

ANNEX 1.

COMITATO D'ONORE

Prof. ...

Emilio ...

Presidente ...

COMITATO D'ONORE

On. Sen. ADOLFO SARTI

Ministro del Turismo e dello Spettacolo

Avv. GIANNI OBERTO TARENA

Presidente della Giunta Regionale Piemontese

Dott. GIUSEPPE SALERNO

Commissario del Governo per la Regione Piemonte

Prefetto della Città di Torino

Dott. Arch. GIOVANNI PICCO

Sindaco della Città di Torino

Comm. ELIO BORGOGNO

Presidente della Provincia di Torino

Dott. EDMONDO D'ANCHISE

Questore della Città di Torino

Dott. TITO GAVAZZI

Presidente dell'Ente Provinciale per il Turismo di Torino

Dott. Ing. MARIO CAPELLA

Presidente del Museo Nazionale del Cinema

Prof. Dott. LUCIANO JONA

Presidente dell'Istituto Bancario San Paolo di Torino

VLADIMIR POGACIC

Presidente della F. I. A. F.

Comm. GIORDANO BRUNO VENTAVOLI

Presidente dell'A. G. I. S. di Torino

**XXXI CONGRESSO ANNUALE DELLA
FEDERAZIONE INTERNAZIONALE
DEGLI ARCHIVI DEL FILM F.I.A.F.**

Torino, 2-6 Giugno 1975

SALONE DEI CONGRESSI

DELL'ISTITUTO BANCARIO SAN PAOLO DI TORINO
gentilmente concesso

PROGRAMMA

Lunedì 2 giugno

- ore 10 - 13 Riunione di lavoro
- ore 15 - 18 Riunione di lavoro
- ore 21 Drink al Museo Nazionale del Cinema e proiezione di film nella sala XV

Martedì 3 giugno

- ore 9,30 - 11 Riunione di lavoro
- ore 11,30 Ricevimento in onore dei Congressisti, alla presenza del Ministro del Turismo e dello Spettacolo On. Sen. Adolfo Sarti, offerto dall'A.G.I.S. (Associazione Generale Italiana dello Spettacolo) di Torino nella sua sede di Via dei Mille 9
- ore 15 - 18 Riunione di lavoro
- ore 21 Proiezione di film nella sala XV

Mercoledì 4 giugno

- ore 10 - 13 Riunione di lavoro
- ore 15 - 18 Riunione di lavoro
- ore 18,30 Ricevimento offerto dal Sindaco di Torino a Palazzo Civico nella Sala delle Congregazioni
- ore 21 Proiezione di film nella sala XV

Giovedì 5 giugno

- ore 10 - 13 Symposium di Storici del Cinema in collaborazione con l'Associazione Italiana per le ricerche di storia del cinema sul tema «Giovanni Pastrone e David W. Griffith»
- ore 13,30 Colazione offerta ai Congressisti dal Museo Nazionale del Cinema presso il Ristorante Ferrero, Corso Vittorio Emanuele 54
- ore 15 - 18 Proseguimento dei lavori
- ore 21 Proiezione di film nella sala XV

Venerdì 6 giugno

- ore 10 Visita offerta dalla Martini & Rossi al Museo Martini di Storia dell'Enologia a Pessione con autopullman gentilmente messi a disposizione dall'Ente Provinciale per il Turismo di Torino.

ORGANIZZAZIONE: MUSEO NAZIONALE DEL CINEMA ED ENTE PROVINCIALE PER IL TURISMO DI TORINO, CON LA CORTESE COLLABORAZIONE DELLA FIAT, DELL'OLIVETTI E DELLA 3M ITALIA.

ANNEX 2.

TORINO XXXI GENERAL MEETING

LIST OF PARTICIPANTS

ALBERTI, Walter, Cineteca Italiana, Milano
ALVES NETTO, Cosme, Cinemateca do Museu de Arte Moderna, Rio de Janeiro
BERNARDINI, Aldo, Centro Sperimentale di Cinematografia, Roma
BOWSER, Eileen, Dept. of Film, Museum of Modern Art, New York
BUACHE, Freddy, Cinémathèque Suisse, Lausanne
CHASKEL, Pedro, Visitor, Cinemateca Chilena en la Resistencia, Habana
CINCOTTI, Guido, Cineteca Nazionale, Roma
COMENCINI, Gianni, Cineteca Italiana, Milano
COULTASS, Clive, Imperial War Museum, London
DAUDELIN, Robert, Cinémathèque Québécoise, Montréal
DEMBOWSKI, Ireneusz, Filmoteka Polska, Warszawa
DE NORDEN, Isadora, Visitor, Cinemateca Distrital de Bogotá
DE VAAL, Jan, Nederlands Filmmuseum, Amsterdam
DMITRIEV, Vladimir, Gosfilmofond, Moskva
FERNANDEZ JURADO, Paulina, Cinemateca Argentina, Buenos Aires
FRANCIS, David, National Film Archive, London
FRITZ, Walter, Oesterreichisches Filmarchiv, Wien
GARCIA BORJA, Hiram, Cineteca Nacional, Mexico
GESEK, Ludwig, Oesterreichisches Filmarchiv, Wien
KARR, Larry, American Film Institute Archives, Washington
KLAUE, Wolfgang, Staatliches Filmarchiv der DDR, Berlin
KOHOUTOVA, Helen, Czechoslovak Filmarchives, Praha
KUBELKA, Peter, Oesterreichisches Filmmuseum, Wien
KUIPER, John, Motion Picture Section/Library of Congress, Washinton
KULA, Sam, National Film Archives of Canada, Ottawa
LAURITZEN, Einar, Honorary Member, Stockholm
LEDOUX, Jacques, Cinémathèque Royale de Belgique, Bruxelles
LEHR, Alfred, Oesterreichisches Filmarchiv, Wien
LUPU, Lodoletta, Cineteca Nazionale, Roma
MARINO, Em. Valerio, Visitor, Istituto Luce, Roma
MOLNAR, Istvan, Filmarchivum/ Magyar Filmtudományi Intezet, Budapest
MONTY, Ib, Det Danske Filmmuseum, Copenhagen
ONDROUSEK, Slavoj, Czechoslovak Filmarchives, Praha
ORBANZ, Eva, Stiftung Deutsche Kinemathek, Berlin
PATALAS, Enno, Münchner Stadtmuseum/Filmabteilung, München (Visitor)
PINA, Manuel, Cineteca Nacional, Lisboa
POGACIC, Vladimir, Jugoslovenska Kinoteka, Beograd
POESCHKE, Ulrich, Deutsches Institut für Filmkunde, Wiesbaden
PROLO, Maria Adriana, Museo Nazionale del Cinema, Torino
PURAN, Aura, Arhiva Nacionala de Filme, Bucuresti
RADICATI, Roberto, Museo Nazionale del Cinema, Torino
RAZLOGOV, Kirill, Gosfilmofond, Moskva
REYNEL SANTILLANA, Miguel, Cinemateca Universitaria del Peru, Lima
RIBEIRO, Felix, Cinemateca Nacional, Lisboa
ROSE, Dan, American Film Institute Archives, Washington
SCHMITT, Frantz, Service des Archives du Film du C.N.C., Bois d'Arcy
SORIA, Florentino, Filmoteca Nacional de Espana, Madrid

SPIESS, Eberhard, Deutsches Institut für Filmkunde, Wiesbaden
STENKLEV, Jon, Norsk Filminstitutt, Oslo
STOYANOV-BIGOR, Georgui, Bulgarska Nationalna Filmoteka, Sofia
VAN DER ELST, Brigitte, FIAF Secretariat, Bruxelles
VAN LEER, Lia, Archion Israeli Leserativ, Jerusalem
VOLKMANN, Herbert, Honorary Member, Berlin (DDR)
VON BAGH, Peter, Suomen Elokuva-Arkisto, Helsinki
WIBOM, Anna-Lena, Cinemateket, Svenska Filminstitutet, Stockholm
WITEK, Roman, Filmoteka Polska, Warszawa
YELIN, Saul, Cinemateca de Cuba, Habana

1. The following procedure shall apply to general resolutions:

2. A resolution shall be introduced at a regular meeting of the Council by a member of the Council (the sponsor) or by the Council as a whole. The resolution shall be in the form of a written statement of the Council's intention, and shall be accompanied by a copy of the resolution in the form of a motion paper.

3. The resolution shall be read at the meeting at which it is introduced, and shall be referred to a committee of the Council for consideration. The committee shall report to the Council at the next meeting, and shall recommend whether the resolution should be adopted or not.

4. If the resolution is adopted, it shall be carried by a majority of the members of the Council present at the meeting at which it is adopted.

5. If the resolution is not adopted, it may be reintroduced at a later meeting of the Council, but it shall not be considered for adoption at the same meeting. The resolution shall be considered for adoption at the next meeting of the Council after it is reintroduced.

6. A resolution shall be considered for adoption at the meeting at which it is introduced, and shall not be considered for adoption at any other meeting of the Council.

7. A resolution shall be considered for adoption at the meeting at which it is introduced, and shall not be considered for adoption at any other meeting of the Council.

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9. A resolution shall be considered for adoption at the meeting at which it is introduced, and shall not be considered for adoption at any other meeting of the Council.

10. A resolution shall be considered for adoption at the meeting at which it is introduced, and shall not be considered for adoption at any other meeting of the Council.

11. A resolution shall be considered for adoption at the meeting at which it is introduced, and shall not be considered for adoption at any other meeting of the Council.

FIAF meeting- and voting procedure

At FIAF meetings it is recommended that the following procedure be adopted :

A. Resolutions usually occur this way:

1.
 - a) General discussion
 - b) Motion introduced as a terminating point
 - c) Seconded
 - e) More discussion- if necessary
 - f) Amendments- if any
 - g) Vote
2. The following principles apply to general resolutions:
 - a) A motion may not be annulled at the annual meeting at which it was adopted. Such annulling action(s) may be taken at a subsequent annual meeting in the form of new motions.
 - b) All resolutions must be moved and seconded. If no seconder can be found, a motion can not proceed.
 - c) If a mover of a motion wants to withdraw it, it may be done provided that the seconder assents to its withdrawal.
 - d) Amendments to a motion may be offered during a debate. No motion in this connection can negate the original proposal. Entirely new considerations will be held for a separate resolution.
 - e) The amendmet(s) is voted upon first. If lost- a vote is taken on the main resolution.

3. Special, formal, resolutions enjoy special privileges and shall be dealt with immediately. Such motions are:
 - a) A motion to adjourn, motions to recess, or to set a time of adjournment.
 - b) A motion to close or limit the debate.
 - c) A motion to table the matter under discussion.
 - d) Actions or requests by those present to:
 - Call a point of order
 - Read the statutes and rules
 - Ask for information

B. Voting procedures:

1. The customary voting will be by a show of hands.
2. Secret ballot. Paper ballots will be distributed to everyone entitled to vote. This method is used in certain cases according to statutes and rules. Everyone entitled to vote may claim a secret ballot.
3. All ordinary issues will be determined on the basis of the majority of the votes cast. Whenever negative votes equal affirmative votes the motion is lost.
4. In discussions of ordinary items of business in which no formal motion is made, the chairman shall summarize and ask if there is any objection to the conclusion reached. If not, the conclusion is recorded as being that of the meeting.

ANNEX 4.

FIAPLA

[The text in this section is extremely faint and illegible due to the quality of the scan. It appears to be a multi-paragraph document.]

RAPPORT DU PRESIDENT

La caractéristique de l'année écoulée entre le Congrès de notre Fédération à Ottawa - Montréal et celui de Turin serait la consolidation de notre organisation. Vous avez devant vous le nouveau Règlement, fruit du travail laborieux et consciencieux de la Commission statutaire et du Comité directeur tout entier à la dernière session d'Amsterdam. Ce Règlement a été mis en accord avec notre nouveau Statut et il a codifié certaines des décisions précédentes de l'Assemblée Générale ainsi que celle d'Ottawa préconisant la simplification et la réduction du Règlement. Ainsi se trouve terminée et parachevée, dirais-je, le schéma juridique et d'organisation de notre Fédération.

Je ne voudrais point préjuger de votre avis sur ce nouveau Règlement, mais je considère qu'il faut rendre hommage à tous ceux qui y ont consacré beaucoup de temps travaillant sur la forme que le Règlement revêt actuellement. Je dois souligner que Monsieur Jan de Vaal à Amsterdam ainsi que le Centre National de la Cinématographie (Service des Archives du Film) à Paris, nos hôtes pour les deux réunions du Comité directeur cette année, ont tout fait pour nous faciliter le travail. Maintenant nous pouvons nous tourner vers d'autres problèmes.

Malgré l'énorme enthousiasme et les efforts personnels de madame Eileen Bowser Présidente de notre Commission de Documentation et l'excellent travail de Madame Karen Jones, notre Periodical Indexing Project s'est trouvé dans des embarras financiers. Le Comité directeur s'est déclaré d'accord pour la continuation de ce projet très important de notre Fédération jusqu'à la fin de 1975 au moins, à condition de ne pas menacer notre fonds de réserve.

Ensuite toutes les possibilités de réduire le déficit seront examinées et tous les membres de la FIAF invités à participer à égalité. Mr. Stenklev, notre trésorier, en parlera plus en détail ainsi que Madame Bowser et puis vous tous. Je voudrais souligner tout simplement que la réalisation de ce projet est un des plus importants succès de notre Fédération.

La Commission de Préservation et la Commission de Catalogage ont terminé la plus grande partie de leur tâche. La seconde a réussi à publier le Cataloguing Manuel et nous remercions Mr. KLAUE et les membres de la Commission de cet excellent travail. Les autres problèmes dans le travail du Comité Directeur, sont : Monsieur Ledoux, notre secrétaire général et Monsieur Stenklev, notre trésorier, qui vous les exposeront.

Quant à moi, il me reste à vous informer que l'Assemblée Générale de l'UNESCO a voté en janvier cette année, donc l'année coïncidant avec les 80 ans de la cinématographie, la résolution confirmant sa conviction que "les images en mouvement constituent un des éléments les plus caractéristiques de la création culturelle et de la communication contemporaine".

L'Assemblée Générale de l'UNESCO termine cette résolution ainsi : "Recommande aux Etats membres de prendre dès maintenant des mesures d'ordre juridique et technique, ou, le cas échéant, de les renforcer en vue de sauver et de conserver les images en mouvement de la valeur".

Par cette même résolution l'Assemblée Générale a invité le Directeur Général de l'UNESCO :

- a) à élaborer un programme ayant pour but le sauvetage et la conservation des images en mouvement, programme qui pourrait notamment comprendre les points suivants :

Ensuite toutes les possibilités de réduire le déficit seront examinées et tous les membres de la FIAF invités à participer à égalité. Mr. Stenklev, notre trésorier, en parlera plus en détail ainsi que Madame Bowser et puis vous tous. Je voudrais souligner tout simplement que la réalisation de ce projet est un des plus importants succès de notre Fédération.

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- a) à élaborer un programme ayant pour but le sauvetage et la conservation des images en mouvement, programme qui pourrait notamment comprendre les points suivants :

- I. poursuivre les études, en coopération avec les organisations non-gouvernementales concernées et, au besoin, les organisations inter-gouvernementales compétentes, sur le problème de la destruction des images en mouvement.
2. étudier l'opportunité de créer un instrument en vue de protéger les images en mouvement de la destruction;
 - b) à inclure ce programme dans le travail pour 1977/78 (doc. 19C/5) et dans l'esquisse du plan à moyen terme 1977-1982 (doc. 19C/4).

Je prends la liberté de saluer cette résolution; quoique votée avec retard, elle peut encore aujourd'hui, après 80 ans d'existence des images en mouvement, devenir notre argument dans la lutte pour les buts que s'est fixés notre Fédération en 1938.

Après avoir étudié en détail et pris connaissance des premiers pas vers sa réalisation, nous devons fixer la ligne générale de notre Fédération dans le sens de cette réalisation.

Car, à mon avis, c'est précisément la FIAF qui doit mener cette résolution à bonne fin.

Je vous remercie de votre attention.

I

Développement des musées

3281	Programme ordinaire PNUD	\$ 838.100 340.000
	Total	<u>1.178.100</u>

RESOLUTIONS DU PROGRAMME

- 3282 3.421 En vue de favoriser le développement des musées, le Directeur général est autorisé :
- (a) à stimuler ou effectuer des études, notamment en ce qui concerne :
 - (i) certains aspects scientifiques et techniques de la conservation des biens mobiliers de ce patrimoine ;
 - (ii) une meilleure adaptation des musées aux besoins du monde moderne ;
 - (b) à stimuler les échanges d'informations, en particulier :
 - (i) par une participation au fonctionnement et au développement du Centre de documentation muséographique Unesco/Conseil international des musées ;
 - (ii) par la publication de la revue trimestrielle *Museum*, d'un traité de muséologie et de cahiers techniques ;
 - (c) à associer aux efforts de l'Unesco les organisations internationales non gouvernementales compétentes, notamment le Conseil international des musées auquel seront fournis en 1975-1976 des services et une subvention jusqu'à concurrence de 107 000 dollars ;
 - (d) à organiser des programmes de formation de spécialistes des musées et de spécialistes de la conservation et de la mise en valeur du patrimoine culturel et naturel ;
 - (e) à fournir aux États membres, sur leur demande :
 - (i) des études et des services consultatifs ;
 - (ii) une aide sous la forme de services d'experts, de bourses ou d'équipement ;
 - (iii) une aide en vue d'obtenir les moyens financiers dont ils pourraient avoir besoin en plus de leurs ressources propres.
- 3283 3.422 *La Conférence générale,*
Considérant que les images en mouvement constituent un des éléments les plus caractéristiques de la création culturelle actuelle et de la communication contemporaine, ainsi que la Conférence générale l'a reconnu au cours de sa seizième session (paragraphe 4056 du doc. 16C/5 approuvé, afférent à la résolution 4.21),
Considérant que la révolution technologique offrira de nouvelles possibilités de transmettre les images en mouvement et que leur pouvoir en tant que moyen de diffusion des connaissances culturelles, esthétiques, scientifiques, sociales et historiques ira en s'affirmant dans les années à venir,
Constatant que les efforts déployés depuis de nombreuses années par les particuliers, les groupements, les cinémathèques et les musées pour sauver et conserver les images en mouvement n'ont pas empêché la disparition de documents précieux qui appartenaient au patrimoine culturel de l'humanité,
Estimant que le sauvetage et la conservation systématique des images en mouvement constituent un objectif hautement souhaitable mais qu'il convient, par des études préalables, de rechercher les moyens les plus convenables de lever les obstacles qui s'y sont jusqu'ici opposés,
Reconnaissant que le développement récent de la télévision crée à cet égard une situation nouvelle,

Tenant dûment compte d'une étude préalable entreprise par le Secrétariat en vue de connaître les conditions dans lesquelles la conservation des images en mouvement est réalisée,

1. Invite le Directeur général :

- (a) à élaborer un programme ayant pour but le sauvetage et la conservation des images en mouvement, programme qui pourrait notamment comprendre les points suivants :
 - (i) poursuivre les études, en coopération avec les organisations non gouvernementales concernées et, au besoin, les organisations intergouvernementales compétentes, sur le problème de la destruction des images en mouvement ;
 - (ii) étudier l'opportunité de créer un instrument en vue de protéger les images en mouvement de la destruction ;
 - (b) à inclure ce programme dans le plan de travail pour 1977-1978 (doc. 19C/5) et dans l'esquisse du plan à moyen terme 1977-1982 (doc. 19C/4) ;
2. Recommande aux États membres de prendre dès maintenant des mesures d'ordre juridique et technique, ou le cas échéant de les renforcer, en vue de sauver et de conserver les images en mouvement revêtant de la valeur.

PLAN DE TRAVAIL

En appliquant les projets énumérés dans cette section, on mettra l'accent sur le rôle actif que les musées doivent jouer dans le monde moderne.

3284

Projet 3.421.1 - Promotion et exécution d'études dans le domaine de la muséologie

Programme ordinaire (Cote : 3400)

\$84.900

(1) Aspects scientifiques et techniques de la conservation des biens mobiliers. Une aide sera accordée aux organisations internationales non gouvernementales compétentes ou aux commissions nationales pour l'organisation de rencontres internationales en vue d'étudier les techniques récentes les plus importantes dans le domaine de la muséologie. Les sujets ci-après pourraient faire l'objet de telles études : méthodes modernes d'inventaire des biens culturels mobiliers ; modernisation des laboratoires de conservation ; amélioration du matériel audiovisuel en vue d'une action éducative et culturelle dans les musées ; formation et perfectionnement du personnel de surveillance, notamment dans les sites archéologiques et les édifices religieux ; la hausse des prix des oeuvres d'art et ses répercussions sur l'accès du public à ces oeuvres.

3285

Etant donné que les images en mouvement constituent un élément important de la création culturelle à l'époque moderne et de la communication contemporaine, le Directeur général élaborera en 1975-1976 un programme ayant pour but le sauvetage et la conservation de ces images. Ce programme tiendra compte des études préalables entreprises par le Secrétariat en vue de déterminer les conditions de la conservation des images en mouvement. Il pourra comprendre des recherches menées avec le concours d'organisations intergouvernementales et non gouvernementales compétentes sur les problèmes que soulève la destruction des images en mouvement. On examinera la possibilité d'établir un instrument international pour assurer la sauvegarde et la conservation de ces images. Des propositions seront formulées à ce sujet dans le Projet de programme et de budget pour 1977-1978 (document 19 C/5) et dans l'Esquisse de plan à moyen terme pour 1977-1981 (document 19 C/4) qui seront soumis à la Conférence générale pour approbation. Comme il est indiqué dans la résolution 3.422 reproduite plus haut, les États membres sont invités à prendre toutes les mesures d'ordre juridique ou technique

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nécessaires en vue de sauver et de conserver les images en mouvement qui ont une valeur culturelle.

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ANNEX 6.

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R e p o r t
FIAF - Cataloguing - Commission

1. The Cataloguing Commission concentrated its activities last year on the revision, correction and editing of the publication "FILM CATALOGUING".

We are happy to be able to submit the final version to the members of FIAF on the occasion of the General Assembly this year.

In this connection I should like to thank all those, who have been working on that publication with great devotion and who also made it possible on account of their advice, additions and suggestions to finish and complete the manuscript.

It is intended to have this publication printed, and made available for sale to all archives for films, television and other institutions interested in it.

2. At its meeting in April 1975 the Cataloguing Commission determined the following activities:

- 2.1 Study on usage of computers for filmcataloguing

Several archives deal with preparations concerning the application of computers for filmcataloguing. Based on experience reports from various archives all members of the Federation should be given a general idea of the present stage of preparation concerning the initial experiences gained, and also of problems that occurred when applying computers for filmcataloguing.

It is planned to finish this study until the congress 1976.

2.2 Definition of filmographic terms

In the publication "FILMCATALOGUING" about 100 filmographic terms are listed which are used in the cataloguing process.

The Commission has considered to define these terms in order to render possible a standardized use in all archives.

This task should be completed in about 2 years.

2.3 Dictionary of filmographic terms

Based on the filmographic terms contained in the publication "FILMCATALOGUING", a translation into all languages of FIAF members is being made.

The first draft of this dictionary in 19 languages is on hand.

The completion of another 8 languages, correction and editing of the manuscript prior to publication will take approximately until 1977.

2.4 Bibliography of filmographic sources

The Cataloguing Commission deems it necessary to supplement the bibliographies of filmographic sources available, and to bring them up to date.

A completed bibliography of filmographic sources which should be used as a basis for filmcataloguing is supposed to be completed within the next two years.

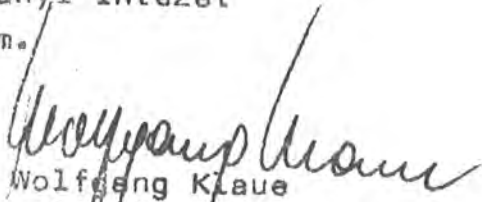
2.5 The Cataloguing Commission has also dealt with several other projects, on which the members will be informed in detail in the next future by general inquiries or other informations:

- It is planned to make up a list of all restored silent films and to complete it every year;
- A model has been designed according to which inquiries may be made into missing filmographic data, using the FIAF bulletin;
- Problems will be taken up which result from the cataloguing of TV material in the member archives of FIAF;
- The members will be informed about the standard of transliteration of non-Latin languages;
- An inquiry will be made into which secondary sources will be used in the everyday work with the catalogues.

We trust that these tasks will meet the interests and requirements of the members and look forward to a fruitful cooperation in future.

3. The following members are at present on the FIAF-Cataloguing-Commission:

Wolfgang Klaue - Staatliches Filmarchiv der DDR - President
Filip Acimovic - Jugoslovenska Kinoteka - Vice-President
Leszek Armatys - Filmoteka Polska
Harriet Aveney - Library of Congress
Dorothea Gebauer - Deutsches Institut für Filmkunde
Roger Holman - National Film Archive
Jacques Ledoux - Cinémathèque Royale de Belgique
Marta Luttor - Magyar Filmtudományi Intézet
David Penn - Imperial War Museum.


Wolfgang Klaue
- President -

REPORT OF THE FIAF DOCUMENTATION COMMISSION

The Commission met at Bautzen on October 30-November 1, 1974, as guests of the Staatliches Filmarchiv and the Hochschule für Film und Fernsehen.

1. International Index to Film Periodicals. Frances Thorpe of London has been named the new Editor. The Commission wishes to express its thanks to Karen Jones for her excellent work during the last year. The 1973 volume was published by R. R. Bowker in September 1974 and distributed to all F.I.A.F. archives. St. James Press of London has replaced Bowker as publisher, and will bring out the 1974 volume in June 1975; 80 periodicals are indexed in it, and a directors index has been added. Under the contract with the new publishers, there will be no free copies for F.I.A.F. members. The cost for European buyers is £8. (£7. on standing order). The address for ordering: 1-a Montagu Mews North, London W1H 1AJ. The volume will be available to American buyers through St. Martin's Press, New York. The Commission regrets the loss of free copies, which was accepted under protest by the Executive Committee, and will make every effort to reinstate them in the future. An application has been made to the National Endowment for the Arts in the United States for a grant to support the project, which would be administered by The Museum of Modern Art. We hope to have news about this during the Congress. There are now 24 F.I.A.F. subscribers to the card service, and 19 non-F.I.A.F. subscribers. The Commission has placed advertisements in several leading film periodicals and has mailed the advertisement to all universities in the United States which have film courses. The questionnaire sent out to subscribers during 1974 brought a large number of replies and was very useful in making decisions about improvements in the card service. Seven additional periodicals will be indexed in 1975.

2. Guidelines for Filing and List of Subject Headings, for the International Index to Film Periodicals. A combined and revised edition has been prepared by the London office, and will be published in 1975, as a special publication of F.I.A.F.

3. Guidelines for Describing Unpublished Script Materials. This publication was distributed to all members in 1974 as a recommendation of the Commission. It will receive wider publication in the United States in a forthcoming issue of Performing Arts Resources, with a note about the work of F.I.A.F. and the Documentation Commission.

4. F.I.A.F. Directory of Film and Television Documentation Resources. The project is now ready for publication. It is hoped that F.I.A.F. will be able to bring it out as a special publication in 1975 and to distribute it to all members. The labor will be contributed by the Nederlands Filmmuseum.

5. The Classification of Film Literature. The two draft schemes under consideration will be sent to the experts in F.I.A.F. archives during 1975, asking for preferences, before the Commission makes a final decision as to a recommendation.

6. Other projects underway: A subcommission headed by Dr. Alfred Krautz has been established to work out plans for an International Directory of Set Designers; Eberhard Spiess has undertaken on behalf of the Commission to prepare a list of unpublished script holdings of F.I.A.F. archives; John Luijckx is working on a revision of the recommendations for preservation and cataloguing of film posters.

The Commission experienced a great loss in the death of one of its valued members, Vladimir Vimr of the Czechoslovak Film Archive. Anne Schlosser's resignation from the Commission was accepted with regret. There are no definite plans as yet for the next meeting of the Commission.

Comments on the work of the Commission and proposals for future work are invited.

Commission members: Eileen Bowser, President
Karen Jones, Det Danske Filmmuseum
Alfred Krautz, Staatliches Filmarchiv
John Luijckx, Nederlands Filmmuseum
Bujor Ripeanu, Arhiva Nationala de Filme
Eberhard Spiess, Deutsches Institut für Filmkunde
Milka Staykova, Bulgarska Nacionalna Filmoteka

ANNEX B:

RAPPORT DU SECRETARIAT GENERAL DE L'UCAL
A L'ASSEMBLEE GENERALE DU XXXIe CONGRES DE LA FIAF

Compte tenu des événements et des faits qui ont joué, l'an dernier, un grand rôle dans le travail des cinémathèques latino-américaines, le Secrétariat général de l'UCAL a estimé que son devoir était de consacrer son rapport devant le XXXIe Congrès de la FIAF à la situation actuelle du cinéma et des cinéastes au Chili. Et ce, non seulement pour exprimer et réclamer la solidarité avec la lutte du peuple chilien, mais pour lancer -car cela est extrêmement urgent- une vaste action internationale en vue de préserver la vie des cinéastes chiliens actuellement persécutés et torturés, et, dépassant les cas individuels, de dénoncer l'ampleur d'une persécution permanente qui s'est transformé de fait en un véritable génocide de toute la culture chilienne.

Le coup d'Etat militaire de septembre 1973 a instauré au Chili un régime qui a fait frémir le monde d'horreur en raison de la répression bestiale et calculée grâce à laquelle on prétend soumettre tout un peuple.

30 000 morts, plus de 50 000 prisonniers politiques et près de 100 000 exilés, voilà le fruit de la persécution, de la torture et de l'assassinat quotidiens, de la disparition de tout vestige de liberté et de respect de la dignité humaine.

Quand la terreur et la violence permanentes contre le peuple deviennent la seule manière de conserver le pouvoir, toute activité culturelle liée directement ou indirectement à la réalité présente d'un pays se transforme en une nouvelle menace pour le régime. D'où la répression. L'éventail des méthodes répressives employées par les putschistes chiliens contre l'art et la culture va de la censure et du chantage pour provoquer l'autocensure, à l'emprisonnement, la torture et l'assassinat; de la neutralisation ou l'élimination des personnes à la destruction ou à la fermeture des institutions.

Voilà quelques caractéristiques de ces actions:

- perquisition de maisons d'édition, de bibliothèques et d'universités pour y détruire toute littérature de gauche et la pensée progressiste d'intellectuels du monde entier.

- destruction et autodafé de livres dans les rues et sur les places publiques.
- destruction d'oeuvres d'art et perquisitions des domiciles particuliers des artistes et des intellectuels les plus marquants.
- instauration de commissions militaires permanentes pour contrôler les libraires.
- suppression des chaires de sciences sociales dans les collèges, les lycées et les universités.
- destruction de tous les mass media opposés au putsch et application de la censure au restant.

Les recteurs des universités ont été remplacés par des officiers des forces armées dotés de pouvoirs illimités.

Les fédérations d'étudiants ont été proscrites.

L'Université Technique de l'Etat à Santiago du Chili a été détruite et pillée. Des centaines de professeurs et d'étudiants ont été arrêtés et torturés, et certains assassinés. Le recteur, Enrique Kirberg, est toujours détenu. 60% des professeurs ont été licenciés et près de 65% des étudiants expulsés.

A l'Université de Concepción, 11 000 étudiants ont été radiés et empêchés de poursuivre leurs études.

L'Université du Chili, la plus importante du pays, a vu l'occupation militaire de toutes ses facultés. Son personnel académique et ses fonctionnaires ont été suspendus et soumis à des enquêtes et à des instructions judiciaires illégales et arbitraires en vue d'expulser quiconque s'opposerait à la dictature militaire.

A l'Université de Valparaiso, 39 professeurs d'histoire sur 40 ont été licenciés.

Au siège Oriente de Santiago de l'Université du Chili, 1 400 professeurs sur 2 150 ont été expulsés. Sur les 40 membres du Département de Biologie de la Faculté des Sciences, il n'en reste que 11.

L'Université Catholique du Chili a perdu 71% de ses mathématiciens.

On calcule que 25% du personnel enseignant des universités chiliennes a été expulsé et 20% du personnel non académique licencié. Les facultés de sociologie, de journalisme et de pédagogie de toutes les universités ont été fermées. Leurs étudiants ont été en partie arrêtés et les autres devront reprendre leurs études à zéro, moyennant un autorisation préalable de l'autorité militaire.

Plus de 20 000 étudiants au total ont été expulsés et empêchés de poursuivre leurs études.

D'autre part, l'augmentation du coût des études et des inscriptions, découlant du critère en vigueur selon lequel les universités doivent s'autofinancer, limitent les possibilités d'études exclusivement aux secteurs économiques les plus fortunés.

Les établissements d'enseignement secondaire ont été aussi occupés militairement.

La persécution de professeurs et d'élèves est permanente.

Plus de 20% des fonctionnaires du Ministère de l'Education ont été licenciés et le Syndicat uni des travailleurs de l'éducation (SUTE) a été dissout.

Les programmes d'études ont souffert différents changements. La philosophie a pratiquement été supprimé parce qu'elle contenait -selon les déclarations des militaires- des questions "sur lesquelles on n'avait déjà que trop discuté". En économie, ils ont interdit l'étude des problèmes contemporains, comme les tendances inflationnistes et les causes de sous-développement. En espagnol, qui est obligatoire, ils en sont même arrivés à exclure des oeuvres classiques comme Don Quichotte et le Poème du Cid.

Tous les journaux et toutes les revues de gauche ont été fermés. Les bureaux de rédaction et les archives ont été détruits et les imprimeries réquisitionnées. On compte 4 journalistes assassinés, 37 arrêtés et 640 exilés.

40 stations de radio ont été fermées et certaines détruites. Celles de télévision ont été occupées militairement. La seule chaîne à avoir conservé son personnel est celle de l'Université Catholique qui collabora activement au putsch.

La liberté de presse a cessé d'exister; même les journaux et les radios qui ont appuyé et appuient les militaires sont constamment soumis à la censure.

Un grand nombre de travailleurs des mass media sont toujours enfermés dans les camps de concentration; quelques-uns ont été assassinés et beaucoup d'autres ont dû s'exiler.

La maison d'édition de l'Etat, Quimantú, qui avait publié en 1971 5 000 000 de livres à des prix populaires, a été fermée et occupée par les militaires. Ses travailleurs ont été licenciés dans leur immense majorité et nombre d'entre eux persécutés. On retrouve la même situation dans les imprimeries Horizonte et Latinoamericana. Le livre est redevenu un article de luxe hors de la portée des grandes majorités.

En ce qui concerne les activités artistiques, la répression a été soit directe et brutale: détention, torture, camps de concentration et même assassinat, comme dans le cas de Víctor Jara, soit indirecte: chantage à la peur et impossibilité de trouver du travail, ce qui a poussé de nombreux artistes et intellectuels à s'exiler. On trouve parmi ces derniers les meilleurs acteurs, musiciens, écrivains, chorégraphes, peintres, interprètes et cinéastes chiliens.

La pression sur ceux qui restent au Chili est permanente, à preuve la détention de quelques cinéastes au cours de ces derniers mois. L'information publiée récemment par la revue chilienne Ercilla

(no. 2070, avril 1975) est l'exemple type d'une situation dramatique malgré un ton qui se veut persifleur:

"EXPOSITION D'UN JOUR. Les impulsions culturelles de l'Institut Chiléno-Français de la Culture ont fait long feu. La première exposition de cette vaste offensive fut fermée le lendemain de son inauguration, autrement dit le 20 mars. Les raisons? Les oeuvres présentées par le peintre Guillermo Núñez. Depuis, cet artiste a disparu et ses familiers ont demandé l'ouverture d'une enquête sur sa disparition."

Nous n'avons jusqu'à présent aucune information sur le sort du peintre Guillermo Núñez.

C'est dans ce contexte -dont nous avons donné une vision générale par quelques antécédents qui ne se veulent pas exhaustifs- que s'inscrit la situation du cinéma et des cinéastes au Chili.

Le sort des institutions liées à la culture cinématographiques -en plein développement au moment du putsch militaire de septembre 1973- est le suivant:

Département de Cinéma de l'Université Technique de l'Etat: destruction physique de ses installations, séquestration et destruction probable de sa collection de films. L'Université Technique attendait le VIIe Congrès de l'UCAL qui devait se tenir au Chili en décembre 1973 pour solliciter son admission comme cinémathèque.

Département de Cinéma de la Centrale Unique des Travailleurs (CUT): séquestration totale de ses installations et destruction de ses archives.

Cinéthèque Universitaire de l'Université du Chili: Occupation militaire de l'université, persécution et exil de la majorité de son personnel. Une partie de ses archives ont pu sortir clandestinement du pays; quant au reste, on manque jusqu'à présent d'informations.

Chile Films (organisme d'Etat de production et de distribution): occupation militaire, destruction partielle ou totale (de toute façon

indiscriminée) de ses archives de films qui contenaient les actualités les plus anciennes et les plus intéressantes du pays. Assassinat de son président, Eduardo Paredes, et du chargé de la distribution du 16mm, Jorge Aravena. Persécution, emprisonnement, tortures et envoi à des camps de concentration d'une grande partie de son personnel et licenciement du restant.

Une réglementation de la censure a été imposée en octobre 1974, valable aussi bien pour l'exhibition que pour la production, dont l'orientation fondamentale est la suivante: "Le Conseil (de censure) refusera tout film qui encourage ou propage des doctrines ou des idées contraires aux bases fondamentales de la patrie ou de la nationalité, comme le marxisme et autres; qui offense les Etats avec lesquelles le Chili maintient des relations internationales; qui soit contraire à l'ordre public, à la morale ou aux bonnes meours et qui incite à la perpétration d'actions antisociales et délictueuses." Ce Conseil de censure comprend parmi ses membres des représentants de quatre armes: armée, marine, aviation et police, outre trois représentants du Conseil des recteurs des universités chiliennes formé à son tour uniquement par des militaires.

Un seul long métrage a été produit au Chili en 1974 qui a dû franchir les barrières suivantes: envoi du scénario à la Commission de contrôle des mass media; envoi de la liste complète du personnel technique et artistique au Service des Renseignements Militaire (SIM) à fins d'approbation et d'enregistrement.

Bien que le film ait été tourné et même exhibé en novembre 1974 après avoir été soumis au Conseil de la censure cinématographique, la situation actuelle est la suivante: Carlos Piaggio, monteur du film, a été arrêté avec sa femme, mère de sept enfants, quelques jours avant la première, torturé et mis au secret pendant un mois et finalement expulsé du pays.

Pablo Perelman, réalisateur, a dû s'exiler au Venezuela. Carmen Bueno (script-girl) et Jorge Müller (opérateur) ont été arrêtés quelques jours plus tard; bien qu'ils aient disparu et que d'autres prisonniers aient témoigné qu'ils avaient été torturés et confinés dans le camp de concentration "Tres Alamos", les militaires nient

qu'ils aient été détenus. Ce qui rend leur situation spécialement grave et sérieuse car, tant que leur détention ne sera pas reconnue, leur vie sera en danger. Dans le cas de ces collègues, l'efficacité de la solidarité internationale devient un problème de survie.

Outre les cas mentionnés, il existe une longue liste de cinéastes poursuivis, emprisonnés et torturés. On trouvera ci-joint une liste partielle des cas prouvés.

Il faut d'autre part constater que l'immense majorité des cinéastes chiliens, dont la quasi-totalité de ceux qui avaient contribué à promouvoir le nouveau cinéma chilien des dix dernières années, ont été contraints de s'exiler. Plus de 25 réalisateurs ont dû actuellement renoncer à créer dans le contexte culturel de leur patrie. Leur absence, imposée par la répression bestiale implantée par les militaires fascistes, fait gravement tort au cinéma chilien qui était précisément en plein développement, croissant et mûrissant à la recherche d'une expression cinématographique nationale et populaire. C'est un attentat conscient pour détruire totalement non seulement celui-ci, mais encore les composantes les plus importantes de la culture chilienne tout entière.

Compte tenu des informations existantes, il n'y a pas lieu de penser que cette situation va changer à court terme. La répression contre la culture se poursuit et augmente en efficacité à mesure qu'elle devient plus scientifique et planifiée.

Nous ne saurions terminer ce rapport sans appeler à nouveau l'Assemblée de la FIAF et chacune des cinémathèques membres en particulier, à prendre position sur le génocide culturel qui a lieu actuellement au Chili, à protester publiquement et à mener des démarches directes auprès de la junte militaire chilienne en vue de la libération des prisonniers en général, et tout particulièrement de nos collègues Carmen Bueno et Jorge Müller dont la situation est extrêmement grave.

Au vu des informations précédentes, nous estimons qu'il est du devoir du Congrès de la FIAF de faire face à cette situation qui, au-delà de toute position politique, porte atteinte aux principes qui sont la base même de toute activité culturelle.

Pedro Chaskel B.
SECRETARIAT GENERAL DE L'UCAL
Mai 1975

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VOIR ANNEXE: LISTE DES DETENUS

Secretariat

Ministry of Education

Brussels, Belgium

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PROPOSAL FOR A MODIFICATION OF THE INTERNAL RULES

CHAPTER I - HEADQUARTERS (art. 2 of the Statutes)

Article 1

The Headquarters of the Federation shall be established as a fully equipped office in a building different from that occupied by the national member of the country in which they are situated. Its postal address, telephone number and bank account shall also be different.

CHAPTER II - AFFILIATES

A. ADMISSION TO THE FEDERATION

1. Members (art. 4 of the Statutes)

Article 2 (2-3-6)

Any archive wishing to become a Member of the Federation after having been an Observer for at least one year (art. 7 of the Statutes) shall apply to the Secretary-General, attaching to its application the following in 15 copies, if possible :

- a) a copy of its deed of foundation;
- b) its statutes and rules showing the extent of its autonomy and its work on a national level;
- c) a formal statement to respect the Statutes and Rules of the Federation;
- d) a description of its past activities and a list of films in its possession;
- e) a description of its relations with the authorities and the film organizations of its country;
- f) a description of the relations which it may have entered into with members of the Federation;
- g) information concerning the sources of the candidate's finance and its last yearly budget;
- h) a description of the facilities of preservation used by the candidate and an authorization for inspection of the archive by a member of the Executive Committee;
- i) proof that a sum equivalent to the annual subscription to the Federation has been paid.

Moreover, if the applicant is a governmental or semi-governmental organization, it is required to attach an official letter from the authorities on which it is dependent, undertaking that they will respect the Statutes and Rules of the Federation.

Application for membership will be considered by the Executive Committee and/or the General Meeting together with a report on the inspection of the Archive involved, by a member of the Executive Committee.

Article 3

In judging the degree of autonomy within the framework of a larger organization (and especially a large film organization) required to enable an archive to qualify as a responsible and self-contained member of FIAF, consideration will be given to the following :

- 1) independence of action in all aspects of its own work, including the representation and dealing with FIAF affiliates by its own officers, control of personnel matters, and direct access to its official authorities;
- 2) distinctiveness of the title of the archive, including the position given this title on correspondence, publicity and other materials;
- 3) distinctiveness of its own Board, officers and personnel and its own Rules;
- 4) control of its own budget, finances and structure;
- 5) control over and responsibility for all of the films in its collection, including those received from other FIAF affiliates, subject to the rights of copyright holders and donors.

Article 4 (3)

Each member of the Executive Committee shall be provided with a dossier based on the documents presented by the applicant. These dossiers shall be prepared by the Secretary-General. The original documents shall be available to all members of the Executive Committee.

Article 5 (4)

Decisions relating to the admission of members may not be taken by correspondence. The decision of the Executive Committee must be confirmed by the General Meeting next following.

Article 6 (10)

A representative (as defined in article 25 of these Rules) of the archive applying for membership may be requested to be present at the Executive Committee meeting and/or General Meeting examining the application.

Article 7 (11)

All voting concerning the admission of members shall take place by secret ballot. Decisions shall be by a 51% majority of the members present or represented.

2. Associates (Art. 5 of the Statutes)Article 8 (14)

The formalities for the admission of Associates shall be identical with those for Members (art. 2 of the Rules).

Article 9 (15)

Members of the Federation cooperate with Associates within the field of their specializations (for example, exchange of films which fall clearly within this specialization).

3. Observers (Art. 6 of the Statutes)

Article 10 (13-15)

To be admitted as Observers, candidates must be organizations whose activities fall, in whole or in part, within the aims of the Federation as defined in art. 1 of the Statutes.

The formalities for the admission of Observers shall be identical with those for Members (art. 2 of the Rules).

For Observers within a country where a Member already exists, any exchange of films must be made through this Member and under his responsibility.

4. General rules concerning the admission to the Federation (art. 4 of the Statutes)

Article 11 (20)

When an institution operating on a territory where one or more Members already exist submits an application, the applicant shall be required to present in addition to the documents mentioned in article 2, a declaration countersigned by the existing Member(s) concerned, in which it undertakes to collaborate with the other Members of the Federation existing on its territory. Only the Executive Committee is authorized to relieve the applicant of this obligation.

Article 12 (21)

When two or more institutions from a given country which has no Member of the Federation apply at the same time, the Executive Committee may make its decision of admission dependent on the signing by the applicants of a declaration of mutual collaboration.

Article 13 (22)

When an application is submitted by an institution established in a country where there is already an Associate or an Observer, note shall be taken of the written opinion of the Associate or the Observer which shall have been previously requested by the Secretary-General.

B. LOSS OF AFFILIATION

1. Resignation

Article 14 (25)

Any Member, Associate or Observer wishing to resign must inform the Secretary-General by registered letter at least three months in advance. The Secretary-General shall inform all the Affiliates of the Federation of this resignation within two weeks. The letter of resignation must contain the proposals of the resigning Affiliate concerning the settlement of its commitments to the Federation, and to those affiliated to it, which must be carried out within a maximum period of three months.

2. Deletion

Article 15 (26)

A request for the deletion of a Member, Associate or Observer for non-payment of its subscription shall be submitted to the Executive Committee by the Treasurer. The Treasurer must have made at least two requests for payment of subscriptions, the second request by registered letter.

The Executive Committee is authorized to allow a supplementary period of three months for settlement of the dues.

Article 16 (29)

The deleted Affiliate shall be deprived of all the advantages and privileges enjoyed by Affiliates of the Federation.

The Executive Committee shall decide how to settle the commitments of the deleted Member towards the Federation and its Affiliates.

Article 17 (30)

During a period not exceeding two years, the deleted Member, Associate or Observer can rejoin the Federation under following conditions :

- a) that it has paid the subscriptions the non-payment of which gave rise to its deletion;
- b) that it has paid its subscription for the period which has elapsed between the decision of deletion and the date of its written request to rejoin, addressed to the Executive Committee.

In this case, the Executive Committee may agree to re-instatement after having heard the Treasurer's report confirming the payment of the subscriptions.

The Secretary-General shall inform all the Affiliates of the Federation accordingly within a period not exceeding two weeks.

After the expiry of two years from the date of deletion, the deleted Affiliate shall be considered to have ceased all connection with the Federation and shall not be able to rejoin it otherwise than in the capacity of a new applicant and provided that it has paid the subscriptions the non-payment of which gave rise to its deletion.

3. Expulsion

Article 18 (35)

A proposal for expulsion must be based on infractions against the Statutes and Rules of the Federation of such a kind that they can be considered as activities prejudicial to the Federation.

Any Affiliate proposed for expulsion is automatically suspended until the next General Meeting.

The proposal for expulsion may specify the limits of the relations which Members, Associates and Observers of the Federation may maintain with the expelled Affiliate.

Article 19 (37)

It is the duty of the Secretary-General to present proposals for expulsion to the General Meeting. The General Meeting shall, by vote in secret ballot, come to one of the following decisions by a majority of two thirds of the Members participating therein :

- a) to approve the proposal for expulsion presented by the Executive Committee;
- b) to reject the proposal for expulsion and to restore to the Member or Associate concerned all his right;
- c) to request the new Executive Committee or a new Arbitration Jury to reconsider the question and to decide whether the proposal for expulsion ought either to be withdrawn or to be presented to the next General Meeting. In this last case, the Member or Associate concerned shall remain suspended until that General Meeting.

Article 20 (38)

The General Meeting shall also approve the limits of the relations which may be maintained between Members, Associates and Observers of the Federation and the expelled Affiliate as proposed by the Executive Committee according to article 18 of the Rules.

The Executive Committee shall decide how to settle the commitments of the expelled Member or Associate towards the Federation and its Affiliates.

4. SuspensionArticle 21 (31-33)

Suspension is a temporary measure and shall not last for more than two years. Any suspension imposed by the Executive Committee shall be submitted to the General Meeting immediately following. The General Meeting can then, by a majority of 51% of the Members present or represented, make one of the following decisions :

- a) if the suspension imposed by the Executive Committee is a form of sanction for infringement of the Statutes, the General Meeting can either confirm it and modify or not its duration, or it can repeal the suspension and restore its right to the Member, Associate or Observer suspended;
- b) if the suspension is the result of a proposal for expulsion, the General Meeting shall examine the demand for expulsion as provided for in article 19 of the Rules.

Article 22 (32)

Suspension shall take effect from the moment of the Executive Committee's decision. The Secretary-General shall inform all the Affiliates of the Federation of the suspension within a period not exceeding two weeks from the date of this decision.

Article 23

The Executive Committee is authorized to recommend the limits of the relations which may be maintained between Members, Associates and Observers of the Federation and the suspended Affiliate.

Article 24 (34)

The General Meeting shall also approve the limits of the relations which may be maintained between Members, Associates and Observers of the Federation and the suspended Affiliate as proposed by the Executive Committee according to article 23.

CHAPTER III - GENERAL MEETINGS (art. 13 to 17 of the Statutes)1. ParticipantsArticle 25 (39-40)

Members are required to take part in the General Meeting.

The person representing an Archive at a General Meeting and having the right to vote shall belong to one of the following categories :

- a) Director or Curator of the Archive;
- b) Employees of the Archive holding a responsible post.

Article 26 (41)

Members may send to the General Meeting a delegation consisting of three persons; Associates, two delegates; Observers, one delegate. Exceptions to this Rule may be granted by the Executive Committee.

The delegate or delegates of Members and Associates shall present to the Secretary-General a letter demonstrating their authority to represent their Archive at the General Meeting. In the case where several individuals represent a single Archive, the letter shall state which of them is authorized to vote.

Article 27

Persons or organizations outside the Federation may be invited to attend the General Meeting, subject to the approval of the following :

- a) the President and/or the Secretary-General;
- b) the Member organizing the Congress;
- c) the Member of the country of origin of the invited person or national organization.

Article 28 (42)

A Member or Associate unable to send a delegate to the General Meeting can be represented by another Member or Associate on the condition that :

- a) it has forwarded to the Secretary-General a letter making clear that it is to be represented by another archive;
- b) it has delivered to the Secretary-General a written acceptance on the part of this archive agreeing to represent it at the General Meeting.

2. Preparation of a General MeetingArticle 29 (43-44)

The preparations of a General Meeting fall within the province of the Executive Committee and in particular, of the Secretary-General. They comprise :

- a) the despatch of calling notices subject to such notice as is laid down in article 13 of the Statutes;

- b) the request for an annual report from all the Affiliates;
- c) the preparation of the agenda;
- d) the supervision of the documents to be distributed.

The provisional agenda drawn up by the Executive Committee shall be sent to the members, Associates and Observers at least one month before the date of the General Meeting.

Article 30 (45)

The annual report of the Federation shall be previously examined and approved by the Executive Committee.

Article 31 (46)

In the case of a second General Meeting arranged to take place place forty-eight hours after the first (see art. 14 of the Statutes), article 29 of the Rules ceases to be applicable and the calling notices can be despatched by telegram.

In this case, the provisions of article 28 can also be relaxed to the extent that the delegation of its powers from one archive to another, as well as the consent of the latter, may be communicated by telegram.

3. Agenda of the Sessions (art. 20 of the Statutes)

Article 32 (48)

The General Meeting shall be presided over by the President and/or the Vice-Presidents and/or a representative of the Archive of the country where the Meeting takes place.

Article 33 (49)

The General Meeting shall open its discussion by voting on the agenda presented on behalf of the Executive Committee by the Secretary-General, and by adopting Rules of Procedure. The President shall be authorized to change the order of the items which are to be discussed. Any modifications, that is to say the suppression or the addition of items from or to the agenda, must be approved by the General Meeting.

Article 34 (50)

The powers of the delegates and the authorizations to represent other Archives shall be determined at the opening of the discussions.

Article 35 (51)

Any resolution, or any amendment to a resolution, submitted to the vote of the General Meeting must be presented in writing. Only the President is able in exceptional and justified cases to allow any departure from this rule. In the same way, supplementary matters to be brought up under any other business must be presented in writing in the form of a resolution intended to be submitted for the approval of the Meeting. The President shall, at the opening of the Meeting, fix the time limit within which such supplementary items can be accepted. The proceedings shall be controlled by the President of the Meeting.

4. Voting

Article 36 (54)

In conformity with the terms of article 17 of the Statutes, each Member and Associate of the Federation present or represented at the General Meeting shall have the right to one vote on condition that he shall have paid his subscriptions to the Federation up to and including that of the last complete financial year. Votes shall be cast by a show of hands, except in those cases provided for in the Statutes and Rules, namely :

- a) confirmation, expulsion, deletion or suspension of Affiliates;
- b) election of members and reserve members to the Executive Committee;
- c) election of the Honorary Members;
- d) affiliation to another international organization;
- e) dissolution of the Federation.

Members of the Federation taking part in the General Meeting can however ask for a vote by secret ballot on other matters not specified here above.

Article 37 (56)

In the case of an equal vote, a second vote shall be taken and if necessary a third; if then the vote is still equal, the case is referred to the Executive Committee for consideration.

Article 38 (57)

To count the votes, a commission of three persons shall be appointed by the General Meeting. The members of this commission shall be chosen from among the delegates of Members not taking part in the vote.

Article 39 (58)

All decisions shall be voted by a majority of 51% of the votes cast except in those cases where the Statutes require a majority of two-thirds, namely:

- a) expulsion
- b) modifications to the Statutes
- c) affiliation to another international organization
- d) dissolution of the Federation
- e) election of the Honorary Members.

5. Election of the Executive Committee

Article 40 (59)

Those eligible for election to the Executive Committee shall have the qualifications foreseen in article 25 of these Rules.

The members of the Executive Committee, both ordinary and reserve members, are elected in a personal capacity and not as representatives of their Archive.

No more than one representative of any member archive may be proposed for election to the Executive Committee, either as member or reserve member.

Article 41 (60)

Candidates eligible for election to the Executive Committee (either as ordinary or reserve member) do not necessarily have to be chosen from among those present at the General Meeting. Neither need they be those authorized to exercise the right to vote at the General Meeting.

Article 42 (63-65)

Voting shall take place in successive stages. First of all the following shall be elected:

- a) the President
- b) the Secretary-General
- c) the Treasurer

The election of the other members of the Executive Committee shall then follow.

Article 43 (66)

After all the members of the Executive Committee have been elected, the list of candidates for the places of reserve members shall be prepared, and their election shall take place. The reserve members shall be classified in the order of the number of votes they have obtained. Thus there will be a first, a second and a third reserve member (see article 51).

6. Election of the Honorary MembersArticle 44 (76)

Proposals for the election of Honorary Members must first be submitted to the Executive Committee which considers them at its next meeting but votes at the following one by secret ballot on a two-thirds majority.

Honorary Members are elected by the General Meeting by secret ballot vote and by majority of two-thirds.

Honorary Members may attend General Meetings. They may be invited to Executive Committee meetings and may take part in the discussion, but they shall not have the right to vote.

Honorary Members may be asked to fulfill certain missions for the Federation or to represent it on the condition that they receive a definite mandate from the General Meeting or the Executive Committee.

7. MinutesArticle 45 (68)

The discussions of the General Meeting shall be recorded stenographically or electronically. The stenographic or electronic records shall be kept permanently in the offices of the Federation. All documents, proposals, letters, etc... presented during the course of the Meeting shall be joined thereto and shall constitute equally an integral part of the permanent archives of the Federation. Each member of the Federation may have a copy of the stenograph or of the electronic record sent to him if he undertakes to meet the costs of providing them.

Article 46 (69)

The Minutes shall contain :

- a) a list of those present
- b) the texts of the resolutions agreed, the reasons for adopting them, a brief summary of the discussion indicating the different points of view expressed and the results of the voting;
- c) the results of the elections;
- d) the completed accounts for the preceding year(s) and the budget voted for the following year(s).

Article 47 (70)

If a member of the Federation wishes any communication made by him to be quoted verbatim in the Minutes, he must submit the text of it to the presiding officers before or immediately after his communication.

Article 48 (71)

The Minutes shall be sent to all Affiliates of the Federation at least two months before the next General Meeting. This General Meeting shall approve the Minutes which shall acquire, from that moment, the status of an official record.

CHAPTER IV - EXECUTIVE COMMITTEE (Art. 18 - 22 of the Statutes)1. FunctionsArticle 49 (72)

The functions of the Executive Committee are set out in art. 20 of the Statutes. In particular, the Executive Committee shall :

- a) receive the reports of the President, the Secretary-General, the Treasurer and any other members of the Executive Committee who have been given particular assignments to complete;
- b) confirm the decisions taken between meetings of the Executive Committee by the President, the Secretary-General, the Treasurer and the other members of the Executive Committee;
- c) receive the report of work carried out by the Secretariat of the Federation.

Before confirming every five years the status of Members and Associates, the Executive Committee shall ask the concerned Member or Associate to send, in writing, the informations described in art. 2, paragr. b,e and g of these Rules, together with a declaration concerning the matters evoked in art. 3. Before confirming every year the status of Observers, the Executive Committee shall take into consideration the informations contained in their annual report.

2. Members

Article 50 (74)

A member of the Executive Committee, having been elected in a personal capacity, may not delegate his function to any other person, even to another representative of his Archive or to another member of the Executive Committee.

A member of the Executive Committee who foresees that he will be absent from a meeting of the Committee may however write to the President or to the Secretary-General to make known to him his point of view concerning any matters on the agenda. The opinion of the absent member shall be communicated to those taking part in the meeting.

Article 51 (75)

Reserve members may attend meetings of the Executive Committee and take part in the discussions, but they shall have no right to vote unless one of the ordinary members of the Committee is absent. In the latter case the following procedure of substitution shall take place :

- a) when only one member of the Executive Committee is absent, the first reserve member (see art. 43) shall take his place;
- b) when two or three members of the Executive Committee are absent, the other reserve members shall take their place according to the same procedure;
- c) this substitution for a member of the Executive Committee is part of the general powers of the Committee and cannot arise from any special authorization or specific delegation on the part of the absent member. The institution of reserve members is designed to ensure a quorum for the Executive Committee.

Article 52 (77)

The Executive Secretary shall be present at meetings of the Executive Committee.

Article 53 (78)

The President can propose either on his own initiative or at the request of a member of the Committee, to invite non-members to attend the meetings of the Executive Committee.

3. MeetingsArticle 54 (80)

Meetings convened at the desire of at least half of the members of the Committee must take place not later than 6 weeks from the date of receipt of the last letter required to make the request for the meeting valid.

Article 55 (82)

The Executive Committee shall be presided over by the President. In the absence of the President, the Executive Committee shall elect one of the Vice-Presidents and in their absence another member to preside over its meetings.

Article 56 (83)

The Executive Committee shall take decisions by a majority vote of 51% of the members present except in cases where a two-thirds majority is required.

Article 57 (84)

In the case of not reaching a decisive vote, the matter must be reintroduced at the next Executive Committee meeting. If the vote is then still not decisive, the matter must be reintroduced at the next General Meeting or referred to an Extraordinary General Meeting.

Article 58 (85)

Failing a quorum, the Executive Committee may pursue its discussions, but any decisions which it may then take shall only be provisional and shall not come into force until they have been approved in writing by the majority of the members of the Committee (having regard however to the stipulations of art. 60).

Article 59 (86)

Normally, voting shall be by a show of hands. A member of the Committee may ask for a vote to be taken by secret ballot.

Article 60 (88)

When it is impossible to convene a meeting of the Executive Committee at short notice, the President shall be authorized to take a postal vote from all members of the Executive Committee, including reserve members, on questions raised either by himself or by the majority of the members of the Executive Committee. The votes of the members of the Executive Committee must be sent to the Headquarters of the Federation not later than two weeks after the date when they were requested. The President and/or the Secretary-General is required to inform all the members of the Committee of the result of the voting within the following two weeks. No postal vote may be taken on the following questions:

- a) the admission, deletion, expulsion and suspension of Affiliates;
- b) the affiliation of the Federation to other international organizations;
- c) the dissolution of the Federation;
- d) the suspension of a member of the Executive Committee (see art. 65);
- e) the decisions of the Arbitration Jury.

Article 61 (89)

The Minutes of the meetings of the Executive Committee shall contain the following items :

- a) a list of the members present;
- b) a record of the decisions taken (with a short summary of the discussion, the principal points of view expressed and the results of the voting).

If any one taking part in the meeting wishes any communication made by him to be quoted in full in the Minutes, he must deliver the text to the Secretary-General before the close of the discussions. The Minutes shall be submitted to the next meeting of the Committee. When they have been approved by the Committee, they shall be regarded as definitive.

4. Allocation of Duties

Article 62 (91)

Besides the functions defined in art. 18 of the Statutes, the Secretary-General shall :

- a) Prepare the sessions of the General Meeting and supervise the formalities of their procedure;
- b) prepare the meetings of the Executive Committee and supervise the formalities of their procedure;
- c) ensure effective liaison between the Executive Committee, the General Meeting and the Arbitration Jury;
- d) prepare the applications for the admission, the deletion, the expulsion and the suspension of Affiliates;
- e) supervise the work of the Executive Secretary and other employees of the Federation.

Article 63 (105)

The duties of the Treasurer are defined in art. 18 of the Statutes. They consist specifically of the following :

- a) to establish the annual budget of the Federation;
- b) to collect the subscriptions of the Affiliates;
- c) to control the amount and the validity of every expense of the Federation;
- d) to approve the quarterly accounts and the yearly balance sheet and to submit them to the Executive Committee;
- e) to co-sign, with the President and/or the Secretary-General, any contract approved by the Executive Committee involving the finances of the Federation;
- f) to control all other activities relating to the finances of the Federation.

Article 64 (93)

At its first meeting, the Executive Committee shall elect one or more Vice-Presidents, and appoint a Deputy Secretary-General and a Deputy Treasurer. It shall be authorized to allocate to its members any other function not mentioned in the Statutes and to give them the responsibility of carrying out certain specific activities of the Federation.

5. Arbitration in cases of Dispute

Article 65 (95)

In the case of a conflict of responsibility between members of the Executive Committee, the matter shall be decided by a simple majority of the members, the members engaged in the conflict taking no part in the vote. In the case of an equal vote, the procedure described in art. 57 shall be followed.

Article 66 (96)

If the behaviour of a member of the Executive Committee or of an Honorary Member is prejudicial to the interests of the Federation, the Executive Committee shall be authorized - for the safeguarding of the Federation - to suspend him from his rights, while submitting the matter to the next following Ordinary General Meeting.

If the member in question be the President, the Secretary-General or the Treasurer, the Executive Committee after having suspended him from his rights, shall immediately call an Extraordinary General Meeting to consider the question and if necessary to elect a new member of the Committee to carry out these functions.

CHAPTER V - THE SECRETARIAT

Article 67 (97)

The Secretariat shall be the permanent administrative instrument of the Federation. Its fundamental tasks are :

- a) to carry out the instructions of the General Meeting and of the Executive Committee and, during the periods between successive meetings of the Committee, the instructions of the President, of the Secretary-General and of the Treasurer;
- b) to ensure liaison between Affiliates and the Federation;
- c) to undertake the technical preparation of the sessions of the Executive Committee and of the General Meeting;
- d) to compile the Minutes of the meetings of the Federation;
- e) to keep the accounts;
- f) to preserve the archives of the Federation and in particular, the Minutes of the General Meetings and the meetings of the Executive Committee;
- g) to provide information concerning the Federation and to maintain relations between the Federation and other institutions.

Article 68 (98)

The Secretariat shall be under direction of the Executive Secretary who, under the authorization of the Executive Committee and the supervision of the Secretary-General, shall act in the capacity of :

- a) permanent and responsible manager of the current activities of the Federation;
- b) chief of the administrative personnel of the Secretariat.

Article 69 (99)

The Executive Secretary shall be appointed and dismissed by the Executive Committee on the proposal of the Secretary-General.

Article 70 (101)

The Executive Secretary shall be responsible to the Executive Committee. He shall submit his reports to the Executive Committee for its approval.

Article 71 (102)

The personnel of the Secretariat shall be hired or dismissed by the Executive Secretary, subject to the confirmation of the Secretary-General.

CHAPTER VI - FINANCE1. Budget of the FederationArticle 72 (106)

The draft budget prepared by the Treasurer shall be sent to all Affiliates of the Federation at least two months before the General Meeting. This draft budget shall include the sums proposed for the annual subscriptions of Members, Associates and Observers.

Article 73 (107)

It shall be the duty of the Treasurer to supervise the balancing of the budget. To this end he shall calculate the total amount to be paid in subscriptions on the basis of foreseeable expenses for the year, and shall discuss this total with the Executive Committee. The Treasurer shall also propose the percentage of the membership subscription to be paid by Associates and Observers.

Article 74 (108)

The expenses provided for in the budget shall be divided into four chapters :

- a) day-to-day expenses : salaries of employees, maintenance of the office, postal charges, etc...
- b) special expenses : costs of the congress, costs of special missions, etc...
- c) extraordinary expenses : purchase of real estate, loans, etc...
- d) reserve fund.

Article 75 (109)

In principle, all the expenses of the Federation shall be provided for in the budget under their proper chapter and their proper heading. However, in case of necessity, the Treasurer shall be authorized to transfer sums within the limits of each chapter.

Any transfer from one chapter to another, with the exception of the Reserve Fund, may be decided upon by the Treasurer, but must be ratified thereafter by the Executive Committee.

Article 76 (110-111)

For all day-to-day and special expenses, the Treasurer shall give the Executive Secretary in writing a general authorization to engage in the necessary expenditures on condition that these do not in any one month exceed one fifteenth of the annual budget.

If the Executive Secretary is required to meet any of the extraordinary expenses foreseen in the budget, each of these expenses must be specially authorized in writing by the Treasurer.

Article 77 (112)

No extraordinary or special expense which has not been provided for in the budget can be authorized or undertaken by the Treasurer without the previous approval of the Executive Committee. In addition, for any purchase of real estate, the approval of the General Meeting shall be indispensable (art. 15 of the Statutes).

Article 78 (113)

Operations relating to the Reserve Fund shall be recorded in a special account. Only the Executive Committee shall have the power to authorize expenditure from this Fund.

2. Payment of subscriptionsArticle 79 (114)

The payment of subscriptions shall be made in the first six months of the financial year for which they are due. The financial year will be determined by the Executive Committee.

The Treasurer may, in exceptional cases, grant an extension of time for payment but this extension shall not exceed six months. Any further extension beyond this period shall be decided by the Executive Committee and, in certain cases, by the General Meeting if the Executive Committee considers this desirable.

3. Records of account and annual balance sheetArticle 80 (117)

The Federation's principal records of account shall be the following :

- 1) the day-book of income and expenditure
- 2) the receipts for each expenditure
- 3) the quarterly accounts
- 4) the yearly balance sheet.

All these records shall be regularly examined and approved by the Treasurer.

Article 81 (118)

The only signatures valid for all bank operations shall be those of the Treasurer and of the Executive Secretary, within the limits laid down in art. 76.

Article 82 (119)

The annual balance sheet of the Federation shall be drawn up in the three months following the end of the financial year.

4. Approval of the accountsArticle 83 (120-121)

Within the four months immediately following the end of the previous financial year, the accounts shall be examined and approved by a chartered Auditor. They shall then be communicated to all Affiliates of the Federation and shall also be annexed to the Minutes of the General Meeting.

CHAPTER VII - SPECIALIZED COMMISSIONS

Article 84

The Chairman of each Commission shall be appointed by the Executive Committee. He presents to the Executive Committee nominations for membership of the Commission. A Vice-Chairman is elected by the Commission to deputize for the Chairman. Chairmanship and membership in the Commission must be reconsidered every year.

The Chairman is responsible for the work of the Commission, for calling the Commission's meetings, etc...

Article 85

The Commission consists of a limited number of specialists workers. In principle, the maximum is seven members chosen for their experience rather than as representatives of a particular archive. The Executive Committee is however authorized to increase this number.

Article 86

The Commission must be given definite terms of reference, in writing, by the Executive Committee after it has heard the Chairman's suggestions and it must be asked to produce a report within a stated time.

Article 87

The Commission meets in private but is empowered to call for written evidence or reports from non-members. Its Chairman is authorized to invite experts to take part in a meeting, after having consulted a member archive of the country from which the expert is originated.

The meetings of the Commission should preferably be held at times which do not coincidewith these of FIAF General Meetings and Executive Meetings, in order to leave any Commission members who are also members of the Executive Committee free to attend.

As far as possible, the Secretariat provides technical help for taking notes and making the minutes of the meetings under the responsibility of the Chairman.

Article 88

The financial support of each Commission will be specified in the Federation's yearly budget.

CHAPTER VIII - ARBITRATION JURY

1. Generalities

Article 89 (123)

If a Member or an Associate is accused of a breach of the Statutes and Rules, such accusation shall be considered by an Arbitration Jury composed of three members (two arbitrators and one arbitrator-in-chief) chosen from the qualified (as defined in art. 25) representatives of Members of the Federation.

The Arbitration Jury is referred to hereunder as "the Jury".

Article 90 (124)

The Jury has no permanent existence. It shall come into operation only when a charge is brought against a Member or Associate of the Federation for an infringement of the Statutes and Rules.

The charge may be brought:

- a) by any Member or Associate of the Federation;
- b) by the Executive Committee

(the decision in this respect shall be taken by a simple majority vote, postal votes being admitted).

The Jury shall cease to function after having made its decision concerning the complaint.

Article 91 (125)

The referring of the charge to the Jury is obligatory and neither the Executive Committee nor the General Meeting shall consider charges which have not been previously submitted to a Jury.

2. Constitution of the JuryArticle 92 (126)

The charge shall be written and sent to the General Secretary of F.I.A.F.

The charge shall contain:

- a) the description of the infringement with reference to the paragraphs of the Statutes and Rules which have not been respected;
- b) all documents which could serve as proof or the names of the persons which the plaintiff intends to present as witness;
- c) the appointment of an arbitrator.

Article 93 (127)

The General Secretary shall send the charge with all the documents attached to the Member or the Associate against whom the charge has been made within a period not exceeding four weeks.

Article 94 (128)

The Member or Associate against whom the charge has been made shall, within a period not exceeding six weeks, prepare a written answer to the charge and send his answer to the Secretary General.

The answer shall contain:

- a) a detailed description of the facts which have given rise to the charge, referring, if necessary to the Statutes and Rules;
- b) all relevant documents and a list of witnesses who might be called;
- c) the appointment of an arbitrator.

Article 95 (129)

The two arbitrators appointed shall, by mutual agreement, appoint an arbitrator-in-chief, who shall be as of right President of the Jury and responsible to the Executive Committee for its work.

The Jury shall be constituted and begin its work not later than four weeks after receipt of the answer of the Member or Associate against whom the complaint was made.

Article 96 (130)

The Jury shall be responsible for examining the charge and shall be authorized to study all the documents which relate to it. The Jury may authorize the arbitrator-in-chief to conduct an inquiry. The Jury shall conclude its work within a period not exceeding three months from the day of its constitution. If the Jury cannot conclude its work within the period stated above, it must so inform the Secretary-General. The Secretary-General may, on his own initiative:

- a) extend the time limit, which extension in any case must terminate not later than four weeks before the General Meeting, or
- b) refer the charge to the next General Meeting.

3. Decisions of the Jury

Article 97 (131)

The Jury shall conclude its work by taking a decision. This decision can take one of the following forms :

- a) the pure and simple rejection of the charge, if appropriate with a reprimand to the member who brought the charge for having done so without foundation;
- b) a reprimand for the infringement of the Statutes, possibly accompanied by a warning to the Member or Associate who committed this infringement that next time the consequences may be more serious;
- c) a motion to suspend the Member or Associate having committed the infringement. The Executive Committee may either impose the suspension immediately, subject to its confirmation by the next General Meeting, or may submit the motion of the Jury to the General Meeting;
- d) a motion to expel the Member or the Associate which has committed the infraction. In this case, temporary suspension shall be imposed by the Executive Committee (as in c above), and the General Meeting shall decide on the question of expulsion according to the Statutes.

The Jury may include in its decision stipulations concerning the payment of the costs of its proceedings, and may ask the parties to the dispute to bear separately or jointly, totally or partially, the above mentioned costs. It can also demand the payment of damages.

Article 98 (132)

The Jury shall within a maximum period of two weeks, furnish to the two parties concerned in the conflict, the text of its decision, accompanied by the reasons for this decision.

Article 99 (133)

The Jury shall inform the Secretary-General of its decision and the Secretary-General shall bring it immediately and without delay to the attention of all Affiliates.

Article 100 (134)

The failure of the Member or Associate against whom a charge has been made to submit an answer within the limits of time provided, shall entitle the action to be treated as a unilateral one. In this case, the Executive Committee shall appoint the second arbitrator by vote (a simple majority being sufficient and a postal vote being valid). The rest of the procedure shall remain identical with that mentioned in the above paragraphs. If the charge is brought by the Executive Committee and there is no answer from the Member or Associate against whom the charge has been made, no Jury is appointed and the whole case is brought before the General Meeting.

Article 101 (135)

If the two arbitrators cannot, within four weeks, agree on the choice of an arbitrator-in-chief, the Executive Committee shall appoint him by vote (a simple majority being sufficient, and a postal vote being valid). The procedure shall remain identical with that mentioned in the above paragraphs.

Article 102 (136)

The decisions of the Jury may be challenged by the Member or Associate making the charge, by the Member or Associate against whom the charge has been made, or by the Executive Committee. In this case, the final decision shall rest with the General Meeting.

If no objection is made within a period of four weeks to such a decision of the Jury as is specified in a) and b) of article 97, the decision shall be final.

Article 103

In the case an accusation is made against an Observer, the Executive Committee shall decide what steps should be taken.

CHAPTER IX - RELATIONS BETWEEN MEMBERS1. Exclusivity RightsArticle 104 (137)

Each member shall enjoy an exclusive right within its own national territory:

- a) to receive and to act as an intermediary for all films sent by other Affiliates to its country;
- b) to acquire any film or any collection of publications, documents or objects relevant to its work.

Where several Members exist within a given country, they shall share this exclusive right.

Any approach however, which a Member may make to the representatives in his own country of foreign producers in order to obtain copies of their films shall not constitute a violation of the exclusive right of any other Member.

In the case a Member is requested by the copyright owners to send a film in which they hold the rights to a country where a fellow Member exists, he should inform this fellow Member with all the relevant details.

Article 105 (138)

In return for this right, each member shall be obliged to extend its full collaboration to any other member when requested to do so, or in so far as it is unable to do so, to explain fully the reasons.

Article 106 (139)

If a member asks for the co-operation of another member and does not receive a satisfactory reply within two months, he may renew his request, this time by registered letter, and send copies of both the original request and the new request to the Secretary-General of the Federation. If no reply to the registered letter is received within a month, he may officially notify the Secretary-General of this fact and ask for this matter to be submitted to an Arbitration Jury.

Article 107 (140)

To protect the interests of Members and of the copyright owners of the films they hold, no Member shall, even within its national territory, communicate information on films held by his fellow Members without their prior authorization.

2. Acquisition and Loan of Films between Members and Associates

Article 108 (141)

Membership and Associateship of the Federation shall imply willingness on the part of the Member or Associate to supply on request a copy of any film in its collection, in its best and most complete form, to any other Member or Associate (within the limits laid down in art. 9 of the Rules), unless it is specifically prohibited from doing so by undertakings given to the copyright owners or donors, and provided always that he receives satisfactory assurance from the requesting Member that the use to be made of the film will not be contrary to the interests of the copyright owners or donors, it being understood that any film so supplied may be used for one or more of the following purposes :

- a) preservation within the Member archive;
- b) showing on the Member's own premises.

Article 109 (142 - 143)

Films may be supplied by one Member or Associate to another either on temporary loan, or on indefinite loan, or for permanent retention.

- a) When a film is supplied on temporary loan, it is loaned for a specified reason and a limited period of time. While a film is on temporary loan, it may in no circumstances be copied, in whole or in part, without the authorization of the lending member;
- b) when a film is supplied on indefinite loan, no limitation of time shall be specified, but the Member or Associate which supplied the film may at any time, either on the demand of the copyright owners or for infringement of the conditions of the loan or for any other valid reason, demand the immediate return of the film together with all existant copies (positive or negative) which may have been made therefrom;

- c) a film may be supplied for permanent retention only with the direct authorization of the copyright owner.

Article 110 (144)

When one Member or Associate sends a film to another he may agree to do so in one of the following ways :

- a) in exchange for payment of his costs in making the copy to be sent;
- b) in exchange for another film or films of equivalent length;
- c) by lending (with or without reciprocity) a negative or positive copy of the film to the other Member or Associate to enable him to make the copy or copies he requires in his own country at his own expense;
- d) without recompense of any kind.

Article 111 (148)

A Member or Associate who receives a film from another Member or Associate receives it for use exclusively within his own national territory and under his strict control, and is not entitled under any circumstances to send the film or any copies made therefrom to any other country without the previous agreement of the member or Associate which first supplied the film, except on demand of the copyright owner.

Article 112 (150)

If a film sent on temporary loan is damaged, destroyed or lost, the Member or Associate which borrowed the film shall pay to the lending Member or Associate the full cost of replacement of the loss or damage, including, if necessary, the cost of any intermediate master material, titling, etc... which may be involved.

Article 113 (151)

Unless otherwise agreed, when a film received by a Member or Associate for permanent retention or on indefinite loan is lost or damaged, the Member or Associate which supplied the film shall be obliged to replace the lost film on payment of the cost of replacement, it being understood that such replacement is supplied on exactly the same conditions as the original film.

Article 114 (152)

If a Member or Associate sustains loss or damage to any film in its collection, and request another Member or Associate to help him to replace the lost film at cost, the Member or Associate appealed to shall be obliged to do everything possible to meet this request.

3. Members' publications

Article 115 (140 a)

When a member archive publishes, directly or not, a publication on the cinema, he must ask the publisher that a copy of the publication be sent free of charge to all members of the Federation.

CHAPTER X - USE OF MEMBERS' AND AFFILIATES' COLLECTIONS

Article 116 (155)

Affiliates shall at all times respect the interests of the copyright owners and/or donors whose films they hold on trust; the undertakings which they have given to the copyright owners and/or donors or their legally appointed representatives shall be given full precedence over all other considerations.

1. Non-commercial use

Article 117 (156)

Since Affiliates have a duty not only to preserve their collections but also to show them for purposes of study and education, they may do so on their own premises or premises under their direct control.

Article 118 (157)

Affiliates shall not allow films from their collections to be shown outside their premises unless they are expressly authorized by the copyright owners to do so, or unless they know that the showings (for example educational showings without payment given to enrolled students of schools and universities) will not be disapproved of by the film industry and will not be contrary to the interests of the copyright owners or to any undertakings which Members may have been required to give to their customs authorities.

2. Commercial and Television use

Article 119 (158)

When a film belonging to a Member or Associate collection is requested for a commercial or television use, the Member or Associate will not accede to such request without having been expressly requested and authorized to do so by the copyright owners by means of a letter addressed to the Member or Associate himself and validly signed.

This letter shall mention explicitly and without ambiguity:

- a) that the signatory is the legal copyright owner or is authorized to act on behalf of the copyright owner;
- b) that the signatory authorizes the supply of the film, or part thereof, under circumstances which are precisely defined (i.e. supply of a positive copy, of a lavender copy, of a scratched copy, in 16 or 35 mm, etc...).

CHAPTER XI - MISCELLANEOUS

Article 120 (165)

The Rules of the Federation shall be modified only by the General Meeting. Proposals for modification of the Rules may be made by any Member of the Federation and shall be sent to the Secretariat at least 3 months before the General Meeting. The Secretariat shall send such proposals, as well as any proposals suggested by the Executive Committee to all Affiliates of the Federation at least one month before the General Meeting. The task of presenting these proposals devolves upon the Executive Committee.

For modification of the Rules, the General Meeting shall take its decision by a majority of 51% of the Members participating in the Meeting.

Article 121 (166)

The present Rules, of which the English text is the official one, supersede all preceding Rules and enter into force on the date of their approval by the General Meeting.

ANNEX 10.

ASSETS

Current assets

Debtors 426.130,-
 Guarantees 170.000,-

596.130,- BF

Quick assets

Banks 152.130,-
 Cash 2.865,-

154.995,-

Reserve Fund

U.B.S. Zürich (SF 80.840,-)

p.m.

751.125,- BF

LIABILITIES

Creditors

154.211,-

Profit

Excess of income carried
 forward from previous years 891.223,-
 less

Excess of expenses for 1974 - 294.309,-

596.914,-

751.125,- BF

PROFIT AND LOSS ACCOUNT PER DECEMBER 31, 1974

DEBIT

Expenses 2.266.421,- BF

CREDIT

Income 1.972.112,-

Balance to be carried forward :

Excess of expenses 294.309,-

2.266.421,- BF

DETAILED BALANCE PER DECEMBER 31, 1974

ASSETSDebtors

Subscriptions unpaid for 1973	3.916,-	
Subscriptions unpaid for 1974	156.960,-	
Unpaid subscriptions to P.I.P.	22.965,-	
Bowker's editorial fee for 1973 volume	190.114,-	
Bowker's royalties	40.375,-	
Bank interests	<u>11.800,-</u>	426.130,-

Guarantees

S.G.B. Brussels: time deposits		170.000,-
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Banks

Current account S.G.B. Brussels	130.452,-	
Lloyds Bank, London (£239,80)	<u>21.678,-</u>	152.130,-

Cash

At the secretariat	2.642,-	
At London office	<u>223,-</u>	<u>2.865,-</u>
		<u><u>751.125,-</u></u>

LIABILITIESCreditors

Salaries December	11.445,-	
Social security & taxes December	9.103,-	
Office rent 4th quarter	15.590,-	
Office charges 4th quarter	10.188,-	
Rank Xerox, photocopies December	1.299,-	
Telephone, 4th quarter	3.315,-	
H. Volkmann, translation Preservation M.	18.250,-	
P.I.P. salaries & office charges London	42.855,-	
Det Danske Filmmuseum, 1975 subscriptions	28.380,-	
Filmkhaneh Melli Iran " "	4.200,-	
Cineteca Nacional Mexico " "	<u>9.586,-</u>	
		154.211,-

Balance

596.914,-

751.125,-

3.

DETAILED PROFIT AND LOSS ACCOUNT, PER DECEMBER 31, 1974

DEBIT

EXPENSES

Current expenses

Staff salaries	154.070,-	
Social security and taxes	74.103,-	
External work fees	15.233,-	
Office rent and charges	137.932,-	
Transport of material	3.593,-	
Representation - Local travelling	8.248,-	
Office supplies. Print & publications	59.375,-	
Telephone - telex - telegrams	55.420,-	
Mail	44.409,-	
Miscellaneous	<u>220,-</u>	

552.603,-

Special expenses

Congress	45.580,-	
Executive Committee	32.121,-	
Commissions	72.313,-	
Special missions	13.288,-	
Administrative publications	42.129,-	
Special publications	23.997,-	
FIAF Bulletin	34.246,-	
Office equipment	44.834,-	
Miscellaneous	<u>8.666,-</u>	

317.174,-

Periodical Indexing Project

Wages	637.870,-	
Office rent and costs	144.689,-	
Premium for lease of office	185.607,-	
Supplies	180.522,-	
Postage	134.998,-	
Sundries and travel	<u>83.958,-</u>	

1.367.644,-

Others

UNESCO - transfer of 2d payment
to Canadian Film Archives

29.000,-

2.266.421,-

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CREDIT

INCOME

Members 1974 subscriptions	1.062.667,-	
Subscriptions + Bowker's contributions to P.I.P.	815.581,-	
Bank interests	55.820,-	
UNESCO - 2d payment as per contract	28.932,-	
Sale of FIAF publications	<u>9.112,-</u>	

1.972.112,-

Balance to be carried forward :

Excess of expenses for 1974

294.309,-

2.266.421,- BF

RESERVE FUND
UNION BANK OF SWITZERLAND
1/1 - 31/12, 1974

RECEIPTS

Balance forward of Reserve Fund per January 1, 1974	SF	80.000,-
Interest 1/1 - 31/12, 1974		3.080,-
		<u>83.080,-</u>

EXPENSES

Transfer to interest account U.B.S.	SF	627,-
Transfer to current account in Brussels		2.450,-
Postal charges		3,-
		<u>3.080,-</u>

Interest Account
UNION BANK OF SWITZERLAND

Balance forward of interest account per January 1, 1974	SF	7.780,-
Transfer from Reserve Fund		627,-
	SF	<u>8.407,- (110.000 BF)</u>

On February 13, 1974, transfer of this sum to the Société Générale de Banque in Brussels. Closing of the interest account in Zürich.

UNPAID SUBSCRIPTIONS BY DECEMBER 31, 1974

	<u>1973</u>		<u>1974</u>
Buenos Aires / Cinemateca Argentina		SF	300,-
Helsinki / Suomen Elokuva-Arkisto			2.000,-
Lima / Cinemateca Universitaria del Peru			300,-
Milano / Cineteca Italiana			2.000,-
Montevideo / SODRE	272,-		300,-
Poona / National Film Archive of India			2.000,-
Pyong Yang / National Film Archives of the DPRK			2.000,-
Torino / Museo Nazionale del Cinema			2.000,-
	<u>272,-</u>		<u>10.900,- S.F.</u>

BUDGET PROPOSAL FOR 1976

Expenses

<u>Current Expenses</u>	Expenses 1974	Budget 1975	Budget 1976
	BF	BF	BF
Staff salaries	142.625	150.000	185.000
Soc. security, Ins. tax	65.000	60.000	70.000
External work fees	15.233	60.000	30.000
Office rent and charges	112.154	130.000	140.000
Office supplies, printing and publications	58.076	65.000	75.000
Mail, telephone and telegr.	96.514	75.000	100.000
Miscellaneous	<u>12.061</u>	<u>20.000</u>	<u>20.000</u>
	501.663	560.000	620.000
 <u>Special Expenses</u>			
Congress	45.580	80.000	100.000
Executive Committee	32.121	60.000	60.000
Commissions	72.313	120.000	150.000
Administr., publications and FIAF Bulletin	76.375	60.000	80.000
Special publications	5.747	55.000	80.000
Special missions	13.288	30.000	30.000
Miscellaneous	<u>8.666</u>	<u>8.810</u>	<u>22.070</u>
	298.924	443.810	557.070
 <u>Periodical Indexing Project</u>			
Wages	615.903	672.510	817.800
Office rent and costs	123.801	136.155	154.800
Premium for lease of off.	185.607		
Supplies	180.522	182.700	187.050
Postage	134.998	95.700	47.850
Supplies and travel	<u>83.958</u>	<u>56.550</u>	<u>56.100</u>
	<u>1.324.789</u>	<u>1.143.615</u>	<u>1.263.600</u>
	<u>2.125.376</u>	<u>2.147.425</u>	<u>2.440.670</u>

Income in 1976

Membership fees:

38 full members	A SF 2.500	SF 95.000	BF	1.345.300
1 ass. member		SF 1.250	BF	17.700
12 observers	A SF 350	SF 4.200	BF	59.470

Selling of publications BF 4.000

Interests BF 40.000

Periodical Indexing Project:

Subscriptions BF 647.950

Editorial fee incl. selling of
2.500 copies - £ 3.750 BF 326.250

BF 2.440.670
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This budget involves a subsidy of the Periodical Indexing Project with BF 289.400.

ANNEX 12.

TORINO XXXI GENERAL MEETING

PROJECTS AND PUBLICATIONS UNDER WAY (Agenda item 19)

1. Basic Manual for film archives
2. 2d catalogue of silent films in the members' collections (Brussels)
3. Summer school for archive personnel

All the other FIAF projects and publications under way will not be reported on at this General Meeting. They are :

- Annual bibliography of books on the cinema (Bucharest)
- List of filmographical sources classified by countries (Bucharest)
- List of important films considered as lost (Amsterdam)
- Bibliography of publications by members of FIAF (Ottawa)
- Study on the copying of optical sound tracks
- List of filmographical sources classified by personalities (Prague)
- Anthology of serious film criticism published before 1914 (Brussels)
- Bibliography of publications dealing with the work of film archives (Brussels)
- Internal list of continuities and dialogue lists (Documentation Commission)
- Atlas for the identification of slapstick actors (Prague)
- A collection of instruction books and technical manuals (L.C. Washington)
- To collect and translate the legal and administrative texts on the functioning of film archives (Belgrade)
- Information center on research projects (Brussels)

TEXTE FRANCAIS AU VERSO

TURIN XXXI ASSEMBLEE GENERALE

PROJETS ET PUBLICATIONS EN COURS (Agenda point 19)

1. Manuel de base pour les cinémathèques
2. 2e catalogue de films muets (Bruxelles)
3. Cours d'été pour le personnel des cinémathèques

Tous les autres projets et publications en cours à la FIAF ne feront pas l'objet d'un rapport à cette Assemblée Générale. Il s'agit de :

- Bibliographie annuelle des livres sur le cinéma (Bucarest)
- Liste des sources filmographiques classées par pays (Bucarest)
- Liste des films importants considérés comme perdus (Amsterdam)
- Bibliographie des ouvrages publiés par les membres de la FIAF (Ottawa)
- Etude sur le contretypage des pistes sonores optiques
- Liste des sources filmographiques classées par personnalités (Prague)
- Anthologie de critiques de films sérieuses, publiées avant 1914 (Bruxelles)
- Bibliographie de publications concernant le travail des cinémathèques (i)
- Liste des continuités et dialogues dans les collections des membres
- Atlas pour l'identification des acteurs de films burlesques (Prague)
- Collection de livrets d'instruction et de manuels techniques (LC Washington)
- Centre d'information sur les recherches en cours (Bruxelles)
- Compilation et traduction des textes légaux et administratifs concernant les activités des cinémathèques : dépôt légal, facilités obtenues, manière de financement, etc... (Belgrade)

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Cinémathèque Royale de Belgique

CATALOGUE FIAF DES FILMS MUETS DE LONG METRAGE 1974 / Rapport

1. Cinémathèques ayant participé à l'ancien catalogue

Ont demandé des fiches supplémentaires et les ont renvoyées:

Amsterdam	268	Habana	42	Praha	230
Beograd	18	Haifa	9	Roma	203
Berlin SFA	115	København	54	Torino	1
Berlin DK	83	London NFA	37	Wien FA	63
Bruxelles	350	Montréal	11	Wien FM	37
Bucuresti	87	New York	152	Warszawa	10
Budapest	79	Ottawa	52		

1.901 fiches

Ont renvoyé la liste complétée des films de l'ancien catalogue:

Amsterdam	Habana	Ottawa
Beograd	Haifa	Praha
Berlin SFA	København	Roma
Berlin DK	London NFA	Torino
Bruxelles	Montréal	Wien FA
Bucuresti	New York	Wien FM
Budapest	Oslo	Warszawa

Nous attendons encore les fiches demandées par Helsinki, Oslo et Toulouse et les listes de Helsinki, Lisboa, Madrid, Milano, Moskva (qui a renvoyé sa liste sans spécifier le langage des titres), Sofia, Stockholm, Toulouse, Wiesbaden, Montevideo SODRE

2. Cinémathèques n'ayant pas participé à l'ancien catalogue

Ont demandé des fiches et les ont renvoyées:

Canberra	50	Téhéran	11	Washington	628	<u>689 fiches</u>
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Soit au total 2590 fiches sur lesquelles il y a + 1.250 nouveaux titres à faire figurer dans le prochain catalogue.

3. Cinémathèques ne pouvant participer:

Moskva, Stockholm, Tirana et Washington AFI qui demande d'être amalgamée avec Washington LIBCON (les fiches nous sont donc parvenues).

4. Travail effectué jusqu'à présent: commencé la vérification des dates de réalisation, de l'orthographe des titres et des noms, etc... pour tous les pays pour lesquels il existe une filmographie nationale. Déjà fait: Ceskoslovensko, Danmark, Deutschland, Great Britain, Magyar, Norge, Osterreich, Polska, România, S.S.S.R. (translittération selon les recommandations ISO R9 de l'Organisation internationale de normalisation), Sverige et U.S.A. (de 1921 à 1924).

Bruxelles, le 26 avril 1974

nc

P.S. - Aucun des membres associé, provisoires et correspondants n'ont répondu excepté Teheran.