

FIAF EXECUTIVE COMMITTEE MEETING
Jerusalem, 14-15-16 April, 1996

Present :

Officers

Michelle AUBERT
Roger SMITHER
Mary Lea BANDY

President
Secretary General
Treasurer

Members

Hoos BLOTKAMP
Paolo CHERCHI USAI
Gabrielle CLAES
Robert DAUDELIN
Clyde JEAUVONS
Jorge NIETO
Vladimir OPELA
José Maria PRADO
Steven RICCI
Ivan TRUJILLO BOLIO

Commission Heads

Ann BAYLIS
Gabrielle CLAES
(only from April 15 on)
Ron MAGLIOZZI
Henning SCHOU

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

Secretariat

Christian DIMITRIU
Chantal VAN DEN BERGHE

Senior Administrator
Assistant to the Senior Administrator

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**FIAF Executive Committee Meeting
Jerusalem, 14-15-16 April, 1996**

MINUTES
=====

Ms AUBERT, President, welcomed everybody to this meeting.

1 ADOPTION OF THE AGENDA

The draft agenda was adopted with the following changes :

- Following Ms AUBERT's proposal, it was re-ordered as on page 2 and 3 of the present report so as to allow Commission Heads to meet separately during the first morning session of April 15.
- The *review of all points on the agenda of the GA* was added as an item under pt 13.

2 JERUSALEM CONGRESS AND SYMPOSIA

a. General organisation

Mr DIMITRIU briefly reported on his March visit to the Israel Film Archive, intended to help our hosts in the preparation of the Congress.

Ms Amy KRONISH reported about the convention's general organisation (number of participants, meeting places, general programme's booklet...). The whole event was held under the patronage of Unesco, represented by Teresa Wagner with whom Ms AUBERT wished the EC to meet during this Congress in order to assess the benefits resulting from our cooperation with Unesco over the past years.

Ms KRONISH was glad that this Congress had offered the Israel Film Archive the opportunity to invite countries from the Mediterranean area (Tunisia, Morocco, Cyprus, Syria, Egypt) which had not previously had good relations with Israel. This had resulted in the presence of delegates from Cyprus and Morocco, who would introduce their institution during the special session on *developing new archives* at the end of the General Assembly.

b. Symposium I : The Rights Thing

Ms BLOTKAMP reported that everything was ready for the symposium. Ms AUBERT wished to count on the EC members' intervention during the symposium sessions.

c. Symposium II : Film Reflections : Past and Present

Mr DIMITRIU thanked the Israel Film Archive for having supported the extra-budgetary publication costs of the general programme's booklet, adding that the cost of such publications would have to be anticipated for future symposia.

3 APPROVAL OF THE MINUTES OF THE EC MEETING IN CANCUN

The Minutes were approved with the following corrections :

- p. 14, first paragraph : the fourth sentence ("Mr SMITHER...members.") was deleted.
- p. 17, last line : permanence of the Secretariat was replaced by continuous management of the FIAF office.
- p. 21, first paragraph : Mr SCHOU proposed and was asked himself to re-phrase the last sentence and submit it to Mr SMITHER.
- p. 21, last sentence : insinuated was replaced by proposed.

4 MATTERS ARISING FROM THE EC MEETING IN CANCUN

Page 8 (Lumière book) : Mr JEAVONS reported that this publication was available to all FIAF archives who should use it as a means of promoting the film archiving world.

Page 14 (services to FIAF Subscribers) : Ms AUBERT wished to make clear what publications can be made available (for free) to Subscribers.

Page 22, last paragraph (FIAF Journal n° 52) : the editorial board having only received Mr PAINI's paper, the publication of the non-fiction film section was postponed to the next issue.

All of the other matters arising were covered by the items included in the present agenda.

5 MEMBERSHIP QUESTIONS

a. Reconfirmation of Members

Following the Secretary General's recommendations, the EC voted unanimously in favour of the reconfirmation of the following Member archives :

- Belgrade : Jugoslovenska Kinoteka
- Berlin : Stiftung Deutsche Kinemathek
- Budapest : Magyar Filmintezet/Filmarchivum
- Canberra : National Film and Sound Archive
- Helsinki : Suomen Elukova-Arkisto
- Oslo : Norsk Filminstitutt
- Paris : Cinémathèque Française

The following archives were reconfirmed with one abstention each :

- Bogota : Fundacion Patrimonio Filmico Colombiano
- London : Film and Video Archive / Imperial War Museum
- Montreal : La Cinémathèque Québécoise

The above Members would be informed of their reconfirmation in a standard letter signed by the Secretary General in person. Letters to Belgrade, Oslo and Frankfurt would specify the following :

Belgrade : EC took good note of their willingness to cooperate actively with FIAF archives in other former Yugoslav republics and the other information they supplied in their letter to Roger Smither dated February 26.

Oslo : the EC took good note of Norsk Filminstitutt's intention to devolve, in the near future, the FIAF membership on to its Museum and Archives Department and it expected to be informed of this change as soon as it is officially confirmed.

Frankfurt : request that they provide us with a French or English translation of their file's key pieces (DIF's Statutes and last annual balance sheet).

b. New candidatures for Associateship

Three new candidatures for Associateship had reached the Secretariat since the Cancun meeting : Slovenian Cinematheque (Ljubljana, Slovenia), Nigerian Film Corporation (Jos, Nigeria) and Cineteca Sarda (Cagliari, Italy).

Mr SMITHER briefly introduced each of them but the EC was unable to reach a formal decision because those applications were not technically complete. In order to allow the EC to complete its consideration of those applications at its next meeting, the Secretary General would ask them in writing to provide us with the missing information in their file, i.e. :

Ljubljana : documents listed in art. 2 of FIAF Rules + admission questionnaire

Jos : documents listed in art. 2 of FIAF Rules

Cagliari : declaration of collaboration with Italian FIAF member archives + formal commitment to observe FIAF's Statutes and Rules.

c. Discussion on Affiliation and change of status

In order to save time on membership questions during EC meeting, Ms AUBERT and Mr SMITHER formally proposed a new procedure : a sub-committee, composed of the Secretary-General and two other persons, would examine candidatures for Associateship as well as reconfirmation files in advance of the meeting and present a written report to the EC. However, the concerned membership files would be made available to all EC members during the meeting. Only those candidatures for Provisional membership would be circulated to all EC members in advance of the meeting. The proposal was accepted.

The idea behind this was to leave more time during the meeting for discussing the changes underway among our membership. Ms AUBERT therefore invited Commission Heads to report more frequently on what is carried out by our affiliates in their respective field of expertise, based on affiliates' annual reports.

The sub-committee would also reshape the affiliation and reconfirmation questionnaires in a form easier both for applicants to complete and for the Secretary General to assimilate. Candidates should be required to observe more strictly the time-table for submitting their files.

Ms AUBERT formally asked that letters informing people about decisions taken by the Executive Committee be signed by the Secretary-General in person.

d. New candidatures for Provisional Membership

All EC members had received a copy of the following candidature files :

d.1. Cinémathèque Algérienne (Alger)

Formally speaking, this was an incomplete application but having in mind the circumstances under which the candidate was operating in order to disseminate film culture and given that they already fitted once the criteria for joining FIAF, they were unanimously accepted as Provisional Member.

The Secretary General would nevertheless insist in the admission letter that the missing documents be sent to the Secretariat.

d.2. Slovensky Filmovy Ustav (Bratislava)

Formally speaking, this was a complete application. However, Mr SMITHER underlined that their last annual balance sheet was rather complicated and that 50% of their income appeared to come from the sale of films.

Mr OPELA recommended that somebody from the EC go and visit them in September (during the music festival) to investigate the institutional changes in the archive since 1993 as the candidate now seemed to be part of a production company. Moreover, Ms AUBERT had heard that films were being sold privately.

Decision : postponed until they have received the visit of a member from the EC.

d.3. Hong Kong Film Archive (Hong-Kong)

Mr SMITHER recommended the approval of their application though, formally speaking, there were some questions to be raised as regarded their autonomy because they were part of the Hong Kong Urban Council. Moreover, from a geo-political point of view, they were operating in the Chinese sphere.

Mr JEAUVONS believed we could entirely accept them independently from Beijing and spoke in favour of their admission. However, we would have to keep an eye on the important issue of staff turnover in this institution which seemed to be dictated by the rules of the Hong Kong Civil Service.

Decision : unanimously accepted as Provisional Member

d.4. ECPA / Ivry

ECPA was already in FIAF with the status of Associate but was asking for a change of status to Provisional membership. There was no application file since the latter was already fairly complete when they were admitted as Associate. Ms AUBERT spoke very much in favour of their joining FIAF as a potential Member, underlining the big progress made since their admission as Associate.

Decision : unanimously accepted as Provisional Member

d.5. South Africa National Film Video and Sound Archive (Pretoria)

Mr SMITHER recalled that they had been previously refused for political reasons. Now that the situation had changed, Mr SMITHER had encouraged them to re-apply to FIAF as he considered it important to have an archive in South Africa among us. This seemed a suitable candidature to him.

Decision : unanimously accepted as Provisional Member

d.6. Centre Cinématographique Marocain (Rabat)

Ms AUBERT spoke in favour of their admission, explaining that, with the help of Unesco, they had been able to set up a magnificent building. They had worked in collaboration with Bois d'Arcy for the past few years and intended to become a fully-fledged archive.

Decision : accepted as Provisional Member with 1 abstention

d.7. National Archives of Bosnia and Herzegovina (Sarajevo)

This was a totally state-supported organisation, trying to develop facilities despite a poor economic situation. Ms AUBERT favoured their admission. So too did Mr OPELA, who had tried to support them and who felt we had an obligation to help this country.

Decision : unanimously accepted as Provisional Member

d.8. Centre National de l'Audiovisuel (Luxembourg) : referring to the decision taken in Cancun about this candidature (cfr. Minutes p. 10), Mr SMITHER reported that arrangements for a visit by Ms CLAES to the candidate had not worked. He would therefore inform them that the EC had to defer its decision until they have received the visit of Ms CLAES which had to be arranged after this meeting.

d.9. Satyajit Ray Archive (Calcutta) : there had been no response since Cancun to our request for missing pieces in their application file. The decision was therefore deferred once again.

e. New candidatures for full Membership

After examining their file, the EC decided to recommend the admission of the following archives as Members of the Federation to the General Assembly :

- Fundacion Cinemateca Nacional (Caracas), agreed with 2 abstentions
- Fimoteca de la Generalitat Valenciana (Valencia), unanimously agreed
- Kinoteka na Makedonija (Skopje), unanimously agreed
- Fimoteca Vaticana, already agreed in Cancun with 1 abstention

f. Long-term Provisional Members

Mr SMITHER commented on his circulated report about the results of the campaign led since Los Angeles to invite long-standing Provisional Members to proceed to full Membership. In summary, 22 long-term Provisional Members had been identified. Besides Dhaka, Bangkok and Skopje which had shown immediate interest for full membership, he had received an answer from 15 archives out of which 10 would apply by the year 2000 and 5 were unable to apply for financial reasons. Only 4 archives had not replied to either mailing.

To Mr JEAVONS, Provisional membership had to be a probation period in which inspection takes place, otherwise it meant getting full Members' benefits in a cheap way. Ms AUBERT formally agreed but insisted that the goal of this campaign was to invite Provisional Members to take a more active part in the Federation's activities. To Mr JEAVONS however, we could not maintain the category of Provisional members in a successful manner unless there was enforcement of removing oneself from this category either by not applying to full Membership (and going into the category of Associates), or by applying for full Membership. This questioned the current structure of our membership.

g. Recruitment of potential affiliates

Referring to the list of "potential applicants" to the Federation (about fifty institutions having enquired about the admission procedure since 1990 without proceeding further with an application), Mr SMITHER noted there was potentially quite a lot of work to do if we wanted to see if any of those were still interested.

Ms AUBERT asked that FIAF archives 1) inform the Secretariat of potential new FIAF affiliates among the institutions (in their country or abroad) with which they deal on a regular basis and 2) promote FIAF to those institutions when dealing with them.

Mr DIMITRIU wondered how actively we should encourage subscribers to apply for Associateship.

To Ms BLOTKAMP, the answer to these questions implied a deeper discussion about our future plans.

Ms BAYLIS believed that a lot of small and large archives would be more open to proceeding with an application to FIAF if the question of affiliation fees was debated and if they knew in a more obvious manner what benefits they could get for the amount of their subscription. Mr TRUJILLO added that he was working closely with several archives in Latin-America that have interest in FIAF but cannot afford to join us. We should find a way of having them among us, especially in Colombia. Ms AUBERT said

we could take advantage of the Congress in Cartagena next year to invited potential Colombian archives.

Ms BLOTKAMP agreed with Ms BAYLIS that we should make clearer to potential affiliates what FIAF wants and is able to offer them.

Ms AUBERT insisted on our role in training developing archives and helping them to move towards FIAF standards.

h. Miscellaneous

Archivo de Imagenes en Movimiento (Santiago de Chile) : referring to the minutes of the last EC meeting, Mr SMITHER recalled our decision that we would allow them to apply for Provisional membership as soon as we would receive missing pieces in their admission file. None of these had been received so far. Ms AUBERT, who had visited them last January, recommended that they remain Associate for the time being, explaining that there was no staff as yet but this was only a non-profit entity hoping to create an archive.

FIAF Subscribers

There now were 30 Subscribers to FIAF. Mr DIMITRIU asked whether or not we should continue recruiting new subscribers and what services could be offered to them.

Mr CHERCHI USAI advocated that we had to offer value for money : to him, there was a very high potential of individual subscribers to recruit, but in no way should we do so without the commitment to provide Subscribers with a worthwhile return for their money. He favoured a requirement on our members that they will offer Subscribers privileged access to viewing facilities and qualified assistance for research. He wanted this to be formulated into a proposal to be submitted to the vote of the General Assembly. To him, the ultimate goal of recruiting subscribers was to promote and help FIAF.

Ms BLOTKAMP feared this "privileged access" might attract not only greedy producers but also researchers of no interest to us. She preferred to offer a centralised service (e.g. data on our holdings).

Mr JEAVONS agreed with Mr CHERCHI USAI that such a commitment could help FIAF though it should not be compulsory.

Ms BANDY repeated her concern that we should avoid discussing membership categories or recruiting new affiliates in terms of raising money for FIAF. We should first of all ask ourselves why we want more subscribers/members, what we can offer to them and what they can bring us.

Ms AUBERT agreed that the services presently offered to subscribers were poor in relation with their annual fees but she believed that we did not have the necessary work forces to organise massive campaigns. Launched to more than 1350 different targets (individuals and institutions), the 1995 recruitment drive had generated less than 25 new subscriptions so far. This, to her, was not an encouraging result.

6 FUTURE CONGRESSES AND EC MEETINGS

Future Congresses :

a. Cartagena 1997

Mr NIETO read aloud his report about the preparation of the Congress.

A long discussion followed on the feasibility of the Congress without having now the guarantee that Fundacion Patrimonio Filmico Colombiano would receive some of the support expected from Unesco, the Colombian Ministry of Culture and Communications and private sponsors. It was felt that we should already elaborate a back up plan should Fundacion Patrimonio Filmico Colombiano not be in a position to host the Congress for financial reasons, though several EC members strongly believed in the geo-political importance of holding our Congress in Latin America this time. Further to his contact with Alberto Garcia Ferrer at ICI (Instituto de Cooperacion Iberoamericano), Mr PRADO reported that ICI could possibly put its training center in Cartagena at the disposal of Fundacion Patrimonio Filmico Colombiano and support some Latin-American delegates' staying costs. The following was finally agreed :

The Congress will take place from April 13 to 19, 1997. Bogota will streamline the Congress budget to the very bare minimum, i.e. try and cut down on items such as translation, transportation, food, excursion... Following Mr PRADO's suggestion, Mr NIETO will submit a formal request for assistance to ICI. As agreed in Cancun, FIAF's allocation to the Congress (25.000 US\$) will be put aside and a preliminary payment of 5.000 US\$ will be executed right after this Congress. If, by July 1, our colleagues from Bogota are still unable to guarantee the feasibility of the Congress, they will accept the decisions that the EC will take on other alternatives. The EC will then be most likely forced to organise a streamlined Congress to satisfy the rules as 1997 will be an election year.

The EC raised the possibility of holding an alternative Congress in Brussels, the cost of the event being shared by FIAF and Cinémathèque Royale, but Ms CLAES made it clear that she could not guarantee the feasibility in financial terms of such a convention, as streamlined as it may be, explaining that it was very difficult to raise money in Belgium today, especially at such a short notice. Mr DAUDELIN believed that in no way should this emergency meeting be a burden to our Brussels colleagues; participants will have to pay and if they cannot afford to do so, we will have no other alternative than skip the Congress.

The whole discussion highlighted the need to start looking at different models for our Congresses. Referring to FIAT's example, Mr JEAVONS said we could alternate a fully-fledged seminar or symposium with an administrative meeting (election year). It also pointed to the importance, for the Brussels office, to enter into preliminary discussion with the organisers of future Congresses as soon as possible and in collaboration with the Treasurer.

Symposium on Amateur film

A working group was formed, headed by Mr NIETO and including Ms BAYLIS, Ms BANDY and Mr TRUJILLO + Mr JEAVONS and Mr SMITHER as advisors to prepare the main core event as well as the programming side of the symposium.

Commission Heads were asked to contribute a section within the symposium dealing with narrow gauge film. Ms AUBERT invited Mr SCHOU to set up a restoration campaign for narrow gauge films so that they can be shown in 16mm or 35mm in Cartagena. Ms BANDY wished the symposium to deal also with the technical standards for programming narrow gauge film.

Mr JEAVONS and Mr SMITHER agreed to meet with Mr NIETO during this Congress in order to elaborate on the term "Amateur film" as defined in their working paper. Mr NIETO wanted to make the definition relevant to all parts of the world, especially in Latin America where the history of "cinema" is not confined to the history of fully-fledged film industries. Mr SMITHER believed that the scope of "amateur film" had to be restricted in some way as it was too big a subject to take on in one symposium only.

b. Praha 1998

Mr OPELA proposed to have two symposia on the following theme : 1) interaction between the different art forms and film and 2) digitalisation of films, posters and stills (informative symposium). The cost of the Congress would be supported by 1) the archive itself, thanks to successful centenary programs, 2) government cultural bodies and 3) FIAF's allocation.

Ms CLAES very much favoured the theme of the first symposium. So too did Ms BLOTKAMP who offered to collaborate on it. Mr OPELA would also seek the Commissions' collaboration and be open to what is being done in this field in other parts of the world. In this respect, Ms BANDY undertook to keep Mr OPELA informed of some of the projects played out at the Museum of Modern Art in New York in connection with this matter. Mr DAUDELIN would send to Mr OPELA the catalog of an exhibition recently held in Montreal with very pertinent questions on this issue. He also referred to an article written by Dominique Païni about the relation between paintings and film in a publication called "Art Presse". Ms AUBERT would send to Mr OPELA the papers presented by painting, sculpture and glass restoration specialists at a recent seminar in Centre Georges Pompidou. This, among others, could feed a reader for the symposium. Mr SMITHER insisted we should also hear from music historians, architects...

Mr OPELA undertook to prepare a more detailed report with suggestions for invitations of personalities from the art community for the next EC meeting.

c. Madrid 1999

Mr PRADO reported that the Congress would be organised by Filmoteca Espanola in collaboration with other Spanish archives. The dates still needed to be defined and Mr PRADO intended to invite FIAF archives to make suggestions for the symposia.

d. London 2000

Mr JEAUVONS had received the approval of the BFI authorities to host the FIAF Congress in the year 2000 at the NFTVA in London. He proposed an up-to-day high-tech symposium which would lead us to take a long high tech look at archiving in the next century.

Future EC meetings :

Madrid 1996 : from November 22 to 25, 1996. Details would follow.

Beijing 1997 : Mr SMITHER had accepted the invitation of Beijing to host the 1997 autumn EC meeting on behalf of the present Executive Committee while pointing out to the fact that new EC elections would take place in 1997.

Mr SMITHER reported that he had received preliminary statements of interest from various archives in hosting Congresses after 2000.

8 SENIOR ADMINISTRATOR'S REPORT

Mr DIMITRIU went briefly through his report and specifically addressed the following issues :

1. communication with the Executive Committee : Mr DIMITRIU wished to make it easier and smoother. It was agreed that he would deliver an abbreviated monthly report to the Officers and a brief trimestrial report to all EC members.
2. need to increase the professional skill and staff at the Secretariat in order to face an increasing work load in terms of circulation of the Journal, follow-up of the services to Subscribers and accounting activities.

3. merging of the London P.I.P. office and the FIAF Secretariat : the Senior Administrator believed that joining forces might have a lot of advantages on both administrative and financial levels. Ms BANDY also thought that combining both offices would result in substantial savings. So did Ms AUBERT, as long as it allows us to save money on both rents in the long run.

Mr MOULDS, who had just joined the meeting, explained that the PIP's lease was coming to an end on July 5. The landlord could grant them a three-month lease extension, but at an increased rate. He could possibly find a cheaper place but was not sure of it. He and his assistant were ready to move in Brussels as soon as July 1 but the FIAF Secretariat would not be able to join them before September 1. Mr DIMITRIU explained that the terms of our lease contract allowed us to cancel the lease at the end of January 1997, with a three-months notice.

According to Mr DIMITRIU's and Mr MOULDS' estimates, housing both offices would require about 180 square meters altogether. Mr CHERCHI USAI and Ms BANDY believed that the new office space should be as large as possible in order to allow for future growth for FIAF (even if we do not hire another person now as this is not foreseen in the current budget). Mr MAGLIOZZI also favoured the idea of merging both offices.

Decision : the PIP will move on July 1 and be joined by the Secretariat team on September 1.

9 FINANCIAL REPORT

Ms BANDY was glad to report that, the 1995 deficit being covered out of the FIAF funds, it would be possible to break even for 1996. She then commented on the current state of our finances, with specific focus on the following items :

Bad payers : in order to help archives that cannot pay, the Treasurer recommended that we continue asking support from well-off archives by the means of an increased fee and therefore keep sending them the higher invoice.

Investments : along with the merger of both offices, the Brussels office would have to improve its computer equipment which would also improve communication with affiliates.

The FIAF loan to PIP would progressively be written off in the coming years, according to Mr PONCELET's suggestion. Ms BANDY seconded the latter's plan that the PIP be self-supporting within the FIAF structure and that any profit made by the PIP may go right back into its fund to update the database.

Special events : Mr JEAVONS made it very clear that Summer Schools could not exist without FIAF support and therefore suggested that we allocate a fund for the Summer School on an annual basis as from the third year preceding the event.

Funds allocated to the Commissions : Ms BANDY proposed the development of a special fund for promoting the PIP project, FIAF general publications and special Commission projects. Mr DIMITRIU therefore recommended a total budget 7.000 US\$. As regarded the annual allocation to Commissions, Mr SCHOU repeated that Commission Heads should be allowed to roll money over with a certain project in mind. However, the Treasurer preferred to use the annual allocation only for exactly what is needed in terms of travel and meetings costs and to have another fund in FIAF for projects presented and undertaken by the Commissions. This implied evaluating the cost of Commission projects with each Commission well in advance.. Mr MAGLIOZZI called for imposing a deadline on the completion of projects, saying there was no use in spending money on projects with no progress year after year.

Payment for the publication costs of "Le jeu des Catégories" : Ms CLAES deplored the fact that the Commission for Programming and Access to Collections had not been allowed to use what was left over from its 1994 allocation in order to support the publication costs of "Le jeu des Catégories", which had led Cinemateca Portuguesa to go into debt for a publication that was distributed for free to FIAF archives. Mr JEAVONS recalled that according to precedent, converting unspent money is normally subject to the Treasurer's approval, otherwise it is put back into FIAF's fund. The Treasurer said she would figure out what to do.

The slight increase budgeted in the 1996 income was accounted for by new affiliations and progress to full Membership by several Provisional members.

The Executive Committee unanimously agreed by a show of hands on the proposed break-even budget for the years 1996, 1997 and 1998.

7 IMAGE AND PROMOTION OF THE FEDERATION

a. *The What is FIAF leaflet*

Mr DIMITRIU circulated the proof-print of the leaflet, conceived by a professional designer. The present text had been re-drafted by Mr SMITHER following the EC members' comments expressed in Cancun. There still remain one weak point : there was an invitation to subscribe but not to join FIAF. Ms AUBERT stressed the importance of the leaflet and thanked those who had contributed to it.

b. *Internet and E-mail*

Mr DIMITRIU reported that we were now having E-mail but there was still one piece of computer equipment needed in order to use the net outside Europe.

c. *The FIAF Directory*

Ms CLAES suggested to include a brief description of the different membership categories at the beginning of the book. It was agreed to put the list including this description + FIAF's as well as archives' E-mail address on Internet. Ms AUBERT suggested that the book also mention the Round Table NGOs' contact address as well as the name of our contact persons in Unesco but no agreement was reached on this matter. It was also agreed to place the separate list of Subscribers after Associates and before the index.

It was finally agreed that each FIAF affiliate could, upon request, receive up to five copies for free.

d. *The Annual Reports volume*

Ms AUBERT suggested a change in the way of putting together this publication and recommended the following assembling order : category of affiliation, continent, region, country, town. Mr CHERCHI USAI feared that this might make this publication an even more time-consuming operation.

Several EC members found that this was a time-consuming and costly publication.

As an alternative, Ms BLOTKAMP proposed keeping annual reports at the Secretariat and making them available upon request. Ms CLAES proposed shortening reports and finding other ways of presenting archives' personal progress (i.e. via the Journal). Mr DAUDELIN praised the usefulness of this bound volume and wanted annual reports to keep their current format, saying that instructions sent by the Secretariat were followed by most archives. Ms AUBERT agreed and recalled that the annual report was a statutory obligation for each member of FIAF. She repeated her concern that Commission Heads should more systematically explore the book following their field of expertise in order to present their report but Ms BAYLIS deplored that this analysis

could not be completed before the Congress due to the fact that many archives were sending their report much beyond the submission deadline.

A working group was formed including Mr RICCI, Mr CHERCHI USAI and Ms BANDY to analyse the current communication process of annual reports and set up proposals to improve it, possibly by moving towards a more centralised form of annual report that would emerge from the individual reports. Ms BANDY invited this body to explore, with the editorial board of the FIAF Journal, the possible links between both publications.

11 PROJECTS AND PUBLICATIONS

a. The Journal of Film Preservation

Mr DAUDELIN, co-editor, reported on the last issue of the Journal which he considered a good one, especially as it was more oriented towards external readership. This tendency should be fostered in the next issues. The way this publication was being put together still needed improving and the use of E-mail should be further exploited to work in a more time- and cost-efficient way. Mr DAUDELIN underlined the valuable collaboration of Hillel Tryster (as re-reader) and Michael Friend (as re-writer) for this issue.

The present issue brought about favourable reactions :

Ms BANDY praised it and favoured the idea of having one core-subject of general interest to film historians and journalists and reducing the section reserved to FIAF internal communication items. She also encouraged more illustrations in order to attract a larger readership.

Like Ms BLOTKAMP, Mr JEAUVONS also welcomed the present issue and recalled the idea of a newsletter (regular FIAF communication) in a pull out form that would go along the Journal. As regards the title of the publication, he suggested something more "popular" to external readers. To make things cheaper, Mr CHERCHI USAI even suggested to circulate this newsletter via E-mail and send a print-out only to those archives without E-mail.

Circulation and distribution of the Journal :

Ms BANDY welcomed the idea of FIAF archives having standing orders for additional copies of the Journal, as was done by NFTVA in London, and Ms AUBERT suggested to establish a unit price for FIAF archives above 5 issues.

Mr CHERCHI USAI deplored the low number of external subscribers to the Journal and thought that this was due, among other factors, to the publication's cost. Ms AUBERT feared that our "back office" structure was presently insufficient to deal with large distribution.

As a way of launching the Journal for a broad outside circulation, Ms BANDY, supported by Mr SMITHER, suggested that we send people a sample copy.

Mr RICCI suggested to put the last ten issues of the Journal on the web-site, which would considerably increase our presence around the world. This had to happen ultimately at the Secretariat, but in the interim, he proposed to investigate the cost of entering the ten past issues as well as future ones. This was accepted.

It was also decided to find some solutions to the extremely high check encashment costs. Ms BANDY was ready to explore the possibility for MOMA in New York to centralize all checks issued in the USA and then proceed to an overall bank transfer to Brussels. Mr SMITHER suggested that we might as well refuse checks under 50 US\$.

b. P.I.P. / CD-ROM and c. Central DBase : cfr. Documentation Commission Report

d. Proceedings of the Newsreel Symposium in 1993

Mr SMITHER presented the book recently published by Flicks Books and was thanked by Mr RICCI for bringing this project to completion. The EC agreed on Mr SMITHER's recommendation that we send the book upon request only to FIAF affiliates.

This raised the whole issue of whether or not we should consider that FIAF has a commitment to send systematically free copies of its publications to its members, as an affiliation advantage. This was practically impossible when dealing with a professional publisher. Ms BLOTKAMP and Ms CLAES believed that publications should be paid for by affiliates or at least proposed at a reduced price because a systematic free distribution would be a burden to any active publication policy. The Treasurer proposed to build up a special fund for the distribution of publications by asking affiliates a corresponding extra annual fee. This, she believed, should be looked at by the working group on the Future of FIAF.

e. Training / Summer School

Mr JEAVONS reported on the preparation of the June Summer School, pointing out the participation of an unusually high proportion of developing archives thanks to Unesco funds. He took good note of Ms CLAES' concern that training should be adapted to the situation in other archives that cannot afford or meet the standards displayed in Berkhamsted. In this respect, Ms BAYLIS reported having been approached by ASEAN about running such seminars in very simplistic terms for management of film archives. A practical-orientated seminar would therefore soon take place in Canberra dealing with cataloguing, acquisition management and storage, attended by 20 to 22 delegates and sponsored by Unesco, the Australian Department of Foreign Affairs, Kodak and ASEAN itself. The next seminar would be held in Manila on film handling and repair at the basic level.

Mr TRUJILLO reported having recently organised a training and restoration programme with the support of Unesco and ICI (Instituto de Cooperacion Iberoamericano). Seven participants from Latin-America had participated in the course and should therefore be able to transmit their knowledge to their colleagues. Filmoteca de la UNAM had recently be granted an amount of 64.000 US\$ from ICI which would be allocated to the purchase of material, to training and preservation. Part of ICI's funds could be used to send participants to the Summerschool in Berkhamsted. Ideally though, archivists from Latin-America should go on training in archives that better match the specific needs of archives in this region.

Mr PRADO reported that last year, the Spanish Ministry of Culture had undertaken to support short training courses (4 months). Four scholarships had been granted to four persons from Latin America who came over to Spain. This year, training programmes were developed on Latin-American archives' premises.

Mr CHERCHI USAI undertook to send details to Mr JEAVONS about a certificate programme for motion picture preservation that was held last year in Rochester.

Mr JEAVONS was reluctant to organise the next Summer School unless he received serious outside support. This was not only a very heavy financial burden but also a disruptive experience as it monopolized the archive's production premises. Next time however, NFTVA staff would be ready to come and lecture at a summer school organised elsewhere.

Ms AUBERT informed the EC that Kaleidoscope's training programme had been translated into French and wished this publication to be translated into other languages after being reviewed by Mr SCHOU.

10 COMMISSIONS AND WORKING GROUPS

a. Long-term Plan for FIAF / Future of the Commissions

Mr JEAVONS presented the working group's circulated report entitled "Summary of Notes from Meetings on the Future of FIAF". Point A of the paper, i.e. **FIAF's membership : its scope and its structure**, brought about a long discussion. The criteria for joining FIAF as stated in the Federation's current Statutes were questioned and the notion of introducing a singular membership category in FIAF (pt A.4) was debated. Many EC members favoured the idea of accomodating more people into FIAF:

Ms BAYLIS : accepting more people will give them privileged access to our expertise and thereby make them to develop towards our standards. We should bear in mind that for South-East Asian archives, preservation is storage and not necessarily (paying laboratories to) copy films.

Mr SMITHER : if people are passionate about preserving films, they ought to have the right to be associated with us and we should meet them in a pro-active way. However, this issue cannot be discussed without looking first at three very intertwined issues :

- 1) who do we want to be a member ?
- 2) what does being a member grant you ? and
- 3) what does it cost you to be a member ?

We should also address the question of whether or not we want to keep, within FIAF, a "core group" of privileged archives exchanging material among each other. If so, it is then unfair to charge the same subscription to everybody. Otherwise, we may need to balance a more welcoming attitude to membership with a much less generous attitude towards membership privileges (basically an easier access to collections) but then, what else are we offering to attract members ? Ms CLAES seconded Mr SMITHER's approach and feared that an equal-status membership might not be as egalitarian as expected but on the contrary create hypocrisy as people would then try, in one way or another, to escape the obligation to exchange their material with everybody.

Ms BLOTKAMP and Ms AUBERT also preferred to examine closely the implications of such a change in the membership structure before putting it forward to the GA. So too did Mr PRADO, adding that we should beware compromising situations when we think of expanding our membership and developing contacts with commercial institutions.

Ms BANDY : we must go into more collaboration with commercial partners, while FIAF's dogmas must remain a powerful and vital weapon against commercial institutions that might exploit us. One of the reasons why AMIA is so successful is that commercial and non-commercial partners are learning a lot from each other within the institution.

Mr TRUJILLO : we should create and keep closer contacts with private collections owners and find a way of keeping them nearby, even if we implement a single membership category.

Mr RICCI : the real debate is "how can we change the Federation in an efficient way to make it more responsive to the changing world" as opposed to an instrumental analysis of our Rules to accept more members.

The discussion resulted in the following decision :

1. the EC would first recommend to the GA that we explore the idea to reform the current membership system, "introducing a singular, equal-status membership based on criteria which recognise the integrity and commitment of an applicant archive to preserve and promote the moving image heritage in all its forms..." (cfr pt 4 of Summary of Notes from Meetings on the Future of FIAF).

2. as a next step, the working group on the Future of FIAF would study the implications of such a change, in terms of membership fees, rights and obligations on the one hand and subsequent changes in our Statutes and Rules on the other hand. This would result in a set of formal proposals to be submitted to the GA in Cartagena.

It was agreed to circulate the document presented by Mr JEAVONS to the GA as a discussion paper, including points B and C on respectively the Commissions and FIAF Statutes and Rules, with a few amendments that had emerged from this discussion.

b. Specialized Commissions

The various Commission reports had been circulated to all EC members.

b.1. Documentation Commission

Mr MAGLIOZZI presented his resignation as Head of the Documentation Commission and announced he intended to remain active within this body. Ms AUBERT understood the reasons for Mr MAGLIOZZI's resignation and accepted it.

Mr MAGLIOZZI formally invited the EC to consider the CD-ROM project as a separately supported project within FIAF; whether that meant the end of the Documentation Commission or the combination with the Cataloguing Commission was up to the EC and the GA. Ms AUBERT undertook to re-examine this specific question at our next EC meeting in Madrid.

Mr MAGLIOZZI very much supported the move of the PIP to Brussels, saying it would bring the project closer to the source. To him, all data generated by the various Commissions had to be centralized by the Brussels office to make sure that they are preserved. However, putting databases on the CD-ROM required expert working, especially as it was a product for sale and had to be frequently updated. The International FilmArchive CD-ROM might therefore generate other CD-ROMs.

Referring to his written report, Mr MAGLIOZZI underlined his suggestion to adopt a project-centered approach towards FIAF work and he hoped that the EC could establish guidelines to implement such a structure. He was ready to make practical suggestions in this respect. He formally asked for his point of view on this issue to be reported in one way or another in the FIAF Journal and to be included in a wider discussion about the future of Commissions.

At the President's request, Mr MOULDS reported on the CD-ROM situation. A further increase in the CD-ROM sales was expected in the coming months, which would mean a total of 170 subscriptions by the end of 1996. This, however, was subject to well-directed publicity. The consequent decline in film volume sale over the past year had been less important than foreseen but subscription to the volume had dropped especially among FIAF members. The Film and TV subject headings product was being constantly updated. For lack of time, the publication of respectively Film and TV subject headings could not come out simultaneously this time. Ms CLAES praised the FIAF CD-ROM which she believed was more reliable than other competitor products covering the same areas. At the same time, she encouraged Mr MOULDS' intention to improve the CD-ROM's search facilities. Ms AUBERT wanted to improve its presentation and asked to put FIAF logo on it, at the PIP's expense. In a more general way, she insisted that all FIAF documents issued for sale be protected by copyright.

Treasures Database : Ms DALTON, who had joined the meeting, outlined the various sources of FIAF archives' holdings database that she was putting together under the name of "Susan III". Mr MAGLIOZZI, Mr MOULDS and Ms DALTON were asked to clarify the following questions under the form of a brief statement for the EC and the membership :

- 1) what are exactly the items contained (and to be added in the future) in the CD-ROM as well as in the public and the private databases of archives' holdings ?
- 2) who is contributing to what ?
- 3) what are the criteria upon which access is or is not provided to the unpublished parts of the database ?
- 4) Who gives access to the database ? Who owns it ? What is the databases' institutional basis ? This was essential to know before building up a centralized database on the work achieved so far by Ms DALTON
- 5) an outline of the cost (staff + equipment) for keeping and building up such a database.

Ms AUBERT thanked Mr MAGLIOZZI for his report, recalling that formally, we needed to appoint a new President to the Commission.

b.2. Cataloguing Commission

Ms BAYLIS, Head of the Commission, went through the various projects described in her written report and made the following comments :

Cataloguing Rules : Ms BAYLIS wanted to receive an account of the sales from, SAUR, AFNOR and the Secretariat. Following Mr CHERCHI USAI's suggestion, it was agreed that the Brussels office would from now on keep an update of all publications sold or distributed for free by the Secretariat. Mr SMITHER repeated his warning already expressed in Cancun that our contract with Saur stipulated one year notice to stop collaboration and recommended to initiate the procedure. Ms AUBERT wished to extend the list of translated editions (French, Italian and Chinese) to Spanish.

Ms BAYLIS firmly called for response from FIAF archives to the circulated list of Genre terms and Carlos Roberto de Souza's Computer data survey. Both projects would be very useful if everyone contributed at this point and the latter would otherwise never set off the ground.

As agreed with Mr CHERCHI USAI, the Commission would contribute a section to the next issue of the Journal about Cataloguing of Early Untitled Films with specific focus on amateur films.

Illustrated list of Film logos : Mr OPELA described the project which he intended to present at the 1998 FIAF Congress in Prague. To Mr JEAVONS, this was a crucial project that should also be linked to other means of identifying films. Mr SCHOU noted that this was connected with Harold Brown's *Physical characteristics of early films as aids to identification*, published by the Technical Commission in 1990. Ms AUBERT underlined that even as a scientific publication, this project would have to beware copyright if it used the logo of film production companies, at least in France.

Ms AUBERT finally thanked Ms BAYLIS for her report.

b.3. Commission for Programming and Access to Collections

Ms CLAES, Head of the Commission, reported that the Commission had not met since Cancun, while it had focused on assembling the programme to be presented during this Congress. She wanted to hear what the EC expected from this Commission, confirming the lack of response from the membership to their work. To Ms AUBERT, one solution to this absence of feed-back was to present specific topics at seminars or within specific programmes. Mr SMITHER said that at least EC members should respond to the work of the Commission.

Mr RICCI's asked about Suresh Chabria's project for a "Touring East-West program". In reply, Ms CLAES explained that the big obstacle to Suresh Chabria's project was copyright. This raised an issue to be covered by The Rights Thing symposium.

Ms AUBERT thanked Ms CLAES for her report.

b.4. Technical Commission

Mr SCHOU, Head of the Commission, presented his written report and took good note of EC members' comments on the following projects :

A Guide to the Identification of Film Formats : both Mr JEAVONS and Ms BANDY believed that the entire book should be re-written in order to become accessible to the broad public and not only to technicians. Mr SCHOU announced that Robert Gitt would be visiting Jean-Pierre Verscheure together with Mr SCHOU in May 1996 to discuss the text further.

The Restoration of Cinematographic Film Using Digital Techniques : Ms BLOTKAMP believed that Brian Jenkinson's progress report was a very valuable paper and should be widely circulated.

Mr SCHOU reported having excellent working relationship with Kaleidoscope (via Noël Desmet) and AMIA.

Relations with KODAK : (cfr. Cancun Minutes p. 20) : based on a sample of several European countries, Ms CLAES had found out that Kodak did not sell film stock at a uniform price. Before approaching Kodak as one huge customer to require the lowest conditions possible (the same for all FIAF affiliates), it was agreed 1) to extend Ms CLAES' survey to other parts of the world (Latin-America, North-America, Russia and SouthEast Asia) and 2), with the help of the figures appearing in Ms AUBERT's statistical survey about FIAF archives, show Kodak the extent of the market we represent. Ms CLAES also believed in a certain kind of sponsoring whereby, in return of better conditions, we tell the outside world that "Kodak is helping restoration".

Ms AUBERT thanked Mr SCHOU for his report.

12 RELATIONS WITH UNESCO AND OTHER INTERNATIONAL ORGANISATIONS

a. Satyajit Ray project. Ohter Unesco projects

The Senior Administrator referred to pp. 14 and 15 of his written report, pointing out that the Satyajit Ray project had come to an end at the beginning of this year.

b. The Round Table on Audiovisual Records, Vienna

Mr DIMITRIU reported on the main decisions taken at the last NGO Round Table, held last March in Vienna and which he had attended on behalf of FIAF :

- the JTS will continue and the next one was planned to take place in 1998 in London. The TCC proposed it to be a Unesco Memory of the World project.
- the existing rotating organisation of the annual NGO Round Table would be replaced by a permanent secretariat. Unless FIAF was ready to host the Secretariat in its Brussels headquarters, the Federation as well as the other NGOs were asked to participate in the running cost of this permanent body by the means of an annual allocation amounting to 1.500 US\$. At Ms AUBERT's request and for lack of time, it was agreed to re-examine and defer our decision on this matter to the EC meeting following on the GA.

c. Report on the IASA/IFTA Conference

In accordance with what had been decided in Canun, Mr SMITHER had asked and received some clarification about IASA's purpose behind changing its name and statutes. This explanation was available in a document that Mr SMITHER undertook to circulate during this Congress.

13. OTHER BUSINESS

Mr SMITHER went through the draft agenda of the GA and the chairmanship of the various sessions was arranged. Following Mr SCHOU's remark that, unlike preceding years, the President report to the General Assembly on behalf of the Executive Committee had not been circulated in advance among the EC members, Ms AUBERT was ready to make it available but there was no time left to read it during the present meeting.

Ms AUBERT closed the meeting by thanking the interpreters and EC members as well as Commission heads for their participation.

The Executive Committee met briefly in the afternoon of April 22, 1996 following the conclusion of the General Assembly. Since there were no recording facilities available, full minutes of the proceedings have not been compiled but the following points were decided and agreed for action :

WORKING GROUP ON THE FUTURE OF FIAF

The working group for the future of FIAF was extended. Subject to the approval of those who were not present in Jerusalem, the group is now composed of : Hoos Blotkamp (Chair), Mary Lea Bandy, Suresh Chabria, Paolo Daudelin, Chris Horak, Clyde Jeavons, Janet Mc Bain, Roger Smither and Ivan Trujillo. Wolfgang Klaue will also be solicited as an expert. The GA has been informed about this project.

TASK GROUP ON LEGAL QUESTIONS

The working group on legal questions has been modified. Hoos Blotkamp is withdrawing from the group she was chairing as organiser of the Symposium in Jerusalem. Subject to the approval of those who were not present in Jerusalem, the group is now composed of : Michelle Aubert (Chair), Gabrielle Claes, José Manuel Costa, Anne Fleming, David Francis and Michael Friend. The GA has been informed about these projects.

ROUND TABLE OF AUDIO-VISUAL ARCHIVES

As soon as 1997, FIAF will contribute by 20% (up to US\$ 1.500 per year) to the running costs of a permanent secretariat of the Round Table on Audiovisual Records which, under the aegis of Unesco, now includes NGOs working for the safeguarding of the cinematographic and audiovisual heritage (ICA, FAIT, IASA, IFLA and FIAF).

PRESERVATION OF SATYAJIT RAY'S OEUVRE

It has been decided to support globally the coordination activities of NFAI in the frame of Satyajit ray's oeuvre preservation project as well as the efforts that archives may already have carried out in this field.

DOCUMENTATION COMMISSION AND CD-ROM

Further to Mr MAGLIOZZI's retirement from the Commission's presidency, it was decided to carry out the Commission's activities after the policy defined by the Executive Committee and under the responsibility of René Beauclair or Nancy Goldman, after the latter have been consulted.

EVALUATION OF THE JERUSALEM CONGRESS

The Executive Committee expressed its satisfaction at the success of the Jerusalem Congress, both on organisation and general atmosphere points of view.

CONGRESS IN CARTAGENA - COLOMBIA

The Executive Committee will continue to see to it that the Congress takes place in the best conditions despite important cuts in the Congress' initial budget. FIAF will do its best to meet the host's needs in terms of financial support, theoretical conception, programming and technical assistance, so as to grant the success of such an important event in the Latin-American region.

NEXT EC MEETING

The autumn EC meeting will take place in Madrid hosted by Filmoteca Española, from November 23 to 25 1996.