

EXECUTIVE COMMITTEE MEETING
Rome, April 23-25, 1994

Present

Robert DAUDELIN
Eva ORBANZ
Clyde JEAVONS

President
Secretary General
Treasurer

Members

Hoos BLOTKAMP
José Manuel COSTA
Jan-Christopher HORAK
Jorge NIETO
Vladimir OPELA
José Maria PRADO
Guy-Claude ROCHEMONT
Steven RICCI
Roger SMITHER
Ivan TRUJILLO BOLIO

Commission Heads

Joao BENARD DA COSTA

Harriet HARRISON
Henning SCHOU
Ronald MAGLIOZZI

Commission for Programming
and Access to Collections
Cataloguing Commission
Preservation Commission
Documentation Commission

Honorary Members

Wolfgang Klaue
Einar Lauritzen

Secretariat

Brigitte VAN DER ELST

Executive Secretary

DRAFT AGENDA

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The first morning session was held in the presence of EC elected members only.

1 ADOPTION OF THE AGENDA

The agenda was re-ordered to fit Mr Boarini's attendance of the meeting on April 25 and adopted.

2 APPROVAL OF THE MINUTES OF THE EC MEETING IN PARIS

Some corrections were brought to :

- p. 21, line 11 from bottom : "second-rate" was replaced by "subsidiary"
- p. 24, last paragraph : Steven Ricci resigned from the Commission for Programming and Access because he wanted to concentrate on the preparation of the 1995 Congress and had been elected as member of the Executive Committee.

The minutes were then approved.

3 MATTERS ARISING FROM THE MINUTES OF THE EC MEETING IN PARIS

Page 17-18 (improvement of procedures for reconfirmation and evaluation of candidates' autonomy) : no alternative to the current procedure had been identified so far. For Ms ORBANZ, the reconfirmation procedure did not need to be changed although she underlined the necessity to better define the concept of "autonomy". Ms BLOTKAMP suggested to discuss this item under "membership questions", which was agreed.

Page 20 (application of Cinemateca Vaticana for full membership) : Mr JEAVONS, together with Ms ORBANZ and Mr DAUDELIN had visited the cinematheque the previous day but the question of their application had not been raised.

Page 26 (Newsreel Symposium) : Mr SMITHER would report on the proceedings of the Newsreels Symposium in Mo i Rana under "Projects underway" and Mr JEAVONS reported there had been some vague proposals to hold a Newsreels Symposium 2 in London at the end of 1995 - begin 1996.

Page 29 (voluntary extra contributions) : there had been no movement on that line.

Page 31 (Rosselini prize) : no news.

Page 36 (training) : Mr JEAVONS reported that Wolfgang Klaue and Harold Brown were now also members of the Training group. He specified that David Cleveland would not always be consultant himself, but could be replaced by any representative of his organization, the East Anglian Film Archive.

The group was to meet in Bologna on April 29. The Summer School which the working group had intended to hold in 1995 in Berkhamsted, had been postponed to 1996.

Page 37 (invitation of non-commercial film museums to Bologna) : Mr HORAK reported that Richard Kozarski had shown no interest in attending the Congress.

Page 4 (role of Honorary Members) : Ms ORBANZ recalled the idea to make better use of the Honorary Members' experience for the benefit of FIAF. This item had been on the agenda for already two years but nothing had been seriously identified so far. However, one move into that direction had been the interview of Jerzy Toeplitz by Wolfgang Klaue, which had been published as Guest Editorial in the latest issue of the FIAF Journal.

Mr DAUDELIN felt embarrassed by the wording of the recommendation regarding the functioning of EC meetings, which had been passed in Paris (cfr. Minutes, p. 4), as it was in conflict with the EC members' wish to further involve Honorary Members in their executive work. He therefore suggested to reserve the first session of any EC meeting to elected members only, considering that "elected members" also include Honorary Members. It would be the Secretary General's task to identify items having to be dealt by elected members only. In no way should Commission Heads feel "excluded" from the first session. They should be encouraged to make use of the first session to meet among themselves.

As a matter of principle, Mr COSTA called for total transparency of opinions on this matter and all other issues dealt with by the EC.

Mr JEAVONS recalled that a privilege of being Honorary Member was to attend ex officio all meetings of FIAF. He therefore saw no reason why they should be excluded from any part of EC meetings, as long as they are invited to the meeting.

Mr HORAK and Mr SMITHER believed that Mr DAUDELIN's suggestion could be adopted as long as nobody opposed to it and without any further vote being taken.

However, there was a debate around the question : to what extent can Honorary Members be considered as "elected members" ? Elected in an ex-officio capacity, as suggested by Mr JEAVONS ? Mr COSTA noted they were not elected after the same criteria as the 13 members of the Executive Committee.

It was finally decided not to change the wording of the recommendation but the following was agreed : a session of the Executive Committee will be held without Commission Heads; the Honorary Members' right to sit at all sessions of the EC would be re-established.

5 SURVEY ON FIAF SPECIALIZED COMMISSIONS

5.1. Technical Commission

Mr JEAVONS reported that Mr SCHOU was very keen about expanding the brief of the Commission and extending its

technical membership. However, it was generally felt that Mr SCHOU's report on this occasion was inadequate and much too concise.

Mr JEAUVONS explained that Mr SCHOU had just had a very busy year at the archive, but he suggested that the President ask to the Head of the Technical Commission how he saw the immediate future of the Commission.

Ms ORBANZ called for further delegation of work among the Technical Commission members in order to alleviate Mr SCHOU's burden and make him more available when we needed him personally

Ms BLOTKAMP thought we should try to define a general pattern for Commission reports. Commission heads should also be told more precisely what is expected from them.

Mr JEAUVONS and Mr COSTA agreed the EC should be more active in briefing the Heads of Commissions for the new projects they want to see undertaken, but Mr JEAUVONS insisted that work with routine issues and daily problems of film archiving should not be forgotten.

Ms ORBANZ did not believe it was the EC's task to define the Commission's agenda but rather to carefully read their reports and interrogate the Heads of Commissions on the work being done.

5.2. Commission for Programming and Access to Collections

The work of the Commission for Programming and Access to Collections was the object of general dissatisfaction for the following reasons :

- the Commission's membership had been in chaos since the beginning and had failed to produce any substantial results after 2 years of existence.
- the Commission was only concerned with programming and was thereby omitting the second part of its mandate : the issue of access to collections.

Mr JEAUVONS deplored the Commission had given up the project of Mr Versheure's book instead of carrying it out in collaboration with the Technical Commission.

As a former member of the Commission, Mr RICCI said the EC's initial brief for the Commission in Habana was nothing but clear. However, it seemed the Commission had apparently entered into a steady process of working away from that brief. Mr DAUDELIN also felt the Commission had lost track of its initial mandate.

Mr HORAK said we had to be absolutely clear to them that they have to return to their initial brief. Mr DAUDELIN proposed

to give them a deadline, i.e. the next EC meeting when Heads of Commissions are up again for reconfirmation.

Mr RICCI suggested to appoint a co-president for the Commission, who would be specifically entrusted with access issues (circulation of prints, research access...).

Mr COSTA believed the existence of the Commission was not to be questioned because it had a vital mission for the Federation. Mr DAUDELIN agreed but his and several other EC members' concern was that this mission was still not fulfilled in any concrete way.

5.3. Cataloguing Commission

To Ms BLOTKAMP and Mr HORAK, it was illogical that the selection criteria project had been entrusted to the Cataloguing Commission. Mr SMITHER shared their doubts, pointing out the problem of overlapping between the various Commissions. This problem underlined the necessity to better define the role of FIAF's various bodies.

Mr RICCI explained that the Cataloguing Commission had actually inherited this project which had initially come up in the Programming Commission.

Everybody agreed that Selection criteria was a serious issue that must be discussed, but not only by cataloguers.

5.4. Documentation Commission

The reaction from the EC members to the report of the Documentation Commission was very positive.

Mr HORAK underlined the need for guidelines for the cataloguing of stills collections. This could be a good project for both the Cataloguing and the Documentation Commissions.

Mr DAUDELIN announced that Commissions reports would be further discussed under pt. 11 of the agenda, in the presence of all Heads of Commissions.

At this point of the meeting, Commissions Heads were asked to join in and the EC was glad to welcome Mr Wolfgang KLAUE who had just arrived in Roma.

5.5. Survey on FIAF Commissions and projects

Ms BLOTKAMP explained the draft Survey she had conceived was meant as a tool enabling us to define an internal and external communication policy. She thereby wanted to invite the EC and the Commissions to think more actively and more consciously about the motivation behind their projects and about their expectations from the projects' results. Before

working further on this draft, she asked for comments from her colleagues on this approach.

Mr MAGLIOZZI recalled that the Documentation Commission's recent statement of purposes and its project to publish a handbook on documentation had derived from a similar approach. Mr SCHOU agreed on this approach, adding that the Technical Commission also wanted to lay out a whole index of the subjects that ought to be covered and find suitable authors to cover these topics.

Mr MAGLIOZZI was also very favourable to Ms BLOTKAMP's idea of indexing the Commissions' various past publications, saying that this job could from now on be the task of Commission Heads.

Mr DAUDELIN said Ms BLOTKAMP's approach related to Mr JEAUVONS' remark in Paris, i.e. that Commissions are too much "project oriented" and not enough "issue oriented".

Mr HORAK particularly appreciated the way Ms BLOTKAMP had systematically laid out the various tasks of an archive, adding this document was very valuable not only for our own thinking but also for film archivists under training.

Mr COSTA agreed that the Survey was a very interesting working tool, especially for identifying fields that have never been covered. However, the shortlist of projects and publications should only be considered as "first information" as it did not sufficiently inform us of the nature of each project.

Ms ORBANZ fully agreed with the idea behind Ms BLOTKAMP's approach, but she also favoured the notion that Heads of Commissions should investigate themselves the various areas to be worked on and include them in a "Statement of purposes", which would then be submitted to and commented by the EC. In this respect, she saw two very useful sources of information for the Heads of Commissions :

1) the candidates' answer to the question "what do you expect from the Federation ?", included in the affiliation questionnaire and 2) the affiliates' expectations laid down in their annual report.

She finally recommended to investigate what other papers might have been published already in the areas that remained uncovered so far by our publications (for example, the paper drafted by the "Curriculum" group of the NGO Round Table). This would avoid duplication of efforts.

Ms BLOTKAMP did not agree on a policy based on Commissions' work only whereby individual projects were not integrated into a more general policy.

Mr KLAUE deplored that FIAF had never been able to define its tasks and goals over a long period, like Unesco, ICA, IFLA, ... had. He wanted Commission work to be part of a long-term plan, based on a serious reflection on FIAF's main

tasks. FIAF Commissions were limited on the level of both competence and funding; why not look for alternatives to their work to achieve specific tasks, with specific funding outside of the Commission's budget?

Mr JEAUVONS called for harmonization of work between the various Commissions. They should communicate and come together more often. Commission Heads themselves could regularly meet in a sub-group to discuss their interplay of work, e.g. in the field of training. Issues of "acquisition" and "selection", which had never been dealt with as such, should also be on the agenda of joint discussions. Commissions should then produce from time to time a joint "forward planning", both issue-based and project-based, with defined objectives and deadlines.

Ms VAN DER ELST asked what the Secretariat could do to further Ms BLOTKAMP's survey, suggesting we start to fill in the 9-page grid. Ms BLOTKAMP agreed on this.

Ms ORBANZ suggested to make a three or five-year plan on this subject after the issue has been discussed at the GA, and Mr RICCI proposed to set up a working group that would prepare a discussion on this topic for Tunis.

In answer to Mr SCHOU, Ms BLOTKAMP said that the grid should be filled in with FIAF publications/projects only. The Commission Heads must therefore not add non-FIAF publications/projects to the list compiled by the Secretariat.

Mr MAGLIOZZI agreed with the idea to have a sub-group of Commission Heads, although this would not be easy to achieve because of travel limitations. He believed that, in order to use energies in a more effective way, it was essential to reconsider the way Commissions function in terms of their budget, their membership, their meeting schedules...

Mr JEAUVONS said all this pointed to the need to have a professional center which could act at least as a coordinating point for the work of Commissions.

For Mr SMITHER, Ms BLOTKAMP's charting work was a very good way of identifying gaps and overlaps in the work of the Commissions, but he also agreed with Mr MAGLIOZZI. The underlying problem was finding people who would do the work on individual projects and people who would coordinate that work. This was questioning the actual structure of the Commissions.

Mr DAUDELIN said this discussion related to the agenda of the GA's second day. He suggested that a small working group take down notes during that 1-day debate and organize them in a sort of formal plan for FIAF for the coming years; the following working group was formed, with the task to draft a proposal to be submitted to the EC in Tunis next November :

Mr HORAK, Mr MAGLIOZZI (to be consulted by fax only !), Mr KLAUE and Ms BLOTKAMP.

It was finally decided to come back to this issue at the second EC meeting in Bologna.

4 JOB DESCRIPTION FOR A SENIOR ADMINISTRATOR IN THE FIAF SECRETARIAT

Mr JEAUVONS commented on his draft proposal which had been circulated to all of the EC members and Heads of Commissions, asking for a principle agreement for a post of this kind to be created.

The following points were discussed in particular :

1. Funding of the post

The Treasurer said FIAF's credit balance showed one could at least afford to pay for the Sen. Administrator's salary during the 1 or 2 years trial period.

Mr KLAUE was convinced of the necessity to hire a real professional for this new post; if need be, why not dig into the Reserve Fund to pay him/her during the first year?

For the following years, the Sen. Ad. was expected to increase the income of the Federation by raising new funds. In this respect, it was clear to Mr JEAUVONS that a possible decision to employ the Senior Administrator for the long run would depend on his/her ability to generate funds for FIAF during the trial period.

2. Role of the Senior Administrator

In answer to Ms ORBANZ, who feared the new profile of the Sen. Ad. might lead us to forget the role of our own experts, Mr JEAUVONS emphasized his role as a coordinator who would precisely distribute the work among the experts in FIAF.

Mr RICCI added that the Sen. Ad. himself should be expected to find the appropriate experts to provide specific guidance in individual areas. He should also be able to give advice to new archives on setting up their structure, as opposed to technical expertise.

Mr KLAUE underlined the Sen. Ad. should primarily be a manager, as was the Executive Director of the International Council of Archives (ICA), and not specially an expert on archives.

Ms VAN DER ELST reported that Michael Moulds needed to receive some clarification on the position of the PIP office in the restructuration of FIAF's Secretariat.

In answer to Mr NIETO, Mr JEAUVONS said the EC would have to set up a formal selection procedure (advertising,

shortlisting and interviewing). This selection role should be entrusted to a small group.

It was finally decided to recommend the creation of this post to the GA in Bologna, under "Treasurer's report".

6 REPORT OF THE TREASURER

6.1. Finances

Mr JEAUVONS reported on the 1993 accounts, underlining the very healthy credit balance. The credit balance for 1994 was expected to be positive too, although the budget for that year was to include additional funding for one year filmographic work at the PIP (US\$ 15,000).

The Treasurer reported that, as proposed in Paris, late-payers with financial difficulties had been individually approached and helped out, which they had responded very positively to. Some of them had eventually managed to settle half of their dues for the year. There were only three outstanding debts from 1992 and it was expected that the late-payers in 1993 would eventually pay their dues.

Nevertheless, Mr COSTA still favoured a different philosophy of subscriptions' scale based on the archive's annual budget, especially for developing countries.

Mr JEAUVONS much preferred to deal with those archives on a need basis, which would avoid too much differentiation between "rich" and "poor" archives. He was convinced that even "poor" archives should try to face the costs of the benefits they take from FIAF's services. On the other hand, he said, subscriptions should perhaps be kept up with inflation more often.

Mr COSTA was also in favour of implementing systematic help from the Development Fund to urgent needs. The Treasurer answered there was very little money in the Development Fund for the time being. FIAF could afford to subsidize small needs or parts of annual subscriptions within its annual budget, but we obviously had to find extra money for greater needs. This referred to Mary Lea Bandy's proposal, already mentioned in Paris, i.e. to lean on major archives and invite them to pay voluntary extra sums if and when they can do so, to go into a specific earmarked support fund for the more needy archives.

Ms BLOTKAMP fully endorsed Ms BANDY's proposal, saying that calculations based on annual budgets would be extremely complicated.

Mr JEAUVONS proposed to postpone the proposal for a new scale and go back to it only when we have achieved substantial fundraising. Mr NIETO insisted that the EC keep thinking about the new scale even if it was postponed, as we could not ignore the immense financial difficulties of some parts of the world.

Decision : Mr NIETO and Mr COSTA to join forces to further reflect on Ms AUBERT's plan for a new scale of membership fees.

The 1995 budget indicated a slight deficit because it anticipated the post that had just been agreed upon. Alternatives to the deficit would be to raise funds or dig into the Reserve Fund.

In answer to Mr HORAK, the Treasurer explained that the budget foreseen in 1994 and 1995 for Summer Schools would be rolled over to 1996, when the next Summer School was due to take place. As regarded the budget for EC meetings, it had been doubled from 1994 to 1995 in view of 1) possible funding of some travels for far-away members, and 2) funding of simultaneous translation.

6.2. Fundraising

The Treasurer reported this was a moribund area. The Fundraising Committee had been unable to raise any funds.

The request to the whole membership called "A film show for FIAF" had not been very successful : the Secretariat had not received more than 18 answers and only three were positive : Belgrade, Madrid and New York (MOMA). It seemed that there were insufficient archives allowed to earn money from their box office.

Ms BLOTKAMP thought we needed to employ a professional fundraiser for FIAF. Mr JEAUVONS underlined this required an enormous amount of background work, because he/she would need to be fed with the right kind of material to make fundraising an attractive proposition. Mr DAUDELIN recalled that finding a professional fundraiser had been put on the agenda of the Fundraising Committee the previous year. Mr HORAK explained that fundraising was a very long-term and complicated process, especially in the case of FIAF because we still did not have a well-defined identity in the eyes of potential donors.

Mr JEAUVONS and Mr HORAK underlined the fundamental conflict between archives' own fundraising for vital needs and fundraising for FIAF.

Mr KLAUE recalled that only for specific and definite projects did we ever manage to receive subsidy from Unesco, Lufthansa, the Lauritzen Foundation... We therefore needed to make a detailed long-term plan of our appealing projects. Mr KLAUE feared that the Fundraising Committee's failure might affect our credit in the eyes of the membership.

Mr COSTA and Mr DAUDELIN believed it would possibly be the Sen. Ad.'s task to brief the proper person about our activities and projects and check that he/she promotes FIAF properly to potential donors.

Decision : Mr JEAVONS to consult with Mary Lea Bandy outside the GA to know if the Fundraising Committee is to be dissolved and to report back during the second EC meeting in Bologna.

7 CINEMA CENTENARY

Annual Statistics

FIAF's annual statistics had been compiled by the Secretariat.

Mr DAUDELIN believed that the statistical figures should be used in the frame of the cinema centenary, not only to define the profile of archives around the world but also to point out what they have achieved. This approach could be enlarged by using comparison with other art forms.

Ms VAN DER ELST suggested to use the annual figures to update Michelle Aubert's statistical survey on FIAF affiliates' holdings.

Mr RICCI thought these statistics were lending themselves to a graphic presentation. He proposed to ask Greg Lukow to prepare a graphic design to this end and work with Ms VAN DER ELST and Ms ORBANZ. This was accepted.

Ms BLOTKAMP believed that Ms AUBERT Survey for the European archives should already be updated.

Calendar of events

According to Mr BENARD DA COSTA, the next issues of the calendar should also mention typical FIAF projects (Commission projects, circulating programmes, co-productions...).

Mr COSTA was concerned that the calendar might be misunderstood as being "the" only FIAF calendar for the centenary. It should be made clear that it is part of a series.

Mr JEAVONS recalled our initial idea to use the calendar as a promotional tool. In this respect, it should be more systematically spread out by the archives and sent out to main festivals, even if their shipment is costly. He agreed with Ms ORBANZ that future editions should further concentrate on the events taking place or about to take place when the calendar has come out. This project still required more voluntary efforts from every archive, not only to respond to Cornelia Emerson's letter but also to spread the calendar out. However, Mr SMITHER believed the calendar should not neglect past events as it would be for the future a very valuable cumulative record of our achievements in the context of the centenary.

He suggested to print at the back of the calendar a list of the publications that have appeared about the centenary celebration. Mr MAGLIOZZI said that the Documentation

Commission's list of all the members' publications could be partly added at the back of the calendar.

Ms VAN DER ELST suggested to change the colour for each issue.

Decision : Mr JEAUVONS to coordinate with Cornelia Emerson about the next issue of the calendar.

Logo

After reporting that there had not been many requests from the membership to use the logo, Ms VAN DER ELST wondered whether affiliates should be invited again to use it, but no decision was taken on this matter.

8.1. CENTENARY CONGRESS : LOS ANGELES 1995

Mr RICCI commented on the information dossier of the Los Angeles Congress which had been circulated to all EC members. The discussion brought about the following comments and decisions :

- the 1st symposium was moved before the first day of the GA and the schedule of events was modified accordingly.

- The role of moderators would include providing a 5-min introduction to the topic, outlining the issues, and asking panelists to prepare very concise responses to specific questions. Participants to the panels will come from inside and outside the Federation. Invitations will be sent to individual members of the Federation to help organize specific parts of the Symposium requiring active early preparation, to start immediately after Bologna.

- Mr DAUDELIN suggested to invite people involved in other art forms (historians...) as participants to the panels in the symposium. Mr RICCI answered this would rather fit the workshops. Mr KLAUE underlined the costs of such invitations.

- Mr RICCI agreed to further specify the scope of the Symposium.

- Referring to point IV-3) "workshop on Ethics of Film Restoration", Mr DAUDELIN thought it was too serious a subject to be addressed by a workshop only. This topic was important for the whole membership and should therefore be part of the Symposium's agenda.

Mr RICCI then suggested to limit the GA to one day only, which Mr DAUDELIN supported. Mr SMITHER rather proposed to narrow the workshop time instead of the GA.

Ms BLOTKAMP thought every archive should be asked to write and deliver a paper on the topic of ethics of archiving. Mr DAUDELIN took Ms BLOTKAMP's suggestion up by suggesting to publish a special issue of the Journal in March 1995 on this topic, provided that it is seriously prepared. Mr RICCI said the discussion at the Symposium on this topic could then be

based on the ideas expressed in this special issue. These texts, Mr DAUDELIN said, could possibly be compiled by someone outside the usual group in order to shake our traditional approach to some of these issues. The editorial board of the Journal would examine this proposal.

Mr MAGLIOZZI suggested to foresee a site for a FIAF exhibit (publications, demonstration of CD-ROM...). He further proposed to arrange for documentalists a tour of the documentation departments of the places involved in the organisation of the Congress. Mr RICCI said they would be happy to assist.

Commission Heads were invited to let Mr RICCI know if they wanted to meet in Los Angeles and for how long.

8.2. DISCUSSION OF St. RICCI'S PAPER ON THE STRUCTURE OF FIAF CONGRESSES (see Annex)

Regarding pt. 1. **Revision of the election procedures**
Mr JEAVONS, Mr COSTA and Mr DAUDELIN agreed to form a working group and make proposals for the EC in Tunis.

As for **changing the rhythm at which General Assemblies are held** every year or every second year (pts 2 - 5), Mr KLAUE suggested to postpone any formal decision until after the GA in Bologna, adding that our Statutes and Rules did not forbid anything concerning the rhythm of GAs.

Mr RICCI endorsed one of Mr KLAUE's options that, in the years when there are elections, we should have two days of GA, but in other years, "usual business" ought to be taken care of within one day, provided that there is well-structured space for general debate that would then take place in the context of the Symposium. This should be considered as a proposal. Ms ORBANZ supported it.

Mr HORAK agreed that the formalism of GAs could be reduced to some extent but he underlined the importance of keeping a yearly GA, at least one day, because it had a ritualistic aspect which was important for the identity of the Federation: affiliates must feel they have some influence in the Federation's policy. He endorsed Mr RICCI's proposal to alternate 1-day and 2-day GAs but added that hiring professional congress organisers would be extremely expensive to the Federation.

To underline the difference between the responsibility of the local host and the role of the executive coordinator, Mr RICCI explained that the development of well-prepared symposia, for which research has to be done, could be coordinated by somebody else than the local host, in addition to their help for the practical organisation and their involvement in the choice of a theme.

Mr KLAUE called for more discipline in our GAs. Some announcements that are made during the Open Forum could be made on paper only or be published in the Journal. We should privilege topics which are of general importance to the membership.

Mr COSTA reminded that we had to foresee time for people to give their opinion on the future of our Federation. Symposia should be prepared in a way that they include the conclusions of discussions that have taken place between congresses. He believed that Commissions should always be involved in the preparation of all Congresses and Symposia. In this respect, he called for a meeting of all Commission members in 1995 in Los Angeles, to discuss the relation between the topic of the Symposium and their own field of work.

Mr RICCI agreed with Mr COSTA adding that Commission Heads had received a letter asking them what kind of input they would like. If Commission agreed to meet in Los Angeles, he would be happy to arrange for the rooms.

Mr JEAUVONS summarized the discussion as follows :

We seem to agree on the principle of a two-year cycle:

- a. year 1 structure (based on 6 days, non-including arriving and departing) :
 - GA : 1 day
 - Symposia : 3 days (possibly 2 subjects)
 - Workshops and meetings : 1 day
 - Excursion and signing of conclusion : 1 day
- b. year 2 structure :
 - GA : 1 day or 1 day and a half
+ half a day for elections
 - Symposium (1 subject) : 2 days
 - Workshop and meetings : 1 day
 - Excursion and signing of conclusion : 1 day

Regarding **pt 4. Commission Reports**, the EC members and Heads of Commissions welcomed Mr RICCI's recommendation that the EC should establish an exact schedule for the early delivery of Commission reports to the membership prior to Congresses. Curators should then be invited to circulate these reports within their archive and bring up questions at the GA. The Secretariat would again remind the Heads of Commission of this rule.

As to having a special panel dedicated to Commission work during the GA, jointly attended by Commission Heads and chaired by the FIAF President, Mr JEAUVONS said it should be used only for interrogating and checking the reports and their content.

Mr MAGLIOZZI fully endorsed Mr JEAUVONS' point, insisting he was eager to receive more reaction from the membership to the work of his Commission.

Ms BLOTKAMP suggested to have, during the EC prior to the GA, a preparatory discussion with Commission Heads to identify

questions to be planted, but she feared this might take more time than was now provided for.

After explaining that her oral report to the GA was no repetition of her written report but an attempt to overview affiliates' problems in the cataloguing field, Ms HARRISON said Mr RICCI's proposal was certainly worth trying.

Mr BENARD DA COSTA said that the formal discussion at the GA could be a preparation to a more practical discussion at the workshop.

Decision : Commission reports must reach the Secretariat at the latest 6 weeks ahead of the Congress.

9 NEWLY DEFINED MANDATE OF THE TECHNICAL COMMISSION

Mr SCHOU said the expanded brief of the Technical Commission was fully covered by FIAF's Statutes and Rules. The President asked Mr SCHOU to further specify this new mandate in writing. Mr JEAUVONS explained we needed to be better informed of the kind of issues that would be taken on board and the kind of projects envisaged by the Commission. He suggested that the Commission create a "menu of possibilities".

Ms BLOTKAMP believed it should be made clear that the future mandate of the Commission would go further than preservation, because of its implication with the digital technology. On the other hand, Mr DAUDELIN called for prudence in dropping the word "preservation", as this was the first admission criterium to the Federation. It should be emphasized that we were enlarging the scope of the Commission.

Decision : Mr SCHOU to draft a 1-page paper for the GA, as an appendix to points a), b) and c) in his written report.

10 REVIEW OF THE POINTS OF THE GENERAL ASSEMBLY

GA 2 : Adoption of the agenda

The item "new applications for full membership" was added to the membership questions as we had just received the applications of both Bucuresti and Beverly Hills.

Point 6.1. : reconfirmation of Members and Provisional Members only. Associates would be up for reconfirmation in 1996 only (Members: every 5 years, Provisional Members: every 2 years and Associates : every 4 years).

GA 4 : Report of the President

Mr DAUDELIN took good note of Ms ORBANZ' suggestion to add the following pieces of information to the Report : 1) the establishment of a working group on training, 2) the existence of the FIAF CD-ROM and 3) the new mandate of the Technical Commission.

Mr HORAK proposed to mention our discussion in Paris on the integration of film museums in the Federation.

GA 6 : Membership questions

GA 6.1. Reconfirmation of Members

Members due for reconfirmation were : Nederlands Filmmuseum (Amsterdam), Tainiothiki Tis Ellados (Athens), Bundesarchiv-Filmarchiv (Berlin), Archives du Film du CNC (Bois d'Arcy), Gosfilmofond of Russia (Moscow), Cinémathèque Municipale du Luxembourg (Luxembourg) and Sinema-TV Enstitüsü (Istanbul).

Assuming that all EC members had examined the various reconfirmation files, Ms ORBANZ suggested to directly proceed to a vote on a collective reconfirmation, except for Istanbul and Luxembourg which needed further comments.

Decision : the reconfirmation of Amsterdam, Athens, Berlin (Bundesarchiv), Bois d'Arcy and Moscow in their status of Member was unanimously voted by a show of hands.

Istanbul : their file was satisfactory but they rarely attended FIAF meetings. Mr DAUDELIN knew from his visit to the archive in 1983 that they were doing very serious work and Ms ORBANZ said their 1993 annual report was very informative.

Decision : unanimously in favour of reconfirmation. However, they should be invited to attend FIAF meetings more regularly and, more specifically, to participate in Los Angeles in a panel about film laboratories. The Technical Commission should contact them and try to find more about their archival work because they seemed to have a uniquely major laboratory.

Luxembourg : Ms VAN DER ELST reported from her recent visit to Cinémathèque Municipale de Luxembourg that their new preservation facilities were impressive and she explained that all of their nitrate holdings were preserved by Cinematheque Royale in Brussels.

Decision : unanimously in favour of reconfirmation.

GA 6.1. Reconfirmation of Provisional Members

Ms ORBANZ recommended the reconfirmation of all Provisional Members except Bangkok, Cairo, Hanoi, Luanda, Managua, New York (AFA), Quito and San Juan, who had not sent in their annual report and/or paid their dues for two consecutive years. Barcelona had formally applied for full membership, but they had not sent their 1993 report.

Decision : the reconfirmation of Bangkok, Cairo, Hanoi, Luanda, Managua, New York (AFA) Quito and San Juan was postponed, pending their annual reports and/or payment for the years 1992 and 1993. Secretariat to send reminders. The other Provisional Members were reconfirmed and the Secretariat was asked to send a reminder to Barcelona and Den Haag for their 1993 report.

GA 6.4. Other membership questions

Caracas : Fundacion Cinemateca Nacional

Referring to the minutes of the 1992 EC meeting in New York, when they had been admitted as Associate, Ms ORBANZ recalled the vote had been very close to their admission as Provisional Member. She now recommended to accept their application for Provisional Membership based on the information contained in their recent letter. Both Mr NIETO and Mr TRUJILLO fully supported their candidature. In their opinion, they even fitted the criteria to become Member. It was therefore agreed that the 2 years they had already spent in the Federation could be taken into account if they happened to apply for full membership.

Decision : unanimously in favour of their admission as Provisional Member.

Lyon : Musée du Cinéma de Lyon

The Treasurer rejected their request to "skip" one year in the payment of their subscription fees. Such a precedent could not be introduced.

GA 6.2. New requests for affiliation

Paris : Vidéotheque de Paris

After having presented their dossier, Mr DAUDELIN recommended their admission as Associate - provided that they deliver the missing document in their file, i.e. a formal commitment to respect FIAF Statutes and Rules.

Decision : unanimously in favour of their admission as Associate.

Porto Vecchio : Cinémathèque de Corse

Mr DAUDELIN recommended their admission as Associate, explaining their case was very similar to Cinémathèque de Bretagne.

Decision : unanimously in favour of their admission as Associate.

Ouagadougou (Burkina Faso) : Cinémathèque Africaine

Mr DAUDELIN commented on their application. It was the first time we had a "multinational" candidate. This first film archiving venture for the African continent was directly linked to the Fespaco Festival (French- and English speaking productions) and fully supported by the Association of African Filmmakers. It had also been helped in its creation by the CNC in Bois d'Arcy. Although the present collection was still very small (only 120 prints, mostly release prints), there was a room technically equipped to hold 10.000 film cans. They had already organized a successful seminar on film archiving which had been attended by filmmakers from all over the continent.

The President then recommended their admission.

Mr HORAK believed their admission should be tabled until Tunis, saying the distinction between the Cinematheque and

the film festival was unclear to him. However, if they were to be accepted, it should be as Provisional Member.

Mr DAUDELIN said the project had been endorsed by an official resolution issued from the Conference of African Ministers of Culture. He felt that this was a case where the valuable intention should be encouraged. Mr JEAVONS believed this was a concrete opportunity to draw Africa into the film archive movement, recalling that one of the reasons why FIAF had failed to obtain the A status in Unesco was the meager representation of Africa in its membership.

Decision : unanimously in favour of admission as Provisional Member.

Ms ORBANZ then reported there had been a letter from **Filmoteca Vasca (San Sebastian)** asking to join FIAF.

She encouraged the EC to carry on a more active membership policy with all institutions having already shown interest in a possible affiliation to FIAF and mentioned the list with all the applicants which she would circulate among the EC.

GA 6.3. Applications for (full) Membership

Beverly Hills : Academy Film Archive

An application file had recently been sent to FIAF by Mr Friend. Ms ORBANZ noted that the budget allocated to the film archive section was three times less important than the budget for publications and for the Library. She called for more information about the preservation of their paper print collection, recalling that when they had entered FIAF as Provisional Member, our other American colleagues had expressed doubts about their fulfilling the criteria to become (full) Member.

Mr HORAK said that, like in all American archives, their preservation was partly funded by the National Endowment for the Arts. Secondly, he thought we could not separate the film collection from the Academy Library because the latter was their documentation section, which in this case was truly excellent. He reported that since Michael Friend had taken over the position of Director, the Academy had completely changed its policy on contacts with other archives; they now really had an archival approach (new building, impressive storage facilities..). Mr HORAK therefore supported their admission as Member of the Federation.

Mr RICCI explained that, since their admission in FIAF, they had each year increased their staff dedicated to preservation and cataloguing. This was a significant accomplishment, in a moment when finding funds in the USA for preservation staff was extraordinarily difficult. Although it was less important than the Library budget, the Archive budget had also increased significantly over the last three years. Some of the Academy Film Archive's collection was housed at UCLA's facilities, and in case of nitrate deterioration, the Academy

immediately proceeded to professional preservation of their material.

In answer to Mr JEAUVONS, Mr RICCI believed the Academy agreed to loan its prints internationally for cinematheque use, adding their collaboration with UCLA and the AFI was now total and excellent.

Ms BLOTKAMP deplored that the opinion of all our American colleagues about this candidature had not been requested in advance, as indicated in Rule 12.

Ms ORBANZ replied that, as the application had been very recent, she had thought we could take note of the opinion of both Mr RICCI and Mr HORAK during the EC meeting. Although somebody in the EC was usually appointed to visit an archive applying for full membership, she proposed to skip the rule in this case as their facilities were already known to several EC members. This was agreed. Mr PRADO, who had recently visited the archive, supported Mr RICCI and Mr HORAK.

Ms ORBANZ then called for a vote to be taken by secret ballot on recommending the Academy Film Archive for full membership at the GA.

Decision: unanimously in favour.

Bucuresti : Arhiva Nationala de Filme

Their annual report of activities for 1993 and their official application for full membership had been received in Rome from the hands of Mr Stiopul.

Mr KLAUE recalled the history of the archive, saying that FIAF had experienced a difficult situation in 1987 when we had to expel them for financial reasons only, although they had been very devoted to their work and active in FIAF : publications, Documentation Commission, hosting a Congress, etc... Nevertheless, they had survived this tragic period and re-entered the Federation in 1991 as Provisional Member. Mr KLAUE supported their candidature for (full) Membership, being convinced that this new status would strengthen their position.

Mr OPELA agreed with Mr KLAUE. One of his colleagues had visited the archive last year. The vaults had been moved to the outskirts of Bucarest and were now reasonably adequate.

Decision : 12 in favour of their admission as Member.
1 abstention

GA 6.4 Other membership questions

Los Angeles : American Film Institute / NCFVP

In his letter to Ms ORBANZ, Gregory Lukow had explained he was himself the official correspondent and representative for

the National Center for Film and Video Preservation at the AFI.

Beijing - Taipei

After examining Beijing and Taipei's latest letters regarding the name of the film archive in Taiwan, the EC members came to the conclusion that FIAF affiliates should be listed again by town in the Federation's directory to avoid further complications.

11 ORGANISATION OF THE CONGRESS IN BOLOGNA

Mr BOARINI, who had now joined the meeting, reported on the organisation of the Congress and gave some details about the programme of both the Congress and the Festival.

GA 7 : Future Congresses

Beijing 1996

The China Film Archive's recent proposals regarding the theme of the symposia for the 1996 Congress brought about a broad discussion.

a) Chinese silent films and early sound films.

Mr COSTA feared the specificity of the proposed themes might not correspond to our wish to make symposia cover the interest of the whole membership.

Mr DAUDELIN explained the Chinese "self-demonstration" aspect of the symposium could not be neglected as it corresponded to Unesco's intention to present Beijing as a leader in film archiving in a target-region (Asia) where film archiving must be developed. Besides, he firmly believed that both symposia should be of interest to everyone, especially in their film historical aspect.

b) Technicolor or dye-fading

Ms ORBANZ suggested that this theme become a topic for a workshop but Mr COSTA said the problems related to dye-fading were so complex that this issue required a wider context of discussion than just a workshop. Maybe China was not the most appropriate place to host such a technical venture.

Mr SCHOU agreed it was high time we devote a symposium or at least an "expanded" workshop to this main issue. This led him to stress the importance of the Joint Technical Symposia. After recalling the success of the JTS coordinated by FIAF in 1987, he encouraged FIAF to organize a major symposium every 3-4 year on technical subjects. However, the interesting side of Beijing was that it was the only place in the world where the technical process of Technicolor could still be experimented.

Mr HORAK and Mr KLAUE stressed the necessity to coordinate both Symposia well in advance with our Chinese colleagues.

Mr KLAUE recalled that the theme of "development of film archiving in Asia" which Unesco was involved in should be the main topic of the symposium. Unesco's financial contribution to the Symposium should absolutely be used to bring in as many Asian FIAF and non-FIAF archives as possible, which required active participation also from other international organisations (ICA, IASA,...)

Mr RICCI proposed applying the following guidelines when structuring our symposia :

1. make use of the unique resources of the place where we meet (especially in the case of Beijing)
2. the responsibility must be shared by the host archive and FIAF
3. in order to make congresses have real impact, we need continuity in the discussions from year to year.

Based on these principles, he recommended the following for Beijing :

1. at least one day on Chinese silent cinema
2. at least one day on the larger issue of regional cooperation
3. at least one day on dye-fading or colour preservation issues, following up on some discussion that would have begun in Bologna or in LA

Mr OPELA was very interested in the historical side of the first symposium. He agreed with Mr SCHOU that the Dye-fading symposium or workshop in Beijing could be the first step towards a future JTS. Finally, he advocated the making of an inventory of topics for coming symposia, which implied the definition of our most important needs. Mr COSTA agreed.

Ms BLOTKAMP very much favoured incorporating a technical symposium with our congresses.

As to the question of inviting non-FIAF participants, Mr JEAUVONS called for diplomatic consultation of the China Film Archive first. We should also be aware of funding sources if and when inviting specialists for the symposia.

Mr COSTA agreed with Mr SCHOU on the question of the JTS and with Mr KLAUE on the need to foreground the discussion on the development of film archiving in Asia and its implications for FIAF. We should not spend too much time on historical presentations, which in his opinion did not bring about any debate. He favoured the development of only one key-idea for each Congress.

Mr SMITHER feared Mr COSTA's approach might marginalize the cultural aspect of our work : we should not be afraid of spending some time to new aspects of film history and film culture. But he agreed that the main advantage of the Beijing Congress was the opportunity to reach into the Asian regions.

According to Mr JEAVONS, the presentation of regional archives should partly come in writing in order to avoid endless and tedious oral presentations. Mr KLAUE said this part of the symposium was our responsibility, adding that the collected information on film archiving in the Asian continent could become the object of a publication. Mr DAUDELIN thought we might even try and be supported by Unesco to send a researcher in advance in the regions where we plan to hold our Congresses.

As a conclusion, Mr HORAK's suggestion to devote 2 days to regional cooperation and 1 day to silent Chinese cinema (+ evening screenings) was accepted. This would be proposed to our Chinese hosts.

Mr RICCI asked whether we should form a sub-group to prepare a discussion paper on future topics for FIAF symposia. This would be discussed at a later meeting.

1997 Congress

Mr NIETO commented on the written invitation from Fundacion Patrimonio Filmico Colombiano to hold the 1997 Congress, saying they were very open to any suggestion regarding topics for the symposia. He was in favour of asking the "coordinating committee for the future of FIAF" to see to it that this Congress be a first application of their new scheme.

Although Filmoteca Espanola in Madrid had shown interest in hosting the 1997 Congress, Mr PRADO announced they preferred to postpone their invitation to the following year, pending the opening of their new facilities.

Mr SCHOU encouraged Madrid's intention to host the 1998 Congress as this was a very good place to hold a technical symposium besides the Congress. Mr PRADO was ready to envisage this possibility and added that Mr Gimenez from Barcelona was interested in collaborating with Madrid to organize the 1998 Congress. Both archives would then jointly apply for this venue.

GA 8 : Reports of the Specialized Commissions

Mr DAUDELIN informed the Heads of Commissions that the first session of each EC meeting would from now on be reserved to elected members only and that the Heads of Commissions would be invited to meet together at that time. As to Honorary Members, they were invited to join the EC all the time.

Ms ORBANZ and Mr DAUDELIN called for more active participation from Commission Heads in the discussions of the EC.

Report from the Technical Commission

Mr SCHOU reported the various members of his Commission had been under heavy work pressure in their archive over the past year, the most active non-member being Harold Brown. Having

also been under exceptional pressure within the NFTVA, he had failed to approach the 32 corresponding members. However, Mr SCHOU recognized the only alternative was to expand the Commission's membership.

Referring to his written report, he said there now was a proposal to hold the Joint Technical Symposium in London at the National Film Theater on January 27 to 29, 1995. There should be at least 50 participants to break even and 100 participants to afford the publication of the proceedings, which Mr SCHOU considered was imperative. Mr SCHOU feared we might not get enough participants for the Joint Technical Symposia unless it was associated with one of the Organisations' congresses.

The next meeting of the Preservation Commission was planned around the JTS in London and Ms ORBANZ asked them to discuss on this occasion the agenda of future technical symposia.

Mr DAUDELIN asked Mr SCHOU to add a programme for the future to the new terms of reference which he had been previously asked to elaborate.

Storage Conditions for Acetate Film : Mr DAUDELIN and Mr JEAVONS proposed to have the article "IPI Storage Guide for Acetate Film" published in the FIAF Journal. Mr SCHOU informed them that a review of this article had already been published in AMIA's newsletter.

Report from the Cataloguing Commission

The Commission report having been distributed in advance to all EC members, Ms HARRISON concentrated on a few late-breaking news :

1. participation of the Cat. Com. in future congresses : in Los Angeles the Cataloguing Commission will be involved in the workshops dealing with : communication and cooperation, high speed networking, and the workshop on ethics of film restoration with relation to versions.

2. Ms HARRISON had been formally invited to join a IASA committee which intended to create rules for audiovisual cataloguing.

She then informed the EC that the results of the survey on Selection Guidelines was now available and hoped that this controversial issue would bring about discussion. Ms BLOTKAMP called for carefulness about issuing conclusions on such a global subject. Ms HARRISON said the purpose was not to jump to conclusions but to make a survey of the results, which was bringing up a number of interesting questions. A further step to be taken in this area would be to collect the selection guidelines that archives are willing to share with others. Mr HORAK feared this might give wrong signals to the membership. Ms HARRISON concluded it was up to the EC to decide what to do next.

In answer to Ms VAN DER ELST, Ms HARRISON reported that Susan Dalton and Ron Magliozzi were still working on the possibility of incorporating the Ledoux Catalog of Silent Feature Films into the "Treasures" database. Mr DAUDELIN recalled we should keep in mind the Catalog's confidentiality. Mr HORAK had some doubts about expanding the "Treasures" database, deploring that Ms Dalton was already giving this information rather freely regardless of the preservation status of the materials, which was causing him much trouble. Mr JEAVONS said this referred to the very delicate issue of interpreting all kinds of records so as to know what titles and elements are for. He suggested to make this a high priority topic for discussion between the Commissions.

Report of the Documentation Commission

Mr MAGLIOZZI distributed a few copies of the first CD-ROM. He believed the CD-ROM was a major contribution to the future of FIAF but it still did not contain enough data to attract potential subscribers outside the FIAF archives. It was therefore essential to get something new for every issue (May and November). The PIP intended to add the following to future editions of the CD-ROM :

- some version of the Treasures database by November 1994
- the Directory of Film and TV Collections, in a searchable form
- the bibliography of FIAF members' publications, published since 1966, would be retrospectively added in a word searchable format.

Mr MAGLIOZZI asked for greater financial support to increase the assets of this "product" and strongly encouraged the members to distribute the promotion leaflet as widely as possible.

Commission for Programming and Access to Collections

After presenting his written report, Mr BENARD DA COSTA called for the EC's comments.

Both Mr DAUDELIN and Mr HORAK expressed their doubts about the usefulness of the "categories game". After clarifying the purpose of the survey, Mr BENARD DA COSTA drew their attention to the fact that there had been no objection to this project when it was presented to the EC and the GA the previous year in Mo i Rana.

Mr DAUDELIN then said the EC was puzzled and upset by the absence of major achievement in the Commission. To a larger extent, it was also felt that the Commission had lost track of its original brief because issues such as access, scholarship and usage of the collections seemed to have been completely forgotten.

A very open and long discussion followed on the identity and the role of the Commission.

In answer to Mr HORAK and Mr JEAUVONS who had strongly reacted to the contradiction mentioned in pt. 7 of the report, Mr BENARD DA COSTA explained that the so-called "contradiction between our activity as exhibitors and our activity as archives" underlined there was a limited interaction between those two activities : we are building collections that are used in a too restricted way for programming. We should extend programming to the specificity of the different preservation collections.

He insisted on the difficulty for a young Commission to deal with long-existing philosophical and controversial issues, especially because the mandate of his Commission had not been very clear from the start :

- "programming" : the showing of films did not appear to be as important a mandate as the other mandates of FIAF traditionally limited to collecting, preserving and cataloguing. This had led us to misinterpret and misuse the word "programming"; there still was a lot of confusion around this notion.

- "access" : when it was set up, the Commission was expected to deal with programming and cultural matters only, whereas the technical side of access had not been underlined. The access issue had been broadly debated within the Commission and promoted by both Mr RICCI and Mr JEAUVONS, but only in 1992 in Montevideo was the name of the Commission officially extended to "Access to the Collections". There now was an unbalanced situation due to the fact that the two persons more passionately involved in access, i.e. Steve Ricci and Paolo Cherchi Usai, had recently left the Commission and that the present members were mainly programme-oriented. Mr BENARD DA COSTA recognized that this unbalanced situation ought to be compensated for.

Mr JEAUVONS expressed his concern that the Commission was not involved in the basic issues of research access and guidelines for the proper presentation, projection and usage of physical materials, problems which archives were facing every day. There should have been attempts to make contact with the Technical Commission and collaborate on these matters. Mr BENARD DA COSTA agreed that close collaboration between Commissions was essential.

Mr TRUJILLO believed the role of the Commission should be to elaborate programmes that could be shared by all archives to promote the archival work (e.g. propose a programme of films for every Congress).

To Ms BLOTKAMP, this debate further emphasized the necessity for the EC to clearly define the mandate of its Commissions, especially in the case of programming and access.

Mr JEAUVONS concluded there was a general feeling that the Commission had lost its way. Perhaps the fault was that the Commission had been set up with a non-satisfactory and unclear mandate from the start. We were now "trapped" by the words "programming" and "access", while the initial idea had

been to define: "how to make use of our collections in the most constructive, imaginative and broad way?". Interpreting pt 7 of the report as a plea for assistance as how to proceed, Mr JEAUVONS proposed to name the workshop in Los Angeles: "How to use our collections". This would be the starting point of the re-definition of this Commission's mandate. Mr BENARD DA COSTA was open to Mr JEAUVONS' suggestion.

GA 9.5 : Training Group

Mr JEAUVONS reported the core members of the training group and a number of consultants had been identified. The plan was to meet in Bologna on April 29 and set up an agenda for a practical programme of work (Summer School and other training activities already in progress, namely with Unesco). He would report at the second EC meeting.

Mr KLAUE reported the meeting of the group for the Curriculum development for the training of personnel in moving image and sound archives had been held in January in Brussels, hosted by the FIAF Secretariat. The participating NGOs, who had been asked to update the document issued by Unesco on this matter in 1990, had prepared a document for follow up activities, which Unesco had accepted in principle. Unesco had provided another grant of 14,000.- USD to hold a meeting in Vienna at the end of 1994, hosted by FIAT, to discuss the possibilities of integrating the Curriculum for the education of AV archivists in already existing training institutions.

GA 10 : Projects and publications underway

Journal of Film Preservation

Paolo Cherchi Usai would comment at the GA in Bologna.

FIAF Statistics

This project was transferred to point GA 7.1.(1995 Congress) and its presentation would be taken over by Mr RICCI.

Publication of the Newsreel Symposium Proceedings

Mr SMITHER reported the publication was coming together. African and Asian archives had been asked to send information on their newsreel collection but only Tokyo had provided a publishable statement. Mr NIETO and Ms KRONISH had also been invited to provide the papers that they were not able to present in Mo i Rana.

Flicks Books would possibly publish it by the end of 1994.

Contract with Flicks Books

Mr SMITHER would continue negotiations with the publisher and report at the next EC meeting in Tunis.

Manual for Technical Standards and Guidelines for Projection

Mr SCHOU and Mr DAUDELIN were to meet with Jean-Pierre Verscheure in the next few days in Bologna.

GA 11. RELATIONS WITH UNESCO AND OTHER INTERNATIONAL ORGANISATIONS

Ms ORBANZ reported that A status in Unesco had been refused to FIAF on the grounds that the Federation was not represented widely enough over the world, namely in Africa. Ms ORBANZ would repeat her request, elaborating also on our new plans for the African continent.

Mr DAUDELIN recommended to try and get the support of Ms Teresa Wagner (Culture Sector) who was showing great interest in the work of FIAF.

Mr KLAUE, who had attended in Brussels the annual NGOs' Round Table on behalf of FIAF, reported on the budget of Unesco's General Information Programme (PGI) to which FIAF was related: the amount allocated to AV archives in general was 88,000 US\$ for the biennium 94-95 and would be mostly spent on training and development of AV archives in African and developing countries. Via the "Participation Programme", archives were invited to apply to their national Unesco Commission for financial support of their individual projects.

As to Unesco "Memory of the World" project, FIAF would be asked to participate in the "Endangered and lost collections" sub-project, coordinated by ICA.

Mr KLAUE finally reported that, as had been the case for the Unesco Recommendation in 1980, the establishment of a Convention for the safeguarding of the European AV heritage by the Council of Europe was met by conflicts of interests between archives on the one side, and distributors & producers on the other side. Mr JEAUVONS firmly opposed the Council of Europe's approach, denouncing the bureaucratic side of it. Mr COSTA deplored the absence of call to professional AV archivists since 1992 in the drafting of this document and thought that FIAF should formally address the Council to express its point of view.

Mr DAUDELIN then closed the meeting.



UCLA FILM AND TELEVISION ARCHIVE

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5 April 1994

Dear colleagues,

At our Paris meetings, I was asked to prepare a discussion document for our next round of deliberations on the structure of FIAF Congresses. Here are a few notes which may help bring some of the issues into focus. I think you will find that certain questions can be quickly decided upon during our next meeting. Others still are linked to larger considerations and need to be discussed with and by the general membership during the Bologna Congress.

In our previous conversations and throughout many of the pre-Paris papers, there seems to be general agreement on at least five points.

1. Election procedures need to be revised.

Many of the procedural details could be streamlined thereby saving significant amounts of time for substantial discussion of pressing issues. **Recommendation:** The EC should form a small action group to revise these procedures. As long as the called for revisions do not require statutory changes, they could be made operative as early as 1995.

2. The General Assembly does not encourage active, focused participation from the membership.

a) There is a strong feeling that more Congress time should be reserved for both programmatic activity (symposia, workshops, screenings) and especially for discussion and debate. A number of methods have been proposed to achieve this end, including: separate out the first days activities from the General Assembly and begin with an actual program, streamline the procedures for dealing with FIAF's internal administrative issues, reduce the duration of GAs. On this last suggestion, we should refer back to Wolfgang Klaue's paper on changing the "Rhythm of General Assemblies and Symposia During Congresses." **Recommendation:** Wolfgang's second alternative (one day GA during first Congress, two days GA during next Congress) will immediately create more time for programmatic activities and this requires no changes in FIAF statutes.

b) The lack of discussion and debate is not only a matter of lack of time in the schedule of activities. Delegates simply receive too little information prior to the Congress. In order to stimulate more participation, we need first to make a distinction between the discussion of Federation policy (rules, procedures, voting, etc.) and debates on broader issues. This second category is more aptly the domain of either the Symposia or special plenary sessions. More importantly, the delegates must be provided with both factual information and provocatively framed questions far ahead of the actual Congress.

Recommendation: Pre-Congress essays, interim papers, and open letters on topics generally related to the theme of the Congress symposium, should be solicited for inclusion in the JOURNAL OF FILM PRESERVATION. However, this linkage of the JOURNAL to the Congress will only produce the desired effect if the JOURNAL were distributed to the membership prior to the Congress. Since, in general, it has been difficult to solicit articles for the JOURNAL, it would be expected that the Congress organizer/s would help out in developing such additional contributions.

3. The Congresses could produce a higher profile for FIAF.

There is general consensus that the Congress could/should increase FIAF's public profile. **Recommendation:** It should become the expectation that its organizers arrange for a highly visible public event (screenings, press conference, etc.) as a normal part of every Congress's activities.

4. The Commissions: The Congress must become a better mechanism for dialog between the Commissions and the general membership. Heads of Commissions have repeatedly asked for more input from the membership. However, the current vehicle for exchanging information and ideas - the presentation of Commission reports and the Q & A period which follows - hasn't proved very productive.

Recommendation: The Executive Committee should establish an exact schedule for the early delivery of Commission reports so that they can be distributed to the membership prior to the Congress. During the General Assembly, a special panel is then dedicated to the work of the Commissions. The panel is jointly attended by the Commission Heads and is chaired by the Federation President.

5. Plan Symposia three years ahead of time and with greater involvement of the Executive Committee.

There is strong agreement on the need to do much more advance planning on the Symposia. In order to do this, the two most difficult questions to resolve are: How can such work be undertaken if the actual Congress site has yet to be chosen? How can one strike a principled and effective balance between the need for more centralized planning and the right of the local hosts to be deeply involved in shaping the Congress identity?

Recommendation: We should discuss the possibility of developing a professional congress organizer who, working on behalf of the Federation as a whole, would report to the Executive Committee.

This congress organizer would function as a highly active liaison between the Federation and the Congress' local hosts. On the one hand, long-term research or programming initiatives of Federation-wide interest could be undertaken even before a specific Congress host has been chosen. On the other hand, he/she could assist the host by providing logistical support (through the Secretariat) and by developing both national and international fundraising for the event. Other responsibilities would include both maintaining a regularly distributed, central calendar of events leading up to the Congress and assisting the editorial board of the JOURNAL in soliciting articles related to the Symposium theme.*

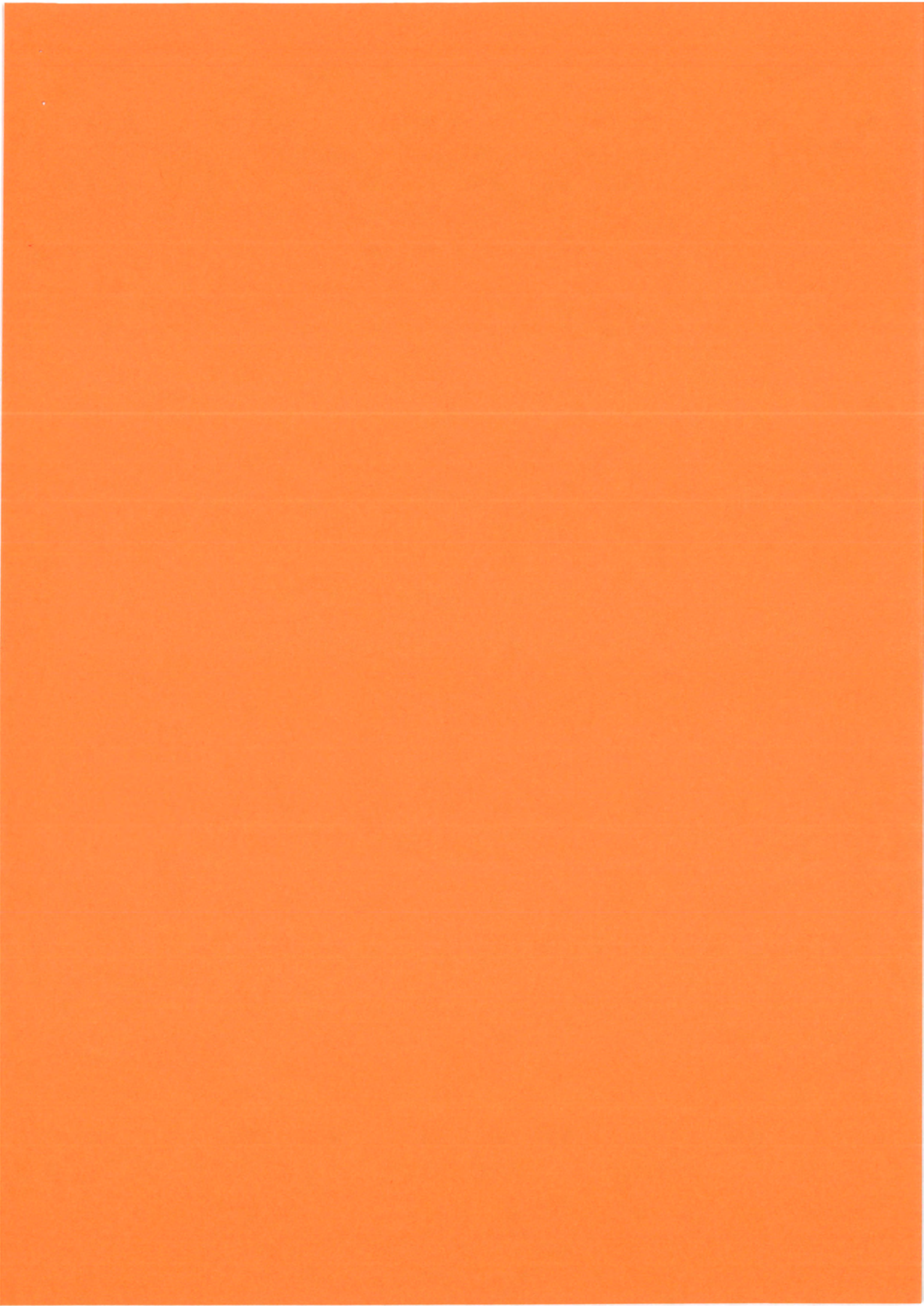
I hope this very brief outline proves useful. I look forward to discussing these issues with you in Rome.

Cordially,



Steven Ricci

* A slightly different option would be to consider these responsibilities as integral to the Executive Coordinator position currently under discussion. If we chose this option, the Congress responsibilities would clearly become a major portion of the Executive Coordinator's mandate. Perhaps the strongest argument for this option is that it would help develop the Congress into a far more powerful lever for Federation fundraising and publicity.



EXECUTIVE COMMITTEE MEETING
Bologna, April 30, 1994

MINUTES

Present

Robert DAUDELIN
Eva ORBANZ
Clyde JEAVONS

President
Secretary General
Treasurer

Members

José Manuel COSTA
Jan-Christopher HORAK
Jorge NIETO
Vladimir OPELA
José Maria PRADO
Guy-Claude ROCHEMONT
Steven RICCI
Roger SMITHER
Ivan TRUJILLO BOLIO

Commission Heads

Joao BENARD DA COSTA

Harriet HARRISON
Ronald MAGLIOZZI
Henning SCHOU

Commission for Programming
and Access to Collections
Cataloguing Commission
Documentation Commission
Preservation Commission

Honorary Member

Einar Lauritzen

Secretariat

Brigitte VAN DER ELST

Executive Secretary

Excused

Hoos BLOTKAMP
Wolfgang KLAUE

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8. Selling of FIAF publications (Flicks Books)	6
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10. Miscellaneous :	7
- next meeting of the EC	
- working group : philosophy of AV archiving	
- Jean-Pierre Verscheure's book project	

1 ADOPTION OF THE AGENDA

The agenda was adopted as presented.

2 POINTS ARISING FROM THE CONGRESS IN BOLOGNA

2.1. List of delegates

It was agreed that the host's list of delegates to the General Assembly should from now on be checked at the EC meeting prior to the Congress, namely to identify those who may not be entitled to attend the General Assembly.

2.2. Open Forum

In line with several other EC members' remarks, Mr HORAK made two recommendations for future general discussions :

1. identify questions in advance, raise them at the GA but discuss them in smaller groups, whereby people feel more inclined to talk freely.
2. see to it that moderators, appointed in advance, exert a strong directing role, seeking provocative contributions and distributing the floor in a balanced way.

It appeared from the discussions at the GA that the EC was expected to be more efficient on the matters under discussion. Mr NIETO believed this should encourage us to use the Centennial as an opportunity to propose the major changes we wanted to achieve. He invited his colleagues to prepare a detailed programme before our meeting in Tunis.

On the other hand, Ms ORBANZ suggested to ask the membership to think and write about the topics raised in the discussion papers distributed in Paris. Mr TRUJILLO thought the Journal of Film Preservation was the appropriate place for such contributions from the membership. Mr NIETO believed the EC members' papers should first be summarized so as to focus the debate on the main points.

Mr HORAK proposed that topics raised during the Open Forum be used to elaborate a long-term plan for our Symposia.

Mr JEAUVONS proposed to ask Ray Edmondson to adopt some of the issues raised at the Open Forum (regionalisation, expansion of our "material" brief) in his reflection for the project "Philosophy of Film Archiving".

Mr OPELA had perceived from the discussions that some archives felt second-class because they were collecting non-feature films and he suggested that such a misunderstanding be corrected by an article in the FIAF Journal.

2.3. Fundraising group

Mr JEAUVONS confirmed that the Fundraising Group was temporarily dissolved.

2.4. Workshop

Mr DAUDELIN deplored the absence of any member from the Programming Commission for the chairing of the workshop on film museums, which he and David Francis had finally taken over. However, the last part of the workshop had been fruitful; Mr DAUDELIN would go over his notes with Mr HORAK so as to feed the EC back on this in Tunis.

Mr HORAK thought the whole planning of workshop should be formalized well in advance. Mr JEAUVONS said that any formal workshop should have a member from the EC responsible for it, if only as executive overseer.

3 FUTURE CONGRESSES

Beijing 1996

Ms ORBANZ reported on her meeting with our host for the 1996 Congress. Dates were agreed as follows :

- 3-5 May 1994 : EC meeting
- 6-8 May 1994 : Symposia 1. Chinese Silent Cinema
2. Film Archiving in Asia*
- 9 May 1994 : General Assembly
- 10 May 1994 : Workshops 1. Dye-transfer
2. poster restoration
- 11 May 1994 : Excursion
- 12 May 1994 : 2nd EC meeting

* FIAF's role involved :

- 1. making a list of Asian archives to be invited by Unesco (travel and staying costs) and coordinate it with the list of our colleagues in Beijing.
- 2. identifying the discussion topics, which Mr KLAUE had already started.

Mr DAUDELIN reported that every member of the 1996 EC would be invited to stay over in China for an extra 5 days as a tourist after the 2nd EC meeting on May 12.

Bogota 1997

Mr NIETO called for suggestions for the Symposium and expected a special contribution from the working group for the long-term plan for FIAF.

4 LONG-TERM PLAN FOR FIAF

Pending the minutes of the Open Forum, Mr HORAK and Mr NIETO would write a first summary from their notes and send it to the other members of the working group (Mr HORAK, Mr KLAUE, Mr MAGLIOZZI and Mr NIETO). They would try to meet prior to the next EC meeting in Tunis.

The structure for General Assemblies as proposed by Mr JEAUVONS at the GA was agreed.

5 TASK GROUP FOR HIRING THE SENIOR ADMINISTRATOR

A recruiting group was formed including Mr JEAVONS, Mr DAUDELIN and Ms ORBANZ with the following mandate :

1. to finalize the job description + the conditions of employment and payment of the Senior Administrator
2. to evaluate the candidates, and come to Tunis with a recommended short list to be submitted to the EC's vote (absolute majority).

Ms VAN DER ELST was asked to act as a consultant to the recruiting group.

6 FIAF'S POLICY TOWARDS NEW AFFILIATES

Two approaches were identified to implement a more active membership policy, in agreement with FIAF's rules :

1. using the list of institutions which had already enquired about a possible affiliation : Mr SMITHER suggested, if the application was relevant, to send them a letter 2 or 3 months after they have been informed of application procedures, trying to find out why they do not proceed further with their candidature (definition of membership, level of subscription ?...) In countries where there already existed a member, Ms ORBANZ wanted to seek their support for encouraging possible candidates.

2. inviting new institutions to apply for membership in FIAF. Mr HORAK repeated his recommendation to recruit film museums as Associates. Ms VAN DER ELST suggested to use the World Directory of Moving Images as a source of information about possible new affiliates. Mr DAUDELIN said that FIAF members should recommend to the EC one or several institutions in their country that could possibly be invited to join FIAF.

7 REPORT OF THE TRAINING GROUP

Mr JEAVONS reported on the recent meeting of the Training Group in Bologna. The main decisions taken were :

1. producing another questionnaire to enquire about archives' training activities in the broader sense.
2. developing a FIAF Curriculum for training, drawn upon Unesco's Curriculum (which Mr KLAUE was to distribute to the group);
3. asking FIAF members to take a more active role in schools; Senior administrator to help coordinate the Summer School.
4. creating a more international version of the training video;
5. Steve Ricci : enquiring about local initiatives in terms of training between archives and film schools, in view of a workshop-type meeting on training in Los Angeles.