

SUMMARY OF THREE-YEAR ACTION PLAN FOR P.I.P. (1998-2000)

Two major sources have been studied in the preparation of this action plan: i) results obtained from questionnaires sent in July 1998 to documentation staff of FIAF archives, and ii) the report carried out by Catherine Surowiec on the current state of P.I.P. activities.

Following the recommendations of Steven Ricci's report of December 1997, a **general network** has been installed in the FIAF offices, so that both the main "Advanced Revelation database" and the "Imis database" (the source of information on all our customers) can be consulted on every work station.

At the suggestion of Michelle Aubert, my colleague and I participated in the Archimedia session on Documentation topics which took place at the BIFI in May 1998. The results were very positive: a considerable number of archives from France, Spain, Portugal and Italy will contribute to the P.I.P. from 1999 on. An **online discussion group** will be established in November 1998 to stimulate communication between all P.I.P. contributors on a regular scale. Also as a means of acknowledging the value of their contributions, the names of indexers will be listed in the new annual volume.

All the current and future indexers will receive in November 1998 a new **indexing programme** which will enable us to incorporate work sent from contributors directly into our database, putting an end to the enormous amount of rekeying required. Similarly, we need to invest in the development of a new **data conversion programme** which will allow us to incorporate material from other existing databases. The development of such a programme will be considered in 1999 if the budget allows it.

Indexing workshops are very important to motivate indexers and improve the quality of their work. Because of the variety of nationalities it seems only logical that these workshops are organized by language group(s). An indexing seminar will be organized during the FIAF congress in Madrid in April 1999 for the new Spanish and Portuguese colleagues. In the same year another workshop should take place in France (at the BIFI) for the French contributors. Other countries will follow at a later date.

The **translation of thesaurus terms** in the other official FIAF languages (French and Spanish) is a high priority for 1999. The French translation will be coordinated by the "Cinémathèque québécoise" in collaboration with the "BIFI" while the Spanish list will be done by Dolores Devesa ("Filmoteca Espanola"). Once these translations are available on CD-Rom (November 1999) this will inevitably be a bonus for increasing our sales in other regions of the world, and in justifying our status as a truly international project. Other languages (Italian, German, Dutch) will be added at a later date.

On the Autumn 1998 **FIAF CD-Rom**, all "Index" data from 1972 to the present will be available for the first time on one disk. This edition will also feature a new "limited" Windows version (incorporating new print facilities). For the future, it's very important that the "Treasures" database is updated again. The fact this is no longer updated has led to cancellations by some clients. The preparation of a completely new Windows version (containing increased search tools and featuring a new lay-out) will be made by a Belgian consultant. At least in November 1999, this should be ready.

As for the **annual volumes**, a new typesetting programme has been written in Framemaker and installed in the Brussels office by our UK-based computer consultant Richard Begernie in September 1998. As in previous years the latest (1997) annual volume was printed by Antony Rowe Ltd. and will be sent out in November 1998. For the moment, distribution continues to be carried out by Sally Douglas in England, although we are looking for a Belgian-based company from 1999 on.

A new **marketing strategy** will be developed in 1999 with the FIAF Senior Administrator in order to explore every practical possibility for promoting the P.I.P. products. We will concentrate on the countries where sales are disappointing because of language problems. The arrival in November 1999 of a full "multi-lingual" Windows version for the CD will be accompanied by a widespread promotional campaign. This will include a redesigned leaflet emphasizing the new features and the contents not found on rival CDs; a targeted mailing to university libraries and documentation centres; promotion via the Internet; personal appearances and demonstrations at conferences and bookfairs. After two years of continuous effort in terms of computerization and content, 2000 will be a crucial year to reap the benefit of an improved product.

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