRANCIS reported that the intention was to put the smallest possible burden on the Provisional Member. The full Membership subscription was already quite high but perhaps the new Observer category should pay more to reflect the increased benefits proposed.

Mr BORDE, as Treasurer, agreed the Membership rate could be rounded down to Sw Frs 2800 (from 2850) but felt that Provisional Members should start at 400 as 200 was too low. He felt that a jump from 400 to 1200 for Observers would discourage some of the more bizarre organisations but Mr CINCOTTI pointed out that very often the most bizarre were the richest.

In response to Mrs WIBOM, Mrs VAN DER ELST explained that the new rates had been calculated to ensure that there was no change in the total subscription income. Some of the Working Group had wanted to reduce the Members' fees still further but it would have reduced the total income unacceptably.

Mrs WIBOM suggested that if they had national representation, they could perhaps have national fees proportional to each country's national income, as in Unesco. This might also be an incentive for the national member to

encourage other archives to join and thus share the national fee. She was concerned for those very poor countries that could not pay even the most minimal sum and yet would benefit most from joining the Federation. She would like to find some solution whereby perhaps the richer archives paid more. She pointed out that the Federation was probably unique in that, as the subscription had been unchanged for several years, it was actually going down each year in real terms.

Mr KLAUE felt one could not make exceptions as so many countries, especially in the Eastern bloc, had difficulty in finding the hard currency. It would be attractive in theory to allow each country to pay in its own currency but it was not realistic. Mrs BOWSER tentatively suggested as a possible compromise that the Provisional Members' subscription should be at the discretion of the EC for the first two years.

Mr ROSEN thought the idea of archives being too poor to find the subscription was inconsistent with the idea that they should qualify, through investment in storage and preservation facilities, for full membership within six years. If FIAF wanted money for the Development Fund, perhaps they could consider some kind of voluntary addition from archives that could obtain such funding from their governments.

Mrs WIBOM closed this part of the discussion by asking the Working Group to consider possibilities to find funding to help archives in Third World countries.

Reconfirmation Procedure

Mr FRANCIS said that the Procedure was partly to ensure that high standards were being maintained but also to provide an opportunity for archives to seek help from FIAF. He felt that FIAF would get more information about what was really going on by studying the Annual Reports, contributions to the Bulletin and other archive documentation, than from the Reconfirmation Questionnaire.

It was suggested that, rather than putting all the burden on the Secretary General, each EC member should be responsible for studying in detail the Annual Reports and perhaps other documentation relating to a group of archives, to try and read between the lines.

Mr ROSEN felt the two purposes seemed to be contradictory but Mr FRANCIS and Mrs BOWSER disagreed. Mrs WIBOM suggested the Secretariat could include in the letter a mention that the EC was keen to help with any problems.

Reconfirmation Frequency

The Group suggested that Provisional Members should be reconfirmed every 2 years and Observers, who were less likely to change status, every 5 years.

What next ?

i National Representation

Mr FRANCIS suggested that, as there had been so much opposition within the EC to national representation, this notion should be dropped for the time being so that they could concentrate on the other points on which there seemed to be broad general agreement. He personally felt the idea had considerable merit and worked satisfactorily in other international organisations.

However, as it would mean a change which might reduce the involvement of individuals who were now making a major contribution to the Federation, he was happy for it to be dropped for the moment.

Mrs WIBOM felt the opposition came from countries with multiple representation and did not necessarily represent the views of the total membership. Mrs ORBANZ and Mr ROSEN felt this was unfair as very strong and valid arguments had been put against it. In any case, it was the members with experience of multiple archives who were in the best position to appreciate the practical problems that could occur with national representation.

ii EC representation

Mr FRANCIS recalled that one of the reasons for national representation was to find a solution for better balance within the EC so they now needed an alternative solution.

KULA recalled that previously FIAF had strongly supported the idea of individual rather than archive representation on the EC and it seemed strange to consider moving towards country representation. Mr FRANCIS asked if the reasons for supporting individual representation were still valid ?

Mr KLAUE suggested EC representation should remain on an individual basis but there should be no more than one EC member from each country.

Decision: The Working Group would decide on a proposal.

iii Timescale and Procedures

Mr KLAUE suggested the Working Group should prepare a discussion paper to be circulated to the GA in advance of Lisbon. It should mention that national representation was discussed by the EC but was not recommended. He felt the discussion should be open to the Observers although when they got to the voting stage, in Havana, it should be restricted to Members.

Decision: The Working Group was given a mandate to develop the ideas further while in Montreal and circulate a discussion paper in advance of Lisbon. Sufficient time should be allowed for discussion at the pre-Congress EC meeting where a new version would be agreed as basis for discussion in the GA.

3.2 Reconfirmation of Members

3.2a Bruxelles: Cinémathèque Royale de Belgique

Mr CINCOTTI reported that they had not submitted a dossier and had asked if, in view of Mr Jacques Ledoux's death, they could either be reconfirmed automatically or have the decision postponed. It was agreed that it was not possible to make an exception and they would need to complete the questionnaire.

Decision: Postpone till Lisbon.

3.2b Athens:

Mrs VAN DER ELST regretted their file had been overlooked.

Decision: Postpone till Lisbon.

3.2c Bois d'Arcy: Service des Archives du Film

3.2d London: National Film Archive

3.2e New York: Film Department, Museum of Modern Art

3.2f Copenhagen: Dansk Filmmuseum

Mr CINCOTTI recommended that all these, plus the two Mexican archives, should be reconfirmed. He mentioned that Bois d'Arcy, London and New York had submitted model dossiers.

Decision: All reconfirmed.

3.2g Rochester: Film Department – IMP/GEH

Mr DAUDELIN was concerned that none of their budget was allocated to acquisition and Mrs BOWSER explained that they were dependent on gifts, as was her own archive. Mr KULA said that, although they had no direct budget item for acquisitions, if an opportunity arose to acquire a collection, they could draw on the Museum's Central Acquisition Fund. Mrs BOWSER added that after a very low period, the Museum was now making substantial progress and taking on new staff.

Decision: Reconfirmed

3.2h Mexico City: Filmoteca de la UNAM

Mr CINCOTTI noted, from Question 1, that for the last 18 months the archive had been more closely linked to UNAM whereas before it had been a Foundation

or Association but there was an assurance that their degree of autonomy was unchanged.

Decision: Reconfirmed.

3.2i Mexico City: Cineteca Nacional

There was surprise at some of the responses to the Questionnaire but it was later agreed that they had simply not been consistent in their way of indicating their answers.

Mr GARCIA MESA confirmed that Mr Macotela was both Director of the Archives and his own boss, as Director of Cinematography. Following the General Election, both he and his Assistant would be moved, but no-one knew who was replacing them.

Mr DAUDELIN would have liked more information on the new vaults and laboratory and Mrs BOWSER was surprised at the lack of growth in the size of the collections. She was also not too happy at the balance of their activities, with only 14% of the budget spent on preservation and as much as 10% on publications. She felt they should be reconfirmed but suggested some diplomatic comments might be helpful.

Mr CINCOTTI felt they had recovered remarkably well from their crisis and had been very active. The Assistant Director, Mrs Luz Fernandez de Alba was very enthusiastic, had visited many archives in America and Europe and attended the Berlin Summer School to seek advice and information.

Decision: Reconfirmation.

3.3 Reconfirmation of Observers: Managua

Mr BORDE recalled that this archive could not be reconfirmed in Paris because the subscriptions for 1986 and 1987 remained unpaid. Mrs VAN DER ELST reported that in Paris Mr Vargas had endorsed to FIAF a dollar cheque or money order from London Weekend Television but that it turned out to have been cancelled, "reported lost or stolen".

Action: Mr FRANCIS agreed to investigate with London Weekend.
Decision postponed till clarified.

Mrs WIBOM mentioned that the Swedish International Development Agency, together with a number of Swedish film makers, had agreed to support the Managua Archive and were sending people, equipment and helping with building. They were also arranging special screenings in support of the archive.

3.4 New Candidates for Observership

3.4a Harare: National Archives of Zimbabwe

Mr DAUDELIN opened by saying how impressed he was with the quality of this archive which was making things happen with very limited resources. They had very clear ideas on preservation.

Mr KLAUE agreed that it was probably the most advanced and best established archive in the southern region of Africa. It was due primarily to Peter Matsicana who had founded the Audio-Visual Department. He had been talking with them for years but they had delayed applying to join FIAF until they had completed the new archive building and had something to show. Several of the staff had attended the Maputo Seminar, including the head of the laboratory which was the only one in the region able to handle and process archive material. The archive would have considerable regional importance in supporting development in neighbouring countries. The parent body, the National Archives, was already a very strong institution within ICA and he felt it would incidentally improve FIAF's image with ICA to admit the Archives as an Observer.

Mrs BOWSER felt very strongly that it was important for FIAF to maintain its policy of recognising the Audio-Visual Department, as the organisation dedicated to film archiving, not the parent body. Mr KLAUE said it was a one-person department and it made more sense to recognise the National Archive at this stage, with the intention of educating them later to FIAF's distinctions. Mrs BOWSER disagreed and felt FIAF should make it clear from the start. Mr DAUDELIN thought the matter might be resolved by simply writing back to say that FIAF was glad to admit "the Audio-Visual department of the National Archives of Zimbabwe" and see if they queried it.

Mr KULA, speaking as former Chairman of the ICA Committee on Audio-Visual Records, mentioned that when Peter Matsicana had joined the Committee he understood he represented a department which was seen as a separate administrative unit on the organisation chart. He therefore supported Mr DAUDELIN's proposal while agreeing with Mr KLAUE that it was extremely important to establish a contact with the only activity in that area.

Decision: Unanimous admission by show of hands.

End of Day 1

3.4b Jerusalem: Jewish Film Archive

Mr CINCOTTI recalled the previous discussions and reported that they now had a reply to the questions raised after the Paris meeting but still no letter from the existing archive, either agreeing to cooperate or putting in writing specific reasons for rejecting the new candidate.

Mrs ORBANZ visited the archive while in Jerusalem for the Film Festival and felt they certainly qualified as Observers: they had an archive, were putting money into preservation, and were successfully fund-raising. They had recently advised that the archive was now called the Steven Spielberg Jewish Film Archive which meant that they had obtained in exchange some \$500,000 or £1 million which could be invested in preservation.

Turning to the budget, Mr KLAUE thought it unusual that 60% of the revenue came from sales of rights and footage and was concerned that this reflected where the archive was putting its efforts, rather than into preservation.

Mr FRANCIS suggested it was because they were selling material from the Agaditi Collection which was unique and therefore very much in demand by television companies now that it had become available after preservation.

Mr DAUDELIN regretted the apparent opposition of the existing archive but saw no reason to refuse the candidate. Mrs WIBOM suggested that Mrs VAN LEER was fighting to become officially recognised as the National Archive for Israel and did not want the competition. Mr DAUDELIN noted that the candidate had stated (bottom of page 2):

"For your information, there is no legally recognised film archive in Israel. We are one of a number of institutions in the country which have been granted the status of 'recognised archive' by the Higher Council of Archives under the auspices of the State Archives"

Mr CINCOTTI recalled that the EC could still admit the candidate as an Observer without the written approval of the existing Member.

Decision: Majority vote in favour by show of hands (8 in favour, 1 against and 2 abstentions).

Handling of New Candidates during the deliberations on Membership

Mr FRANCIS regretted he had not had time to intervene before the voting but recalled that, if there were any doubtful cases, they had decided to postpone a decision until after the Working Group had reported, as had been done in the case of Bologna. He felt they should act consistently with respect to all candidates. Zimbabwe was a clear-cut situation and maybe they felt Jerusalem was also but he had wanted to raise the matter before the vote.

Mrs VAN DER ELST pointed out that the situation was different as the application from Jerusalem had already been on the table for two years.

3.4c Den Haag: Audiovisual Archive of the Netherlands Information Service (Communication Techniques Dept).

Mr CINCOTTI reviewed the dossier which indicated a substantial activity, including expenditure on new vaults. All the budget was allocated to preservation as actual staff costs were borne directly by the National Archives. In spite of reminders, the letter of agreement from the existing archive had not arrived and it was agreed that no decision could be made at this stage, especially in view of the known opposition of the previous Head of the existing Member archive.

Decision: Postpone to Lisbon.

3.4d Bologna: Cineteca Comunale

In Paris (page 14 of Minutes), it had been agreed to write and explain they should wait until after the Report of the Working Group on Membership.

Mr CINCOTTI repeated the information provided at the previous discussion, stressing his view that they were not merely a regional archive and were doing remarkable cultural work covering all cinema. There were some new acquisitions and some 18% of the budget went to preservation work.

He supported them as Observers but feared that by admitting them, FIAF would unleash a stream of less qualified applications. Bologna had acquired a role as leader of the small archives and, if they were admitted, about 3 or 4 more would probably want to follow, including Gemona/Friuli (who organise the Pordenone Festival), Toscana and the Griffiths Collection in Genoa. Referring to the map of Italy showing some 50 archives, he pointed out that Italian towns were often richer than the state. It was generally agreed that the EC had to assess each candidate on its own merits.

Mr GARCIA MESA thought the Statutes or Rules had no restriction about the national or regional scope of an archive's activities so they should be admitted.

Mr FRANCIS reported that when he attended the Bari meeting of European film archives, Bologna had been very keen to justify their case and provided two more documents (a list of nitrate holdings and a pamphlet in Italian on their restoration and preservation activities). The list was certainly not merely regional as it was Italian fictional material. Mrs VAN DER ELST reported that the application had included a huge pile of publications but not the list of nitrate holdings. Mrs WIBOM reported she had been similarly pressured in Bari and had been subsequently invited to a December Symposium on film preservation which Bologna were organising. She noted that their publications were of very high quality.

Mr DAUDELIN felt they qualified as Observers and should be admitted unless the Working Group on Membership had some reasons against. Mr FRANCIS felt Bologna certainly had a film preservation role and would qualify under the new proposals as well as the old.

Mr CINCOTTI and Mrs VAN DER ELST pointed out that the letter of agreement to cooperate with existing archives had not been submitted and Mr CINCOTTI reported that he thought Milan were opposed. It was therefore agreed that the existing archives would be given time to object in writing, if they wished to. Mrs VAN DER ELST would explain situation to Bologna and encourage them to get letter of agreement signed by all the existing archives. They could be invited to the Symposium in Lisbon.

Decision: Postpone decision till Lisbon.

3.5 Miscellaneous

3.5a Cyprus

Mrs VAN DER ELST reported they had received several letters and someone had spent some time training with the West Berlin archive. They had asked for FIAF help and Olli Alho from Finland was visiting, supported by his government.

3.5b Hong Kong

Mr FRANCIS confirmed that he had been invited for two weeks in January, all expenses paid by the archive, but was hoping Mr KULA might go instead, if the EC and the archive agreed. They were hoping to make some announcement about an archive at the Hong Kong Film Festival in April. From the preliminary correspondence, it was obvious they were serious and envisaged a fairly substantial archive.

Mr DE PINA mentioned that the **Macao Cultural Institute** wanted to start an archive and had prepared preliminary plans with help from Jose Manuel de Costa. Perhaps Hong Kong and Macao should work together to maintain their English and Portuguese heritage when they both reverted to the Chinese.

Decision: EC approves Mr KULA's visit.

3.5c Bruxelles: Centre du Film sur l'Art

Mrs VAN DER ELST confirmed that they still wished to join and would try once more to obtain the letter of agreement from the existing member.

3.5d Manila: Film Archive of the Philippines

Mr CINCOTTI reported on a telex sent on August 28, in which Mr De Pedro reported that the budget had been approved, that Mr Umberto Avelana had been

appointed the new Director General so he would be free to move on, although he would remain as Consultant.

Mrs WIBOM had telexed her congratulations and asked for the Annual Report but nothing had been received. Mr Avelana, who had been proposed by Mr De Pedro, was a distinguished documentary film-maker, now in his early 70s, and seemed to be an excellent choice.

3.5e Group of Francophone Archives

Mr BORDE reported they had met in Lausanne on September 28 and decided that they would continue as an informal Working Group, without changing to a more formal status. Their work on compiling an inventory of surviving French feature films was progressing: Toulouse had completed 1929-39 and would shortly be circulating a list of "lost films"; Bois d'Arcy was working on 1919-29 which was nearly finished and Luxembourg on 1940-1950.

Mrs VAN DER ELST asked that the list of "lost films" should be sent to her so she could consult the Union Catalogue. She would use the occasion to encourage more members to contribute to the Catalogue.

3.5f Lausanne v Mr Patalas

Mr DAUDLEIN and Mr BORDE had both been sent copy of a letter (July 7) from Mr Buache to Mr Patalas, complaining that the latter was upsetting their relationships with foreign producers and Swiss producers, and acting against FIAF regulations. There was no formal complaint to FIAF so no action was taken by the EC.

Action: Mr KLAUE volunteered to write to Mr Patalas.

3.5g Seoul: Korean Film Archive

Mr DAUDELIN referred to the publication from the Motion Picture Promotion Corporation of the Republic of Korea, which listed the Korean Film Archive as one of their commercial services.

Mr KLAUE suggested they should study their next Annual Report very carefully and formally ask for an explanation at their next Reconfirmation.

4 FINANCIAL REPORT

Mr BORDE began by paying homage to Mrs VAN DER ELST for her excellent management of the Federation's funds, for preparing the documents for the EC and simplifying the Treasurer's work.

4.1 1988 Accounts (to 31 October 1988)

Mr BORDE commented the minor differences between the Accounts and the budgeted figures. The Documentation Commission had asked for their allocation to be carried forward to the next year.

There was a problem with the Catalogue funded by FIAF and prepared by the Cinémathèque Royale de Belgique which was now holding on to 50 copies, claiming they would be responsible for distributing them. Already Danielle Nicolas had refused a second copy to the Cinémathèque Française.

He suggested they should sort this out with the new Director once appointed.

The outlook for the year was sound, with a deficit lower than anticipated thanks to the Unesco contract. He recalled they had agreed to set aside 60,000 and 120,000 Belgian francs in 1988 and 1989 for the Development Fund which would be discussed later.

4.2 1990 Budget

Mr BORDE invited EC for their suggestions for the new budget, including an estimate for the Havana Congress and PIP. He mentioned that Mrs VAN DER ELST's salary needed re-evaluation: she was paid as if she was a Director's Secretary whereas the work demanded of her was much more senior.

Mr CINCOTTI agreed and suggested she was working as an independent manager ("dirigeant").

Under Special Publications, Mr BORDE reported that the Toulouse Archive and the Jean Vigo Institute were working on the Proceedings of the Paris Symposium and invited FIAF to contribute one third of the cost, ie 120,000 Belgian francs, against which they would receive 100 or more copies for free distribution to members and to hold in stock for subsequent sale. Mr DE PINA suggested there would be considerable interest in Lisbon if they were ready for sale by then. Mrs VAN DER ELST suggested this shared-cost solution was very attractive for FIAF as it was always expensive and time-consuming to publish the Symposium Proceedings.

Mr KLAUE said there was a possibility of \$5000 from Unesco for publication of the Moving Image Heritage Survey Report. He suggested the words "Summer School" should be deleted from the "Development Fund" headings.

Budget for FIAF publications

In connection with FIAF publications in general, Mr KLAUE mentioned that the German publishing house, SAUR, had expressed an interest in becoming FIAF's publisher. They were specialist publishers in librarianship, archive science and documentation and already did some work for FIAF as well as publishing for ICA and IFLA. They could provide access to a wider public and would probably save FIAF money as, although some income was generated from sales, it was not covering costs. In addition, the administration involved with FIAF publications was putting an increasing burden on the Secretariat. SAUR could also be interested in publishing for individual archives and had already expressed an interest in his archive's collection of German censorship board cards.

He circulated a copy of SAUR's catalogue and asked for a mandate for himself and Mrs ORBANZ to explore the possibilities. They would of course insist that FIAF could continue to supply free copies to all its members, either direct from the publisher or through bulk purchase at a discount. Mrs BOWSER asked that they should negotiate a mechanism whereby FIAF would be entitled to royalties once sales had passed a certain level.

Decision: Mr KLAUE and Mrs ORBANZ were encouraged to pursue negotiations.

Subscriptions for new Members

Mrs VAN DER ELST explained that Observers becoming Members were simply asked to pay the difference as a supplement (cf Luxembourg) and asked for formal confirmation that Observers admitted in the autumn EC meeting were not expected to pay until the following year.

4.3 Development Fund

In response to Mr GARCIA MESA who asked if money could be found from the Development Fund to support the travel of delegates from Latin America, Asia and Africa to Havana for the 1990 Symposium, Mr KLAUE confirmed that that was a prime example of how he envisaged the Fund would be used.

The EC then discussed the paper "Guidelines for a Development Fund" which had been carried forward from Paris. Mr KLAUE stressed that it was still a draft and open to changes which would however have to fit in with FIAF's Statutes and Rules.

Payment of Subscriptions in hardship cases

Following the previous day's discussion, Mr KLAUE suggested they might like to make an addition to Point 4, allowing the Fund to be used for payment of subscriptions over a limited period for archives in difficulties beyond their control.

Mr DAUDELIN was unhappy at this suggestion and felt that an alternative mechanism should be found within FIAF's accounting to deal with such cases. He felt the use of the Fund would encourage too many to claim hardship.

Collecting information about individual archives' support activities

In connection with fund-raising, Mr KLAUE pointed out that archives in many countries were privately supporting other countries, for example Sweden, his own and the Federal Republic of Germany. If they could compile information from all the individual archives in the Federation, it would be very impressive to demonstrate both to the Third World countries and to Unesco what FIAF and its members were already doing. He suggested the information could easily be compiled with a further question for the Annual Reports, eg

"Please give details of any financial or other support your archive provided during the year to support developing archives"

Decision: Implicit agreement

Mrs WIBOM welcomed the Guidelines which she would like to use in connection with their regional archives' joint proposals to the Scandinavian International Development Fund. This year they had agreed to ask for money to set up a regional film "hospital" in Thailand and for a project in Nicaragua. It would be helpful if they could demonstrate that FIAF already had a mechanism for channelling and administering such funds. Such agencies recognised that there would need to be some sort of administrative charge of up to 15%, which could further boost FIAF's budget.

Need for External Funding to be Project-Based

Mr KLAUE pointed out that if they were to obtain development funding from UNESCO, other international organisations or other sources, they would generally have to ask for money for a specific project as such agencies required some control on how the money was spent.

Travel Support from Airlines

Mr GARCIA MESA asked if the Fund could be used to help their colleagues from Ecuador who had asked for financial help to attend the Lisbon Congress.

In this connection, Mr KLAUE mentioned that perhaps FIAF had an alternative route to obtaining travel support, direct from the airlines. For instance, Lufthansa had recently asked for help in identifying archives that had material on the history of aviation and, in return for contacting its members for information which would save Lufthansa a lot of time and money, FIAF could well ask for a couple of airline tickets to bring some delegates to the Congress in 1990.

Decision: Mr KLAUE and Mrs ORBANZ to continue negotiations with Lufthansa.

Mrs ORBANZ suggested it would be useful to have one or two EC members responsible for defining projects and seeking money for them. If the Lisbon Congress was defined as a project, it would be easier to obtain funding. Mr DE PINA agreed this was a practical approach and confirmed that they had already negotiated with the Portuguese airline, TAP, to fund the travel of some Third World Delegates to Lisbon.

Mr ROSEN volunteered, once a specific FIAF project had been identified, to approach the Rockefeller Foundation which had recently decided to concentrate on supporting international activities.

Mr KLAUE suggested they should not formally vote on the Guidelines at this stage as he would like to incorporate new ideas, including:

- possibility of including non-convertible currency
- find a mechanism to keep track of funds provided from archive to archive rather than through the FIAF Fund
- creation of EC Working Group responsible for defining projects and actively fund-raising eg raising money for individual Congresses
- appointment of one EC Member to be accountable to outside agencies for expenditure of any funding supplied by them. For the Thai project, for example, there could be hundreds of thousands involved and this would be too big a load for the Treasurer alone.
- FIAF to charge a handling fee for advice and administration of projects.

He would prepare a new draft that the EC could discuss and present to the GA in Lisbon.

Mr GARCIA MESA referred to the Latin American Film Foundation which was becomingly increasingly interested in supporting FIAF activities, including offering their premises and meeting the costs of meetings of Commissions whenever required. He suggested they had links with other international funding agencies or foundations which could possibly be useful to FIAF for specific projects. He offered to serve on the Working Group, as with his existing links with the Latin American Film Foundation, he felt he could play a useful role.

In connection with the response to Ecuador, Mr DE PINA agreed to see if he could find help for air fares and/or staying costs; if not, it was agreed funding should be from the Development Fund. Mrs ORBANZ was somewhat uneasy that money should be allocated to those who asked when there were probably equally deserving cases who did not know of the Fund. Mrs BOWSER felt the money should go to those who had the initiative to ask. Mrs WIBOM suggested that in future the invitation to the Congress should include a request to those who needed help to attend to apply for it as soon as possible. Mr KLAUE pointed out that FIAF had been helping the needy in this way for

several years, using the Summer School money in years when there was no School.

Mrs WIBOM had been horrified that Mrs GALVAO had been unable to attend the EC for lack of funding and it was suggested that the Development Fund could be drawn on by both EC and Commission members in case of need and not always for the same person.

Mrs VAN DER ELST asked if the whole of the 180,000 Belgian francs that would have accumulated in the Fund for 1989 should be made available for attendance in Lisbon. Mr KLAUE said it would depend on the demand but stressed that representatives from developing countries should not automatically expect all their travel to be funded by FIAF. FIAF should keep some money for other purposes although the sum available at the moment would not go very far in material support (eg a viewing table or FICA box).

It was agreed to postpone discussion of funding the 1990 Havana Congress and meetings later on the Agenda but the discussion continued on alternative ways of finding funding or other aid for developing countries. Mr ROSEN identified the problem that if they solicited suggestions for specific projects before seeking funding they might raise expectations that could not be met.

Mr DE PINA suggested some approach to film stock or equipment manufacturers (cf Steenbeck) asking if they could make special prices for developing countries. He also added that there was a law in Portugal which encouraged patronage and in consequence a Portuguese insurance company was buying copies of classic films.

Mr FRANCIS thought that the coordinated research facility offered to Lufthansa was a useful model that provided a real benefit to the enquirer at not too much effort for FIAF. He suggested this might be a test case. Perhaps, subsequently, they could study the international anniversary lists and go to companies with suggestions for an anniversary promotional film for which FIAF could do the initial research in return for a fee.

He was not so happy to offer a similar service to television companies who would be likely to put pressure on archives to provide material for access, so that they were distracted from their true purposes of preservation.

Mrs BOWSER raised the question of distributors seeking help from FIAF archives to find the best quality materials for distribution. It was agreed that they could pay a fee to advertise in the FIAF Bulletin, which would bring in some revenue, but would not oblige any archives to provide information or materials.

Condition of Posters loaned to the Musée d'Orsay

Before the EC adjourned for lunch, Mr DAUDELIN reported they had loaned one Max Linder poster which had been returned without the 13 accompanying documents and which, on examination, was found to have been folded and damaged and to have sellotape on the back. They had to send it to the Musée des Beaux Arts for repair. He was shocked that the Musée d'Orsay had allowed this to happen and asked if others had had similar experiences.

Mrs BOWSER and Mr BORDE reported no problems but Mrs ORBANZ reported one out of the 5 posters they had loaned had come back needing repair.

Mr FRANCIS said, that despite his personal contract with the Musée d'Orsay, his posters had been returned to the Cinémathèque Française and only rescued by Noëlle Giret; in addition, one had been torn and had to be sent to the Public Record Office for restoration. In addition, the material sent by Donald Crafton to the original FIAF Paris office had never been traced. Mrs WIBOM reported their posters had been returned but she had been billed for \$500 for the return of one which she found excessive.

Mrs WIBOM suggested they should compile a list of any outstanding complaints. She had already agreed with Centre National de Cinématographie that she and Mrs VAN DER ELST would go to Paris to review anything that still needed sorting out.

Action: Mrs Wibom.

5 REPORTS FROM THE SPECIALISED COMMISSIONS

5.1 Cataloguing Commission

Mrs HARRISON opened by warmly thanking Mr BORDE for his hospitality for the Commission's June meeting in Toulouse. She reviewed her Report in detail and the following points were made:

1 FIAF Cataloguing Rules

There was some discussion as to whether the final draft should be distributed for comment or if that would adversely affect sales of the final document.

It was felt it would be expensive and introduce a further 6 month delay if they circulated to all members. Mr KLAUE felt it was not necessary as the Commission members were the experts and quoted the precedent of the Volkmann Report. Mr ROSEN suggested members could be sent a circular asking them if they were interested to comment and, if so, to request a copy and return their comments within one month.

Note from Secretariat

25 Members asked for a review copy. We will note for future reference how many return comments.

It was agreed that it should be offered to the international organisations (ICA, IFLA, FIAT and IASA) and they should be asked to identify the individual who would be interested to review and comment, also within one month.

2 Glossary Supplements

Mrs VAN DER ELST explained that the European Year of Cinema and Television had had a budget looking for projects. They had approved the initial grant of 13,000 ECUs (1 ECU = \$1.10 approx) for the 8 languages of the First Supplement and asked if other languages could be added. She had then asked for and been offered a further 10,000 ECUs which would cover the cost of a Second Supplement, which could serve Turkey, Yugoslavia, Poland and Denmark. Mr Monty was delighted but there had been no reply from Turkey or Yugoslavia. Jon Gartenberg would contact Poland and possibly Finland.

Mrs BOWSER gave her approval for Jon Gartenberg to do the work and Mrs VAN DER ELST stressed that the total EYCT grant of \$25,000 meant that money was also available for expenses, like a typist and international phone calls.

3 Guidelines for Microcomputer Software Evaluation

Mrs HARRISON reported that Mr Smither was waiting for comments from one Commission member but Mrs VAN DER ELST was keen to get it published as soon as possible rather than wait for the December deadline. Mrs BOWSER had since suggested that the paper should be included in the new edition of the FIAF Handbook.

Decision: Distribute separately to members and include in the Handbook.

4 Cataloguing Brochure

Mrs HARRISON circulated the latest proposals and asked agreement that it should be published in English, French, German and Spanish but not Russian or Portuguese. Mr DE PINA said that while the Glossary Supplement would be very useful because of the technical terms, it was not necessary to have a Cataloguing Brochure in Portuguese.

Mrs VAN DER ELST feared that the 1989 budget for publications was already totally allocated to other more urgent publications.

Decision: Postpone until discussion with Saur.

5 Guidelines for Recording Technical Data

Mrs HARRISON mentioned this was a cooperative effort with the Preservation Commission. Mr KLAUE brought news that the final typing was in progress and it was one of the projects they were going to discuss with SAUR.

6 Early Production Company Names and Logos

Vladimir Opela had suggested that, as this was a long-term project, the information should be issued in loose leaf format. He was due to send a circular letter to the archives but this had not yet been received.

Mr FRANCIS mentioned he had a collection of some 4,000 logos taken from notepaper and publicity material which would not be the same as the logos on the films themselves but nevertheless might be useful. Mrs BOWSER and Mrs HARRISON said the main interest was to use the logos to help identify and date the films.

Action: Mrs HARRISON to chase Mr Opela to get the letter out.

7 Bibliography of National Filmographies (Revised Edition)

The Report indicated that Mr Lindfors would send xerox copies of the initial edition to individual archives for their updating and return by September 1 but none of the EC were aware of having seen the request.

Action: Mrs HARRISON to check on progress.

There was some discussion of the extension proposed by Dr Horak which he thought would be a good project for the Maks Collective in Munster, West Germany with whom he had already worked on the Bibliography of Film Bibliographies, which was published by SAUR. His letter of September 7 included a suggestion to send a proposal to the EC but this had not been received.

Mrs BOWSER thought it seemed to be what PIP was already doing or, if not, an expansion.

Decision: No action till proposal received from Dr Horak.

8 Union List of Films from the Nitrate Era

In the discussion over possible expansion of the project, Mrs VAN DER ELST reported that, although the data bases was available for consultation, half the archives had still not returned their cards. Hungary had asked for a list of all Hungarian films.

Mr FRANCIS stressed that they had agreed originally that the data base could only be consulted on a title by title basis by Preservation Officers. While he was not against the Hungarian request, he was fearful of setting a precedent and once the database began to be available in list form, there was the danger

it would be used for programming, not preservation, purposes.

Mrs BOWSER was happy for her archive list to be available to any member but if, for example the list of French films was to be incorporated in the French Catalogue of extant films, then the holders would have to be individually consulted. Mr BORDE regretted that their very interesting census of French films was coming up against the old idea of secrecy which represented the detestable past. He had hoped we had entered the era of openness. Mr ROSEN agreed and later said that preservation issues were seldom about particular titles: if you were undertaking preservation of your national collection, you needed to know what films existed around the world before you made decisions and you could only do that by having lists.

Mr FRANCIS, Mrs BOWSER and Ms HARRISON, speaking for the Commission, felt it was nothing to do with secrecy but of observing previous commitments to the suppliers of the information. It was eventually conceded that Preservation Officers should be entitled to information about their own country's production.

Action: Mrs VAN DER ELST to send circular letter to all participants to see if they objected to supplying Preservation Officers with a list of their own country's titles; any films held by archives that objected could be omitted.

9 Symposia

Mrs HARRISON reported on the most recent discussions and raised the problem of supporting Mr Schulz for the extra two days so he could attend both the Commission meetings and lead the Lisbon Symposium. Mrs VAN DER ELST thought money could be found for him from the FIAF budget if need be.

Commission Membership & Meeting Arrangements

In view of Mrs GALVAO's own absence from the EC meeting for lack of funds, Mrs HARRISON hoped she would still be able to support Mr Carlos Roberto de Souza if he joined the Commission.

As stated in her Report, the Commission members had not come to any agreement as to whether it would be more satisfactory to have meetings in connection with the Congresses, or independently. Some saw the Commission meetings as the only opportunity to attend the Congresses; others could not attend at all. The Lisbon meeting was fixed but some members might have trouble getting to Havana and she suspected Poona would be a problem for everyone.

Mr FRANCIS said the absence of several key staff from the archive at one time was much more of a problem than the actual costs. He was beginning to feel that they should not have more than one Commission meeting at the same

period as the Congress. Mrs BOWSER supported this idea as with 4 staff involved in the EC and the Commissions, the other staff were complaining they had no opportunities to attend a Congress.

Mrs WIBOM closed the discussion before the coffee break with thanks to Mrs HARRISON and her Commission for their excellent work.

5.2 Documentation Commission

In the absence of Mrs SNAPES, Mrs WIBOM reviewed her Report.

Membership

As requested, the EC approved the appointment of Karen Jones as consultant to the Commission so that she could continue working on the FIAF classification scheme with Michael Moulds. The EC also approved the appointment of Janos Varga who runs the Hungarian Film Archive.

Projects

The EC welcomed the news that the revised FIAF Classification Scheme would soon be published by ASLIB and the revised International Directory of Film & TV Documentation Sources was already distributed. Both would be publicised in the Bulletin.

Seminar on Classification and Indexing

Mrs VAN DER ELST confirmed they had arranged a meeting for some 15 people from Western Europe in March and that they hoped to organise one for indexers in Eastern Europe later on. FIAF was paying for the staying costs.

Note: Meeting later cancelled because of lack of interest from indexers.

The June 89 meeting mentioned in the Report would be organised by Rene Beauclair in Montreal but the proposed Summer School on Documentation had been postponed because of a similar seminar being planned in Brazil.

Union List of Silent Film Trade Catalogues & Periodicals

In response to the Commission's request for comments on the value of this proposed project, Mr FRANCIS thought it would be a very valuable project if the emphasis was put on the house magazines and publications of the silent film companies, as the regular periodicals were already well covered. He would prefer to identify the project as covering "film trade catalogues and house organs" as these were the items that were so difficult to track down.

Decision: The Commission to be encouraged to proceed.

There were no further comments on the Commission's Report except to welcome their activity.

5.3 Preservation Commission

(discussed out of sequence on Day 3, after Item 8)

The EC reviewed Mr SCHOU's Report and his letter of November 12, regretting he was unable to be in Montreal.

They approved the two proposed new Members of the Commission, Mr Brandes and Mr Cook (para 7) and Mr KLAUE confirmed that it was not reasonable to hold a place open for Gosfilmofond any longer: they had been invited to join repeatedly but had problems in finding a candidate because of language problems.

The EC, with Mrs BOWSER's warm assent, approved that the Preservation Chapter of the reviewed Handbook should be issued in the Preservation Manual (paras 8, 9 & 16), especially as other promised papers seemed to be delayed.

Mr KLAUE had no information on the East European Sub-Commission meeting (para 12) except that all had attended.

Mrs ORBANZ reported that the Joint Technical Coordinating Committee had hoped to have a further meeting in Vienna but, since no funding was now available from Unesco via Mr Arnaldo, Mr Dietrich Schuler was trying through his National Commission. She had sent the financial statements for the two 1987 Berlin contracts to the Secretariat and hoped that the money left over could be used as a contribution to this meeting so the dialogue could be continued. She would provide a Progress Report on the proposed Guide for Technical Equipment, for inclusion as an Appendix to the Montreal Minutes.

IASA were the organisers of the Joint Technical Symposium proposed for 1990 in Ottawa.

On the Ernest Lindgren Memorial Lecture (para 19), Mr FRANCIS reported that it had already been video-taped in London so he saw no reason to send the film clips to Australia.

Action: Mr FRANCIS to liaise with Mr SCHOU.

Vinegar Syndrome Research and Manchester Polytechnic (paras 21, 22)

Mr FRANCIS recalled that the original project, which still had a year to run, concerned nitrate and acetate films. Unfortunately, the Polytechnic knew about polymers but not about photographic chemistry so, although the proposed stabiliser had some short-term effect (disappearing within 3 weeks), it clogged up the equipment which had to be stripped down.

For the polyester-based stock research, he was keen to avoid working with

only one manufacturer so was trying to bring together Agfa (who were keen), Kodak (who were not) and 3M (who had valuable video-tape experience). They had finally agreed in principle but were now meeting in December to try and agree on a project that was acceptable to them all. He felt the standards recommended on their packaging were unrealistic for the everyday world of archives and he had therefore prepared for the manufacturers a specification of reasonable archive conditions and invited comments from Mr SCHOU and any other interested archives with laboratories.

Mr FRANCIS regretted that academic researchers, including the film stock manufacturers, seemed to think it sufficient to prove a theory under laboratory conditions. He was not prepared to accept a solution for the national heritage collection unless it had had at least a year's satisfactory trials in archive laboratory conditions.

Meanwhile, although Manchester Polytechnic had been helpful and cooperative, he felt it would not be useful to continue with the project without a photographic chemist. In addition, he had refused to be associated with their proposed Image Permanence Institute (para 21). Regarding the Call for Papers from Manchester Polytechnic for a Preservation Meeting in July 1989 which was circulated by Mrs ORBANZ, he would advise anyone who considered attending to be very cautious as the Polytechnic were publishing papers claiming they had solved the problems whereas they were far from solved for satisfactory operational use.

Meanwhile the vinegar syndrome was an accelerating problem. It was clear they should not store anything in metal cans. However, to put it in perspective, it only affected some 1/2% of the collection and had not affected any material they had printed in their own laboratory so controlled storage conditions obviously helped.

Asked about the Kodak research with American government backing (para 22), Mr FRANCIS felt archives should be very wary of acting on any research from manufacturers or academics, until it was supported by long-term operational results from outside the research laboratory.

As usual, the EC was impressed with the large number of projects underway and were pleased to note the recognition of the need to establish priorities (para 20). Mrs WIBOM suggested Mr SCHOU should be encouraged to delegate more to other Commission members, perhaps appointing Vice-Presidents to review papers before release.

Action: Mrs VAN DER ELST to write to Mr SCHOU.

6 REPORT FROM THE INTERNATIONAL INDEX TO FILM PERIODICALS (PIP)

In Mr Moulds' absence, Mrs WIBOM commented the report and welcomed the news that the project seemed to be in such good shape. The balance sheet and budget for 1989 were not included but Mr FRANCIS confirmed that the new accountant, Mr Garth Pedler, had prepared a 3-year budget with Mr Moulds.

In response to Mr KLAUE, Mr FRANCIS explained that Mr Moulds was asking only for an advance to finance publication of the composite television volume. Previously, the project had obtained grants from third parties but had not been able to do so this time; however, there was increasing interest from television organisations and they were expecting to recover the advance from sales quite quickly. They were already much more successful with the film volumes now that Mr Moulds was handling the distribution himself.

Mr FRANCIS reported that difficulties with the computer software and lack of support from the suppliers were delaying the work and thus affecting the cash flow. He suspected they had been wrong in looking for the cheapest solution in the first place. The difficulty was to find independent advice as most computer consultants were also sales people. He asked if perhaps Mr Smither might have some advice and Mrs HARRISON agreed he could certainly be approached.

In reviewing the situation, Mr FRANCIS stressed that there had been a major turnaround in the last 2 or 3 years: they had solved the distribution problem, found new offices at a reasonable rate and had nearly solved the computer problem.

On the financial side, it was agreed that Mr Moulds should consult with the Treasurer and Mrs VAN DER ELST on what sums were needed, either as FIAF's contributions or as a loan, for 1990. Mrs WIBOM reported that her own Documentation Department was willing to increase its Supporter contribution if necessary as it had not been increased for some time. Mr FRANCIS drew attention to the fact that there were many unpaid subscriptions, totalling £6,825, and asked if EC members around the table could help chase up their own archives or organisations in their region.

Mr FRANCIS recalled that, some years ago, Gillian Hartnoll of the BFI had said they might be able to cooperate with PIP once their own computer system was running. This was nearly ready now and he suggested a formal enquiry from Mrs WIBOM to ask if cooperation could be now reconsidered, together with a copy to the new Director of the BFI. He reminded the EC that BFI were

already indexing most of the same publications and, once the information was on a computer database, both parties could access and use it as they chose. This would of course help solve PIP's present computer problems.

Action: Mr FRANCIS to consult with Mr Moulds before deciding whether Mrs WIBOM should be asked to write to the BFI.

7 PROJECTS & PUBLICATIONS

7.1 Projects & Publications Underway

1 Treasures from the Film Archives

Mrs BOWSER confirmed that the first copies were ready from the publishers, Scarecrow Press, and included in their November Catalogue.

2 Deleted as completed

3 PIP: See item 6 above

4 Bibliography of Catalogues: Ongoing; no news

5 Revised edition of Handbook for Film Archives

Mrs BOWSER reported most of the editing work was done and, after delays, she had been able to re-activate the help of her fellow editor, John Kuiper, who was now working in a University. They were now looking for a publisher and her first contact, Garland Publishing, had asked for camera-ready copy. Mr Kuiper had offered to have the text put on disc at his University Department's expense so it could be laser-printed or possibly have it printed by the University. She was opposed to the latter possibility as the Department was new and would not have the necessary distribution channels.

She suggested she and Mrs VAN DER ELST could investigate possible costs of preparing camera-ready copy to see if it could be handled within FIAF's publications budget; perhaps also Saur could be considered. Mrs VAN DER ELST would prefer a professional publisher as the Secretariat had neither space to stock nor resources to sell and distribute.

Mr FRANCIS suggested they might consider using Mr Moulds' services to handle orders for this, and indeed possibly all FIAF publications. For PIP, he had already established a good working relationship with a distributor who handled warehousing and packing for very little charge. If FIAF could pay for someone to do the clerical order handling administration, this would generate more revenue for FIAF than using outside publishers and relieve pressure on the Secretariat. Mrs ORBANZ was uneasy at the idea of increasing Mr Mould's responsibilities still further. Mr KLAUE would add to possible Saur list.

Action: More information to be collected for Lisbon decision.

6 Glossary of Laboratory Terms

Mrs ORBANZ referred to Mr Spehr's projected timetable which indicated it should pass from the Library of Congress to the North American Sub-Commission in 1989 so it still was a long-term project.

7 FIAF Bulletin

Mr DAUDELIN had been disappointed that there was no contribution for the Technical Column for Number 37. They were hoping Peter Williamson would have been able to help ensure there was information on a regular basis. There was little to hand for Number 38. The following suggestions were made:

- Paper from Mr Lauritzen (since received)
- Chaplin Restoration Project from Mr FRANCIS (since received)
- Mr DAUDELIN suggested someone from another archive could write about the new Museum of the Moving Image in London, perhaps Mr DE PINA.
- Paper on nitrate projection facilities (Mr ROSEN)
- Technical Paper on the Fred Astaire video restoration (Mr ROSEN)
- Paper on Scandinavian archives' touring exhibition, "The Cinema Theatre Yesterday, Today and Tomorrow" looking at cinema theatres as architecture (Mrs WIBOM)
- Mr FRANCIS offered information on their new Study Centre, opening November 14.

Mr DE PINA suggested for the September 1989 issue they could commemorate the 50th anniversary of the beginning of the war by writing about the large numbers of people (including Jean Renoir, René Clair, Erich van Stroheim) who passed through Lisbon on the way to America in the period 1939-1943.

8 Proceedings of the Historical Symposium in Vienna (1984)

Mrs VAN DER ELST reported that Dr Fritz was very keen to have it published as they had already spent 35,000 Aust Sch on translations, photographs etc. but they had still not sent information on the number of pages, etc. to get an estimate of printing costs. As there had been such a long delay and it was presumably only of interest to the membership, it was suggested it should be published as cheaply as possible, with a small print run, perhaps 150 copies in addition to Members' copies.

Action: Mrs VAN DER ELST to progress with Dr Fritz.

9 Proceedings of the Canberra Restoration Symposium (1986)

The EC reviewed Mr Edmondson and Mr SCHOU's written report of November 12. He was asking for a one-third contribution from FIAF for printing costs, ie 1/3 of Aus\$8,000 (US\$6,600). Mrs VAN DER ELST had already told him that the Slapstick Symposium printing had cost the equivalent of Aust\$ 2,700. Mrs ORBANZ reported the Berlin publication, with substantial expenditure on design layout and photographs, had cost some 48,000 DM.

Decision: Mrs VAN DER ELST to confirm they can have Aust\$2,700.

10 Bibliography of FIAF Members' Publications

Mrs VAN DER ELST confirmed it was almost ready but the typesetting and proof-reading in Brussels had taken a lot of time because of all the accents. She was very grateful that Mr KULA had offered to take back responsibility for publishing future editions in Canada.

11 International Directory of Cinematographers, Set & Costume Designers

Mr KLAUE had circulated Volume 8 and Volume 9 would be ready for Lisbon. Warm congratulations were sent to Mr Krautz for being so prolific.

12 Proceedings of the Paris Symposium (1988)

Mr BORDE has nothing to add to his previous intervention under the 1990 Budget and confirmed to Mr DE PINA that photographs would be welcome.

7.2 **New Projects**

1 100th Anniversary of the Cinema

(This item was discussed out of sequence on Day 3)

Mr KLAUE introduced his paper which contained some preliminary ideas to encourage archives to be more active and suggest how FIAF might use the opportunity to promote awareness of its work. Perhaps it could be discussed sometime in Lisbon, as part of the Symposium, or by a special session or Working Group. They had learnt from the 50th Anniversary experience, that for major international projects it was necessary to plan a long time ahead.

Mr FRANCIS asked for confirmation that 1995 was the appropriate year.

Mr KLAUE said they needed to formulate a proposal so that it was included in Unesco's long-term planning. He thought the World Directory of Film Archives would be interesting as the last compilation of data about existing archives, done by Jacques Ledoux, was more than 20 years old. It might be even more impressive if they included television and sound archives. He suggested they discuss it with the other NGO's and agreed with Mrs BOWSER they should incorporate maps to show the achievements and the gaps.

Mrs BOWSER warmly supported the Catalogue of Restored Silent Films but suggested they should not attempt to cover all silent films but only the most important or interesting silent film restorations, especially those involving collaboration between archives. By not attempting to be comprehensive, they would avoid having to define "restoration". They should try and include the most recent restorations that were due to appear in that year. With good illustrations and comments about the films, it would make a very attractive promotional publication.

Mr GARCIA MESA suggested another List of Lost or Missing Important Films to draw attention to this huge problem for the history of film. Mr FRANCIS suggested this and other projects might be incorporated in a series of not-too-ambitious goals that they would try and achieve by 1995. This would have the advantage of attracting attention in the years before the Centenary and not just in that year.

Mr ROSEN suggested it would be very useful to produce a "snapshot" of the preservation position with hard facts (how much nitrate still needed copying, what would it cost, etc.) so that it could be used both for planning and political propaganda purposes. It was difficult for people inside the archives, let alone outside, to appreciate just how much needed doing and he felt such a document would be very valuable in showing the appropriation agencies the reality of the problem. Mr KLAUE recalled that they had included some figures in the Survey but for many countries they had not even identified a source for figures: there was no archive, no agency in many of the big film producing Asian countries that could even provide the figures. One statistic from the Survey Report ("only 7 countries have optimum storage conditions for colour films") was a very powerful indicator. Unfortunately, the figures were so incomplete they would have to find other ways to collate figures for 1995, in particular to convince the film stock manufacturers of the need to continue producing black and white film for another 50 years.

Mrs WIBOM said her archive tried to work on two levels: not just to rescue the past but also to avoid the loss or destruction of contemporary cinema. It had taken many years to obtain the legislation to protect new films from "becoming preservation problems" in 10 or 20 years. Mr FRANCIS strongly supported the need to save new films. He thought many people would be shocked, and hopefully stirred to action, to hear that already films made in the last 30 years, like Cinemascope and 70mm films, could no longer be found in the original versions and shown as intended. Mrs WIBOM agreed that the loss of films new within living memory was probably more powerful an argument for archives than the loss of older films which people perhaps knew nothing of. Mr DE PINA mentioned they had saved about 80% of the Portuguese feature films of the 1920s and 30s but many fewer from the 1940s. To save older films, it was primarily a question of money; for the more recent films there were in addition many legal and commercial problems.

Mrs BOWSER reported a rumour that Kodak's low fade stock was to be phased out as the dominant chemical was found to be harmful to the people using it.

Mrs WIBOM suggested the Documentation Commission could prepare a list of material that FIAF could recommend as the basic minimum to be kept from

any new national production (eg including script, documentation, stills, etc), as this material was notoriously difficult to get hold of, even only 3 years later. Probably each archive had its own list but it would be useful to compare them and then publish and publicise a FIAF list.

Mr ROSEN and Mr BORDE had been discussing oral histories and suggested that, as nearly all the people connected with early cinema were very old or already dead, they should perhaps make an urgent survey of what existed already and consider ways to encourage more recordings. Mr KLAUE added this was also valid for the history of FIAF itself.

Mr KLAUE suggested that, rather than committing to Centenary projects now, the EC should recommend to the new EC the creation of a Working Group whose first task would be to prepare a list of projects and perhaps identify archives willing to work on them with EC support. Perhaps they could mention it in the Lisbon Symposium. He was prepared to do some initial preparation and perhaps include figures from the Survey Report which had not yet been circulated to the membership. For instance, as far as he could recall, only 13 countries of the 70 responding collected 100% of current national production.

Mr DE PINA suggested they should aim to have 100 Members by the year of the Centenary.

2 Guidelines for the Shipment of Nitrate Films

Mrs VAN DER ELST had listed the project because Mrs Snapes had reported serious concern at receiving a nitrate film from a long-standing FIAF member archive, sent by air in mid summer, in a paper envelope.

Mr FRANCIS had collected rules or guidelines from different sources (IATA, British Rail and his own archive) which could form the basis for a draft. He suggested the international regulations from IATA and perhaps on rail travel if there was any international document, should be included as Appendices. Mr ROSEN agreed that something urgent was needed as the shippers were obviously not being instructed correctly. He would like some information in a form that could go in the can itself but Mr FRANCIS stressed they should not have paper in the cans.

Mr KLAUE reported that national legislation was becoming more restrictive. His country had a new law from November 1 restricting the movement of nitrate film on public streets without special permission and he envisaged something similar in the Federal Republic following the fire in Koblenz and other accidents with explosive and dangerous materials. FIAF obviously needed to continue to transfer nitrate materials between archives for restoration purposes so it was very important for it to have, and be seen to

have, its own Guidelines.

Mrs WIBOM suggested the recommendations on both acetate and nitrate film should be published in the Bulletin. Mrs BOWSER recommended sending a letter to the Directors of archives, asking them to be sure to pass the information to their Shipping Department. Mr KLAUE stressed they should provide translations, not only in English, French and Spanish, but in other languages so that it could be understood by the shippers themselves.

Action: EC needs to appoint Project Coordinator.

8 RELATIONS WITH INTERNATIONAL ORGANISATIONS

8.1 Unesco

Mr KLAUE reported on various headings as follows:

1 June 6 Experts Meeting on Evaluation of the Survey

The meeting had been organised by FIAF under contract. He suggested the final document, now submitted in draft form to Unesco for approval, should be circulated for discussion at the Lisbon Congress. As well as seeking more Unesco help, it included recommendations for action by FIAF.

However, the Unesco Medium Term plan, to 1995/6, under permanent discussion had no mention of audiovisual archiving. He suggested Mrs VAN DER ELST should find out from Mr Arnaldo if there was any change, and if not, FIAF should campaign to encourage all archives to approach their National Representatives to influence the main decision-making Unesco Board.

Action: Mr KLAUE to liaise with Secretariat on documents to be circulated before Lisbon.

2 Unesco Contracts with FIAF members

Mr KLAUE was aware of only two contracts, both with the Deutsche Kinemathek, one to prepare and publish a list of recommended Equipment for Audiovisual Archives (via Coordinating Committee of NGOs Technical Commissions), and one to prepare a Curriculum for Training and Education of Audio-visual Archives.

For the Curriculum project, the NGO's experts had been named and the first meeting held in October. They expected to complete by the end of 1989. The money came, not from Mr Arnaldo's budget, but from Education and Training.

- Regional Seminar in Thailand

This Seminar scheduled for November 1988 had been postponed for lack of

money. However, this was not totally a bad thing, as through total lack of communication between the NGO's, it would have immediately followed a similar meeting scheduled by ICA in Kuala Lumpur on the same subject for the same participants! This was funded by ICA using money from Unesco which came to them as an organisation rather than for specific projects.

- Regional Seminar in Latin America

This would cover two topics: plans for the Regional Preservation Centre and possible introduction of the Mini-ISIS computer project.

- Gulf Project

Unesco was working with individual FIAF members to encourage Gulf countries to establish audio-visual archives, with the hope that the Gulf countries would subsequently make money available to assist the creation of archives in other developing countries. At the moment there were only verbal promises of very large sums of money. There had been several missions already, a project meeting in October and a plan to produce a draft project for discussion by the Council of Ministers for Culture and Information of the Gulf countries. If approved, there would be a Workshop for decision-makers in Koblenz. Unesco had set aside some money for this project.

- Seminar in Manila on computer cataloguing

Mr Smither would be invited as an expert.

3 Possible 1989 Contracts

There were verbal promises and/or some interest from Unesco for the following contracts:

- publication of the Survey on the Audio-Visual Heritage
- completion of fungus and bacteria study (Czech Film Archive)
- help on briefing on legal problems of a-v archives
- extension of Mr Smither's study on computers
- equipment (US\$18,000)

4 Rejected Projects

- Second Roundtable with Equipment Manufacturers (supported by Austrian Unesco Commission, FIAF, IASA and archives in Austria, Australia, GDR) Austria may interfere at high level to try and get decision changed.
- Request from Cyprus
No Unesco funds but development continuing on bi-lateral level.
(cf Cyprus/Finland)

Mr Dimitriu's Mission to Africa

In the discussion, Mrs VAN DER ELST mentioned Mr Dimitriu's visit in August to Congo and Zaire which had been successful. His Report was very well received by Unesco who hoped to be able to provide some follow-up.

Minutes of June 6 Round Table

Mr BORDE reported a recent telephone request from Mr Arnaldo to provide the French translation of the Minutes (some 50 pages). Unesco was doing the English version and would be paying for both versions.

In response to Mr GARCIA MESA, Mr KLAUE explained that Unesco was working only on bi-annual plans so could give no promise of support for the 1990 Congress seminars. He should make a formal request as soon as possible through the Cuban National Commission for support for participation from developing countries.

Mr FRANCIS said they would be happy to have a Summer School at the new Conservation Centre in Berkhamstead in 1991. They would accommodate people in the local public school so it had to be during the summer holidays.

Mrs WIBOM was angry at the last-minute cancellation of the Thailand seminar which had been a great disappointment and embarrassment for the archive. She thought it had been very badly handled. Mr Arnaldo was also very upset and had told her that the new Director General had deleted all reference to preservation and archives from Unesco's future plans. She suggested that they should once more approach all their National Commissions to try and get the situation changed. Mr KLAUE suggested he or Mrs WIBOM should write to all the archives whose countries were represented on the Unesco Board, perhaps asking them to send on a copy of the Expert Meeting in Paris papers.

Action: Mr KLAUE and Mrs WIBOM.

8.2 International Council of Archives (ICA)

Mr KLAUE reported on their August Congress in Paris on "New Media in Archives", which was on a much larger scale than the FIAF Congress. There had been substantial support from the French Government and he estimated FIAF's subsidy was probably only about 5 or 10% of what ICA got. President Mitterand had attended one of the sessions, they had a grand reception, fireworks, 'son et lumière' at Versailles for all 2000 delegates, and direct satellite transmission from Canada of the Prime Minister inviting them to Ottawa for 1992.

Administrative decisions were taken in specialised working groups while the Plenary Sessions over 4 days were mainly devoted to professional problems.

All speeches were prepared in written form in advance and translated in 4 languages. The principal speakers had strictly limited time to summarise their contributions (main speaker 15 minutes, 4 - 6 supporting speakers 9 minutes) and speakers from the floor were limited to 3-5 minutes. He thought it was an interesting alternative to give time to large numbers of speakers to contribute, rather than having the 45 to 60 minutes per speaker traditional within FIAF symposia.

"New media" covered microforms (the widely used transfer and miniaturisation of paper collections); computer materials (with the associated problem for archives of coping with the "paperless office of the future" and the continuing obsolescence of hardware and software). The general attitude to audio-visual material was that they could not reject it but were unwilling to integrate it. There was a major lack of knowhow, information or awareness of the need to consider alternatives to traditional archive principles. There had been one useful A-V contribution from an American, Mr Evans, who had worked for Unesco and was familiar with film preservation problems. Mr KLAUE had quoted some information from the Survey Report.

To overcome the basic lack of information, he suggested ICA members should be offered all FIAF publications through the ICA Newsletter, perhaps at a discount. He also mentioned that ICA had some impressive publications, including a comprehensive book on archive buildings which could be interesting to film archives. He suggested relevant extracts from their publications list should be published in the FIAF Bulletin. He had sent some of the Technical Papers to Mr SCHOU and recommended the whole Proceedings should be available in the Secretariat.

8.3 Other International Organisations

Mr KLAUE believed Mr SCHOU had attended the FIAT Congress as a FIAF representative and Mr Konlechner the IASA Congress in Vienna but he had received no reports.

FIAF was hosting the next NGO Round Table in Brussels in March 1989.

Invitations to the Lisbon Congress

Mr KLAUE gave the names of individuals who should be invited to the Lisbon Congress, from Unesco, ICA, IFLA, FIAT and IASA. He thought they should also consider inviting, perhaps for the Symposium only, IAMHIST, FICC (cine clubs), CILECT (film schools), and perhaps also FIAPF and the organisation of independent film producers, and others.

In response to Mrs WIBOM, Mr DE PINA, said there was no limitation on space for the Symposium but they would have to reserve hotel rooms in good time.

Mr DAUDELIN was surprised to hear mention of FIAPF in view of the symposium topic as it was important to consider the problems privately amongst themselves but Mrs WIBOM felt it would be polite to invite them. Mr KLAUE was against inviting the producers but felt they should certainly invite and enlist the support of IAMHIST, FICC and CILECT.

European Film Museums Meeting

There would be a meeting of the European Film Museums in Dusseldorf at the beginning of December at which FIAF was invited to explain its standpoint vis-à-vis film museums. As Lesley Hardcastle would be going from the UK and Mr DE PINA was unable to attend, Mr KLAUE volunteered to describe FIAF's present policy but asked for guidance on how much to say of the present discussions.

Mr FRANCIS felt there had been general agreement that FIAF wanted to have some association and exchange of information with film museums but that they would not qualify as full Members. He agreed with Mrs ORBANZ that it might be best if they avoided the word "Observer" until after the discussions in Lisbon.

Decison: Mr KLAUE should certainly be positive towards the museums and mention that FIAF was considering some changes to its Statutes and Rules to accommodate such organisations, as this might influence the decisions taken in Dusseldorf.

9 LEGAL PROBLEMS IN FILM ARCHIVES

Mr KLAUE recalled that FIAF, the other NGO's and Unesco, were all aware of the many legal problems relating to preservation, collection and access to collections encountered by all audio-visual archives, not just film archives. FIAF had tried to compile lists of problems in the past but, without legal specialists, had made little progress.

He suggested the time was ripe for FIAF to start again by compiling a list of problems faced by film archives, as until they had identified the problems it was pointless seeking outside help. He had started a list and included a paper from IASA who had problems but seemed to be able to meet them in a way not available to FIAF. He suggested a Working Group of, say 3 or 4. Mrs ORBANZ supported this idea and suggested the Group should include archives like London which had already found some solutions.

FRANCIS reported that he had recently recommended Neville March-
Lunnings (who had helped FIAF in the past) to the Council of Europe and he
was also advising the BFI on the new copyright bill. He had the advantage
that he was a specialist in international law but did not have existing clients
in the film business. He was still very interested in helping FIAF and would
probably do so at a very reasonable rate. Mrs WIBOM mentioned the problem
that everyone interpreted the definition of "copyright" differently. The
Council of Europe had been working for a few years on trying to harmonise
legislation so FIAF should try to use their expertise.

Mr GARCIA MESA suggested this might be subject for a Congress seminar or
symposium but it was pointed out this would postpone action until 1991.

After a short break, Mrs ORBANZ saw no reason to wait for the new EC before
forming the Working Group as it did not have to consist only of EC members.
Action: Mr KLAUE to reflect further on problems and possible membership of
Working Group.

10 FUTURE CONGRESSES

10.1 1989: Lisbon

Mr DE PINA reviewed in detail the arrangements for the Lisbon Congress and
the associated events and Symposia.

They had reserved 195 hotel rooms but by November 9, a week before the date
given for registration, they had still only received 26 bookings so on his
return they would be sending further reminders. General Newsletters were
scheduled for January and March. The PIP Supporters Meeting was scheduled
for Friday evening, April 21, from 18 - 20 hours. All 3 Commissions were
meeting, with Cataloguing and Documentation starting Sunday April 23 in the
Novotel Hotel and Preservation, starting Monday 24 in the Archive.

Action: Mr DE PINA to warn Mr SCHOU there were no nitrate projection
facilities.

There was some discussion about scheduling to ensure that Commission and
PIP Heads had the opportunity to report to the EC and the GA as well as attend
their own meetings, without spending too much time away from home. This
was particularly difficult for Mrs SNAPES as she was Mr FRANCIS' Deputy and
he did not want them both away for too long; he decided, that as the trip to
Lisbon was not that expensive, he would pay for two separate trips for her
(last day of the EC and the GA; then back again for the Commission).

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Symposia par

In response to
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Draft Agenda

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On the financial side, Mr DE PINA confirmed that money was being provided by the government and the archive and sponsors were being sought. They had negotiated with the airline, TAP, for some free flights and with the telephone company for concessions on special installations. It was confirmed that FIAF would as usual pay the staying costs for the Commissions and the travel for Tom Gunning. Mr DE PINA had budgeted for Mr Gaudreault but the other Symposia participants should seek their own fundings.

In response to Mrs ORBANZ, Mr DE PINA said they could plan a retrospective of Portuguese films for the evenings, including some restored classics and some new films, and perhaps invite some film-makers.

Draft Agenda

At the official opening, there would be a 5 minute speech from the Secretary of State for Culture and various film authorities and film-makers would also be present. The Commission Reports would be separated. As the Preservation Commission had time reserved for projection/demonstration, Mr SCHOU would be asked not to encroach too long on the morning session so that plenty of time was available for Open Forum. To ensure a lively session, Mrs ORBANZ agreed to study the Annual Reports in English to identify possible topics and Mr DAUDELIN the French ones. It was also agreed that members should be invited, via the Bulletin, to suggest topics in advance. Mr DE PINA recalled that that would be the time to discuss possibilities for the 100th Anniversary of Cinema.

For the Elections, it was confirmed that no changes were required for the forms to be sent out in advance inviting candidates. The rotation system began in Berlin so there was no need for the first percentage to resign this time. The Commissions members were due for reconsideration next year.

The discussion closed with thanks to Mr DE PINA for what promised to be a fascinating Congress. Mr DE PINA warmly thanked the EC, and in particular Mrs VAN DER ELST, for their support.

10.2 1990: Havana

Mr GARCIA MESA added his Newsletter no 1 to the various planning documents he had been providing since 1987. In view of the EC's discussions, he had decided to adjust the Symposia timing so that the Technical one lasted 2 full days, instead of 1 1/2, with 1 day for Preservation and a 1/2 day each for Cataloguing and Documentation. For the Cultural one on Latin American cinema of the 1930's to 1950's, he was trying to budget to use a 1500-seat cinema and provide simultaneous translation in 3 languages. There would also be a chance to see Cuban films in other cinemas.

He had arranged for the 3 Commissions to meet in Havana. Some Commission Members might have money problems and it was decided to ask Commission Heads to consult and decide in Lisbon if they would meet in Havana or elsewhere. In any case, the individual Commissions and the EC needed to discuss the best policy for the timing of Commission meetings.

Action: Mrs VAN DER ELST to put on Lisbon Agenda.

He hoped to send a revised Budget Forecast to the Secretariat in January 1989. They hoped to help some Latin American colleagues with air fares but had no resources to bring anyone from Asia or Africa. Mrs WIBOM was pleased that this first Congress concentrating on the needs of developing countries should be hosted by an archive that itself was not the most advanced. She felt it was important to work on Unesco and others (perhaps her own authorities) to find extra funding to bring in those who would most benefit.

Action: Mr GARCIA MESA to provide detailed project description together with specific funding requests (named individuals/archives/countries with associated travel and staying costs) for use by EC members in approaching possible funding agencies.

10.3 1991 and later years

Mrs WIBOM was concerned that there was no information on Mr NAIR's whereabouts, particularly as he had promised to come to Montreal with a firm invitation if it was possible to hold the Congress in Poona. It was assumed that they would have to look for alternatives.

Mrs VAN DER ELST recalled that Athens had been a long-standing candidate and it was agreed to ask if they would be willing to confirm for 1991 and, if so, to come to Lisbon with a documented invitation so the GA could vote.

Mr DAUDELIN recalled the original planning in London to try and establish a good geographical balance. They currently had Madrid for 1992, Montevideo for 1993 and Mexico for 1994 (20th anniversary of Cineteca Nacional).

Mrs VAN DER ELST pointed out that Montevideo had been keen to host a Congress as soon as possible. In any case, with Havana in 1990, they were moving towards 3 Latin American countries in 5 years.

11 ANY OTHER BUSINESS

11.1 Spanish Version of FIAF Statutes & Rules

Mr GARCIA MESA confirmed that the work was completed and now being printed in Madrid for distribution to all Spanish-speaking archives.

11.2 Venezuela

Mr GARCIA MESA reported he had been contacted by the new Director of the National Film Archive, Mrs Carmen Luisa Cisneros, who wanted the archive to rejoin FIAF. There was still no official notification to the Federation. It seemed Mr Izaguirre had retired.

11.3 Sweden and the EYCT

Mrs WIBOM reported that the Swedish National Committee had obtained funding under the auspices of the European Year of Cinema and Television (EYCT) both for the "Cinema Theatres" exhibition that she had mentioned previously and for a major television series (26 x 53 minute items) dedicated to European cinema. The project would have a small London office and they would shortly be asking the FIAF archives to nominate a documentalist who could be paid to provide serious scholarly backup for each country. It had been agreed that any profits would go to FIAF.

11.4 Preservation Project for EYCT

Mr FRANCIS reported they were struggling to preserve 10 European silent films but that EYCT had suddenly said they could only provide half the money involved. The only solution he had been able to find was to suggest that archives name another film that they had restored with other funding; this would mean that that film would have to go on the European Touring Show, starting in April.

11.5 IFTC

Mrs VAN DER ELST reported the death in August of Mr Fulchignoni, President of IFTC. It was understood that Mario Verdone was taking over. There was some speculation about what might happen. For some time, IFTC had been somewhat inactive.

11.6 Erasmus Prize

Several members had received invitations to the posthumous award of the Erasmus Prize to Mr Jacques Ledoux on November 16. Mrs BOWSER and Mrs WIBOM would prepare a telex from FIAF.

Mrs WIBOM then formally closed the meeting, thanking Mr DAUDELIN for his hospitality and the technician and interpreter for their services.

During the meeting, the EC

- sent postcard greetings to Mr LAURITZEN, Mrs GALYAO and Mr SCHOU;
- congratulated Mr DAUDELIN who was going to a dinner in Toronto the next day to receive a Life Achievement Award for the Cinémathèque from the Association of Canadian Directors.

After the EC meeting, The Working Group on Membership had a further meeting.

Report of the 3rd Meeting of the Co-ordinating Committee of the
Technical Commissions of the International Federations for Audio,
Film and Television Archives held at UNESCO in Paris on June
16/17, 1988

Those Present:	George Boston	Chair
	Fernando Bardon	FIAT
	Harald Brandes	ICA
	Philippe Poncin	FIAT
	Henning Schou	FIAF
	Dietrich Schüller	IASA
	William.D.Storm	IASA
	Carlos Arnaldo	UNESCO
	Eva Orbanz	Rapporteur
Guests:	Alan Hancock	Director, Division of Communication Development and Free Flow Information UNESCO, CDF
	Jocelyne Josiah	UNESCO
	George Dupont	UNESCO

Apologies were received from Frantz Schmitt.

Carlos Arnaldo welcomed the committee to UNESCO and stressed the importance of the work. He reported that the recent meeting of the Roundtable of Audio-Visual NGOs had asked that the C-C prepares and organises the next Joint Technical Symposium. He also reported that M.Vincent de Saint-Phalle wished to meet the C-C to discuss a scheme to establish a film bank. The plan is for manufacturers and archives to subsidise the purchase of equipment by archives in developing countries in return for copies of films. The French Government (CNC) had expressed interest in the idea. It was agreed to meet M.Vincent de Saint-Phalle for lunch on Friday.

1. Minutes of the 2nd meeting held in Koblenz on February 5/6,
1988

Bill Storm asked for more information about the purpose of the Guide to Technical Equipment required by Audio-Visual and Film Archives. The chairman replied that it was intended to give guidance in the choice of the types of technical equipment needed by archives at varying stages of development.

The minutes were agreed.

2. Guide to the Technical Equipment Required by Audio-Visual and
Film Archives.

After extensive discussion the following outline for the Guide was agreed:

I Narrative and Foreword

(a) Statements that archiving of audio-visual material has to be treated as a profession with appropriate training and qualifications; the importance of keeping the original artefact; the specific problems of restoration for different carriers.

(b) A description of the five major activities of an archive

- i) Inspection of incoming material
- ii) Conservation
- iii) Copying of material
- iv) Reviewing of copies
- v) Access to the material

II Specifications

Detailed descriptions of the apparatus required for the activities listed above in I (b).

III Annexes

- (a) Lists of
- (i) Technical Standards Committees
 - (ii) Specialist skills and the archives and individuals that can provide them.
 - (iii) Key technical personnel
 - (iv) Manufacturers

(b) Advice for manufacturers on the specification required for archival machines.

IV Timetable

- October 31st 1988 - Manuscripts in Koblenz for collating etc by Harald Brandes
- December 31st 1988 - Draft to all members of C-C for comments
- February 15th 1989 - Completed draft to all participants of the second consultation of manufacturers and users in Vienna

The Guide is not seen as a finished book but as a publication requiring continuous updating. The audience for the Guide is expected to be composed of people with little or no technical experience.

3. The Next Joint Technical Symposium

The C-C accepted the task of preparing and organising the next Joint Technical Symposium. The main topics should be:

- (a) The Deterioration and Restoration of Audio-Visual Carriers.
- (b) The Expected Life of New Carriers, Formats and Equipment.

The proposed dates are May 1st to 3rd 1990 and the venue, Ottawa. An alternative would be Paris in July in conjunction with the IAML conference.

It was agreed that Bill Storm would make the initial enquiries in Canada. Fernando Bardon, Harald Brandes, Philippe Poncin and Dietrich Schüller with George Boston as co-ordinator, will form a European based core group. The work will be sub-divided into three sections:

- (a) The onsite conference facilities
- (b) The conference programme
- (c) The conference publications

Formal invitations will be sent to ARSC and other organisations.

The four NGOs - FIAF, FIAT, IASA and ICA - and UNESCO will be approached to give a financial guarantee to underwrite the event.

4. Progress Report on the Current Projects

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| (a) Background Information about the NGOs | Papers with George Boston |
| (b) Directory of Key Technical Personnel in Audio-Visual Archives | FIAF - Survey in progress
FIAT - Survey completed
IASA - Survey in progress
ICA - Survey completed |

The information will be put on a data base.

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| (c) Central Reference List of Research Projects into Technical Problems of AV Archives | FIAF - Work completed
FIAT - Work in progress
IASA - Work completed
ICA - Work completed |
| (d) List of National and International Standards Organisations | Work is in Progress |

5. Financial Support for the C-C from the NGOs

FIAF - Prepared to assist subject to the specific project
FIAT - Still discussing the matter
IASA - Prepared to assist subject to the specific project
ICA - Still discussing the matter

6. Any Other Business

I

Alan Hancock, Director of the Division of Communication Development and Free Flow Information of UNESCO was welcomed to the meeting. The chairman gave a short resume of the work of the C-C and Dietrich Schüller reported on the relationship between industry and the C-C. Alan Hancock replied that UNESCO has a responsibility to act as a catalyzer and a co-ordinator and welcomed the initiatives being taken by the four NGOs and the C-C. He expressed his delight with the work achieved by the C-C in the short time that it had been in existence.

II ARSC/AAA Report

Bill Storm presented a copy of "Association of Recorded Sound Collections, Associated Audio Archives Committee; Final Report. Audio Preservation: A Planning Study", funded by National Endowment for the Humanities, Grant PS-20021-86, to Carlos Arnaldo for UNESCO. Copies of the summary of the report were distributed to the members of the C-C.

Points to note from the report include:

(a) That people who are members of one of the audio associations such as the AES, AAA or ARSC tend to have more technical knowledge.

(b) Many archivists work in a paper environment and have no technical knowledge despite, in many cases, having audio-visual equipment.

Dietrich Schüller stressed that special education in AV Archivism, preferably at University level with a degree, was essential. Henning Schou reported that a one-semester course was now available in Australia. Bill Storm added that in addition to training for archivists, people with specialist knowledge were also needed to work in the field of technical research into the problems of A-V archives - a field that is not adequately covered by industry.

(c) There is a growing wish for international co-operation.

Carlos Arnaldo suggested that the Glossary of Audio Terms be expanded to cover other A-V areas and to include European terminology. UNESCO may give financial help with such a project and its translation.

(d) Bill Storm emphasised the importance of developing a standard format of documentation of transfers. This would give details of the treatments applied during copying in addition to information about the content. Henning Schou pointed out that this form of documentation could only be used by those film archives with their own laboratories.

(e) Carlos Arnaldo asked for a copy of the bibliography to be given to Helen Harrison, President of IASA, who is preparing an international bibliography for Audio-Visual Archives.

III Equipment Pool

Carlos Arnaldo asked if the C-C would undertake the administration of a scheme to distribute donated used equipment to archives in developing countries. Two lists are needed; one of the equipment available and one of what is needed. Fernando Bardon agreed to keep the lists. The C-C will decide which archive receives which equipment. The members of the C-C are asked to collect details of useable but redundant equipment from their colleagues and forward the information to Fernando Bardon. A notice in the Journals of the NGOs would also help to publicise the scheme.

IV Consultation of Users and Manufacturers of Technical Equipment for A-V Archives

Dietrich Schüller, on behalf of the Österreichischen Akademie der Wissenschaften, Phonogrammarchiv, invited the C-C to hold the next Consultation with manufacturers in Vienna as part of the 90th Anniversary celebrations of the Phonogrammarchiv. The dates suggested were April 27th to 29th 1989. In addition to the members of the C-C, invitations would be extended to manufacturers of equipment and carriers and to the technical standardisation groups including the SMPTE, AES, BKSTS, EBU, ABU, IEEE, OIRT, UNIATEC, URTNA, CBU, ASPU, ULCRA.

The consultation will continue the dialogue between archives and manufacturers started in Berlin in 1987. It will aim to promote better relationships between industry and their customers to their mutual benefit. Particular regard is to be paid to the fields of training and spares provision and to the encouragement of research into carriers suitable for archives.

The following draft agenda was agreed:

- Day 1
27.4.89 A preparatory meeting of the C-C. To include the finalisation of the list of special requirements of archival equipment.
- Day 2
28.4.89 Meeting with manufacturers and representatives of standards committees. To discuss ways of improving the length of life of systems (the carrier and machines seen as an entity).
- Day 3
29.4.89 How manufacturers can meet the special requirements of equipment for archives.

The costs for this consultation are estimated to be U.S. \$15,000.

A preparatory meeting, to be held in Koblenz or London, is provisionally scheduled for December 12 to 14, 1988. This meeting will also complete the drafting of the "Guide to the Technical Equipment Required by Audio-Visual and Film Archives".

V New Member of the C-C

Harald Brandes said that although ICA did not wish to take up their second place on the C-C at present, it was still their intention to fill it at some future date.

The Chairman, on behalf of the C-C and their parent NGOs, thanked Carlos Arnaldo and his colleagues at UNESCO for their continuing support of the work of the C-C.

GB/hmt

19.10.88